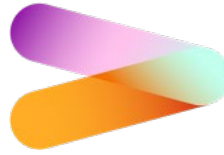




Department of
**Local Government, Sport
and Cultural Industries**



Sport and Recreation Events Funding Program

Grant Guidelines

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1. Sport and Recreation Events Funding Program Information

1.1. About the program

The Department of Local Government, Sport and Cultural Industries' (DLGSC) vision is for Western Australia to be celebrated as the best place to live in Australia. Through a diverse sport and recreation events calendar DLGSC aims to attract more visitors from interstate and overseas. This will foster vibrant communities and economic growth across both urban and regional Western Australia (WA).

The Sport and Recreation Events Funding Program (the Program) provides financial support to assist sport and active recreation organisations in planning, securing and delivering sport and mass participation events in WA.

The Program comprises three components:

1. Event Projects

- 1.1. Event planning – development of a strategic events plan/business case to identify future WA-hosted sport and/or active recreation events that align to the program objectives.
- 1.2. Event tender bids – development of well researched and high-quality bids for submission to a sport and/or active recreation events tender process that aligns to the program objectives.

2. Event Hosting

- 2.1. International level – hosting international competition of national significance for a recognised sport.
- 2.2. National level - hosting pinnacle one-off national events recognised as the primary competition for that sport, age group, or discipline.
- 2.3. Mass participation events – conducting a one-off open event for the general public, with a minimum of 100 participants, aimed at boosting participation in sport and active recreation and requires support to grow.

3. Country Sport Enrichment Scheme

- 3.1. International, national and state league level – hosting of international, national or state league events, games or rounds in regional WA.
- 3.2. Sport development opportunities – delivery of sport development initiatives around an international, national or state league level event/competition in regional WA utilising elite athletes or other key personnel to enhance local sport development.

1.2. Outcomes and objectives

The Sport and Recreation Events Funding Program aims to:

- Support organisations in planning, securing and hosting international, national, state league and mass participation events in Western Australia.

The objectives of the Sport and Recreation Events Funding Program are to:

- Build the capacity and capability of the sport and recreation workforce and volunteers to deliver high-quality sport and active recreation events.
- Provide opportunities for talented Western Australian athletes, coaches and officials to participate at a national and/or international level locally.
- Provide opportunities for the general public to participate in sport and/or active recreation events.
- Provide opportunities for regional Western Australian communities to experience and host major sporting events and sport development initiatives.

1.3. Definitions

Active recreation

Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.

Mass participation event

A one-off event that is open to the general public, without the need to qualify to participate, and requires support to grow participation numbers, with a minimum of 100 participants. This is an event, and not a come and try session.

Official

Someone who controls the actual play of a competition (e.g. umpire, referee or judge) and administers the rules and laws of the sport to ensure the proper conduct of a sporting fixture in a safe environment.

Low Participation Groups

Events that are considered the pinnacle national/international event for a low participation group. The groups may include people with disability, people from culturally and linguistically diverse (CaLD) backgrounds, adolescent girls (10 to 19 years), Aboriginal people/s, people from the LGBTQI+ community, seniors and disengaged youth.

Sport

A human activity capable of achieving a result requiring physical exertion and/or physical skill which by nature and organisation, is competitive and is generally accepted as being a sport.

Sport Development Opportunities

Opportunities to create legacy in a regional area through providing training and upskilling to players, coaches, officials and administrators. This may also involve initiatives to increase participation such as promotional events, come and try sessions and capacity building initiatives such as workshops, forums and training programs.

Come and try session

Provide the opportunity to try a sport or recreation under the guidance of experienced coaches or officials. These sessions are generally free or incur a small cost. Come and try sessions are not eligible event types for this grant program.

1.4. Eligible events

The Program supports state league, national or international level sport and recreation events **or** large general public participation events within WA.

Events may include, but are not limited to:

- National or international open/youth/junior/masters/low participation group events.
- National or international one-off sporting matches (not part of the regular/home-and-away season).
- Mass participation events (minimum of 100 participants).
- State league competitions (in regional WA only).
- Sport development opportunities (Country Sport Enrichment Scheme events only).

Ineligible events include:

- Events held outside of WA.
- State championships.
- Trade shows, exhibitions, festivals, conferences, awards functions or ceremonies.
- Charity events or fundraising activities.
- Sport development opportunities in the metro area.

1.5. Eligible organisations

The following organisations are eligible to apply:

- National sporting organisations (NSOs).
- National sporting organisations for people with disability (NSODs).
- DLGSC recognised state sporting associations (SSAs).
- DLGSC recognised state active recreation organisations (SAROs).
- DLGSC recognised Peak Bodies.
- National sport league clubs.
- Regional sporting associations.
- Local government authorities (LGAs).
- Local sport and active recreation clubs and associations.
- Community organisations.

In addition, to be eligible for funding organisations must:

- be incorporated under the *Associations Incorporations Act 2015 (WA)* or a company limited by guarantee under the *Corporations Act 2001 (Cth)* or a registered local government entity in Western Australia;
- possess an Australian Business Number (ABN); and
- maintain appropriate and sufficient insurance cover for the duration of the grant period. Please note, for Public Liability Insurance, a minimum value of \$10 million per claim or occurrence giving rise to a claim is required.

In addition, the following will apply:

- Provide written evidence that the relevant state, national or international body is supportive of the event being conducted in WA and confirming that the event is the pinnacle event for the sport, age group or discipline. For Mass Participation events, a letter of support is still recommended. This may be provided by the governing body of the activity or the Local Government Authority where the event is taking place.
- Organisations with outstanding acquittals for any DLGSC grant may have payments withheld until outstanding acquittal documentation is satisfactorily completed.

1.6. Ineligible organisations

- State and Commonwealth Government agencies;
- Unincorporated not-for-profit organisations;
- Commercial or for-profit organisations; or
- Educational institutions/agencies including schools, universities and TAFE colleges.

1.7. Funding investment framework

- The Sport and Recreation Events Funding Program is an open and competitive grants program with applications assessed against the assessment criteria and ranked based on the merits of the proposals.
- Organisations **must** contribute a minimum of 10% cash or in-kind support to the **total project costs**.
- Grants should not constitute the entire financial base of an organisation.
- **Auspice arrangements are not permitted.**

The Sport and Recreation Events Funding Program will invest in events as follows:

Grant Type	Grant Description	Funding range
Event project	Support for organisations to plan and attract sport and/or recreation events to WA: 1. Develop a strategic events plan/business case to identify future sport and/or active recreation events that could be conducted in WA. 2. Develop researched and high-quality bids for submission to a sport and/or active recreation events tender process.	from \$5,000 - \$15,000
Event hosting	Support for organisations to host sport and/or recreation events in: 1. Eligible national and/or international events. 2. Mass participation events – developing events that are open to the general public, without the need to qualify, and require support to grow participation numbers (minimum of 100 participants).	from \$5,000 - \$50,000
Country Sport Enrichment Scheme	Support for organisations to host high level events or competitions or provide access to sport development opportunities in regional WA: 1. Deliver international, national and/or state league events in regional WA. 2. Deliver sport development opportunities in regional WA.	from \$5,000 - \$30,000

1.8. Funding can be used for

- Core event operational expenses including, but not limited to, signage, AV, sound, lighting, staging, seating, security, first aid and safety provisions.
- **Event Projects only:** (*refer to the table above, under item 1.7 Funding Investment Framework*) interstate travel and accommodation costs.
- Intrastate travel and accommodation costs related to hosting events in regional WA.
- Venue and equipment hire (not owned or occupied by applicant).
- Purchase of single use equipment (for example, timing chips).
- Sanctioning fees.
- Education courses for staff and/or volunteers (for example, event risk management, crowd safety, traffic management, critical response).
- Training of volunteers and required approvals (for example, Working with Children Checks, first aid course fees and volunteers).
- Consultant fees (including elite athlete fee for service related to delivering sport development initiatives through Country Sport Enrichment Scheme) (*refer 1.6 Sport and Recreation Events Funding Program Investment Framework*).
- Advertising, streaming, publicity, promotion, marketing, printing and publishing costs.
- Catering for volunteers and/or officials directly involved during the event timetable.
- Provision of interpreting and translating services.

1.9. Funding cannot be used for

- Event bidding submission or application fees.
- Athlete appearance fees and associated travel costs (related to competing in the event).
- International travel and accommodation costs.
- Interstate travel and accommodation costs for interstate-based competitors and staff to travel and stay in Perth.
- Meals, catering or daily allowance for competitors and staff.
- Vaccinations.
- Existing, ongoing or recurrent organisational costs (for example, employee salaries and employment costs, insurance, lease or rental payments, administration expenses).

- Events/projects that would be more appropriately supported through an alternative funding source or existing DLGSC grants program.
- Events undertaken outside of Western Australia.
- Events/projects that have already been funded by DLGSC.
- Events/projects that have already taken place or have commenced.
- Capital works (for example, purchase of land or buildings, repairs, extensions, renovations or maintenance).
- Purchase of capital equipment (for example, computers, photocopiers and vehicles).
- Purchase of merchandise or sporting equipment (for example, clothing, uniforms, water bottles, balls).
- Trophies, prize money or gifts.
- Hospitality functions (for example, awards dinners, catering, alcohol, entertainment).

1.10. Important Dates

The Sport and Recreation Events Funding Program grant round dates will be:

Grant round opens	Grant round closes	Indicative notification date	Event/project delivery dates from
13 January 2025	10 February 2025	April 2025	From 1 July 2025 to 31 December 2025
4 August 2025	1 September 2025	October 2025	From 1 January 2026 to 30 June 2026

Applications may be considered outside these timelines on a case-by-case basis (subject to budget availability). Factors to be taken into consideration may include:

- Events/projects requiring funding approval earlier than the current funding rounds.
- Applicants that have been given late notice of event hosting duties.

2. Assessment criteria

Each assessment criteria are weighted equally.

Applications will be assessed against the following four criteria:

1. Strategic alignment and planning

The application demonstrates that the event or project is aligned to the organisation's strategic plan and will deliver long-term benefits for the sport and/or active recreation community in Western Australia.

2. Benefits

The application demonstrates that conducting the event or delivering the event project will achieve at least **one** of the following sport and active recreation participation and/or development benefits which relate to your event/project:

- Build the capacity and capability of the organisation's workforce.
- Support the sport's talent development and high-performance pathway.
- Provide opportunities for the general public to participate in sport and/or active recreation events.
- Provide opportunities for regional Western Australians to experience and conduct major sporting events or access sport development initiatives in a regional location.

3. Organisational capacity and capability

The organisation demonstrates its capacity and capability to deliver the event or project and manage identified risks.

4. Project Plan and Budget

The application is supported by a sound project plan and details how the event or project will be promoted and evaluated and is based on a realistic budget and represents value for money.

3. Assessment and approval process

Applications will be:

- Assessed by DLGSC Grants Administrators for compliance with the eligibility criteria.
- DLGSC Grants Assessors will conduct a preliminary assessment of eligible applications against the assessment criteria and provide a summary. This may include scores, rankings, funding allocations and rationale, for consideration by an independent panel.
- Reviewed by an independent panel for strategic alignment, merit and value for money. The panel will comprise two independent DLGSC staff and one independent external assessor with relevant expertise.
- Applications outside the planned timelines (out-of-round) will be reviewed by an independent reviewer for strategic alignment, merit, and value for money. The reviewer will be a DLGSC staff member with relevant expertise at Manager up to Executive level.
- Forwarded to the Minister for Sport and Recreation to approve the recommended applicants as per the relevant funding source legislation.
- Successful and unsuccessful applicants will be notified in writing.
- Applicants may not be successful or may not be funded to the full amount requested.

4. How to apply

4.1. Important information

- Read and understand the grant guidelines before commencing the application process.
- **You must discuss** your project with your DLGSC Advisor or Regional Manager before applying.
- Applicants are also encouraged to **share a draft** of your application with DLGSC for feedback.
- Only one application per organisation per round may be considered.
- Late applications will not be accepted.
- Incomplete applications may be considered unsuccessful upon submission.

4.2. Ready to apply?

Please refer to Appendix 1 for the lodgement checklist.

5. Conditions of Grant Agreements

5.1. GST

- If your organisation has an ABN and is registered for Good and Services Tax (GST), the grant will be grossed up by ten per cent of the grant amount.
- If your organisation has an ABN and is not registered for GST, no GST will be paid.

5.2. Grant agreement

- Approved applicants will be required to enter into a grant agreement that outlines the grant conditions, key deliverables and acquittal requirements. Once signed and returned, the grant will be paid directly to the eligible applicant body.
- No grant monies will be paid to an individual.
- Successful organisations will be required to provide evidence of key deliverables prior to conducting the project including, but not limited to; demonstrating that an appropriate program risk assessment process has been undertaken, support for the project has been confirmed by key stakeholders (e.g., land managers) and statutory approvals have been obtained.

5.3. Acquittal requirements

- At the completion of the project, your organisation will need to complete an acquittal report to demonstrate that the funding has been spent in accordance with the grant agreement.
- Your acquittal report must be submitted **within 30 days** of the project completion date as specified in the grant agreement.

5.4. DLGSC acknowledgement and evaluation

- Successful organisations will be required to acknowledge DLGSC. Further details will be provided to successful applicants within their grant agreement.
- Successful organisations will be required to participate in any research and/or evaluations relating to this funding and/or funded projects.

5.5. Freedom of information

- The *Freedom of Information Act 1992 (WA)* (FOI Act) gives the right to access documentation held by DLGSC subject to the limitations of the FOI Act.
- These documents can be of a personal or non-personal nature and may apply to the grant administration processes.

5.6. Privacy

- The Privacy Act 1988 (Commonwealth) regulates how personal information is handled by DLGSC.
- All information provided to DLGSC and gathered during the grant assessment process will be stored on a database that will only be accessed by authorised DLGSC personnel.
- That database is subject to privacy restrictions in accordance with the Commonwealth *Privacy Act 1998* and *Freedom of Information Act 1992*.

5.7. Contact by Minister or local Member of Parliament

- By applying for this program, applicants acknowledge and accept that successful applicants may be contacted by the Minister for Sport and Recreation or their local Member of Parliament to discuss their grant.
- Applicants acknowledge that the contact details of the applicant may be provided to their local Member of Parliament for this purpose.
- If you do not wish for your details to be provided to your local Member of Parliament, you may 'opt-out' at the time of application.

5.8. Appeals and complaints

When you submit an application, your application is subject to a competitive assessment process. Your application is assessed against the assessment criteria and all applicants are notified of the outcome of their application as soon as possible following the conclusion of the assessment process.

Appealing an unsuccessful application

- Appeals will only be considered where there is an alleged breach of the assessment process. If you believe that the proper assessment process has not been followed for your grant application, please discuss your concerns with the relevant DLGSC contact for the grant program.

Lodging a complaint

- Following discussion with the relevant DLGSC contact for the grant program, if you consider your concerns have not been adequately addressed; you can lodge a complaint with DLGSC, in writing, by following the instructions outlined in the feedback section of the DLGSC website at:

www.dlgsc.wa.gov.au/department/contact-us.

6. Further information

Matt Grace

Sport and Recreation – Sector Performance

Department of Local Government, Sport and Cultural Industries

Telephone: 08 9492 9729








Email: sectorperformance@dlgsc.wa.gov.au

Website www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/sport-and-recreation-events-funding-program

Address: PO Box 8349, Perth Business Centre WA 6849
246 Vincent Street, Leederville WA 6007

Further information can also be obtained from your DLGSC Advisor for recognised Sport or Recreation organisations, or by contacting your Regional DLGSC Office.

Appendix 1 – Lodgement checklist

	<p>1. Check that your organisation is eligible to apply.</p>	
	<p>2. Check that your project is eligible to apply:</p> <ul style="list-style-type: none"> • Is your event an eligible type e.g. mass participation, national event? • Are your event dates within the prescribe delivery dates? 	
	<p>3. Have you discussed your project with a DLGSC Advisor or Regional Officer?</p>	
	<p>4. Ensure your organisation can enter into a DLGSC Grant Agreement and comply with the Program Guidelines.</p>	
	<p>5. Complete all sections of the application form available from the DLGSC Grants Portal. A full assessment of your application cannot be completed without this information.</p>	
	<p>6. Prepare the supporting documents to submit with your application.</p> <p>Mandatory documents for all applications:</p> <ul style="list-style-type: none"> • A copy of your organisations incorporation certificate • Current public liability insurance certificate (minimum required is \$10million) • Detailed event/project plan, including information on event proposal, evaluation and promotion • Comprehensive budget for the entire event/project <p>Mandatory documents for specific categories:</p> <ul style="list-style-type: none"> • State League, National or International Events, letter of support from relevant state or national body showing support for the event/project. <p>Supplementary documents:</p> <ul style="list-style-type: none"> • Any other documentation to support your request e.g. strategic plan, letters of support, research and data. 	
	<p>7. Confirm all information is accurate as your organisation will be required to submit an acquittal based on the information you provide in your application.</p>	
	<p>8. Submit your application form and supporting documentation via the DLGSC website before the closing date and time.</p>	
	<p>9. You will receive an automated confirmation via email when you submit your application. If you do not receive the confirmation email, please contact the program manager, before the closing date and time.</p>	