

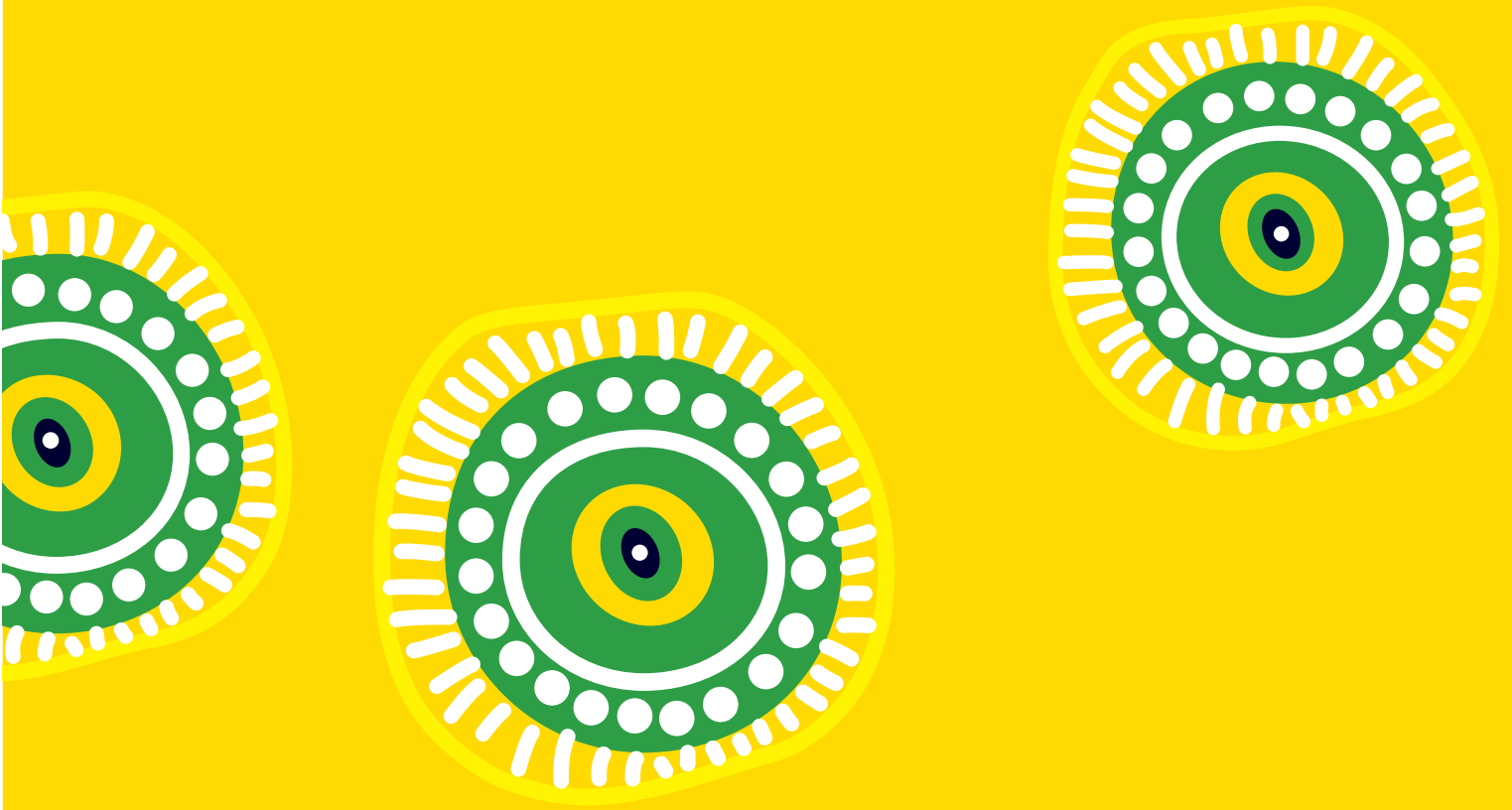


Australian Government

Australian Sports Commission

The Play Well Participation Grant Program Guidelines

November 2023



Australian Sports Commission Acknowledgement of Country

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognise any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation.

The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations Peoples throughout Australia and would like to pay its respects to all Elders past, present and future.

The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.



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1. The Play Well Participation Grant Program: Processes

The grant opportunity opens

We publish the grant guidelines on the ASC website at: www.sportaus.gov.au/grants_and_funding



You complete and submit a grant application

You complete the application form and address all the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria [and notify you if you are ineligible, if applicable]. We assess your eligible application against the assessment criteria including an overall consideration of value for money and compare it to other applications.



We make grant recommendations

We provide advice to the Grant Approver on the merits of each application.



Grant decisions are made

The Grant Approver decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until funding agreements have been executed with successful applicants.



We enter into a funding agreement

We will enter into a funding agreement with you if successful. The type of funding agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your funding agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Play Well participation grant program

We evaluate your specific grant activity and the Play Well Participation Grant Program as a whole. We base this on information you provide to us and that we collect from various sources.



2. Introduction

These guidelines set out the funding requirements for the Australian Sports Commission's (ASC) Play Well Participation Grant Program (the Program).

A glossary of key terms used in these Guidelines is attached at Appendix A.

Further information is available at http://www.sportaus.gov.au/grants_and_funding to help you determine if your project is eligible and to prepare your application. All necessary consultations, planning and approvals should be completed prior to applying for funding under the Program.

3. About the Play Well Participation Grant Program

Months of collaboration across the sports sector has led to the co-design of Australia's Sport Participation Strategy. At the centre of this strategy is Play Well – and the goal to ensure everyone has a place in sport. The strategy is designed to change the way participation in sport is connected, delivered, and supported across Australian communities.

To kick start the strategy, the Australian Government, through the ASC is investing in projects that encourage participation in sport and physical activities. The Play Well Participation Grant program aims to drive life long involvement in sport and to promote equitable access for all Australians.

We invite applications from National Sporting Organisations (NSO), National Sporting Organisations for people with Disability (NSOD), National peak physical activity bodies and Local Government Councils that possess innovative concepts and projects aligned with the objectives outlined in section 4 of these guidelines.

In the financial year 2023-24, a total of \$10.3 million in grants will be allocated to support eligible organisations to drive participation in sport which will lead to a range of physical, mental, and social benefits.



4. Grant program objectives

The objectives of the Program are to support organisations to:

- Increase involvement in sport and physical activity through the provision of inclusive and quality sport and physical activity experiences, and
- Address the barriers to sport and physical activity and provide more opportunities to be involved in sport and physical activity programs for those in the community who face the most barriers.

5. Funding Availability and Eligibility Criteria

5.1 Funding availability

The ASC will allocate a total of \$10.3 million in 2023-24 to support the Program. This funding will be split across two competitive funding streams as follows:

Stream	Description	Total Stream Funds Available (Approximate)		Potential grant amount (GST excl.)
1	Supporting national sport and peak physical activity organisations to deliver a pilot or expand existing programs across at least three Australian State or Territories (two for snow sport projects). Projects should focus on driving lifelong involvement in sport and physical activity.	\$2.2 million	National Pilot Projects	\$50,000 to \$100,000
		\$6.0 million	National Expansion Projects	\$100,000 to \$300,000
	Up to five organisations will be selected to receive additional funding to undertake an independent evaluation of the project as outlined in section 14.4.	\$100,000	Project Evaluation	Up to \$20,000
2	Supporting Local Government Councils to form partnerships to deliver Projects that address local barriers to involvement in sport.	\$2.0 million	Community Projects	\$10,000 to \$40,000
Total program funds \$10,300,000 (approximate)				

Note:

- If a stream is undersubscribed, or the eligible applications assessed do not meet the intended Program objectives, the Grant Approver may reallocate funds between streams.
- Grant amounts awarded will be determined as part of the assessment process under these Guidelines and may not be at the level applied for.



5.2 Eligibility Criteria

To be eligible to receive funding through the Program, primary applicants must meet the following criteria:

All:

- Not be (and ensure that any Partner organisation is not), an organisation named by the National Redress Scheme for Institutional Child Sexual Abuse (www.nationalredress.gov.au/institutions) on its list of “Institutions that have not joined or signified their intent to join the Scheme”
- Have no outstanding debts through other funding programs or services administered by the ASC.

Stream 1:

- Be a National Sporting Organisation (NSO) or National Sporting Organisation for people with Disability (NSOD) recognised by the ASC. For a list of recognised organisations, please visit the ASC’s Australian Sports Directory at https://www.sportaus.gov.au/australian_sports_directory; **or**
- Be a National peak physical activity body with a delivery reach in a minimum of **three** Australian States and Territories (**two** for snow sport projects).
- Be a **Not for profit** that has been operating for at least **three** years.

Stream 2:

- Be a *Local Government Council
 - o Must partner with a State or Local sporting organisation and/or university to deliver at least one sport listed on the ASC Sport Directory. A list of sports can be found https://www.sportaus.gov.au/australian_sports_directory
 - o The Project must be held within the boundaries of the primary applicant’s Local Government Area (LGA).

*Every state/territory, except the Australian Capital Territory (ACT), has a separate system of Local Government. As a result, the ACT Government will be eligible to submit **one** application in Stream 2.

5.3 Who is not eligible as a primary grant applicant?

You are ineligible to apply for the Program as the ‘primary grant recipient’ if you are a:

- for-profit organisation
- a Regional or State/Territory Association
- a local club
- an organisation that has been operating with a not-for-profit status for less than **three** years
- an individual, partnership or trust
- a school or university, or



- a Commonwealth, state or territory government agency or body (including government business enterprises). This excludes government agencies listed as eligible through these Guidelines.

Note: if you are unsure if your organisation is eligible to apply for a grant through these Guidelines, please email participationgrants@ausport.gov.au to clarify your organisations eligibility.

6. Important dates and times

The timing for the Program is:

Activity	Key date
Grant program applications open	9am Thursday 23 November 2023
Grant program applications close	2pm Friday 23 February 2024
Notification of application outcome and funding announcements	From Monday 1 April 2024
Successful application projects to be commenced	No later than 30 June 2024
Projects to be completed by	31 December 2025

Please note: the time displayed represents Australian Eastern Daylight Time (AEDT). Allowances will need to be made by the applicant if you reside in a different time zone or jurisdiction that doesn't observe AEDT.

7. Eligible use of grant funds, example projects and activities

To be eligible for funding, your Project must implement programs which drive lifelong involvement in sport and physical activity in the community and align with the objectives outlined in section 4 of these Guidelines.

Stream 1:

Examples of eligible Projects and activities include, but are not limited to:

- modification of existing, or new sport and/or physical activity programs that provide more opportunities for people to engage as a player, volunteer, coach or official.
- new participation programs that deliver quality sport and physical activity experiences, particularly for:
 - o women and girls
 - o people from rural and remote communities
 - o people with disability
 - o people from culturally and linguistically diverse communities
 - o Aboriginal and Torres Strait Islander people



- lower socio-economic communities
- programs that consider and overcome the barriers to sport and physical activity participation including:
 - reducing costs associated with sport participation
 - ensuring equitable access opportunities for participation
 - flexible program delivery to meet the needs of modern Australia
- training and education solutions that support enhanced sport and physical activity experiences. This may include resources to educate participants and volunteers on equity, inclusion and creating welcoming environments.

Stream 2:

Examples of eligible Projects and activities include, but are not limited to:

- Come and try sport days that align with at least one sport and promote opportunities for ongoing engagement in sport and help reduce barriers to sport participation.
- Multi-sport festivals that provide communities with sport sampling opportunities and entry points to involvement in sport.

The expenditure of grant funds is restricted to activities directly related to the project/event as specified in the Funding Agreement.

Note: Organisations eligible under these Guidelines, that have received funding for a completed project through previous ASC participation grant program funding, may also apply for funding under the relevant Stream of this Program. Such applications will be assessed in accordance with these Guidelines, however, where the proposed Project is related to a previously funded Project, the applicant must demonstrate how this submission will deliver significant advancement on its previous Project outcomes.

7.1 Ineligible projects and activities

Examples of Projects and activities which are ineligible for funding include, but are not limited to:

- infrastructure related projects
- stand-alone, one-off events (excludes stream 2 applications)
- stand-alone digital projects with no connection to program delivery
- catering
- uniforms
- indirect research costs
- established projects that are already operating (and do not offer increased scope, reach or scale)
- ongoing operational costs beyond the life of the project



- high performance sport (including elite and representative sport)
- purchase of capital assets (e.g., buildings, motor capital vehicles, furniture, with a threshold of up to \$2,000)
- requests for retrospective funding
- international travel
- regular community sporting events such as weekly sporting meets (i.e. home/away games, local competitions), club gatherings (RSL, Rotary, Chambers of Commerce etc.)
- regional racing carnivals (i.e. horse, harness or greyhound racing) and events occurring as part of a regular schedule of racing
- charity funding events.

8. Partnerships

The ASC encourages the primary grant applicants to consider partnering with other organisations (including those not eligible to be a primary grant applicant), to enhance the delivery of the Project.

There is no limit to the number of times an organisation can be nominated as partner of primary grant applicant(s) for the purpose of the Program.

Partner organisations may assist with, for example:

- providing expertise in the needs of specific target markets and/or the development of appropriate physical activity or sport programs
- the education of, and communication to stakeholders
- supporting the delivery, resourcing, or providing a funding contribution to the Project; or monitoring, evaluating and reporting Project outputs and outcomes.

9. Project locations

The ASC will be seeking national delivery coverage across the total grant pool and will consider the geographical reach and location of Projects as part of the application assessment process (see section 12 below).

All applicants will be required to include in their application a list of locations at which project delivery will occur.

As part of the application assessment process, the ASC may seek further information from applicants regarding the location of their project delivery, including whether there is potential for the applicant to expand or modify their project location to achieve improved national coverage and benefit for the Program.



10. Assessment criteria

Assessment of eligible applications will be made against the following criteria, based on the weighting given to each, as outlined below.

10.1 Stream 1

Weighting	
<p>40% - Design</p>	<p>This will be demonstrated by:</p> <ul style="list-style-type: none"> - How the Project aligns to objectives in section 4 of these Guidelines. - How will the Project increase and sustain participation or involvement in sports and physical activities. - How evidence has been applied to the design of the Project, supporting inclusive and quality sport and physical activity experiences, particularly for: <ul style="list-style-type: none"> o Women and girls o People from rural and remote communities o People with disability o People from culturally and linguistically diverse communities o Aboriginal and Torres Strait Islander people o Lower socio-economic communities - Demonstrating value for money through a project budget and the provision of any co-contributions. - Detailing the sustainability and ongoing delivery plan of the project beyond the funding period. - If the project is an expansion of an existing opportunity, demonstrate how this expansion will reach new markets and/or locations. - Letters of support from key partner organisations or members that will assist in the project's delivery. For stream 1 applicants, this should include letters from the organisations that will be responsible for the delivery within the <u>three</u> nominated Australian State and Territories (<u>two</u> for snow sport projects).
<p>40% - Delivery</p>	<p>This will be demonstrated by:</p>



	<ul style="list-style-type: none">- Providing a project plan that clearly outlines the project scope, workforce capability, key deliverables and milestones, risk management procedures and timeframe.- The expected scale and reach of the project, including the number of participants, project locations, and access to suitable facilities.
20% - Promotion and Impact	<p>This will be demonstrated by:</p> <ul style="list-style-type: none">- Detailing how your organisation will build awareness of the project through inclusive media and promotional campaigns.- Outlining how the project will be evaluated and how the learnings and findings will be shared with the community and sector.



10.2 Stream 2

Assessment of eligible applications submitted through stream 2 will be based on the following:

Weighting	
60% - Design and Delivery	This will be demonstrated by: <ul style="list-style-type: none">- How the Project aligns to objectives in section 4 of these Guidelines- How the Project will provide an opportunity for new and existing community members to experience sport.- Providing a Project plan that clearly outlines the Project scope, reach, budget, key deliverables and milestones, risk management procedures and timeframe.
40% - Promotion and Impact	This will be demonstrated by: <ul style="list-style-type: none">- How your organisation will promote and build the community awareness of the Project through inclusive media and promotional campaigns.

11. How to apply

Before you apply, please read these Guidelines and related materials to make sure you understand all relevant requirements. You can view the relevant information at https://www.sportaus.gov.au/grants_and_funding/play-well-participation.

Only one application per Primary grant applicant will be eligible for submission. Any subsequent application submitted will be ineligible for assessment.

All applications must be submitted online during the funding application period. **No late application submissions will be accepted after the application closing time.**

To apply you must:

- submit an online application via https://www.sportaus.gov.au/grants_and_funding/play-well-participation
- provide all the information that we need to assess your application, and
- consider all eligibility and assessment criteria, ensuring you have addressed the relevant criteria.



Please ensure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). We will investigate false or misleading information and may not consider your application for the grant.

If you find an error in your application after submitting it, you should notify us immediately at participationgrants@ausport.gov.au. **The ASC does not have to accept any additional information nor requests from you to correct your application after the closing time.**

If you have any technical difficulties using the system, either with attaching documents or submitting the application, you must contact the ASC at participationgrants@ausport.gov.au immediately.

No allowances will be made for technical issues arising in attempting to submit an application, where the issue has not been reported prior to the application closing time.

If you need further guidance in the application process, are unable to submit an online application or wish to withdraw a submitted application, please contact participationgrants@ausport.gov.au.

11.1 Application form

When submitting an application, applicants will be able to select between a written and video response for certain components of the form.

If selecting to respond via video:

- the video must not be more than 2 minutes in length per question
- must address the question prompt on the application form
- must be uploaded by providing an accessible link in the application form

Note: If applicants elect to answer specified questions via a video response and are found to be successful, the ASC may transcribe key points from the response and present that back to the applicant during negotiation of the Funding Agreement. Applicants will have the opportunity to clarify the information recorded but they will not be able to change their responses.

11.2 Attachments to your application

Where relevant, supporting documentation attached to your online application must not exceed 25MB. This excludes video application response files.

12. Application assessment process

All applications will initially be assessed against the eligibility criteria by ASC staff. Applications which do not meet the eligibility criteria will not progress further in the process.



All eligible applications will progress to the preliminary assessment phase where they will be assessed within their nominated stream by:

- in **Stream 1**, the Assessment Panel, which will be comprised of ASC staff and industry experts.
- in **Stream 2**, the Assessment Panel, which will be comprised of ASC staff and representatives from the relevant State or Territory Department for sport and recreation (other than for any application by the ACT Government – see note below).

The Assessment Panels will assess applications based on how well they meet the assessment criteria and how they compare to other applications within their stream. A shortlist of applications will be prepared.

The shortlisted applications will progress to assessment by the ASC Safeguarding and Integrity team which will, (where the project involves children) assess the applicant's compliance with all relevant laws relating to child safety (refer to the Note below). Successful applicants will also be required to meet minimum child safeguarding requirements as described in section 14.1.

Shortlisted applications that have met the minimum child safe standards, will proceed to the moderation panel which will comprise representatives from the ASC and other Government and industry experts. The moderation panel will provide recommendations for the consideration of the Grant Approver.

The moderation panel may consider risk factors that may impact the organisation's ability to deliver the project such as governance, financial and previous and current funded project performance. The moderation panel will also consider significantly overdue deliverables through other funding programs or services administered by the ASC.

For **Stream 2** applications, the moderation panel will consider geographical spread across the states and territories.

During the assessment process, the ASC may require further information about your organisation or application and may seek to source this information from applicants or any number of external sources.

The Grant Approver will make the final decision as to grant recipients and funding amounts after considering the recommendations of the moderation panel and the availability of grant funds for the purposes of the Program.

Note:

- The ACT Government will be eligible to submit one application for assessment in Stream 2. ACT Government representatives will not be involved in the assessment of any such application.
- Applicants will be required to provide evidence as part of the application process of compliance with all relevant laws relating to child safety and the employment or engagement of child related personnel, including the implementation of applicable Child Safe Standards (however described),



obtaining and maintaining Working with Children Checks (however described) and mandatory reporting requirements.

13. Notification

Applicants will be notified in writing of the outcome of their grant application.

The Grant Approver's decision is final in all matters, including the:

- approval of the grant
- grant amount to be awarded, and
- terms and conditions of funding.

There is no review or appeals process after the Grant Approver's final decision.

14. Successful applications

14.1 Child Safety

The ASC is committed to Australian sport environments that are safe, supportive and friendly for children. The ASC Child Safe Policy outlines our commitment to child safeguarding, and the obligations and responsibilities of our people and stakeholders to protect children. All grant recipients will be bound by the [ASC Child Safe Policy](#).

The ASC has adopted the Commonwealth Child Safe Framework, including the [National Principles for Child Safe Organisations](#). All grant recipients/organisations will be expected to adopt and implement the National Principles for Child Safe Organisations and ensure that all child related personnel are compliant with legislation relating to the employment or engagement of people working with children, including Working with Children Checks and mandatory reporting of child abuse and neglect.

The ASC is a participating organisation in the National Redress Scheme and has adopted the Australian Government Grant Connected Policy. An organisation/applicant will not be eligible to receive funding if it is named by the National Redress Scheme for Institutional Child Sexual Abuse on its list of "Institutions that have not joined or signified their intent to join the Scheme".

14.2 Funding Agreement

Successful applicants will enter into a Funding Agreement with the ASC. A sample agreement for organisations which are not currently ASC funded, is available for view [here](#).



Successful applicants that are currently funded by the ASC, such as NSOs and NSODs, will be required to enter a variation to their current NSO/NSOD Grant Agreement (NGA) with the ASC, which gives effect to this grant Program.

Successful applicants will have 30 days, from the date of a written offer, to execute a Funding Agreement with the ASC ('execute' means both the applicant and ASC have signed the agreement). The offer may lapse if the Funding Agreement is not executed within this time. In certain circumstances, the ASC may extend this period.

Approval of the grant funding is based on the information provided in your application. Any significant changes to those details will be reviewed to consider their potential impact on the approval.

Grant payments will not be made until an executed Funding Agreement is in place, and the ASC will not be responsible for any Project expenditure until this time.

Funding approval may have specific conditions that have been determined through the assessment process. Any such details will be specified in the Funding Agreement.

The timeline for conduct of the Project will be specified in the Funding Agreement. The grant funding can only be allocated to support the project after a Funding Agreement has been executed, and all Projects must be completed within 18 months of commencement unless agreed to by the ASC.

14.3 Payment and tax obligations

The Funding Agreement will state the:

- maximum funding amount payable to the Grantee, and
- any Co-contributions applicable to the Project.

The ASC will not exceed the maximum funding amount under any circumstances. Any extra costs incurred will be the responsibility of the Grantee responsible for the Project.

The ASC will transfer all grant funding electronically in accordance with the payment arrangements set out in the Funding Agreement.

If your organisation is GST-registered, where applicable, you will be paid the approved grant amount plus GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on tax.



14.4 Program evaluation

Successful applicants will be responsible for ensuring an appropriate evaluation of the Project's performance is undertaken, to determine the extent to which funded activities have contributed to the Program's objectives and outcomes.

In Stream 1, successful applicants have the opportunity to receive additional investment up to \$20,000 to support the completion of an independent evaluation of their Project, including preparing and publishing a case study. Applicants will be asked to nominate if they wish to be considered for this additional funding during the application process. The ASC will evaluate the relevant Projects for successful applicants, and up to five will be selected to receive the additional evaluation funding. Applicants, wishing to be considered, should incorporate this additional \$20,000 investment into their projected budget.

The ASC may use information from applications and Project reports for its whole of Program evaluation and promotional purposes. The ASC may also conduct interviews, or request information about the grant's impact, to evaluate the Program's effectiveness in achieving its outcomes. The ASC may contact Grantees after a Project is completed to assist with this evaluation.

14.5 Monitoring and compliance

Grantees are required to submit progress and financial reports in line with the Funding Agreement. Required details for reports include:

- delivery locations, including target populations, postcode and LGA, and details of any local community partnerships
- progress against agreed Project milestones
- contributions of participants directly related to the Project
- expenditure of grant funds against deliverables, and
- evaluation of Project success in supporting Australians to participate in sport and physical activity programs.

Milestones and the amount of detail required in reports will be proportionate to the Project size, complexity and grant amount.

The ASC will monitor project progress by working closely with successful organisations, through assessing submitted reports. In some cases, the ASC may need to re-examine claims, seek further information or request an independent audit of claims and payments.

If you become aware of a breach of any terms and conditions under the Funding Agreement, the ASC must be contacted immediately.



14.6 End of project report

End of Project report requirements will be outlined in the Funding Agreement. These requirements may include:

- an evaluation of the completed Project, including the outcomes achieved
- providing evidence as specified in the Funding Agreement
- detailing total eligible expenditure incurred for the Project
- acquittal of the ASC grant amount and expenditure against deliverables
- submission within four weeks of completing the Project, and
- reporting in a format provided in the Funding Agreement.

14.7 Ad-hoc report

Ad-hoc reports may be required for the Project. This may include reports to confirm progress or to explain any significant delays or difficulties in completing the Project.

14.8 Financial and audit report

Grantees may be asked to provide an independently audited financial acquittal report. A financial acquittal report will verify expenditure of the grant in accordance with the Funding Agreement.

14.9 Project variations

We understand that unexpected events may delay a Project's progress. In these circumstances, Grantees, or the ASC can request a variation to the Funding Agreement. Any request must be made before the end date of the Funding Agreement and should include details of:

- changed Project milestones
- extended timeframe for completion
- any changes to Project activities or key deliverables, and
- any changes to approved budget lines by 15% or more.

There is no guarantee that the request for a variation will be successful. In considering such a request, the ASC will consider your request based on the provisions of the Funding Agreement and the likely impact on the Project outcomes.



15. Conflict of interest

Any conflicts of interest could affect the performance of the Program. There may be a conflict of interest, or perceived conflict of interest, if ASC staff, any member of the Assessment Panel, Moderation Panel, a committee or advisor, and/or you or any of your personnel, for example:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an ASC officer, or a member of an external panel
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the Program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or potential conflict of interest, the ASC must be informed in writing immediately.

Conflicts of interest for ASC staff will be handled in accordance with the ASC's Conflict of Interest Policy. Assessment and Moderation Panel members will also be required to declare any conflict of interest.

16. How the ASC will use your information

The ASC may share your information with other government agencies for a relevant Australian Government purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research, and
- to announce grant recipients.

16.1 Treatment of confidential information

The ASC will treat the information provided by applicants as confidential, if it meets all of the three conditions below:

- is clearly identified as confidential with an explanation as to why it should be treated as confidential
- the information is commercially sensitive, and
- disclosing the information would cause unreasonable harm to you or someone else.

The ASC may disclose confidential information to:



- the ASC Board and our employees and contractors (and to other Commonwealth employees and contractors as required) to help us manage the Program effectively, and so we can research, assess, monitor and analyse our programs and activities
- the Minister for Sport
- the Auditor-General, Ombudsman or Privacy Commissioner, and
- a House or Committee of the Australian Parliament.

The ASC may also disclose confidential information if required or authorised by law, or if someone other than the ASC has made the confidential information public.

16.2 Personal information

The ASC must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988*. This includes informing you:

- what personal information the ASC collects
- why the ASC collects your personal information, and
- who the ASC may give your personal information to.

The details of the ASC's privacy policy can be found at:

https://www.sportaus.gov.au/legal_information/privacy_policy

The ASC may give personal information collected, to our Board, employees and contractors, and other Commonwealth employees and contractors as required, so we can:

- manage the Program, and
- research, assess, monitor and analyse our programs and activities.

16.3 Reporting

Effective disclosure and reporting of administered grants are essential for public accountability. The ASC publishes grant recipients and funding details on its website.

16.4 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.



All FOI requests must be referred to the ASC FOI Officer: foi.officer@ausport.gov.au.

17. Grant funding acknowledgement

The ASC's approval is required prior to public announcements around funding. If you make a public statement about a program/event funded through the Program, we require you, at a minimum, to acknowledge the grant by using the following:

'This project has received grant funding from the Australian Government managed by the Australian Sports Commission.'

This may also include the use of Australian Government approved signage. These details will be outlined in the Funding Agreement.

18. Enquiries and feedback

For further information or clarification on the assessment process, including your application status and outcome you can contact participationgrants@ausport.gov.au or through our website www.ausport.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions. Any complaints can be lodged using the ASC complaints form on our website www.ausport.gov.au/contacts/feedback-and-complaints.



Appendix A – Definitions of key terms

Term	Definition
Australia	All states and territories within Australia.
Child and/or children	Means a person under the age of 18.
Co-contributions	A co-contribution is a cash or in-kind contribution provided by the Grantee.
Eligible projects and activities	The activities undertaken by a Grantee in relation to a Project that are eligible for funding support.
Eligible applications	An application for grant funding under the Program that meets the eligibility requirements specified in these Guidelines.
For-profit organisation	A business or other organisation which aims to earn profit through its operations and is concerned with its own interests.
Funding Agreement	A legally binding contract between the ASC and a Grantee for grant funding.
Grant Approver	The Australian Sports Commission Board.
Grantee	An applicant that has been offered grant funding and executed a Funding Agreement with the ASC in relation to the Program.
Guidelines	Means these guidelines to provide the framework for the administration of the Program.
Local Club	An organisation that delivers sport and recreation activities to the community and is not considered the National, State or Regional Sporting Organisation or Industry Representative Organisation/Peak Body for the activity.
Member Associations and/or partnerships	An organisation that has a formal relationship with the primary applicant, through written agreement to support the provision of sport and physical activity.
National peak physical activity bodies	A national peak body is an organisation that has the purpose of delivering or supporting the provision of sport and/or physical activity, as articulated in the



	objects of its constitution. This organisation operates on a national scale, transcending state and territory borders within Australia.
Not for profit (NFP)	Organisations that provide services to the community and do not operate to make a profit, personal gain or other benefit of particular people.
Non-Government Organisation (NGO)	An organisation which is neither a government department nor a business operating for profit.
Partner organisation	Organisation that supports the Grantee on delivering Project outcomes.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth).
Physical activity	Any bodily movement produced by skeletal muscles that requires energy expenditure and produces progressive health benefits.
Primary grant applicant	An entity that has submitted a grant application and meets the Program grant eligibility criteria.
Program	The Play Well Participation Grant Program.
Program funds	The funding made available by the ASC for the Program in any given financial year, subject to receiving those funds from the Australian Government for the purpose of the Program.
Project	A project described in an application for grant funding.
Project location	Where the Project is undertaken.
Project period	The time between the Project start date and Project end date as detailed in the Funding Agreement.
Regional	A rural or remote area outside of Australia's major cities.
Regional or State/Territory Association	Regional or State/Territory Association that provides support and development opportunities to local clubs. This includes State Sporting Organisations affiliated with a National Sporting Organisation and Regional Sporting Associations.



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