



Providing Quotes

When completing your Active Club Grant application, we will ask you a few questions about your idea to increase participation

To support your idea, we require quotes for all items that you intend to purchase (excluding marketing).

Quotes are required from all applicants to help show how you intend to use the grant it also indicates you are prepared to implement your idea if successful.

Applications submitted without a quote will not be recommended for funding.

If you are unsure if an item is eligible you can always check out our [guide to ineligible items](#).

Quote checklist

- Quote is dated within the same period as the funding round (5 February– 8 March 2019)
- A brief description of what the item is
- Quantity requested
- The cost of your item
- We are unable to cover shipping cost, the club will be required to cover all additional charges.

Unfortunately, we cannot accept items sourced from online marketplaces and/or online auction sites such as eBay, Amazon and other online trading websites included Gumtree, Facebook and Trading posts. Any items 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. It can take us a few weeks to assess your application and get back to you. Your supplier can lock in the cost until we notify you in May 2019.

IMPORTANT

When entering your item amounts in to your application please ensure that you enter the cost excluding GST and you calculate the amount to ensure it is not above the threshold of your requested funding tier.

Failure to do so may significantly reduce your approved funding.



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 websites of retail stores
- 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 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/s?

Send us an email activeclub@vichealth.vic.gov.au or call the Active Club Grant hotline on 03 9667 1308.

