

2022-2023 Darebin Sports Grants Application Form -Round 1

Form Preview

Before Applying - Grant Information

Overview

The **Darebin Sports Grants Program** is part of Darebin Council's Community Grants program to support rebuilding the capacity of local sports clubs and organisations to recover to the impacts of COVID19, as well as create inclusive environments and programs that allow residents of all ages, genders, abilities and backgrounds to get active, socially connect and participate in community sport.

This is a competitive grants program with grants of up to \$2,000 for participation and club capacity building initiatives and up to \$5,000 for minor facility improvements.. The grants program is available to eligible sports clubs and organisations who best address the focuses and criteria outlined in these guidelines.

[Click here for the 2022/23 Sports Grants Guidelines](#)

Completed application forms must be submitted by **September 18, 2022 (11:59pm)**

For further information or queries in applying for this grant, please contact Jono Ramanathan Recreation Development Officer

T: 8470 8503 E: leisure@darebin.vic.gov.au

Focus Areas

The focus areas of this grant program for community sport are:

- Improving our community's physical and mental wellbeing through organised, beginner-friendly community sport activity with a strong focus on inclusion. In particular, breaking down barriers to play for Aboriginal and Torres Strait Islander peoples, women, girls, LGBTIQ communities, people with a disability, and multicultural and diverse communities.
- Rebuilding sports club capacity to respond strongly from COVID impacts to better operate and deliver community sport activity and build inclusive club cultures/ environments.

Who Can Apply?

- Clubs/organisations that did not receive funding in the Darebin Council Community Grants program 2021-22.
- Tenant sports clubs who have a license or seasonal agreement to use a Darebin City Council recreation reserve and/or sporting pavilion, with no debt to Council.
- Non-tenant sports clubs or sporting organisations based in Darebin, such as Darebin Community Sports Stadium, or play outside of Darebin but have more than 50% of Darebin residents as participants.
- Sport/recreational clubs, associations or organisations.
- Peak/state sporting bodies partnering with one or more Darebin-based clubs on a project/program.

Application Checklist

- Your club or organisation is eligible to apply.
- Identify an idea, program or initiative that links to projects that 'might be funded' and relates to inclusive sport participation or club development. Ensure you don't apply for something on the list of 'what won't be funded'.
- Explore partnerships to help delivery or participation outcomes, this will enhance the success of your project and any additional funding sources will also be beneficial in your application.
- Plan your project/program with quotes and related research to ensure its realistic to achieve for the budget and timeline.
- Choose one or more population groups (age, background, ability, gender) to meaningfully target and engage for your participation program/initiative and tell us how your program/initiative will break down barriers for them and specifically help them to get active and socially connected.
- Complete all questions in online application with clear and concise answers, addressing the selection criteria areas where possible.
- Attach the 'mandatory' list of attachments at the conclusion of the online application.
- Refer and make plans to adhere to the terms and conditions (fine print) of the grant below.

What Might Be Funded

- Sport programs or activities (and related expenses) that focus on inclusion, new or returning players
- Club capacity building initiatives
- Player support programs covering player welfare/wellbeing, financial hardship, gender equity, healthier masculinities, LGBTIQ inclusive practices.
- Essential sporting equipment and training aids
- Other projects, activities and initiatives that relate to the grant focus areas

Refer guidelines for further info.

What Won't Be Funded

- Minor facility improvements that don't directly link to sport participation such as pavilion refurbishments, storage cages, scoreboards, behind the goals safety nets, maintenance etc.
- Major facility improvements such as pavilion redevelopments and sports field lighting
- Funding for Council fees, SSA/league affiliation or utilities for tenant clubs playing at council facilities.
- Community events that may target council priority groups, but do not help them get active with sport or recreational activities.
- Other projects, activities and initiatives that don't relate to the grant focus areas

How Will Council Assess Applications?

2022-2023 Darebin Sports Grants Application Form -Round 1

Form Preview

The assessment criteria for this grant is in three key areas:

- Application Quality (Tells us the What/Why/When/How clearly and a project that links strongly to the focus areas)
- Inclusion and Participation (level of community impact, level of equity and diversity outcomes)
- Who (applicants score less for being funded by Council in past 12 months, low % of residents living in Darebin, not submitting a club plan, not achieving gold/silver/bronze on most recent performance subsidies program for tenant clubs)

Ensure your responses to questions address the assessment criteria. Refer grant guidelines for further information on assessment criteria.

The Fine Print

Terms and Conditions of applying and receiving funding support in the Darebin Council Sport Grants Program are:

- A maximum of one successful application will be considered (per applicant) each financial year, however the club can apply for more than project/program/initiative within that application.
- Council may provide funding less than the amount requested by an applicant and make special conditions for the funding to be provided.
- Projects will not be funded retrospectively.
- Projects must be completed by the end of the financial year in which funding was secured unless Council has agreed to an alternate date in writing.
- Successful applicants must sign/complete a funding agreement before payment is processed
- At the conclusion of their grants program, successful applicants must provide a brief (acquittal) report to Council on the project demonstrating its completion, impact and use of funds. Failure to do so satisfactorily, may lead to the club/organisation needing to return funding back to Council.
- Non-tenant clubs, associations or organisations must prove their identity and status as a not-for-profit organisation. Ideally as an incorporated association.
- Council recommends successful applicant obtain an Australian Business Number (ABN) for tax purposes.
- Applicants must provide proof of Incorporation and Public Liability Insurance.
- All projects/programs must be completed by a registered practitioner/coach with the required or relevant qualifications and insurance.
- Quotes or invoices should be provided where relevant in the application
- Any facility related works (such as Book A Court) funded through this program are to become the property of Council. Any funding for permanent infrastructure, must be related to council owned or managed land.

About You and Your Club/Organisation

* indicates a required field

Applicant details

2022-2023 Darebin Sports Grants Application Form -Round 1

Form Preview

Club or Organisation Name *

Applicant Name *

Location/reserve/facility where project will take place in Darebin *

Club/Project Contact *

First Name

Last Name

Can be same as applicant name. But please use contact details of club/organisation lead on this grant project/program.

Role/Position

Club/Project Contact's role or position at the club/organisation

Applicant Primary Email *

Must be an email address.

Club/Project Contact's email address to receive communication about this application, assessment, payment etc.

Mobile Phone Number *

Club/Project Contact's mobile number to contact for application, assessment or payment purposes

About Your Club/Organisation

Tell us briefly about your club/organisation and how it benefits the local Darebin community

Word count:

Must be no more than 100 words.

If someone asked you in an lift about the club your involved with, what would you say to them? Tell us why the community would join your club, big focuses, how many players, teams, recent achievements etc. You might like to include your club website or facebook page link in this too.

Upload and add your current club plan (desirable)

Attach a file:

Upload in PDF or Word format up to 10MB in size to provide further information on your club vision, goals and action plan for the upcoming year or years ahead.

Have you received funding from Council via sport or community grants programs in the past 12 months? *

- Yes
 No

Saying Yes still makes you eligible, so don't stress and be honest.

2022-2023 Darebin Sports Grants Application Form -Round 1

Form Preview

What percentage (%) of club or organisation players/members are Darebin residents?

Must be a number.

Approx % from your club registrations the past 12-18 months.

Do you have current Public Liability Insurance? *

- Yes
- Yes, provided as part of my Council allocation
- No

Upload your Public Liability Insurance Certificate *

Attach a file:

Please provide in PDF document format, up to 8MB in size.

Your Project Details

* indicates a required field

What, When and Who?

1. Project Name: *

2. Provide a short overview of your project and activities, what do you aim to achieve with this funding? *

Word count:

Must be no more than 250 words.

In a clear and concise way, give us a basic overview of the project/program and the benefits it will provide your club, players, coaches, volunteers and the local community..Link to and address grant focus areas.

Project Proposal (optional)

Attach a file:

Upload a PDF proposal with further information on your proposed project/program and related activities

3. Funding amount requested *

- \$2,000 or participation and club capacity building initiatives
- \$5,000 minor facility improvements.
- Other

3..1 Total project/ program cost (estimate): *

Must be a dollar amount.

Total cost if it includes your contribution and any other partner contributions.

2022-2023 Darebin Sports Grants Application Form -Round 1

Form Preview

4. What focus area/s of the grant are you addressing with your project? *

- Improving our community's physical and mental wellbeing through organised, beginner-friendly community sport activity with a strong focus on inclusion. In particular, breaking down barriers to play for Aboriginal and Torres Strait Islander peoples, women, girls, LGBTIQ + communities, people with a disability, and multicultural and diverse communities.
- Rebuilding sports club capacity to respond strongly from COVID impacts to better operate and deliver community sport activity and build inclusive club cultures/ environments

Choose one or more focus areas that strongly relate to your project

5.1 - Who will your program specifically target, and what is your club doing/looking to do to be more inclusive of all ages, genders, abilities, backgrounds?

Word count:

Must be no more than 200 words.

Tell us about how your club and project/program will be inclusive of disadvantaged people/cohorts and involve in your club. How do you plan to specifically involve, engage or promote to your target group/s? What are the type of activities that are different from normal operations to be proactively inclusive?

5.2 - How many people are expected to benefit or participate in your project/program?

Number of program/project participants

5.3 - Targeted participation group/s or cohorts

- People from culturally & linguistically diverse backgrounds
- People living with a disability
- Aboriginal or Torres Strait Islander communities
- LGBTIQ community
- Women 18+
- Girls 12yo/under
- Girls 13-17yo
- Older Adults 50yo+
- Low-socio/financially disadvantaged
- Other:

Select one or more groups you are specifically targeting with this particular project or program only.

6.1 Project start date (approx): *

Must be a date and no earlier than 1/11/2022.

6.2. Project end date (approx): *

Must be a date and no later than 30/6/2023.

Why?

7. Tell us why your proposed project/initiative/program and related activities will help your club/organisation improve participation levels and/or club capacity? *

Word count:

Must be no more than 250 words.

Tell us a little bit more about why your project, program or initiative is needed. But specifically, link insights you have as to why it is needed for your club and organisation, why it helps the local community to be active? What challenges or needs does this project identify and solve for the club and/or community?

How?

8. What are the planned activities or initiatives for your project/program? Share with us how you will deliver this and achieve your project goals *

Word count:

Must be no more than 350 words.

Take us through step by step how you will deliver your project and related activities. Include a basic project plan/approach, delivery timelines.

9. Darebin is committed to providing safe environments that embraces and values child safety. Do you have a child safeguarding policy ? *

- Yes
 No

10. Do you have any partners and professional providers for this project or program?

- Yes No

10.1 If yes, who are the partners or professional providers on this project and how will they support?

Must be no more than 80 words.

Briefly list any partners and their support/involvement or contribution to project. Outline the role they'll play or service they'll provide. Eg. Professional providers or deliverers, Community groups or services, schools, state or national sporting body, venues etc

Upload letters of support from partners or providers

Attach a file:

Upload 1-2 letters of support from partners, professional providers or state sporting bodies that are involved with or supporting your project or program. Please upload in PDF format up to 8MB in size each.

Project Finances

2022-2023 Darebin Sports Grants Application Form -Round 1

Form Preview

Basic Project Budget

11. Provide a basic breakdown of your project/program budget.

For income, include the grant amount you are asking for along with any club or partner contributions.

For expenses, break down into 3-8 areas how you will spend the grant funding and deliver on the project in approximate amounts. For example: coaching fees, equipment, marketing etc.

The project budget should result in a \$0 value in the third column below (Income - Expenditure). Please review your itemised budget if this is not the case.

Income Type	\$ Amount	Expenditure Type	\$ Amount
Council grant	\$		\$
Club contribution	\$		\$
Partner contribution	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Project Quotes and Budget Notes

Attach quotes for key items, financial statement or budget forecast (if required)

Attach a file:

You may add a PDF or Excel document up to 8MB in size to provide further information on club finances or project budget

Optional: Add notes relating to your project budget

Budget Summary

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.
This number should be 0.

Finalising Your Application

Further Supporting Documentation

Add any further attachments to support your application:

- Marketing collateral or relevant articles

2022-2023 Darebin Sports Grants Application Form -Round 1

Form Preview

- Project/program plan
- Further information relating to the project or club circumstances

Ideally attach clearly named PDF or Word Document files less than 8MB in size from your computer or device.

Supporting documentation

Attach a file:

This is very simple, but requires you to have the documents saved on your computer, or on a storage device. You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 8MB - the larger the file, the longer the upload time and potential for issues to arise. If you are unable to scan and upload documents, please contact our grants hotline during business hours for assistance on 8470 8888.

Application Checklist

Tick what you have completed or attached for your application:

- Answered all relevant application questions
- Current Public Liability Insurance Certificate
- Current club/organisation plan that tells us more about your club and club goals
- Letter/s of support from project partners or your state sporting body (optional)
- Provided Quotes related to main expenditure items such as equipment, service providers etc.
- Project/Program/Event Proposal that provides extra information on your grant submission
- Marketing collateral or relevant articles
- Child Safeguarding policy

Submitting Your Application

* indicates a required field

Applicant Declaration

In submitting, I confirm this is the final and complete version of the application from our club or organisation.

I declare to the best of my knowledge that all details supplied in this application form and in any attached documents are true and correct.

I confirm the application has been submitted with the full knowledge and agreement of the management of the applicant organisation/group.

I have read the accompanying guidelines and information provided to applicants for this grant.

2022-2023 Darebin Sports Grants Application Form -Round 1

Form Preview

I will contact the Darebin City Council immediately if any information provided in this application changes or is incorrect.

Authorised Club/Org Representative *

First Name

Last Name

Position at Club/Organisation *

Club/Organisation

Organisation Name

Digital signature (If available)

PRIVACY ACT STATEMENT

INFORMATION PRIVACY ACT, STATEMENT OF CONSENT.

As part of the Information Privacy Act Statement of Consent, Council is collecting the information on this form for the purpose of registering and administering your Community Recovery Grant Application.

This information will not be disclosed except as required by law. In particular, the information will not be disclosed to third parties for marketing purposes.