

## Application Game Plan

We all love our sport and we will never jump straight into the deep end without a bit of preparation and training. Applying for a grant is exactly the same. The better prepared you are, the easier it will be for you to complete an interesting and appealing application.

We encourage all community sporting clubs to see for themselves just how easy it is to apply for an Active Club Grant and log in via the [VicHealth Active Club Grant website](#).

There are five simple steps that will guide you through the grant process.

### 1. Review the program guidelines and the terms and conditions



**This is your starting point!** The [ACG information sheet](#) outline what the grant aims to achieve, information about the two focus areas, funding available and provides details of how VicHealth will assess your initiative against the selection criteria. Understanding our guidelines and [Terms and Conditions](#) will help you plan and prepare your idea.

### 2. Check your clubs eligibility



You don't want to run your race with a false start. If you have been successful in the past two years ([check here](#)) this will mean you are ineligible this time around. If you *have not* been funded in the past two years, does your club have an [ABN](#), [incorporation number](#), and its own bank account? Unsure? Check with the club treasurer because you will need these details for your application.

### 3. Prepare your idea to increase participation



What is your idea to increase participation at your club? Gain an understanding of what your club needs (now and into the future), how will this benefit the community and how an Active Club Grant can help you achieve this.

Try speaking to members of your club, your local community, your [State Sport Association](#) or a [Regional Sport Assembly](#).

### 4. Check item eligible and cost



Great! You now have your idea. How would you use the funding to make it happen? Remember, the items you request should directly relate to your project, and be eligible for funding under the program. Check our [guide to ineligible items](#) for reference. *Still unsure? Call us, we can help.* There are over 70 sports eligible to apply and unfortunately, we can't list every eligible item.

To improve the application experience, clubs are no longer required to submit quotes with their application. Instead, we are asking clubs to provide a program budget that outlines how you would spend the Active Club Grant amount, in as much detail as possible (all costs must be entered excluding GST). To ensure your budget is as accurate as possible, **we strongly recommend clubs source quotes** for all items that are being requested in the application. These are for your own records and to ensure you understand the costs associated with your request and maximise your budget under a funding tier.

### 5. Log in, write your application and hit submit



Time to put your game plan in to action. Log in to the application portal via the [Active Club Grant](#) home page to write and submit your application. Don't worry if you have never completed an application before. We have simplified the process and many clubs have found the application easy to complete.

There are six separate sections in the application form that you will be requested to address:

- Section 1: Why does your club want a grant? (Parts A-D)
- Section 2: Itemised budget
- Section 3: This Girl Can - Victoria
- Section 4: Club Details
- Section 5: Bank Details
- Section 6: Contact Information

We have designed a simple application form and if you follow this game plan you can complete your application in as little as 30 minutes.

Remember applications close Monday 24 February 2020 at 12.00pm (midday)

### **Stuck and need to call a time out?**

Call us in off the bench, we are here to help you out.

Remember we are not looking for Shakespeare when assessing your application, rather how well your club can demonstrate why the project is needed and how its idea provides increased participation opportunities.

Having technical issues with this form or submitting your application or have a question about your application?

Send us an email [activeclub@vichealth.vic.gov.au](mailto:activeclub@vichealth.vic.gov.au) or call the Active Club hotline on 03 9667 1308. We are available 9.00am-5.00pm Monday to Friday and aim to respond to all enquiries within 2 business days.

