Active Club Grants

Providing Acceptable Quote Information Sheet

This document assists Community Sport Clubs to provide valid quotes that will support their Active Club Grants funding applications.

Through the application form, we ask you to outline:

- What your project is
- Why your project is needed
- Who your project will benefit

To further support the above, VicHealth requires *valid quotes* from all applicants that support how you intend to use the grant funds to benefit your community. Providing valid quotes also indicates your preparation and readiness to implement a program.

If you are unsure if an item is eligible you can always check out our guide to ineligible items.

Invoice/tax invoice validity checklist

- Invoice/tax invoice is dated within the same period as the funding round (31 July – 31 August 2018)
- A brief description of what the item is
- Quantity requested
- The cost of your item including any GST.
- Invoice/tax invoice number
- The quoted costs does not include freight or shipping
    - The club will be required to cover all additional charges.

Quotes from online marketplaces and/or online auction sites such as eBay, amazon, Greys Online and other online trading websites included Gumtree, Facebook marketplace and Trading posts are not considered reputable and not a valid source of supplier. Any quotes submitted from these types of suppliers will not be accepted.

When possible: We suggest that you notify the company/supplier that your club is applying for an Active Club Grant as there waiting period between applying and receiving notification. You may wish to advise your supplier to lock in your cost until notification in November 2018.

Submitting quotes

VicHealth will accept a range of formats to make it easier for your club to provide quotes. We can accept your invoice in the following format:

- Scanned PDF
- Word Files
- Excel document
- Screen shots from retail stores websites
- Clear photo/s of an invoice taken by a mobile device.

We are unable to accept text messages or emails that provide general information about costs or the type of services that you are applying for.

For multiple quotes you can copy and paste your images into a word document and upload as single document. Alternatively, you can put all your quotes into a zip file and upload as one file. If you are unsure how to create a zip file you can click here for instructions for windows users, or if you are a MAC user click here for instructions.

Need some help?
For technical issues you can email our helpdesk
Got a question about your item?
Send us an email activeclub@vichealth.vic.gov.au or call the Active Club hotline on 03 9667 1308.