

# Frequently Asked Questions

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#### 1. How do I write a grant application?

Clubs are required to complete one application per eligible sporting club.

VicHealth's encourage all clubs to complete the application process to achieve shared outcomes. The application should take 10-30 minutes to complete if the club has a clear objective identified.

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 grant writer?

Clubs have the option to use the services of a third party grant writer, however VicHealth funding cannot be used to cover any cost associated with the process. VicHealth encourages Clubs to complete the application on their own as the club will be more likely to portray the intricate details of the club and the specific needs of the community in the application form

#### 3. 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.

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## 4. 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/>

## 5. Grant Outcome Areas

VicHealth will offer two funding round opportunities to community sport clubs each financial year, under two specific physical activity Outcome areas.

**Outcome area 1: Female participation:** VicHealth will support clubs to implement new sport participation opportunities specifically for women and girls. Funding is available for clubs to establish new teams, programs or competitions specifically for female audiences.

## Outcome area 2: Participation in social and modified forms of sport:

VicHealth will support social or modified sport program to attract more people to be regularly physically active. Funding is available for the start-up costs for clubs to establish a social or modified sport program.

## 6. What is an Auspice and how do I obtain one?

Under a VicHealth ACG, an Auspice is required if the club is not incorporated to meet the grant requirements.

An Auspice is an agreement between two organisations where one (the club) does not have a suitable legal status to enter into a funding arrangement with the funder (VicHealth).

A club who does not have an incorporation status, must seek an Auspice from an Auspicator (State Sporting Association or other incorporated associations). The Auspicator acts as a guarantor allowing the club to use the legal status and the accountability of the funding agreement is shared.

A template of an Auspice letter can be found on the Active Club Grant webpage.

<https://www.vichealth.vic.gov.au/funding/active-club-grants>

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

### ***Notification***

## 8. 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***

9. Clubs should expect notification in November 2016. 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.

## 10. 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.

## 11. 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***

## 12. 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 due to the competitive nature and limited resources VicHealth has to deliver the funding round, there is no guarantee resubmitted applications can be approved. You can contact VicHealth via phone on 96671308 or email [activeclub@vichealth.vic.gov.au](mailto:activeclub@vichealth.vic.gov.au)

## 13. 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 can amend questions to streamline applications. You will be unable to copy and paste your previous applications.

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## Technical system related questions

These FAQs are for individuals who are using the VicHealth Online Grant Management System to apply for an Active Club Grant.

### 1. I've forgotten my password – what do I do?

If you already have an account, we cannot retrieve your password but you can request a new password. On the User Login page click 'Forgot your password. Click here'. A new password will be sent to the email address that you used to register. If you prefer, you can request a new password by contacting the VicHealth IT Helpdesk via [helpdesk@vichealth.vic.gov.au](mailto:helpdesk@vichealth.vic.gov.au) or (03) 9667 1380.

### 2. I have submitted an application. I want to submit another application for a different club/organisation. Can I use the same User ID (email address)?

Yes, you can log in using your same email address on the 'Please Sign In' screen, and create a new application for a different club via the link 'Click Here to Lodge a New Active Club Grant Application'. Initial emails regarding your application will be sent to the email address you used to register.

### 3. I'm getting an error message when I try to submit my application.

You may not have completed all of the mandatory fields. The problem entries will be highlighted with a red arrow. If no errors are shown, yet

you still cannot submit, please contact the VicHealth IT Helpdesk via [helpdesk@vichealth.vic.gov.au](mailto:helpdesk@vichealth.vic.gov.au) or (03) 9667 1380.

### 4. I can't find my draft application. Where is it?

If it's not under the 'Show In Progress Applications' section on the Online Submissions portal screen it has not been saved. You need to select the 'Save & Finish Later' button at the bottom of the application form pages otherwise your work will be lost when you click out of the page.

### 5. How can I print my full application before I submit it?

While editing the application, hit the 'Printer Friendly Version' link at the top of the page, then select 'File' and 'Print' from the browser menu (shortcut Ctrl+P in most browsers).

### 6. How can I print my full application after I submit it?

From the Online Submissions portal screen, click on 'Show Submitted Applications'. Click on the submitted application and click 'File' and 'Print' from the browser menu (shortcut Ctrl+P in most browsers).

### 7. How can another person from my club/organisation manage my grant application online?

Grant applications can only be accessed online with the email and password that were used to register. If you wish to change the registration email address and password, please contact the VicHealth IT Helpdesk via [helpdesk@vichealth.vic.gov.au](mailto:helpdesk@vichealth.vic.gov.au) or on (03) 9667 1380.

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**8. I keep having to complete the Eligibility and Compliance Check to get to the application form – what should I do?**

The Eligibility and Compliance Check needs to be completed before you begin a new application. If you have started an application and selected 'Save & Finish Later' you can retrieve a saved a draft copy of the application from the Online Submissions portal screen 'Show *In Progress Applications*'. This will allow you to complete a previously saved application without having to complete the Compliance Check.

**9. My email address has changed. Can it be changed in the Grant Management System?**

To change your registration email address, you will need to log in with the original email address and password you registered with, and then locate the 'Change Email/Password' link at the top of the page. If you have any further issues please contact the VicHealth Helpdesk via [helpdesk@vichealth.vic.gov.au](mailto:helpdesk@vichealth.vic.gov.au) or on (03) 9667 1380.

**10. How do I change or edit the address or phone number of the existing primary contact for the club/organisation or grant application?**

Once a grant application has been submitted, changes to associated contacts cannot currently be performed via the online system. Please email [activeclub@vichealth.vic.gov.au](mailto:activeclub@vichealth.vic.gov.au) with changes.

**11. I keep getting the error message 'Not a valid integer' when I fill out the proportion and the cost sections of my application. Why?**

Check that you have only entered *numbers* into these fields. Do not enter \$ symbols.

**12. I keep getting the error message 'Your browser is not configured to support cookies. In order to access this online application form, you must adjust your browser settings to allow cookies'.**

This error message has been observed by users who are using the browser Google Chrome. Unfortunately the online submissions portal and Active Club Grant application form do not fully support the use of Google Chrome. Please try using Mozilla Firefox or Internet Explorer to complete and submit your application form. If you are using Firefox or IE and this error still occurs, please ensure you have cookies turned on. If you have any further issues please contact the VicHealth Helpdesk via [helpdesk@vichealth.vic.gov.au](mailto:helpdesk@vichealth.vic.gov.au) or on (03) 9667 1380.