



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



# **Sport and Recreation Events Funding Program**

## **Grant Guidelines**

---

# Contents

<b>1. Sport and Recreation Events Funding Program Information</b>	<b>3</b>
1.1 About the program	3
1.2 Outcome and Objectives	4
1.3 Eligible Events	4
1.4 Eligible Organisations	5
1.5 Ineligible organisations	5
1.6 Sport and Recreation Events Funding Program Investment Framework	6
1.7 Funding can be used for:	7
1.8 Funding cannot be used for:	7
<b>2. How to apply</b>	<b>8</b>
2.1 Application information	8
2.2 Important Dates	9
<b>3. Assessment, approval and acquittal process</b>	<b>9</b>
3.1 Assessment and approval process	9
3.2 Assessment criteria	10
3.3 Conditions of funding agreements	11
3.4 Grant agreement	11
3.5 Acquittal requirements	11
3.6 DLGSC acknowledgement and evaluation	11
<b>4. Further Information</b>	<b>11</b>

# 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 to make Western Australia a world-class arts, cultural, sport and Aboriginal tourist destination. The DLGSC aims to continue to increase the number of people visiting Western Australia from interstate and overseas so they can experience our unique arts, cultural, sport and Aboriginal attractions.

A diverse sport and recreation events calendar will attract more sports fans and sporting teams to Western Australia and maximise our opportunities to grow our sport and active recreation events. This will enable us to help create more jobs and more vibrant urban and regional communities, boost the economy and enhance Western Australia's reputation as a major sport and active recreation tourism destination.

The Sport and Recreation Events Funding Program provides financial support to assist sport and active recreation organisations to plan, secure and deliver sport and mass participation events in Western Australia.

The Sport and Recreation Events Funding Program comprises three components:

### 1. **Event Projects** – Two types of event projects are supported:

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

### 2. **Event Hosting** – Two levels of events are supported:

- 2.1. National and international level – conducting a one off, stand-alone event, carnival or championship that has been identified as the pinnacle of the activity calendar of events and/or competition series for the sport.
- 2.2. Mass participation events – conducting 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 (minimum of 100 participants).

### 3. **Country Sport Enrichment Scheme** – Two types of event initiatives are supported in regional WA:

- 3.1. International, national and state league level - conduct international, national and/or new opportunities to conduct state league competitions in regional WA.
- 3.2. Sport development opportunities – delivery of sport development initiatives around a high-level event/competition in regional WA by utilising elite athletes and/or other key personnel to assist.

## 1.2 Outcome and objectives

The outcome of the Sport and Recreation Events Funding Program is that:

- Organisations are supported to plan, secure and/or host 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 plan, secure and/or deliver 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 in their home environment.
- 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 and sport development initiatives in a regional location.

## 1.3 Eligible events

The Sport and Recreation Events Funding Program is aimed at providing support for organisations to conduct a sport and/or active recreation event that is at a state league (new opportunities to conduct in regional WA only), national or international level **or** that provides an opportunity for large numbers of the general public to participate without the need to qualify for the event.

Events may include, but are not limited to:

- National or international open/youth/junior/masters/special population events.
- National or international one-off sporting matches (not part of the home and away season).
- Mass participation events (minimum of 100 participants).
- State league competitions (new opportunities to conduct in regional WA only).

Ineligible events include:

- Events held outside of Western Australia.
- State championships.
- Trade shows, awards functions or ceremonies.
- Charity events or fundraising activities.

## 1.4 Eligible organisations

The following organisations are eligible to apply:

- National sporting organisations.
- DLGSC recognised state sporting associations (SSAs).
- DLGSC recognised state active recreation organisations (SAROs).
- National sport league clubs.
- Regional sporting associations.
- Local government authorities (LGAs).
- Local sport and active recreation clubs and associations.
- Community organisations.

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. A certificate of currency of insurance for the coming year should be provided upon application. 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:

- Organisations must provide evidence that the relevant state or national body is supportive of the event being conducted in Western Australia.
- Organisations must commit to ensuring a COVID-19 safe environment and complying with all relevant regulations.
- Organisations with outstanding acquittals for any DLGSC grant may have payments withheld until outstanding acquittal documentation is satisfactorily completed.

## 1.5 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.

## 1.6 Sport and Recreation Events Funding Program 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 ten per cent cash and/or in-kind support to the total project costs.
- Grants should not constitute the entire financial base of an organisation.
- Auspice arrangements are not accepted.

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

<b>Grant type</b>	<b>Grant description</b>	<b>Funding range</b>
Event project	<p>Support for organisations to plan and attract sport and/or recreation events to WA:</p> <ol style="list-style-type: none"> <li>1. Develop a strategic events plan/business case to identify future sport and/or active recreation events that could be conducted in WA.</li> <li>2. Develop researched and high-quality bids for submission to a sport and/or active recreation events tender process.</li> </ol>	Up to \$15,000
Event hosting	<p>Support for organisations to host sport and/or recreation events in:</p> <ol style="list-style-type: none"> <li>1. Eligible national and/or international events.</li> <li>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).</li> </ol>	Up to \$50,000
Country Sport Enrichment Scheme	<p>Support for organisations to host high level events or competitions or provide access to sport development opportunities in regional WA:</p> <ol style="list-style-type: none"> <li>1. Deliver international, national and/or new opportunities to conduct state league events in regional WA.</li> <li>2. Deliver sport development opportunities in regional WA.</li> </ol>	Up to \$30,000

## 1.7 Funding can be used for:

- Core event operational expenses including, but not limited to, signage, AV, sound, lighting, staging, seating, security.
- Interstate travel and accommodation costs related to event projects (*refer 1.6 Sport and Recreation Events Funding Program Investment Framework*).
- 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, publicity, promotion, marketing, printing and publishing costs.
- Catering for volunteers and/or officials directly involved during the event timetable.
- COVID-19 safe event requirements (for example, cleaning costs, masks, hand sanitiser).
- Provision of interpreting and translating services.

## 1.8 Funding cannot be used for:

- Event bidding 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).

## 2. How to apply

### 2.1 Application information

- Read and understand the grant guidelines before commencing the application process.
- You must discuss your project with your DLGSC Sport Advisor, Active Recreation Advisor or Regional Manager before applying.
- Only one application per organisation per round may be considered.
- Late applications will not be accepted.
- Incomplete applications may be considered unsuccessful upon submission.
- Complete an application form and submit with the following supporting documentation:
  - Detailed event/project proposal.
  - Comprehensive budget for the entire event.
  - A copy of your organisation's incorporation certificate (if not already provided to DLGSC).



A copy of current public liability insurance certificate (minimum required is \$10 million) (if not already provided to DLGSC).

Letter of support from relevant state or national body.

- Submit your application form and supporting documentation by 5pm on 26 August 2024 via link provided on application form.

**You will receive an automated confirmation via email when you submit your application. If you do not receive the confirmation email, contact Sue Thompson on the details below before the application closing time.**

## 2.2 Important dates

The Sport and Recreation Events Funding Program will have two grant rounds in 2024/25. Grant round dates will be:

Round	Grant round opens	Grant round closes	Indicative notification date	Event/project delivery dates from
1	29 July 2024	26 August 2024	November 2024	January to June 2025
2	27 January 2025	24 February 2025	May 2025	July to December 2025

Applications may be considered outside these timelines on a case-by-case basis (subject to budget availability).

## 3. Assessment, approval and acquittal process

### 3.1 Assessment and approval process

- The DLGSC Grants Administrators will assess applications for compliance with the eligibility criteria.
- The DLGSC Grants Assessors will conduct a preliminary assessment of eligible applications against the assessment criteria and provide a summary, which may include scores, rankings, funding allocations and rationale, for the assessment panel to consider.
- A panel will be formed to conduct an independent review of the assessment process, the preliminary assessment information and ratify recommended applicants to be submitted to the DLGSC Director General for endorsement.

- The panel will comprise two independent DLGSC staff and one independent external assessor from Tourism WA or VenuesWest or an independent sport and/or active recreation event expert.
- The DLGSC Director General to endorse the recommended applicants and submit to the Minister for Sport and Recreation for approval.
- 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.
- Applications may not be successful or may not be funded to the full amount requested.

## 3.2 Assessment criteria

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:

- 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.

Each assessment criteria are weighted equally.

### 3.3 Conditions of funding agreements

- If your organisation has an ABN and is registered for Goods 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.

### 3.4 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.
- Successful organisations will be required to provide evidence of key deliverables prior to conducting the event including, but not limited to, an appropriate event risk assessment process has been undertaken, support for the event has been confirmed by key stakeholders and statutory approvals have been obtained.
- No grant monies will be paid to an individual.

### 3.5 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 grant completion date as specified in the grant agreement.

### 3.6 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.

## 4. Further information

### **Sue Thompson**

Manager Industry Investment

Department of Local Government, Sport and Cultural Industries

Telephone: 08 9492 9612

Email [sport.business@dlgsc.wa.gov.au](mailto:sport.business@dlgsc.wa.gov.au)

Website [dlgsc.wa.gov.au/events-funding-program](http://dlgsc.wa.gov.au/events-funding-program)

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