

# Significant Sporting Events Program Application Guidelines



Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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To receive this publication in an accessible format, please contact the Grants Information Line on 1300 366 356, using the National Relay Service 13 36 77 if required or email [grantsinfo@sport.vic.gov.au](mailto:grantsinfo@sport.vic.gov.au)

Available at the Sport and Recreation Victoria website

**<http://www.sport.vic.gov.au/grants-and-funding/our-grants/significant-sporting-events-program>**

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## Message from the Minister for Sport, John Eren

Victoria's title as the sporting capital of Australia doesn't happen by chance.

We put in the hard work and investment to keep the big games and the big names coming back time and time again to the state where sport lives.

It's not just a matter of pride, delivering the best of the best to our own backyard inspires future generations to take up sport and develops expertise behind the scenes.

Because out there on the fields, local facilities, parks, playgrounds and reserves, more than 3.9 million Victorians play sport or engage in activity every week. They are supported by 580,000 volunteers, including umpires, coaches and administration staff, all working hard to make Victoria the home of sport.

We need to not only support them week in and week out, but give them the opportunities to grow their skills and shine under the pressure of competition. Building Victoria's home ground advantage means undertaking smarter investment across a range of sports to help them grow their participation numbers and stage events across the state.

The 2018/2019 Victorian Government Budget for Sport and Recreation is a game changer that not only addresses the sport and recreation needs of our community, but maintains Victoria's pre-eminent position as the ultimate sporting capital.

This includes a \$17.7 million investment into the *Significant Sporting Events Program* to deliver over 75 national and international sporting events every year, with over half going into regional Victoria. This investment will ensure all Victorians get to experience the benefits that sport brings.

The events we fund showcase the best of sport in our own backyard, give Victorian athletes the chance to compete in front of their home crowds, help grow our visitor economy and provide inspiration for fans to get active and healthy through sport.

The *Significant Sporting Events Program* is designed to complement the range of grants and funding support available to events, including the Regional Events Fund and Major Events Fund, to help secure Victoria's rightful place as the sporting capital of Australia.

We are proud of the many events that we have supported through the *Significant Sporting Events Program*. Events from previous rounds have included the Australian Gymnastics Championships, the AGL Loy Yang Traralgon International, the Australian Masters Squash Championship, the Australian Indigenous Surfing Titles and the Victorian Open Golf Men's and Women's Championships.

It is with great pleasure that I invite applications for the *Significant Sporting Events Program*, and look forward to continuing our work in bringing the best events to Victoria.



A handwritten signature in black ink that reads "John Eren".

**Hon John Eren MP**  
Minister for Sport

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# Program description and objectives

## 1. What is the *Significant Sporting Events Program*?

The *Significant Sporting Events Program* is a Victorian Government funding program that assists sporting, community and event organisations to deliver sporting events in Victoria.

The fund supports events that are national or international in focus, or have regional significance and are recognised by a relevant sporting body.

*\* Higher grant amounts may be available and will be considered on a case by case basis by Sport and Recreation Victoria.*

### 1.1. Why is the Victorian Government funding these grants?

Events funded through the *Significant Sporting Events Program* deliver many social, health, economic and liveability benefits for Victorians. They showcase the best of sport in our own backyard; enable Victorian athletes to compete on home soil; provide inspiration for fans to emulate their heroes and encourage them to get active and healthy through sport.

The events also provide an opportunity to showcase Victoria's world-class sports facilities, talent and regions to even more people around the world. These events support Victoria's reputation as the sporting capital, grow our visitor economy, build on Victoria's trade and investment opportunities, drive participation, build social capital and further Victoria's standing as a multicultural, inclusive and liveable State.

The *Significant Sporting Events Program* reflects and supports the Victorian strategic framework for sport and recreation, *Active Victoria*, which outlines the government's plan to strengthen the sport and recreation sector, and contribute to:

- healthier Victorians
- economic growth and jobs
- community cohesion
- liveability.

Further information on *Active Victoria* can be found at: <http://sport.vic.gov.au/publications-and-resources/strategies/active-victoria-strategic-framework-sport-and-recreation>

## 2. Who can apply?

The following organisations are eligible for funding\*:

- national sporting organisations
- state sporting associations
- regional sports assemblies
- local government authorities
- sport conference organisers
- local sporting clubs and associations
- private event organisations
- not for profit organisations
- venues.

*\*Eligibility is subject to additional supporting documentation (refer to section 6.2).*

In addition, to be eligible for funding applicants must:

- be an incorporated body, cooperative or association (including business associations)
- possess an Australian Business Number (ABN)
- be financially solvent
- have satisfactorily met reporting requirements on any grants received from the Victorian Government.



### 3. What types of activities might be funded?

The *Significant Sporting Events Program* is available to sporting events that are national or international in focus, or have regional significance, and are recognised by a relevant sporting body.

These events may include, but are not limited to:

- international or national open/youth/masters events
- one-off international or national sporting matches
- sports conferences / sports forums.

Event organisers should demonstrate the use of the principles of Universal Design when developing an event and selecting a venue for their event to enable as many people as possible to participate in or attend the event. For further information on Universal Design, visit

<http://sport.vic.gov.au/publications-and-resources/design-everyone-guide>

Applications including multi-year events are acceptable.

Funding is available for a limited number of national and international sport conferences held in Victoria. Event organisers should contact the Manager, Events, Sport and Recreation Victoria on **(03) 9096 9864** to discuss their event and receive a copy of the application form.

#### 3.1. What will not be funded?

The *Significant Sporting Events Program* will not fund:

##### Event related

- appearance fees
- event bids
- purchase of assets (including buildings and vehicles)
- travel by teams or individuals to events
- recurrent operating costs, for example rent and utility costs
- purchase of land (any underlying asset created by a funded activity is to be owned by the Federal, state or local governments or a non-profit community organisation)
- routine or ongoing maintenance activities
- events that have received funding through the Victorian Government's Major Events Fund
- events staged outside of Victoria
- events that will commence less than six months after an application is received (subject to the discretion of Sport and Recreation Victoria).

##### Financial Management

- organisations that have failed to acquit previous funding support provided by Sport and Recreation Victoria or another state government department.

##### Program Alignment

- events that do not align with the objectives of the program
- events that do not strongly address the assessment criteria.



## 4. What are the funding details?

The *Significant Sporting Events Program* has three types of grants available. The following table outlines the grant type and coinciding maximum grant value.

### Funding Details

| Grant Type                             | Grant Description  | Maximum grant value |
|--|--|---------------------|
| <b>Event Assistance Grants</b>         | Available to event organisers seeking funding support to assist with general operational costs associated with hosting events.   | \$20,000            |
| <b>Event Development Grants</b>        | Available to develop or expand events, or for events with high operational costs (typically more than \$200,000).  | \$150,000*          |
| <b>Strategic Event Planning Grants</b> | Available to State and National Sporting bodies to assist with the development of sport strategic event plans that seek to identify future events that could be hosted in Victoria, and the requirements for doing so. | \$20,000            |

*\* Higher grant amounts may be available and will be considered on a case by case basis by Sport and Recreation Victoria.*



## 5. What is the application process?

### 5.1 Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation and the proposed event are eligible.

### 5.2 Step 2: Stakeholder consultation

Applicants are encouraged to discuss their event with agencies such as venues, local councils and sporting associations. Where possible, applicants should demonstrate the support of stakeholders in their applications (refer to section 6.2).

### 5.3 Step 3: Talk to Sport and Recreation Victoria

It is a mandatory requirement for applicants to discuss their event proposal with the Events Unit of Sport and Recreation Victoria prior to submitting their application. Please call the Events Unit on (03) 9096 9864 or email [events@sport.vic.gov.au](mailto:events@sport.vic.gov.au) (include *Significant Sporting Events Program* as the subject line) to discuss your event.

### 5.4 Step 4: Apply online using My Grants

To apply for Event Assistance or Event Development grants, go to <http://www.sport.vic.gov.au/grants-and-programs/significant-sporting-events-program>

Ensure you have the information you need on hand, including any required documents, and click on **'Start New Application'** to submit your application through Grants Online. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

#### Advantages of applying online

Submitting your application online ensures it is received by Sport and Recreation Victoria immediately and can be processed efficiently. If you require assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am – 5pm, Monday – Friday.

Applications for funding under the Strategic Event Planning category should be emailed directly to [events@sport.vic.gov.au](mailto:events@sport.vic.gov.au)

### 5.5 Step 5: Assessment

Applications will be assessed against the *Significant Sporting Events Program* assessment criteria and supporting documentation.

There are a number of common features in successful applications. Good applications are well planned, involve consultation with Sport and Recreation Victoria, clearly demonstrate how their event delivers against the assessment criteria and provide the appropriate supporting documentation.





## 6. Timelines

The *Significant Sporting Events Program* is open all year, with six funding rounds each year. Applicants are required to submit their applications **at least six months prior to the event**, and should take into consideration the following timelines each year:

| Annual Funding Round   | Funding Round Opens | Applications closing date | Indicative notification of outcome |
|------------------------|---------------------|---------------------------|------------------------------------|
| <b>Funding Round 1</b> | 1 July              | 31 August                 | October                            |
| <b>Funding Round 2</b> | 1 September         | 31 October                | December                           |
| <b>Funding Round 3</b> | 1 November          | 31 December               | February                           |
| <b>Funding Round 4</b> | 1 January           | Last day of February      | April                              |
| <b>Funding Round 5</b> | 1 March             | 30 April                  | June                               |
| <b>Funding Round 6</b> | 1 May               | 30 June                   | August                             |

Applications may be considered outside these timelines on a case by case basis.

### 6.1 Assessment Criteria

#### Sport Development Benefits

Provide details to demonstrate how the event showcases sport, is part of a high performance pathway or supports talent development.

Describe how the event builds capacity within the sport (activities/actions that will increase the sports capacity to provide participation opportunities – i.e. the number of officials accredited).

Describe how the event raises awareness of the sport.

Outline how the event provides sport development opportunities. Include details on specific proposed opportunities. Examples include, but are not limited to:

- school visits
- coaching clinics
- conferences/seminars
- activities with local clubs and/or the community
- promotion of junior or modified versions of the sport.



## 6.1 Assessment Criteria cont'd

### Strategic Alignment / Government Priorities

Describe how the event aligns with the relevant sporting body's state or national strategic plan.

Describe how the event addresses the vision of Sport and Recreation Victoria – refer to Sport and Recreation Victoria's strategic framework. Examples include, but are not limited to:

- **more active** – how does your event increase the proportion of Victorians participating in sport?
- **more diverse and inclusive** – how does your event address inclusion? (i.e. participation opportunities for Aboriginal Victorians or for other under-represented communities including people with disability, LGBTI people and disengaged youth)
- **collaborative** – how is your event planned to increase positive outcomes/benefits and align with your strategic priorities?
- **robust, flexible, sustainable and affordable** – how does your event offer flexible and affordable choices for participants and spectators?
- **broad-based and connected** – how does your event maximise the pathways and connections across the sport?

Describe how the event aligns with broader State Government priorities/initiatives. Examples include, but are not limited to:

- international engagement opportunities
- Visitor Economy strategy outcomes
- Universal Design Principles
- links to education priorities
- gender equality
- workforce development
- integrity
- regional strategies.

*You do not need to address all areas noted above within your application, though all applications should consider universal design principles to ensure people of all abilities can access to spectate and/or participate in the event.*

### Participation, Visitation and Economic Benefit

Describe how the event will increase, promote and/or sustain participation opportunities within the sport.

Outline how your event will drive benefit into the location it is being held (i.e. how does the event improve liveability, does the event promote mid-week visitation, if a regional event – is the time of the event during a low period/shoulder season for the area?)

*This response will be assessed in conjunction with the participation/attendance numbers provided as part of your application.*

## 6.2 Information you will need to provide as part of your application

### Application Checklist

The following documentation will be assessed in conjunction with your application.

#### Mandatory

- Event budget (draft budgets will be accepted)
- Evidence of support for the event from the relevant state, national or international body (i.e. letter of support).

#### If Applicable/Available

- Evidence of confirmation of other funding sources for event (e.g. letter from council CEO)
- Previous event reports or evaluations
- Marketing Plan / Social Media Strategy.

## 7. Resources and additional information

Sport and Recreation Victoria has consolidated a number of helpful tools and resources to assist with application development that can be found at [www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates](http://www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates)

## 8. Conditions that apply to applications and funding

### 8.1. Funding Agreements

Successful applicants must enter into a Funding Agreement with the Department of Health and Human Services. Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions.

- A Funding Agreement is required to be executed (signed) by both parties. The Agreement sets out the:
  - activity details
  - funding amounts
  - agreed milestones and payments
  - reporting requirements
  - acknowledgement and publicity requirements
  - other activity specific requirements/notices.
- Funds must be spent on the event as described in the application and outlined in the Schedule, unless changes are agreed to in writing.
- Successful applicants are expected to adhere to the *Fair Play Code* (formerly known as the Victorian Code of Conduct for Community Sport) and comply with the expectations of the Victorian Anti-doping Policy 2012. For more information about the *Fair Play Code* go to <http://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Successful applicants will be required to contribute information on activity outcomes for use in reporting, program evaluation reviews or Department of Health and Human Services publications.



## 8.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the *Significant Sporting Events Program*. Acknowledgement and publicity guidelines form part of the Funding Agreement and include the requirement that all activities acknowledge Victorian Government support through logo placement on any activity-related publications, media releases, promotional material and/or placement of Victorian Government endorsed signage at the event site(s).

Successful applicants must liaise with Sport and Recreation Victoria to coordinate any events or announcements related to the event.

These guidelines have recently been updated to reflect current expectations of Victorian Government recognition. Acknowledgement and Publicity Guidelines can be found at [www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates](http://www.sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates)

## 8.3. Payments

Upfront payments for funded events may be made if/when:

- a Funding Agreement has been signed by both parties and any special conditions have been met
- grant recipients provide reports as required, or otherwise demonstrate that the event is progressing as expected
- other terms and conditions of funding continue to be met.

For all grants over \$10,000, a minimum of ten per cent of the total funding will be paid on provision and acceptance of a Final Event Report, which will be due no later than 60 days after the completion of the event.

## 8.4. Privacy

Any personal information about you or a third party in your application will be collected by the department or a body within the department, for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* and other applicable laws.

The department is committed to protecting the privacy of personal information. You can find the Department of Health and Human Services Privacy Statement online at [www.dhhs.vic.gov.au/privacy/](http://www.dhhs.vic.gov.au/privacy/)

Enquiries about access to information about you held by the Department of Health and Human Services should be directed to the department's Freedom of Information unit by phone **(03) 9096 8449** or email [dhsfoi@dhs.vic.gov.au](mailto:dhsfoi@dhs.vic.gov.au)

Please contact a Sport and Recreation Victoria representative for any further enquiries.

