



Country Action Grant Scheme

“The Country Action Grant Scheme recognises the vital role local sporting groups and associations play in strengthening communities in country Victoria.”



James Merlino MP
Minister for Sport, Recreation and Youth Affairs



What is the Country Action Grant Scheme?

The Country Action Grant Scheme provides grants of up to \$5000 to increase the capacity of community sport and recreation organisations in rural and regional Victoria.

Who can apply?

Clubs, organisations and community groups that deliver sport and active recreation may apply. The organisation must:

- Be located within regional and rural Victorian Local Government boundaries (as listed on page two);
- Be non-government, not-for-profit and registered as an incorporated body at the time of application and for the project duration. If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds; and
- Have satisfactorily reported on any grants received from the Department of Planning and Community Development (DPCD) or its predecessors.

When should organisations apply?

Applications for the Country Action Grant Scheme projects in 2008 and 2009 will be considered in two assessment phases each year to respond to community requirements for seasonal sports as detailed in the table below. Applicant organisations may apply for one Country Action Grant Scheme grant in each of 2008 and 2009.

Year	Phase	Project commencement date	Applications open
2008	1	1 January 2008 – 30 June 2008	24 October 2007 – 30 November 2007
2008	2	1 July 2008 – 31 December 2008	1 December 2007 – 11 April 2008
2009	1	1 January 2009 – 30 June 2009	12 April 2008 – 17 October 2008
2009	2	1 July 2009 – 31 December 2009	18 October 2008 – 16 April 2009



What type of projects might be funded?

Successful Country Action Grant Scheme projects will increase the capacity of community sport and recreation organisations. The types of projects which are likely to be funded include:

Initiatives to improve the operational effectiveness and efficiency of organisations.

- Preparation of a business plan.
- Development of policy and procedure manual(s).
- Development of a club or organisation website.
- Establishment of a new organisation.

Initiatives to improve the skills of club members through providing training for coaches and officials, administration staff and management committee members (funding is not available for training courses to enhance the physical skills of participants).

- Participation in courses (coaching or umpiring accreditation, First Aid etc).
- Workshops for administrators and committee members in financial management, governance or information technology.

Initiatives to increase community participation by providing accessible sport and active recreation opportunities. Priority will be given to projects involving people with a disability, women, Indigenous people, school-aged children, culturally and linguistically diverse people and older adults.

- Morning sessions of a sport or active recreation activity for older adults or young mothers.
- Promotional materials such as Koori-specific club information fliers or information in other languages.
- Partnerships between local sports clubs and health centres or Access for All Abilities providers to offer programs to people of all abilities.

What will not be funded?

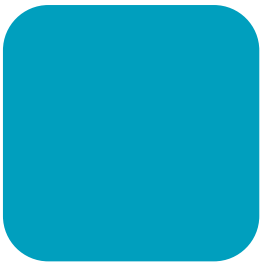
The Country Action Grant Scheme will not fund the following:

- Projects commenced prior to the project commencement dates listed in the “When should organisations apply?” section. For example, an application for a 2008 Phase 1 project that is to commence before 1 January 2008 would be ineligible for funding.
- Applications from schools, hospitals, or individuals.
- Capital expenditure (including the purchase of land), lease of vehicles and/or facility maintenance.
- Purchase of equipment, uniforms, trophies and prizes (unless a minor component of the project and deemed necessary for the project to proceed).
- Ongoing operational costs such as salaries for ongoing positions, rent, electricity and other utilities.
- Requests for recurrent funding. Only new projects will be considered.
- Projects considered the responsibility of other agencies, including projects that currently receive significant financial support from other funding bodies or programs at Local, State or Federal Government level.

What are the funding conditions?

The following conditions will apply to projects that receive a grant:

- The grant recipient (or funds manager) must enter into a funding agreement with the Department of Planning and Community Development (DPCD), which sets out the conditions and reporting requirements.
- The project must be completed within 12 months of receipt of the grant funds. Any unspent funds must be returned to DPCD.
- Funds must be spent on the project as described in the application. Any proposed variation to the approved project must be submitted to DPCD for approval prior to implementation.
- Grant recipients (or fund managers) without an Australian Business Number (ABN) must provide a completed Statement by a Supplier form so that no tax is withheld from any grant payment.
- Grants to recipients (or fund managers) not registered for GST will be made exclusive of GST.



How will applications be assessed?

Applications will be assessed using the questions **Why?** (30%), **How?** (10%), **Who?** (10%), and **What will the project achieve?** (50%) from the attached form.

Preference will be given to:

- Projects that involve collaboration between community organisations, across localities, and include different sport and active recreation activities.
- Applicants that have not received a Country Action Grant Scheme grant in the last two years.
- Applications involving residents of areas identified as disadvantaged (Neighbourhood Renewal, Community Renewal and Community Building Initiative).

What is the application process?

Applicants are strongly encouraged to discuss their application with a DPCD regional office representative prior to submission. Indigenous organisations may also wish to contact an Indigenous Sport and Recreation Officer. For contact details and assistance with your application, please call our Grants Information Line on 1300 366 356 (for the cost of a local call) on any weekday between 8.30am and 10.00pm (except Public Holidays).

Applications may be submitted in a number of ways:

- **Preferred method:** Online at www.grants.dpcd.vic.gov.au (including any attachments)
- By email to grantapplications@dpcd.vic.gov.au
- By fax to: (03) 9208 3680
- By mail to:
Grants Unit
Department of Planning and Community Development
GPO Box 2392
Melbourne Vic 3001

Receipt of applications will be acknowledged in writing.

Rural and regional Victoria is defined as within the following local council areas:

Alpine Shire	Gannawarra Shire	Macedon Ranges Shire	South Gippsland Shire
Ararat Rural City	Glenelg Shire	Mansfield Shire	Southern Grampians Shire
Ballarat City	Golden Plains Shire	Mildura Rural City	Strathbogie Shire
Bass Coast Shire	Greater Bendigo City	Mitchell Shire	Surf Coast Shire
Baw Baw Shire	Greater Geelong City	Moira Shire	Swan Hill Rural City
Benalla Rural City	Greater Shepparton City	Moorabool Shire	Towong Shire
Buloke Shire	Hepburn Shire	Mount Alexander Shire	Wangaratta Rural City
Campaspe Shire	Hindmarsh Shire	Moyne Shire	Warrnambool City
Central Goldfields Shire	Horsham Rural City	Murrindindi Shire	Wellington Shire
Colac-Otway Shire	Indigo Shire	Northern Grampians Shire	West Wimmera Shire
Corangamite Shire	Latrobe Shire	Pyrenees Shire	Wodonga City
East Gippsland Shire	Loddon Shire	Borough of Queenscliffe	Yarriambiack Shire

Application form: Country Action Grant Scheme

SECTION 1 – CONTACT INFORMATION

Fields marked (*) are mandatory

Part A: Applicant Organisation Details

*Name of Organisation: _____

*Main Street Address: _____

*Town/Suburb: _____ *Postcode: _____ *State: _____

Postal Address (if different from above): _____

Town/Suburb: _____ Postcode: _____ State: _____

Authorised person (A person with the authority to apply on behalf of the organisation, eg. Chairperson, Secretary or Treasurer.)

*Title: _____ *First name: _____ *Last name: _____

Position: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

Is your organisation registered as an incorporated body? Yes. If Yes, provide Incorporation Number _____
 No. If No, you must arrange for an incorporated organisation to manage the grant funds

*Type of Organisation: Incorporated Association Unincorporated Association Other (please specify) _____

Organisation's Australian Business Number (ABN), if you have one:

Do you need an auspice for this application?

If your organisation is not incorporated, you must arrange for an incorporated organisation to manage the grant funds. This organisation will be the 'auspice' organisation for the application and you will need to provide their details in Part B.

Yes, I need an auspice organisation for this application (Complete Part B: Auspice Organisation Details)

No, I do not require an auspice organisation for this application (Go to Section 2: Project Overview)

Part B: Auspice Organisation Details

Name of Auspice Organisation: _____

Main Street Address: _____

Town/Suburb: _____ Postcode: _____ State: _____

Postal Address (if different from above): _____

Town/Suburb: _____ Postcode: _____ State: _____

Authorised person

Title: _____ First name: _____ Last name: _____

Position: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

Provide Auspice organisation's Incorporation Number: _____

Type of Organisation: Incorporated Association Unincorporated Association Other (please specify) _____

Organisation's Australian Business Number (ABN), if you have one:

Has the auspice organisation agreed to manage the grant on your behalf? Yes No

SECTION 2 – PROJECT OVERVIEW

Fields marked (*) are mandatory

***Project Name** Please state the year and phase of your application followed by the project name in up to 10 words eg. 2008 Phase 1, First Aid Training. **Please note that your organisation may make only one Country Action Grant Scheme application in each year.** This project name will be used on all correspondence.

***What are you going to do?** Describe the project 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.

Describe any groups or communities your project is directed at or relevant to. For example, people with disabilities, women, Indigenous people, youth, culturally and linguistically diverse communities older adults. If this is not relevant for your project you can leave this question blank.

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

Address: _____

Local Government Area: _____

*When will your project take place?

*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: **Why?** (30%), **How?** (10%), **Who?** (10%) and **What will the project achieve?** (50%). Refer to the program guidelines to help you answer the questions. Responses to each question should be no more than 500 words. **Attach additional pages if required.**

*Why do you want to do this project?

Describe the demonstrated need for this project (how your project will improve operational effectiveness and efficiency or improve skills of club members or increase community participation in organisational activities).

*How will you carry out the project?

Indicate if a project plan has been agreed, the project stages, key dates and if an external consultant will be used. Please attach copies of quotations for any external consultants. For skills enhancement projects, clearly identify the cost per participant, a brief outline of the course, timing and name of the training provider.

*Who will be involved in the project?

List who will manage the project and any other organisations you will work with in this project. Attach letter(s) of support that define their contribution to the project.

*What will the project achieve?

What specific outcomes will be achieved? For example, a business plan, numerical increase in active participants, trained committee, etc. How many club members will benefit from this project? How many community members are expected to participate in the activities as a result of the project? What planning has been undertaken as to how your organisation will operate with increased participant numbers?

SECTION 4 – PROJECT BUDGET

Please provide details of the income and expenditure budget for your project, excluding GST. 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	\$	External consultant/training provider ¹	\$
Other State Government funding	\$	In-kind labour	\$
Local Government funding	\$	Travel and accommodation	\$
Federal Government funding	\$	Administration overheads	\$
Funds from your organisation	\$	Advertising	\$
Funds from other Community organisations	\$	Venue/meeting room hire	\$
Funds from Business contributions	\$	Other (please specify)	\$
Funds from Philanthropic contributions	\$		
In-kind support from your organisation	\$		
In-kind from other sources	\$		
Other (please specify)	\$		
*Total Income	\$	*Total Expenditure	\$

¹ Detailed quotations for external services must be provided.

Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify DPCD of any changes to this information and any circumstances that may affect this application. I acknowledge that DPCD 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 DPCD is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DPCD 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: _____

*Print name: _____ *Position: _____

(Note: This should be the person with the authority on behalf of the organisation, eg. Chairperson, Secretary or Treasurer.)

Supporting documents

Please submit the following documents with your application:

- Additional project details (if required)
- Letter(s) of Support from organisations who will be involved in the project
- Quotes for external services