



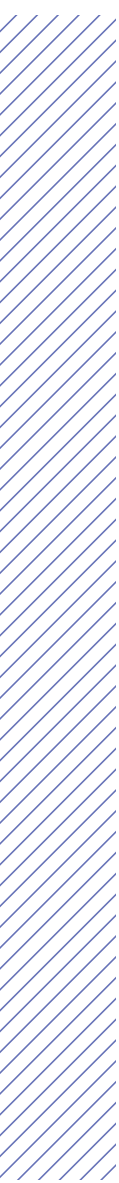
2013 Victorian Open Men's and Women's Championships

Significant Sporting Events Program 2014-18

Application Guidelines



2013 Amy's Gran Fondo



Sport and Recreation Victoria
Department of Transport, Planning and Local Infrastructure
1 Spring Street
Melbourne Victoria 3000

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Front cover photographs courtesy of the Amy Gillett Foundation (photographer Veeral Patel) and Golf Victoria (photographer Paul Shire).



1. About the Significant Sporting Events Program

The *Significant Sporting Events Program* assists sporting, community and event organisations to deliver sporting events in Victoria. The program, through the *Event Assistance Grant* and *Event Development Grant* categories, provides funding support for events that are at a national or international level and are supported or sanctioned by a recognised sporting authority.

1.1 Why is the Victorian Government funding these grants?

The *Significant Sporting Events Program* is designed to encourage:

- the attraction and retention of national and international sporting events to Victoria that enhance the reputation of the state as a host of events
- regional communities to build their event capacity and attract national and international sporting events
- a strengthened community and sports sector through the development of legacies to regions, sports and communities
- sporting associations in Victoria to develop elite and semi-elite competitions, increasing the opportunities to host and attract larger major or international events in future years
- visitor attendance from outside Victoria which contributes to the state's economic prosperity
- opportunities for Victorian teams and individuals to compete on home soil
- participation at the community level for a range of sports.

2. Who can apply?

The following organisations can apply for funding:

- private event organisations (sanctioned or supported by a national sporting organisation and/or a state sporting association)
- national sporting organisations (must be the body recognised by the Australian Sports Commission)
- state sporting associations (must be the body recognised by Sport and Recreation Victoria)
- venues
- local government authorities
- other not for profit organisations (sanctioned or supported by a national sporting organisation and/or a state sporting association)
- local sporting clubs and associations

In addition, to be eligible for funding applicants must:

- be an incorporated body, cooperative or association (including business associations)
- possess an Australian Business Number (ABN)
- be financially solvent.



3. What types of activities might be funded?

The *Significant Sporting Events Program* will support sporting events that demonstrate an international or national component and that do not meet criteria for consideration of the *Major Events Fund*.

Grants from this program can be used for:

- international or national open championships
- international or national youth or masters events
- international or national events for disadvantaged groups
- international or national events for culturally diverse groups
- one-off international or national sporting matches.

In addition, the Victorian Government has a focus on hosting events in regional Victoria. Favourable consideration will be given to applicants who host national and international sporting events in regional Victoria.

Consideration may also be given to events that are not at a national or international level, but are held in regional Victoria and attract large numbers of participants; have demonstrable impacts on the local economy; and generate significant media coverage and publicity for the region in outlets that are external to that region.

Applications may relate to single sport or multi-sport events.

What is a significant event?

A significant sporting event is typically one that:

- attracts international or interstate participation of greater than 30 per cent of total participants
- provides opportunities for elite state and national level competitors in the sport or category (such as age group)
- delivers state-level profile to a region due to the scale of the event
- is the highest class of event for the sport and category that is being held in Victoria, as opposed to being one of several events of similar standing staged in Victoria
- is recognised by, and delivered under the rules and laws of the national or international sporting organisation of the specific sport.

3.1 Event Assistance Grants

Grants of up to \$20,000 are available under the *Event Assistance Grant* category. This category is for event organisers seeking funding support to assist with the general operational costs associated with hosting events.



3.2 Event Development Grants

Grants of up to \$300,000 are available under the *Event Development Grant* category. Grants under this category can be used for:

- events subject to a bidding process, or events that have been secured through a bidding process
- events that are new to Victoria, or returning to Victoria, such as those held on a rotational basis
- developing or expanding existing events (for example, securing TV broadcast or web streaming, or increasing the capacity to market an event).

Consideration will also be given to events seeking funding to assist with high operational costs (typically more than \$200,000).

Applications under this category will be required to answer each question in the application form with a higher level of detail than would be expected of applicants applying under the *Event Assistant Grant* category. This will include a detailed response to the question: *How will funds provided through this program be used?*, as well as submitting marketing and event plans, bidding documentation and other relevant documentation.

3.3 What will not be funded?

The *Significant Sporting Events Program* will not fund:

- events that have received funding through the government's *Major Events Fund*
- cost of event bids

- events that conclude after 30 June 2018
- events that do not have the support of the recognised state and national sporting associations, or applicable international body (where relevant)
- events staged outside of Victoria
- prize money
- purchase of assets (including buildings and vehicles)
- appearance fees
- travel by teams or individuals to events
- direct funding of individuals or organisations that do not have an appropriate legal status, such as being incorporated
- organisations that have failed to complete any previous projects funded by Sport and Recreation Victoria or by the *Community Support Fund*, without demonstrating sufficient cause
- the purchase of land (any underlying asset created by a funded activity is to be owned by the Federal, state or local governments or a non-profit community organisation)
- routine or ongoing maintenance activities
- events that have already started at the time of the application, or events that will commence less than four months after an application is received (subject to the discretion of the Department of Transport, Planning and Local Infrastructure)
- recurrent operating costs, for example rent and utility costs
- events that do not meet the criteria of a significant sporting event as defined in section 3.



4. What are the funding details?

Event organisations can apply for grants of up to \$300,000 from the *Significant Sporting Events Program*.

Category	Funding available	Funding Use
Event Assistance Grant	Up to \$20,000	To assist with the general operational costs associated with hosting events.
Event Development Grant	Up to \$300,000	To attract and support new and returning events, and to develop and grow existing events.

5. What is the application process?

5.1 Funding rounds

Applications for both categories of the *Significant Sporting Events Program* are now open and close on Wednesday, 28 February 2018. Applications must be received a minimum of four months prior to the commencement of the event (subject to the discretion of the Department of Transport, Planning and Local Infrastructure).

Please note that the assessment process takes up to six weeks.

Applicants are encouraged to submit their applications at the earliest possible opportunity and take into consideration the following timelines valid until 28 February 2018:

Applications received by:	Will be assessed in:
31 January	February
31 March	April
31 May	June
31 July	August
30 September	October
30 November	December

Applications will be considered outside these timelines on a case by case basis.



5.2 Application process

There are some important steps to consider before submitting an application to the *Significant Sporting Events Program*.

Step 1: Stakeholder consultation

Organisations seeking to access funds are encouraged to discuss their event proposal with agencies such as venues, local council and sporting associations. Applicants should demonstrate the support of stakeholders in their applications.

Step 2: Talk to Sport and Recreation Victoria

Applicants **MUST** discuss their event proposal with the Events Unit of Sport and Recreation Victoria prior to submitting their application. Please call the Events Unit on 9208 3308 or email events@sport.vic.gov.au (include *Significant Sporting Events Program* as the subject line) to discuss your event.

Step 3: Apply online using My Grants

To apply, go to <http://www.dtpli.vic.gov.au/significant-sporting-events> on the Department of Transport, Planning and Local Infrastructure (DTPLI) website. Make sure you have the information you need on hand, including required documents, and click on 'Apply online' to submit your application through My Grants. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

Applications can remain in My Grants as a draft as you collate the required information.

Applying online

Submitting your application online through My Grants ensures it is received by DTPLI immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am – 5pm weekdays.

Required documentation

All items listed under section 6.1 must be emailed to events@sport.vic.gov.au



6. How will applications be assessed?

Eligible applications will be assessed using the information given as answers to each question in the application form, as well as the required supporting documentation. Applicants should answer each question and ensure they have provided the appropriate supporting documentation. Applicants that do not address each question adequately may not be considered.

6.1 Information you will need to provide as part of your application

Please submit the following documents as required, with your application.

All applications

- Event budget (draft budgets will be accepted)
- Evidence of support from a recognised state, national or international sporting association
- Previous event reports or evaluations

Event Development Grant applications

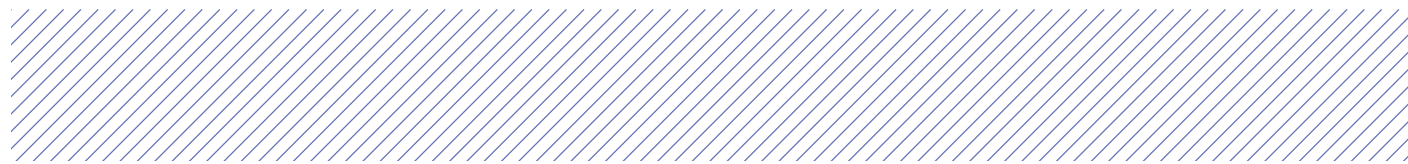
- Marketing and event plan
- Event bidding documentation

When supplying evidence of support, state sporting associations are required to provide evidence from a national body recognised by the Australian Sports Commission. National sporting organisations are required to provide evidence from an international governing body recognised by the International Olympic Council that the event is sanctioned. All other applicants are required to supply evidence to our satisfaction from a state sporting association recognised by Sport and Recreation Victoria and from a national body recognised by the Australian Sports Commission that the event is sanctioned.

7. Conditions that apply to applications and funding

7.1 Funding agreements

- Successful applicants must enter into a funding agreement with DTPLI. For each event, an Activity Schedule is negotiated. It sets out:
 - event details
 - funding amounts
 - agreed actions and payments
 - activity budget
 - reporting requirements
 - acknowledgement and publicity requirements
 - other activity-specific requirements
 - notices.



- Funds must be spent on the event as described in the application and as outlined in the funding agreement.
- Events are to be completed by the end of June 2018.
- A request to vary an approved event, and the subsequent funding agreement, must be submitted to DTPLI for approval prior to implementation.
- Event organisations must inform partnering organisations (where applicable) of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded event does not commence within four months of DTPLI receiving the application.
- Event organisations are expected to liaise with DTPLI officers on the planning and delivery of funded events as outlined in the funding agreement.
- Event organisations must provide financial information, including cash flow and budgets to the department, and provide a Final Event Report (including a final budget) using the department's template within 60 days of the completion of the event.
- Event organisations must underwrite the financial risk of the event.
- Events must be held in an appropriate venue in Victoria.

7.2 Acknowledging the government's support and promoting successes

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Significant Sporting Events Program*.

Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the event site(s).

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials.

7.3 Payments

Advance payments will be made in stages as long as:

- the funding agreement has been signed by both parties
- grant recipients provide reports as required, or otherwise demonstrate that the event is progressing as expected
- other terms and conditions of funding continue to be met
- a valid tax invoice is received by DTPLI.

For all grants over \$10,000, ten per cent of the total funding is paid on provision and acceptance of a Final Event Report, which will be due 60 days after the completion of the event.

