



**LATROBE VALLEY**  
AUTHORITY

LATROBE VALLEY SPORT AND ACTIVE RECREATION

# STRATEGIC PLANNING GRANTS PROGRAM

*For sporting clubs and other sport and active recreation organisations in Baw Baw, Wellington and Latrobe.*

## APPLICATION GUIDELINES

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For Official Use Only



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# INTRODUCTION

I am delighted to invite local community sport and active recreation clubs and organisations to apply for a Strategic Planning grant.

These grants of up to \$6000 will assist local clubs and organisations plan for the future and build capacity for sustainable operation.

This forms part of the Latrobe Valley Sports and Community Package funded by the Victorian Government, an \$85 million investment in sporting infrastructure and programs across Latrobe City, Wellington Shire and Baw Baw Shire with \$6.9 million invested over five years to deliver an extensive program of major events, community programs and outreach activities.

The success of many of these initiatives will be reliant on strong, robust, sustainable and inclusive community sport and active recreation clubs and organisations within the Latrobe Valley region.

I trust these Strategic Planning grants will strengthen our sport and active recreation sector and help position clubs and organisations for future opportunities.

I look forward to your ongoing contribution to increase participation in sport and active recreation and in build an 'Active & Healthy' region.

**Karen Cain**  
**CEO, Latrobe Valley Authority**

# PROGRAM DESCRIPTION AND OBJECTIVES

## 1. What is the Latrobe Valley Sport and Active Recreation Strategic Planning Grants Program?

The *Latrobe Valley Sport and Active Recreation Strategic Planning Grants Program* provides grants of up to \$6000 to assist in building strong, robust, sustainable, welcoming and inclusive sport and active recreation clubs and organisations in the Latrobe Valley.

The Program will support clubs and organisations to undertake strategic planning with a focus on improving capacity, improving operational effectiveness and efficiency and increasing the opportunities for our community to participate in sport and active recreation.

### 1.1 Why is the Latrobe Valley Authority funding these grants?

Sport and active recreation plays an important part in the lives of Victorians. It provides settings for social interaction, sharing common interests, achieving personal bests and community inclusion.

Sport and active recreation clubs and organisations play a big part in shaping and supporting local communities. Being part of a club or organisation provides a socially valued role for participants and creates a sense of community membership.

The *Latrobe Valley Sport and Active Recreation Strategic Planning Grants Program* is provided under the Victorian Government's \$85 million Sports and Community Package. The package has a key objective of increasing participation in sport and active recreation that contributes to an 'Active & Healthy' region.

Clubs and organisations are encouraged to secure local suppliers to assist in their planning.

## 2. Who can apply?

Community sport and active recreation clubs and organisations delivering activities in the Latrobe Valley region may apply. Applicants must:

- be non-government, not-for-profit and registered as an incorporated body at the time of application and for the project duration. *If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds.*
- possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- be located (have their club registered address) and operate the majority of their activities in the Latrobe Valley region – that being Latrobe City Council, Wellington Shire Council and Baw Baw Shire Council.

### Note:

- clubs that are aligned to a school or university are only eligible to apply if teams are administered and play outside of normal educational activities and competitions.

### 3. What will be funded?

The Latrobe Valley Sport and Active Recreation Strategic Planning Grants Program will provide small grants up to \$6000 to assist clubs and organisations to develop, update or expand their strategic plan. The Strategic Plan could seek to address:

- Organisational Operations, Sustainability and Capacity
  - Governance and structure
  - Organisational culture
  - Policy and procedures
  - Financial viability
  - Operational effectiveness and efficiency
  - Promotions and Marketing
- Community Participation Strategies:
  - Diverse and inclusive participation in all aspects of the club
  - Accessibility
  - Development of new programs including Social Sport
  - Understanding participation trends and its impact
  - Understanding broader participation initiatives and programs of State and National Sports Bodies and other key agencies
- Training and Development:
  - Skilling Volunteers, Coaches and Administrators
  - Pathways for athletes and coaches
- Infrastructure Considerations – whilst not a significant component of this planning broad considerations for future infrastructure planning may be identified.

Priorities include:

- Developing strategies to increase diversity and participation of under- represented groups in all facets of the club, including playing, coaching, leadership and decision making.
- Establishing or expanding partnerships to build collaboration between organisations to develop inclusive participation programs.
- Developing plans to deliver sport and active recreation programs that increase the equity, diversity and inclusiveness for under-represented groups, including but not limited to:
  - people with a disability
  - women and girls
  - Aboriginal and Torres Strait Islander people
  - school-aged children
  - culturally and linguistically diverse people
  - LGBTIQ
  - older adults

#### 3.1 What will not be funded?

The Latrobe Valley Sport and Active Recreation Governance Grants Program will not fund the following:

- costs associated with activities prior to funding agreements being signed

- applications from schools, hospitals, or individuals
- ongoing operational costs (for example, salaries for ongoing positions, rent, electricity and other utilities)

## 4. What are the funding details?

The following funding conditions will apply:

- the grant recipient must enter into a funding agreement with the Latrobe Valley Authority which sets out the conditions and reporting requirements
- sports clubs, leagues or associations who are grant recipients must adhere to the *Victorian Code of Conduct for Community Sport* (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the *Victorian Code of Conduct for Community Sport*. Grant recipients must adhere to the code during the life of the project and agree to carry out its requirements. Further information about this code can be found at [www.sport.vic.gov.au/make-sport-fair-and-drug-free/Victorian-code-of-conduct-for-community-sport](http://www.sport.vic.gov.au/make-sport-fair-and-drug-free/Victorian-code-of-conduct-for-community-sport)
- the grant recipient must comply with the expectations of the Victorian Anti-doping Policy 2012. Further information about this policy can be found at <http://www.sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>
- the project must be completed within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Latrobe Valley Authority
- grant funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the Latrobe Valley Authority for approval prior to implementation
- grant recipients without an Australian Business Number (ABN) must provide a completed Statement by a supplier form so that no tax is withheld from any grant payments unless they have entered into an auspicing arrangement.
- grants are exclusive of GST

## 5. When do applications close?

Applications will be open for two rounds in 2018:

- Round 1, Applications Open – 26 February 2018, Applications Close – 23 March 2018
- Round 2, Applications Open – 17 September 2018, Applications Close - 19 October 2018

No late applications will be considered.

The assessment process may take up to three months from the closing date and all applicants will receive written notification of the outcome of the assessment process.

## 6. Important information

If you any questions regarding your application, grant process or eligibility, please contact David Roberts on 1800 136 762, mobile 0468 431 731 or email [david.roberts@lva.gov.au](mailto:david.roberts@lva.gov.au)

Please read the guidelines carefully, seek clarification if required and answer all key questions in the grant application.

Please attach any relevant information with your application, including:

- Quote and project brief from consultant
- Letter(s) of support (if appropriate)

- Previous Strategic Plan (if any)
- Confirmation of any auspice arrangements (e.g. letter)

Applications must be emailed to [lva.grants@lva.vic.gov.au](mailto:lva.grants@lva.vic.gov.au)

## 7. How will applications be assessed?

Applications will be assessed against the criteria below.

Why is this grant needed? In your response, please describe the demonstrated need for the project and how it will improve operational effectiveness and efficiency and/or increase participation in your sport and active recreational activities.

What benefits will the grant provide? In your response, please describe specific outcomes of the project including:

- how the grant will benefit the club
- how many club members will be involved
- how many community members are expected to participate and how will they benefit
- what planning has been undertaken to successfully implement the project.
- Applicants can provide up to 250 words in response to each assessment criteria.

## 8. Conditions that apply to applications and funding

### 8.1 Funding agreements

Successful applicants must enter into a funding agreement with the Latrobe Valley Authority. Funding agreements establish the parties and their commitments and obligations to each other and set out the general terms and conditions of funding.

### 8.2 Acknowledging the Latrobe Valley Authority's support and promoting successes

Successful applicants need to acknowledge the Latrobe Valley Authority's support through the provision of a grant from the *Latrobe Valley Sport and Active Recreation Strategic Planning Grants Program*.

Latrobe Valley Authority's Communications team may contact organisations regarding promotional activities, public announcements and development of case studies.

### 8.3 Payments

Payments will be made into an organisations nominated bank account, in accordance with the funding agreement.

### 8.4 Privacy

The LVA collects personal information, such as your name and contact details, to assess eligibility for grant funding and to contact you about your application. Any personal information about you or a third party in the application will be collected by the LVA which is part of the Victorian Department of Premier and Cabinet (DPC) for the purpose of fund administration. This information may be provided to other Victorian Government agencies, local government agencies or other LVA stakeholders for the purpose of assessing your application. If you intend to include personal information about third parties in your application, please ensure they are aware of the contents of this privacy statement. This information will be held by the LVA and managed in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973. You can access your personal information by contacting the relevant Grant Agency. For more information, please refer to the relevant Grant Agency's Privacy Policy - <https://www.dpc.vic.gov.au/index.php/privacy>

## 9. Contact

Organisations are encouraged to discuss their proposals with David Roberts at Latrobe Valley Authority prior to submitting a grant application.

**David Roberts**

Project Manager, Community & Outreach Programs

Latrobe Valley Authority

T 1800 136 762 | M 0468 431 731

E [david.roberts@lva.vic.gov.au](mailto:david.roberts@lva.vic.gov.au)

NOTE: Grant applications must be emailed to [lva.grants@lva.vic.gov.au](mailto:lva.grants@lva.vic.gov.au)