



## Inclusive Sport and Recreation Grants guidelines

Inclusive Sport and Recreation Grants are delivered by the City of Melbourne to provide opportunities for children and young people to participate in community sport and to support individuals participating at an elite level to achieve their sporting goals. Inclusive Sport and Recreation Grants are categorised in two specific funding areas:

<b>Category 1: Inclusion Support Grants</b>	<b>Category 2: Individual Participation Grants</b>
Open to children and young people 5-18 years, residing in the City of Melbourne, needing assistance to access local sports and recreation opportunities due to financial hardship. Applicants or guardians must hold a health care card or pension concession card.	To support residents who are officially selected by a governing body to compete in their chosen sport at an elite level (e.g. national championships, international competition).

Applications for both programs are open all year until funds are fully allocated

### 1. Inclusion Support Grants - 100% of Club Fees up to \$500

Funding supports the inclusion of school aged CoM residents up to the age of 18 years experiencing financial hardship to join a local not for profit sports club or participate in an organised recreational activity (at the discretion of grant manager). Fees and associated costs including uniform would be paid directly to the organisation responsible for the delivery of the sport. Applicants apply to Council and if successful, grants are paid directly to the organisation on receipt of invoice. Applicants must hold a valid Commonwealth Government Health Care Card or Pensioner Concession Card. Assistance can be provided for more than one family member per financial year.

#### Eligibility criteria

To be eligible to apply for an Inclusion Support grant with the City of Melbourne, applicants must meet the following criteria:

- Applications must be received at least six weeks before the start of the activity.
- Applicants must be a resident of the City of Melbourne.
- Applicants must have fully acquitted previous completed grants and have no outstanding debts to the City of Melbourne.
- Activities must take place within 12 months of receiving the grant.
- Applicants will only be eligible for one grant per year.
- Applicants are eligible for grants for a maximum of three consecutive years.
- Applicants must hold a valid Commonwealth Government Health Care Card or Pensioner Concession Card.

- Applicants must be supported by an eligible organisation officially recognized by the [Australian Sports Commission Sports Directory](#)<sup>1</sup>

### **Essential assessment information required**

Applicants must provide the following information with their application:

- Proof of residency in the City of Melbourne i.e. rates notice, tenancy agreement, etc.
- Proof of participation in a local activity via support letter from the sports organisation outlining the fees and associated costs to participate. Applicants must hold a valid Commonwealth Government Health Care Card or Pensioner Concession Card.

### **What will not be funded**

- Activities, projects, programs and events that have already taken place
- Activities, projects, programs and events that have already been funded through other City of Melbourne programs or activities, another grant and sponsorship program, or through an existing funding agreement with the City of Melbourne.
- Current City of Melbourne staff.

## **2. Individual Participation Grants - Up to \$300 Individual; Up to \$500 Team (National); Up to \$700 Individual; Up to \$1,000 Team (International)**

As part of the City of Melbourne's vision for a healthy and active city, grants are available for City of Melbourne resident individual athletes competing at elite levels, as part of an affiliated state or national event or international activity or event (e.g. national championships, world championships). Grants are available for one-off events and not for on-going competitions.

### **Funding levels**

Funding for national competitions is up to \$300 for an Individual and up to \$500 for a Team. Funding for international competitions is up to \$700 for an Individual or up to \$1,000 for a Team. Where more than one individual application is received for the same event by members of the same club or organisation, the application will be considered a team. All individuals that receive funding through the team category must meet the Individual Participation Grant eligibility criteria.

\* Please contact the grant manager if team selection falls outside the above assessment periods (applications outside assessment periods may be considered at the discretion of the grant manager).

### **Eligibility criteria**

To be eligible to apply for an Individual participation grant with the City of Melbourne, applicants must meet the following criteria:

- Applications must be received at least six weeks before the start of the competition.
- Applicants must be a resident of the City of Melbourne.
- Applicants must be supported by an eligible organisation officially recognized by the [Australian Sports Commission Sports Directory](#)<sup>1</sup>
- Applicants must have fully acquitted previous completed grants and have no outstanding debts to the City of Melbourne.
- Activities must take place within 12 months of receiving the grant.

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<sup>1</sup> [https://www.sportaus.gov.au/australian\\_sports\\_directory](https://www.sportaus.gov.au/australian_sports_directory)

- Individual applicants will only be eligible for one grant per year.
- Applicants are eligible for grants for maximum of three consecutive years.
- Officials / referees / coaches are ineligible.

### **Essential assessment information required**

Applicants must provide the following information with their application:

- Proof of residency in the City of Melbourne i.e. rates notice, tenancy agreement, etc.
- Proof of selection i.e. letter from governing association confirming competitive selection in national or international competition.
- Details of the event or competition.
- Reference from an organisation representative on organisation letterhead.
- Record of sporting results from the last 12 months.
- An outline of costs to participate in the event including travel, accommodation, entry fees, uniform costs and other associated costs.
- A broad outline of how this activity is critical to your development or ongoing success.

### **What will not be funded**

- Activities, projects, programs and events that have already taken place
- Activities, projects, programs and events that have already been funded through other City of Melbourne programs or activities, another grant and sponsorship program, or through an existing funding agreement with the City of Melbourne.
- Current City of Melbourne staff.
- Ongoing competitions. Individual Participation Grants are for one off competitions or events i.e. National or World Championships.
- Australian University Games (and their qualifying events) will not be funded.

### **Assessment**

The grants program is a competitive application process. The City of Melbourne receives more funding applications than it can support. Applications are assessed against the assessment criteria. Therefore, successful applications are those that best respond to the assessment criteria.

The City of Melbourne reserves the right to decline any application that does not meet the assessment criteria. The City of Melbourne also reserves the right to request further information in considering applications.

To give your application the best chance, ensure the application addresses the eligibility criteria and you include everything listed in the essential attachments section.

## Assessment process

After Council has received your application:

- Your submitted application is kept confidential. Only relevant City of Melbourne staff will have access to your application. Its contents will not be disclosed to any other person.
- Council officers review all applications for eligibility. Ineligible applicants will be notified.
- Council staff will assess the application and make recommendations to the General Manager Community and City Services.
- The General Manager Community and City Services makes the final decision on each application.
- All applicants will receive an email with the result of their application within six weeks of submission.
- Information about grant decisions will not be released over the telephone.

## Lobbying

Canvassing or lobbying of councillors, employees of the City of Melbourne in relation to any grants and sponsorship application is prohibited during the application process.

No further consideration will be given to an application submitted by an applicant that canvasses or lobbies a councillor or City of Melbourne employee in relation to their application.

## Completing your application:

Applications will be submitted and managed online via SmartyGrants. Application forms are available from the [City of Melbourne website](#)<sup>2</sup>.

When your application is fully submitted you will receive an automated email containing a PDF copy of your application and confirmation that it has been received.

If you experience technical issues with the SmartyGrants system contact them directly by email at [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or by phone on (03) 9320 6888.

For all other enquiries relating to completing your application, please contact the Grant Manager by email: [sarah.doubleday@melbourne.vic.gov.au](mailto:sarah.doubleday@melbourne.vic.gov.au)

## Grant terms and conditions

If your application is successful, you will be required to:

- Sign a funding agreement or a letter of agreement with the City of Melbourne that outlines the terms and conditions of funding.
- The funding agreement or letter of agreement will outline data collection requirements specific to your application.
- Provide an acquittal report at the end of the project.
- In some instances, meet or discuss your project with the grant manager and provide revised information.
- Issue the City of Melbourne with a tax invoice for the grant amount. If the applicant is GST registered, the City of Melbourne will pay the grant plus GST subject to receipt of a valid tax invoice.
- Compete or participate in the approved competition/activity within 12 months of grant approval.

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<sup>2</sup> <http://www.melbourne.vic.gov.au/community/sports-recreation/individual-athlete-grants/Pages/individual-athlete-grants.aspx>

Please note:

- Grants will not be paid until all requested information has been supplied.
- Funding is allocated from specific financial year budgets. If paperwork is not submitted within the allocated timeframe, then funding is forfeited by the funded organisation.
- Grants may not be used for any purpose other than for which it is granted, without the written permission of the City of Melbourne.
- The City of Melbourne will not be responsible for shortfalls in project budgets if the applicant is unable to meet project costs.