

Frequently Asked Questions

ACG Round Two 2018-19

1. How do I write a grant application?

The VicHealth Active Club Grants program requires clubs to submit a funding application to VicHealth.

All applications must be submitted online in accordance with timelines and processes outlined Terms and Conditions.

The application form will close at 4pm sharp on the round closing date. In order to ensure fairness for all interested organisations, no late applications will be accepted.

Completing an application for tier 1 should take 30 minutes to complete if the club has considered:

- why you are seeking to apply
- what you are planning on purchasing
- how it will create more opportunities for Victorians to be physically active.

The Funding Centre provides an overview and a list of other resources on how to write an effective grant application:

<http://www.fundingcentre.com.au/help/writing-grant>

2. Can I use the services of a professional or a third-party grant writer?

If a professional or a third-party grant writer is used:

- Applicants are reminded that they are responsible for ensuring all information in the application is accurate and correct

- Any ambiguous responses to questions in the application form may detract from the application in assessment
- VicHealth reserves the right to seek proof of any data or information provided in the application

No part of any approved grant amount can be used to pay the costs of a third party grant writer

If the club elect to use the assistance of a grant writer, they must complete and submit [a Professional and Third-Party Grant Writers Agreement](#) with their application.

State Sporting Organisation and Regional Sports Assemblies are exempted and are not required to complete the agreement.

3. My club/organisation is not incorporated, am I eligible for funding?

VicHealth is unable to fund Unincorporated Associations through the VicHealth Active Grants. For a club to be eligible for an Active Club Grant, a club must be a company limited by guarantee, or be registered as an incorporated body at the time of application and if successful, for the project duration.

Specifically, Unincorporated Associations do not have a suitable legal status to enter into a funding arrangement with VicHealth. Clubs are encouraged to review more detail about incorporation on the following websites:

Frequently Asked Questions

ACG Round Two 2018-19

[Australian Sports Commission - Incorporation](#)

[Consumer Affairs Victoria – What is an Incorporated Association?](#)

[Consumer Affairs Victoria – Should your club incorporate?](#)

VicHealth will not accept any Auspice letters of support from Incorporated Associations to assist Unincorporated Associations apply for funding under Active Club Grants.

State Sporting Associations or Local Government may be able to provide further support and advice about incorporation.

4. Where does active recreation fit?

VicHealth recognises that there are a number of ways to be active – through sport, active recreation, arts, walking, active travel or conducting standing meetings at work.

Specifically, the VicHealth Active Club Grants program will support more Victorians to be physically active through sporting clubs.

Active Club Grants aligns with our three year priorities of “advancing gender equality in sport” and “creating more opportunities for less active Victorians to participate in sport”; and will support sport clubs to increase the availability of sport offerings that suit less-active Victorians.

Active recreation organisations are encouraged to investigate grants offered by Sport and Recreation Victoria -

<http://sport.vic.gov.au/grants-and-programs>, or the Grants Victoria website - <http://www.vic.gov.au/grants.html?type=grants>.

Alternatively, Local Government’s often provide support to active recreation organisations.

5. I’m in Regional Victoria – what is a Regional Sports Assembly?

Regional Sports Assemblies provide volunteer support, information and training and development opportunities to local clubs in rural and regional Victoria. Staff within your local Regional Sports Assembly may be able to provide assistance with:

- Grant development and submission
- Ideas for participation

VicHealth are working with Regional Sports Assemblies to create and delivering new sport participation opportunities that address the needs of those who are inactive or somewhat active to become more active through sport.

Visit Regional Sport Victoria for a list of Regional Sports Assemblies- <http://www.regionalsportvictoria.org.au/about-us/regional-sports-assemblies/>

6. How do I source Quotes?

Clubs can contact local sporting stores or use online shops to source prices and provide evidence of cost. The quote can be a screen shot or a written document outlining the items and quantity.

If the Club is introducing an SSA based product and no store or supplier is applicable, a supporting letter from the SSA should be

Frequently Asked Questions

ACG Round Two 2018-19

provided outlining the cost of all items associated with running the program.

Club can refer to the [Quotes Information Sheet](#) for assistance

Notification

7. What is the likelihood of receive funding?

Due to the competitive nature and limited funds available to VicHealth to deliver the funding round, not all applications can be successful. The success rate for applications varies depending on the quality of your application against other applications.

Successful Applicants

- 8.** Clubs should expect notification in November/December 2018. However, the timing on the notification can be delayed depending on the number of applications received and assessed. VicHealth will attempt to contact all clubs if there are any significant delays.

9. When can I Purchase?

Clubs are free to purchase the items once VicHealth has approved the grant and the club has accepted the letter of offer.

10. Can I use the funding to cover items already purchased?

Funds cannot be applied retrospectively to cover the cost outside of the approved application time frames.

Unsuccessful Applicants

11. When can I get feedback?

VicHealth can provide feedback to individual clubs on their unsuccessful application upon request. The feedback can be used to strengthen application in future funding rounds.

However, there is no guarantee resubmitted applications can be approved. You can contact VicHealth via phone on 9667 1308 or email activeclub@vichealth.vic.gov.au

12. When can I resubmit for funding?

To submit a new application clubs will need to wait until the next funding round is open. Noting that after each round, VicHealth may amend questions to streamline applications. You will be unable to copy and paste your previous applications.