



LATROBE VALLEY
AUTHORITY

LATROBE VALLEY SPORT AND ACTIVE RECREATION

PARTICIPATION INITIATIVE GRANTS PROGRAM

Increasing active and inclusive participation in Baw Baw, Wellington and Latrobe.

Application Guidelines

Supported by funding from the Department of Health and Human Services
as part of the Latrobe Health Innovation Zone

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INTRODUCTION

I am delighted to invite community organisations and sporting bodies in the Latrobe Valley to apply for funding under the Sport and Active Recreation Participation Initiative.

Grants of up to \$75 000 will be made available to deliver new and innovative programs that increase participation in organised and informal sport and active recreation, particularly amongst people that are currently underrepresented.

This is a joint initiative between the Latrobe Valley Authority, the Department of Health and Human Services and the Latrobe Health Assembly.

The Latrobe Valley Authority is delivering funds through the Latrobe Valley Sports and Community Package, funded by the Victorian Government. This is 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.

Projects in Latrobe City are also being supported by funding through the Latrobe Health Innovation Zone.

Active recreation has many positive impacts on both physical and mental health, however not everyone benefits equally from existing opportunities to participate. There are many population groups who are underrepresented in sport and active recreation. This grants program aims to reduce the barriers and increase the opportunities for active participation for these groups.

The Latrobe Valley Authority looks forward to supporting the implementation of innovative programs that increase participation in sport and active recreation and build an active, healthy and inclusive region.

Karen Cain
CEO, Latrobe Valley Authority

PROGRAM DESCRIPTION AND OBJECTIVES

1. What is the Latrobe Valley Sport and Active Recreation Participation Initiative Grants Program?

The *Latrobe Valley Sport and Active Recreation Participation Initiative* provides seed grants of up to \$75 000 with the key objective of increasing participation rates for targeted population groups that are currently underrepresented in sport and active recreation in the Latrobe Valley, which incorporates the Wellington Shire, Latrobe City and Baw Baw Shire.

It is estimated that more than 21 per cent of Victorians are not involved in any form of sport or active recreation and many others are not sufficiently active to obtain the health benefits associated with that activity. There is a need to adjust our approach to get more people, more active, more often.

This participation initiative encourages the development of strategic partnerships to co-design and delivery innovative community projects that increase and sustain inclusive participation in both organised and informal sport and active recreation in the Latrobe Valley.

1.1 Why are we funding these grants?

Sport and active recreation plays an important part in the lives of Victorians. It provides a setting for health and wellbeing practices, prevention of chronic disease, social interaction, sharing common interests, achieving personal bests, and community inclusion. *Active Victoria: A strategic framework for sport and recreation* defines Sport as involving structured, competitive activity, while active recreation can be defined as leisure time physical activity undertaken outside of structured, competitive sport.

Many people in our community who would benefit from involvement sport and active recreation are underrepresented and have significant barriers to their participation. Barriers to participation are extensive and diverse, and can include, but not be limited to:

ACTIVITIES	ORGANISATIONS	INDIVIDUALS
<ul style="list-style-type: none"> • high cost • lack of transport • structured times • length of seasons • not welcoming • high skill level required • lack of targeted promotion • lack of affordable childcare • poor coaching 	<ul style="list-style-type: none"> • competitive nature of sport • not welcoming • difficult to register • lack of inclusive policies & procedures • not accessible (facilities) • limited activities offered • lack of role models • lack of diverse representation in decision making processes 	<ul style="list-style-type: none"> • lack of previous experiences with clubs • 'wrong' skill level • lack of knowledge of sporting culture • lack of confidence and motivation • poor body image • lack of awareness of the benefits of physical activity

The *Latrobe Valley Sport and Active Recreation Participation Initiative* is provided under the Victorian Government's \$85 million Sports and Community Package, administered by the Latrobe Valley Authority. The package has a key objective of increasing participation in sport and active recreation that contributes to an 'Active & Healthy' region across Wellington Shire, Latrobe City and Baw Baw Shire.

In addition, Latrobe City has been designated as a Health Innovation Zone by the Victorian Government, with the Latrobe Health Assembly established to enable a community-led movement for improving health. Increasing engagement of populations not currently participating in active recreation has been identified as a priority, and an additional \$150,000 has been allocated to expand the *Sport and Active Recreation Participation Initiative* in the Latrobe City.

The grants program aims to increase opportunities and reduce barriers to sustainable participation as well as build the capacity within the sport and active recreation sector to engage with underrepresented groups.

1.2 Physical Activity

The Victorian Population Health Survey (2015) reports that 45.6% of males and 44.6% of females do not meet the current physical activity guidelines of an accumulative 150 to 300 minutes (2½ to 5 hours) of moderate intensity activity or 75 to 150 minutes (1½ to 2½ hours) of vigorous intensity, or an equivalent combination of both, each week.

Physical inactivity is a major modifiable risk factor for a range of conditions including cardiovascular disease, type2 diabetes, some cancers, osteoporosis, depression, anxiety and falls among older people. Moreover, physical activity improves cognitive function in older people, prevents weight gain and, in conjunction with a low-calorie diet, promotes weight loss (Victorian Population Health Survey 2015).

Physical Activity Status

	Sedentary (None)	Insufficient <150 min or <2 times/week	Sufficient
Baw Baw Shire	2.7%	47.9%	43.7%
Latrobe City	4.4%	53%	35.4%
Wellington Shire	3.7%	47%	43.8%
Victoria	3.6%	50.4%	41.4%

* Victorian Population Health Survey 2015

1.3 Target Groups

The *Latrobe Valley Sport and Active Recreation Participation Initiative* recognises there are many barriers to participation and has identified the following priority groups who are currently underrepresented in organised and informal sport and active recreation opportunities in the Latrobe Valley region.

The priority groups include:

- people on low incomes
- women and girls
- Aboriginal and Torres Strait Islander people
- young people aged 17 to 25 years
- recently arrived migrants and those with lower English proficiency
- LGBTI
- adults aged over 50 years
- people with a disability

For all priority groups, the focus is on people who are not currently engaged in sport and active recreation.

2. Who can apply?

Applications are invited from

- Community organisations with a demonstrated connection to priority groups underrepresented in organised and informal sport and active recreation.
- Sporting organisations with a demonstrated capacity to co-design and deliver a significant community project.

Applicants are encouraged to form collaborative partnerships to co-design and deliver projects with a focus on ensuring a strong connection with priority groups and the capacity to deliver sustainable sport and active recreation activities.

Applicants must:

- be non-government, not-for-profit and registered as an incorporated body.
- 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 with the grant payment.
- operate the majority of their activities in the Latrobe Valley region – that being Latrobe City Council, Wellington Shire Council and Baw Baw Shire Council.

3. What will be funded?

Successful applicants will strategically partner with local community organisations/groups, sporting clubs or venues and active recreation organisations to co-design and deliver innovative programs and activities that will increase access to, and participation in, sport and active recreation in the Latrobe Valley.

The initiative needs to blend universal access with targeted recruitment and supported access to active recreation opportunities.

Thought should be given to providing activities at the right time, place and style for the target group.

The level of funding will be dependent on the predicted impact and reach among the target group of the proposal.

Programs should not duplicate activities that currently exist, however significant project expansions that increase opportunities and reduce barriers to participation would be considered.

Sporting clubs considering applying should ensure their project has broad reach into priority groups, addresses the sustainability of their activities through partnerships with their league and/or local community.

3.1 Types of funded activities

The types of activities that may be considered under the program include, but are not limited to approaches that:

- reach and engage the target group/s into formal or informal sport and active recreation opportunities
- facilitate new, innovative and sustainable opportunities for participation in sport and active recreation for target group/s.
- address barriers (such as discrimination, transport and flexibility in program delivery) to participation in programs and activities for target groups.
- build capacity of sport and active recreation providers to engage with target groups and ensure ongoing safe and inclusive spaces, practices and activities (this can include inclusion training for staff and volunteers)

3.2 What will not be funded?

The *Latrobe Valley Sport and Active Recreation Participation Initiative* will not fund:

- costs associated with activities prior to funding agreements being signed
- building improvements or the construction of infrastructure
- activities that duplicate existing programs or activities
- applications from schools, hospitals, for profit entities or individuals
- ongoing operational costs (for example, salaries for ongoing positions, rent, electricity and other utilities)
- projects that should be funded through other funding streams
- sporting clubs that fail to demonstrate strong community partnerships and increased participation and reach into priority groups.

3.3 Examples and further reading

- VicHealth PICSAR State and Regional Grants (2007 to 2011); Program evaluation and outcomes report. https://www.vichealth.vic.gov.au/-/media/ProgramsandProjects/Publications/Attachments/PICSAR_MoreThanJustSport_Feb2013.pdf

4. Partnerships

Applicants will be expected to develop strategic partnerships to co-design and deliver projects under the *Latrobe Valley Sport and Active Recreation Participation Initiative*.

Organisations with strong connections to target groups are strongly encouraged to partner with sport and active recreation bodies, including clubs, associations, leagues and recreation/leisure facilities to provide the sport and active recreation setting.

Sport and active recreation organisations applying for funds will be required to partner with community organisations that can provide connections to key target groups and provide appropriate health and wellbeing support to participants during the program.

Partners will need to demonstrate their involvement in the co-design of the project through an attached Memorandum of Understanding or letter of support.

The Latrobe Valley Authority may identify additional partners or program adjustments during the Negotiated Project Design phase and prior to final approval.

Initiative design should have regard to existing programs with similar or related objectives, and where relevant, applicants are encouraged to engage with stakeholders and other partners to ensure alignment and avoid duplication of local effort.

Applications for initiatives in Latrobe City are strongly encouraged to engage with the Latrobe Health Assembly working group called 'Make a Move' that has a focus on getting people more active. Information about the Latrobe Health Assembly and projects of the working group can be found at <http://healthassembly.org.au/>

5. Project Sustainability

Applicants should address the sustainability of the project as ongoing funding will not be available through the *Latrobe Valley Sport and Active Recreation Participation Initiative*.

At an individual level, sustainability may be addressed through increased confidence and skill, development of positive lifestyle habits, and transition into organised sport and active recreation opportunities.

At a project level, sustainability may include:

- continuation of program through the skill development and capacity building of volunteers to 'self-organise' future activities
- incorporating the program into an existing community service provider as part of their core service
- local recreation providers incorporating the delivery of program into their operations in an ongoing and sustained manner, such as fee for service
- transition of individuals, teams, groups, competition, or activities into existing organised sport and recreation environments

Applicants should clearly demonstrate how this seeding grant will help achieve a sustainable outcome for the Latrobe Valley community.

6. Planning, Monitoring and Evaluation

Due to the innovative nature of projects, funded organisations must be committed to ongoing monitoring and evaluation of the project.

This will include:

- ongoing commitment to develop collaborative partnerships
- participation in data collection and program evaluation
- formal and informal contact with funding provider(s) as required
- development of a project plan and provision of milestone and progress reports
- sharing of project outcomes and success

Projects will also be required to submit a final evaluation report within 6 weeks of the project completion.

7. How will applications be assessed?

Applicants will need to develop a detailed project plan, in conjunction with their partners, that focuses on the following selection criteria.

Criterion 1: Understanding of Target Group(s)

Responses should include, but are not limited to:

- outline of the target group(s) selected, expected engagement levels and rationale
- demonstrated experience, expertise and willingness to work with the target group(s)
- how will target group(s) be reached and engaged
- understanding of selected population cohorts and the methods likely to succeed in engaging these groups in active recreation.

Criterion 2: Program activities

Responses should include, but are not limited to:

- what program activities will be delivered, including proposed number of programs, predicted reach and expected timelines
- how the community, including target group(s) will be included in planning, development and implementation
- how strategies and approaches will focus on the needs of the community
- how the program will remain flexible to community need and input during implementation

Criterion 3: Capacity to deliver and partnerships

Responses should include, but are not limited to:

- demonstrated experience, expertise and willingness to deliver the program,
- detailed expertise, roles and responsibilities of each partner organisation involved, include level of commitment to project
- key staff and personnel involved in delivering the project
- how this program relates to each organisations core business and how the service will be incorporated into current or future operations
- strategies to improve and sustain cooperation between stakeholders

Criterion 4: Project Outcomes

Responses should include, but are not limited to:

- what outcomes and benefits will be delivered to:
 - Target Group(s)

- Wider Community
- Partner Organisations
- Sport & Active Recreation sector
- How will these be monitored and measured during and at the end of the project

Criterion 5: Management and Budget

Responses should include, but are not limited to:

- how the project be managed, including supervision and infrastructure support
- a detailed, itemised program budget
- the organisations capacity to deliver within the allocated funding.

Criterion 6: Sustainability

Responses should include, but are not limited to:

- How the program will leave a legacy of increased participation (see section 5)

8. 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 will set out the conditions and reporting requirements
- all participating sporting organisations must adhere to and enforce the Victorian Code of Conduct for Community Sport (or, from 1 July 2018, the Fair Play Code) or their relevant state sporting association code of conduct/member protection policy, which incorporates the code. 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 <http://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- 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 (including timeframes) 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.
- grants are exclusive of GST

9. Application process and timelines

Applications Open – June 25, 2018

Applications Close – July 27, 2018

Assessment of Applications – July 27 to August 17, 2018

Negotiated Project Development – July 27 to September 28, 2018

Applicants may be required to further develop their applications prior to final approval

This may include linking applicants with others who may be able to add value to the project idea, further co-design with key partners, and development of detailed implementation plans. For Latrobe City projects this may include creating links with the Latrobe Health Assembly and its working groups.

Support will be provided during this phase from funding agencies - LVA and DHHS

Funding Agreements signed and a schedule of payments finalised – August 17 to October 26, 2018

Further rounds may be conducted depending on available funds.

All applicants will receive written notification of the outcome of the assessment process.

10. Important information

10.1 Consultation with Latrobe Valley Authority

All applicants are required to discuss their concept with LVA Community & Outreach Program Manager David Roberts prior to completing their application. This discussion will assist in identifying potential partners and development of projects as well as avoiding any duplication of project proposals.

David Roberts

Project Manager, Community & Outreach Programs

Latrobe Valley Authority

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E david.roberts@lva.vic.gov.au

10.2 Submitting your Application

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:

- Detailed implementation plan, responding to selection criteria
- Letter(s) of support or other documentation supporting partnership approaches (especially from identified partners)
- Support documentation, such as Strategic Plans, Organisational structures, etc.

Applications must be submitted online at www.lva.vic.gov.au

11. Conditions that apply to applications and funding

11.1 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.

11.2 Acknowledging Funding support and promoting successes

Successful applicants will need to acknowledge the Latrobe Valley Authority through the provision of a grant from the *Latrobe Valley Sport and Active Recreation Participation Initiative*.

Projects in Latrobe City will also be required to acknowledge that it is being delivered as part of the Latrobe Health Innovation Zone.

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

11.3 Payments

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

11.4 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>

12. Contact

For more information, enquiries, and to discuss project proposals, contact:

David Roberts

Project Manager, Community & Outreach Programs

Latrobe Valley Authority

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E david.roberts@lva.vic.gov.au