

# Active Club Grants

## Funding Guidelines 2012–2013

*Increasing participation in physical activity through community sport and active recreation*

### About VicHealth

The Victorian Health Promotion Foundation (VicHealth) is the peak body for health promotion in Victoria. With a focus on promoting good health and wellbeing and preventing ill health, VicHealth leads and advocates for excellence in health promoting policies and programs.

Our health promotion investments address the greatest preventable risk factors for ill health: smoking; alcohol misuse; lack of physical activity; poor nutrition; discrimination, violence and social and economic exclusion; and UV exposure.

### Active Club Grants

For 22 years, VicHealth has provided support via Active Club Grants to more than 1 million club members across Victoria, increasing physical activity participation opportunities for those who are currently inactive or traditionally encounter barriers to participation.

In 2012/13, the Active Club Grants will provide funding of up to \$2,500 (excl. GST) to purchase:

- Sports injury prevention and management equipment
- Essential sporting equipment/items
- Volunteer and club training
- Portable sun shade

Priority is given to applications from clubs/organisations that can demonstrate increasing physical activity participation for one or more of the following groups:

- Aboriginal Victorians
- culturally diverse communities
- people with a disability<sup>1</sup>
- juniors<sup>2</sup>
- older people<sup>3</sup>

In addition, preference will be given to clubs/organisations located in low socio-economic status areas<sup>4</sup> or rural/regional Victoria.

### IMPORTANT INFORMATION

Grants of up to \$2,500 (excl. GST) per application are available.

#### Key dates

- Applications open: **Wednesday 31 October 2012**
- Deadline for submission of applications (online or hard copy): **4pm, Thursday 6 December 2012**
- Successful applicants notified: **early March 2013**

Please **apply online** for VicHealth's Active Club Grants 2012–2013 using the online application system.

>> Go to [www.vichealth.vic.gov.au/activeclub](http://www.vichealth.vic.gov.au/activeclub) (Please note: you will need to register your details at this site before completing the application.)

If you are unable to apply online, you can request a hard copy application form. See below for contact details.

Please read the **Terms & Conditions** and **Funding Guidelines**, and complete the **Eligibility & Compliance Check** before lodging an application.

Faxed or emailed applications **will not** be accepted.

#### Enquiries

If you have any queries after reading these guidelines, please call VicHealth on (03) 9667 1308 or email [activeclub@vichealth.vic.gov.au](mailto:activeclub@vichealth.vic.gov.au).

For examples of how to support more Victorians to get active through physical activity, see *Active Club Grants: a practical way to support more Victorians to get active*: [www.vichealth.vic.gov.au/ACG](http://www.vichealth.vic.gov.au/ACG)

#### More information

Find out more about VicHealth from our website: [www.vichealth.vic.gov.au](http://www.vichealth.vic.gov.au)

## Why promote sport and active recreation?

Given the rising incidence of health problems linked to an inactive lifestyle such as type 2 diabetes and obesity, it is important to invest in initiatives that encourage people to get moving.

Active Clubs Grants aim to increase participation in sport and active recreation for underrepresented members of Victorian communities by:

- Improving the safety of sport and active recreation environments to address fear of injury as a barrier to physical activity participation
- Overcoming cost barriers associated with the purchase of essential equipment
- Supporting skill development and club training for volunteers to allow teams and groups to participate in physical activity.

Local sport and active recreation clubs/organisations are a great way for people to get involved in their community, meet new friends and keep active for good health.

Participating in sport and active recreation enhances physical health and has positive social and psychological effects, including increased self-esteem, development of life skills and decreased involvement in risky behaviours.

## Did you know?

Participation rates in sport and recreation are lower than the average amongst some populations, such as Aboriginal communities, older adults, people from culturally and linguistically diverse backgrounds, people with disabilities, and those who live in low socio-economic communities.

For example, only 23.7% of people with a disability participated in sport or physical recreation in the last 12 months compared to 64% of people without a disability;<sup>5</sup> and, overall, Aboriginal people are half as likely as non-Indigenous people to have participated in sport and recreation in the last 12 months.<sup>6</sup>

## Who can apply?

Applications will only be accepted from local clubs/organisations that facilitate or organise community-based sport and active recreation opportunities as one of their primary functions.

*Recipients of 2010/11 and 2011/12 Active Club Grants are NOT eligible to apply.*

### Eligible clubs/organisations:

- sporting organisations (eg, local sporting clubs and regional sports leagues or associations)
- local active recreation organisations (eg, walking clubs, dance groups, scouts and girl guides)
- organisations that facilitate or promote community sport and active recreation opportunities as one of their primary functions.

### Clubs/organisations must:

- be not-for-profit
- be incorporated
- be based in Victoria
- be applying for activities taking place in Victoria
- have satisfactorily acquitted any previous grants that have been received from VicHealth
- present applications in accordance with published program timelines and processes
- supply their own bank details for electronic funds transfer of grant funds at application stage.

## What *will* be funded

### Sports injury prevention and management equipment

- Injury prevention equipment that is transferable (eg, helmets, goal post padding, batting pads, protective gloves, goalie gear, catcher's gear)
- \$500 excl. GST only per application towards the purchase of a defibrillator.

### Essential sporting equipment/items

- Essential sporting equipment/items required to participate in an activity that are also transferable to other participants and remain the property of the club/organisation (eg, bats, racquets, gloves, team equipment kits, team playing uniforms, first aid kits, match balls (limit 3), badminton nets)
- Modified equipment (eg, adaptive equipment for people with disabilities such as bell balls, bowling arms and portable ramps).

### Volunteer and club training

- Sports Trainer and First Aid training (eg, Basic Life Support Level 1, Level 1 Essential First Aid, Sports First Aid, Sports Trainer Level 1)
- Training of volunteer coaches and officials (eg, umpires, referees, lines people) to the minimum required level in the activity (up to \$500 per application only)
- Cross-cultural, diversity, disability awareness or inclusion training. For a list of services/providers please go to the VicHealth website: [www.vichealth.vic.gov.au/activeclub](http://www.vichealth.vic.gov.au/activeclub).

### Portable sun shade

- Portable shade structures for use by club members where there is a demonstrated need for shade (eg, gazebos, pop-up shade tents, marquees and umbrellas).

## Who *will not* be funded

- schools, churches and community organisations who do not explicitly provide sport and active recreation opportunities
- community support groups
- local government authorities
- Regional Sports Assemblies
- State Sporting Associations

## What *will not* be funded

- equipment that is not transferable or portable
- equipment that will not remain the property of the club/organisation
- personal items of equipment (eg, mouthguards, ankle supports, shoes, boots, drink bottles)
- stretchers, scoreboards, sunscreen, water coolers, ice vests, white goods, carpet, air-conditioning
- audio visual equipment (eg, televisions, projectors, DVDs)
- training equipment
- equipment that has already been purchased
- reference or resource materials (eg, videos, training manuals)
- participant coaching fees
- sporting equipment that is not deemed essential to take part in the activity (eg, bowling machines, tennis ball machines)
- equipment to be owned or controlled by an external agent (eg, local government, sport and recreation centres)
- equipment used to prepare playing arena or surface (eg, rollers and mowers)
- preventative maintenance (eg, patching repairs of artificial grass)
- capital works (eg, permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, ramps and other permanent fixtures)
- vehicles, trailers and accessories
- purchase of land.

## Grant conditions

Successful applicants are required to:

- accept the Terms and Conditions of the grant, budget and the project scope
- supply club/organisation bank account details for electronic funds transfer
- provide VicHealth with their ABN (if applicable) and confirm if it is registered for GST. If an applicant does not have an ABN, it will be required to complete a Statement by Supplier form<sup>7</sup>
- attend a 2-hour workshop conducted by a Regional Sports Assembly (regional and rural grants) or Sports Medicine Australia – Victorian branch (metropolitan grants)
- agree to conduct the project in a smokefree environment
- take part in an evaluation of the Active Clubs Grants program if requested
- actively work towards improving the club/organisation environment and developing participation opportunities
- ensure adequate insurance cover for equipment purchased is in place
- acknowledge VicHealth funding through club/organisation communications
- not be in receipt of financial support from tobacco companies.

## Payment of Funding

Upon being successful, VicHealth will provide applicants with a Recipient Created Tax Invoice (RCTI) in relation to payment of funding. This is a VicHealth generated invoice. If your funding application is approved, your club is not required to raise a separate invoice – VicHealth will email you an RCTI with the remittance advice for tax purposes.

## Reporting requirements

All grant recipients will be required to complete and keep a financial report for their records detailing what was purchased and the cost. VicHealth will contact a percentage of successful clubs in September 2013 requesting submission of these forms for auditing purposes. This document will be required to be signed by two office bearers of the club/organisation.

## Club/organisation workshops

If your application is successful at least one office bearer from your club/organisation will be required to attend a free 2-hour information session. VicHealth, in conjunction with Regional Sports Assemblies and Sports Medicine Australia – Victorian branch, will provide these sessions on how to create healthy club environments, including strategies to increase participation opportunities and help prevent sports injuries. These sessions also provide opportunities for networking. VicHealth strongly encourages clubs/organisations to send more than one person to these sessions, for example another office bearer, a coach or an active and interested member of the club/organisation.

Successful applicants will be advised of the scheduling of these sessions in regional and metropolitan locations. These sessions are generally held in the evening.

1. Disability is a long-lasting physical, mental or emotional impairment that substantially limits or restricts the condition, manner or duration under which an average person in the population can perform a major life activity, such as walking, seeing, hearing, speaking, breathing learning, working, or taking care of oneself. (It includes sensory, intellectual physical, psychological, physical, neurological disability or acquired brain impairment.)
2. Juniors refers to the organisation and management of sport and pre-sport activities for young people aged 5 to 17.
3. Older people are those aged 60 and above.
4. Socio-economic status is a measure of an individual or family's relative economic and social ranking. It is often based on income, educational level, employment status and occupation.
5. Australian Bureau of Statistics 2011, *4156.0 – Sports and physical recreation: a statistical overview, Participation by people with a disability*, viewed 10 October 2012, <<http://www.abs.gov.au/ausstats/abs@.nsf/Products/EEEC7EB8C7735F96CA25796B00151776?opendocument>>.
6. Australian Bureau of Statistics 2011, *4156.0.55.001 – Perspectives on Sport: Indigenous people's participation in sport and physical activities*, viewed October 2012, <<http://www.abs.gov.au/AUSSTATS/abs@.nsf/Previousproducts/4156.0.55.001Main%20Features3June%202010?opendocument&tabname=Summary&prodno=4156.0.55.001&issue=June%202010&num=&view>>.
7. The Statement by Supplier form is a written statement by the clubs/organisation which is used to inform the payee (VicHealth) of their reason for not quoting an ABN. For many sporting clubs an exemption will apply and this exemption must be selected on the form. If a Statement by Supplier form is not completed, VicHealth is required to withhold tax at 45.6%.