


2008 Sport Development for Women

“Sport Development grants provide recognition and opportunities for women to develop their leadership abilities within the sport sector.”



James Merlino MP
Minister for Sport, Recreation
and Youth Affairs

What are the Sport Development for Women grants?

Sport Development for Women grants provide assistance to develop the skills of female administrators, coaches and officials. Grants of up to \$1,500 are available to individuals only.

Why is the Victorian Government funding these grants?

The Victorian Government promotes women's participation in all aspects of sport, whether as players, volunteers, coaches or officials.

The Department for Victorian Communities provides a focus for the Government's activities around strengthening communities and supporting more integrated Government Services.

The Department for Victorian Communities values diversity and encourages community organisations to be inclusive and accessible to all Victorians.

Who can apply?

To be eligible for a 2008 Sport Development for Women grant you must be a Victorian resident, a woman and aged 18 years or over.

What type of projects might be funded?

Sport Development for Women grants will fund professional development such as education, training or travel in the following two categories – **Sport Management** or **Sport Coaching and Officiating**. Applicants may apply for one category only.

Examples of activities under Sport Management category

- Working with boards or committees training
- National/international travel for study tour/working at events
- Organisational governance training
- Communication and conflict resolution training
- Participation in key industry forums or seminars
- Relevant undergraduate or post-graduate courses
- Leadership training
- Sport administration training

Examples of activities under Sport Coaching & Officiating category

- Coaching qualifications
- Officiating qualifications
- National/international travel for working at events
- Communication and conflict resolution training
- Participation in key industry forums or seminars related to coaching/officiating
- Leadership training
- Coaching/officiating workshops

Preference will be given to applicants with a history of volunteering or working in the sport sector.

What will not be funded?

Sport Development for Women grants will not be made to applicants:

- for attendance at events as a competitor
- who nominate for more than one category
- who are not currently involved in either a paid or volunteer capacity in the sport sector
- who are not able to demonstrate a consistent history of volunteering in sport
- who cannot provide written support for their participation in the Sport Development for Women program from their sporting organisation
- who have previously attracted significant financial support for similar activities from other organisations, such as VicHealth
- for activities which their employer should reasonably be expected to provide or fund if the applicant is employed full or part-time
- to supplement recurrent or ongoing costs of an organisation, including salary
- to purchase equipment including sporting equipment, computer hardware and software

How will applications be assessed?

Applications will be assessed using the questions **Why?** (30%), **How?** (10 %), **Who?** (30%), and **What will the project achieve?** (30 %) from the attached form.

What are the funding conditions?

Each grant recipient must:

- enter into a funding agreement with the Department for Victorian Communities that sets out the conditions and reporting requirements for the grant.
- provide to DVC written advice (Statement by a Supplier) from the Australian Taxation Office that no withholding tax is required from the grant payment
- commence activities after 1 February 2008 and complete by 30 June 2009
- spend funds on the activities as described in the application and return unspent funds to the Department for Victorian Communities
- attend a two-day (Friday and Saturday) workshop in early April 2008, covering topics such as effective communication, conflict resolution and influencing change
- undertake a presentation of their involvement in the program to relevant organisations
- agree that the outcomes and photos of their participation in the program may be published
- apply to the Department for Victorian Communities for approval to vary funded activities prior to implementation

What is the application process?

Applications must be submitted by **5:00pm on Monday 1 October 2007**. Late or incomplete applications will not be considered. Receipt of applications will be acknowledged in writing.

Letter/s of support from your sporting organisation must accompany the application and can be scanned, faxed or mailed.

Applications may be submitted in a number of ways:

- by email to grantapplications@dvc.vic.gov.au
- by fax to 03 9208 3680
- by mail to:
Grants Unit
Department for Victorian Communities
GPO Box 2392
Melbourne Vic 3001

More information

For more information, please call our Grants Information Line on **1300 366 356** (cost of a local call) on any weekday between 8:30am and 10:00pm (except Public Holidays).

Application form: 2008 Sport Development for Women

SECTION 1: Contact Information *(fields marked (*) are mandatory)*

Part A: Applicant Details

*Main Street Address _____

*Town/Suburb _____ *Postcode _____ *State _____

Postal Address *(if different from above)* _____

Town/Suburb _____ Postcode _____ State _____

Authorised person *(This is the individual applying for funding)*

*Title _____ *First name _____ *Last name _____

Position _____

Telephone _____ Mobile _____ Fax _____

Email _____

SECTION 2: Project Overview *(fields marked (*) are mandatory)*

***What category are you applying for?**

Sport Management **OR** Sport Coaching and Officiating

Are you a Victorian resident, a woman and aged 18 years or over? Yes No

***Project Name** *(Please state the category you are applying for followed by your name. We will use this project name on all correspondence. Please use 10 words or less.)* _____

***What are you going to do?** *(Please describe the activities you will undertake in 50 words or less. We will use this in reports and other publications.)* _____

Which communities will benefit from your project? *(*Describe the place or places that will benefit. Please provide local government area(s) if you know them. If not, provide the suburb or postcode for each place that will benefit. If your project has a wider benefit (eg. Statewide) please provide detail here.)* _____

Where will your project happen? Please provide the address of where most of your planned activity will take place.

Address _____

Town/Suburb _____ Postcode _____ State _____

Local Government Area _____

***When will your project take place?** Activities must commence after 1 February 2008 and be completed by 30 June 2009.

*Anticipated project start date ____ / ____ / ____

*Anticipated project completion date ____ / ____ / ____

SECTION 3: Project Details that address the Assessment Criteria

Please indicate how your project addresses the following assessment criteria. Refer to the program guidelines to help you answer the questions. Responses to each question should be no more than 300 words. Attach additional pages if required.

***Why do you want to do this project? (30%)**

1. Briefly outline your experience and strengths in sport administration or leadership including coaching and officiating. **(10%)**
2. Define what knowledge and skills you would like to improve to be more effective in your role in sport. **(10%)**
3. Provide a summary of the issues you believe affect women's participation in sport (as players, volunteers, administrators). **(10%)**

***How do you plan to improve your skills and qualifications? (10%)** Describe the training, education, development or travel activities you plan to undertake. Include details of the organisation which will provide the activities and provide a timeline for activity completion. (For travel, please include a detailed itinerary as an attachment). **(10%)**

***Who will benefit from your involvement in the program? (30%)**

1. Describe how you will benefit from the funding of up to \$1,500. **(15%)**
2. Describe how you will benefit from participating in the live-in workshop with other recipients, covering topics such as effective communication, conflict resolution and influencing change. **(15%)**

***What will the project achieve? (30%)**

1. Describe how your involvement in the program will benefit your organisation and sporting community. **(15%)**
2. Outline how you think this will be achieved. **(15%)**

SECTION 4: Budget

Please provide details of the income and expenditure for your project. Note that the total income should equal total expenditure.

You are required to submit your budget using the categories provided. If you cannot provide enough details in this section please provide a summary here and the details on a separate sheet(s) using the same categories.

Income		Expenditure	
*Amount requested from this program	\$	Education and Training	\$
Funds from your organisation	\$	Travel and Accommodation	\$
In-kind support from your organisation	\$	Other	\$
Other	\$		
*Total Income	\$	*Total Expenditure	\$

Checklist and Declaration

I understand that I must attend the live-in workshop on Friday and Saturday in early April 2008.

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify DVC of any changes to this information and any circumstances that may affect this application. I acknowledge that DVC may refer this application to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. I understand that DVC is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DVC will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval.

*Signature _____ *Date _____

*Printed name _____ *Position _____

(Note: This should be an individual who is applying for the funding)

Supporting Documents

Please submit the following documents with your application:

Letter(s) of support from your sporting organisation for your participation in the 2008 Sport Development for Women Program