

Community Sport Sector COVID-19 Short-term Survival Program – Round 2

Supporting the Victorian community sports sector throughout COVID-19

Application guidelines

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Available at [Sport and Recreation Victoria's website](#)

What is the Community Sport Sector COVID-19 Short-term Survival Package?

The community sport sector is integral to driving participation and competition in sport and active recreation in Victoria. Participation in community sport improves the physical and mental health of Victorians of all ages and enriches social and community cohesion. Community sport services are provided on an equitable, diverse and inclusionary basis. This ensures that the opportunity to participate in sport is available to the majority of Victorians, improving the wellbeing of disadvantaged population groups and low socio-economic and rural areas.

The sector has been heavily impacted by the COVID-19 pandemic. This short-term survival program is designed to support the short-term operational viability of the community sport and active recreation sector throughout the COVID-19 shutdown period and beyond, ensuring organisations are equipped to recommence the delivery of their activities to the community following the lifting of restrictions.

The *Community Sport Sector Short-term Survival Package* provides grants to support the operational viability of community sport and active recreation organisations impacted by the COVID-19 pandemic.

The program model will be delivered through the following streams:

- **Stream 1: State-wide Operational Sustainability** funding for State Sporting Associations, State Sport and Recreation Bodies, Regional Academies of Sport and Regional Sports Assemblies.
- **Stream 2: Grassroots Operational Support** funding for associations, leagues and community sport and active recreation organisations and clubs to maintain operational viability.

Applications for Stream 1 will be accepted from 2 September 2020 until program close at 5pm on Monday 21 September 2020.

Applications under Stream 2 will be accepted from 2 September 2020 until program close at 5pm on Friday 16 October 2020, or until the funding allocation is exhausted.

Who can apply?

The *Victorian Community Sport Sector Short-term Survival Package* is a program for community sport and active recreation organisations operating within Victoria.

Target organisations for this program are:

- **State Sporting Associations (SSAs)** – SSAs are the pre-eminent governing bodies for sport in Victoria and are responsible for the development of their sport within the state, from community participation and competitions through to high performance. A full list of SSAs is at <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sporting-associations>
- **State Sport and Recreation Bodies (SSRBs)** – SSRBs are classified as not-for-profit organisations that are active in the sport and recreation sector but do not govern a sport. These bodies either work with particular cohorts (e.g. multicultural groups and disability groups), work as a peak organisation in the sector, advance an aspect of the sector (e.g. aquatic environments) or develop broader recreational pursuits (e.g. camping or nature play). A full list of SSRBs is at <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sport-and-recreation>
- **Regional Academies of Sport** – there are six Academies based in Victoria. They assist in the development of Victoria's regional elite athletes. Athletes (both able-bodied and athletes with a disability) from a wide range of sports receive high-performance services through scholarship programs.
- **Regional Sport Assemblies** - there are nine Regional Sport Assemblies in Victoria that provide volunteer support, information and training and development opportunities to local clubs in rural and regional Victoria and provide a vital link between local clubs and state and national bodies.

- **Associations and Leagues**– there are more than 400 associations and leagues affiliated with recognised SSAs who administer programs and competitions. An association or league is comprised of member clubs and administers the competition between these clubs over the course of a season.
- **Clubs** - there are approximately 8,000 sport and active recreation clubs affiliated with recognised SSAs and an estimated 4,000 other sport and active recreation clubs throughout Victoria. Clubs are not-for-profit incorporated associations delivering recreational, instructional and/or competitive physical activity opportunities to community participants.

Level of funding available

The funding available is presented in Table 1 below. The Minister for Community Sport will allocate funding to deliver the objectives of the program.

Table 1. Program funding available

Program		Level of funding available
Stream 1 Statewide Operational Sustainability	State Sporting Associations, Regional Sports Assemblies, Regional Academies of Sport and State Sport and Recreational Bodies	Funding to support eligible expenses during the eligibility period 1 September to 31 December 2020 that are unavoidable and that support the financial solvency of the organisation
Stream 2 Grassroots Operational Support	Associations and Leagues that did not receive a grant in Round 1 of this Program	\$2,000 each
	Associations and Leagues that did receive a grant in Round 1 of this Program	\$1,000 each
	Community organisations delivering sport and active recreation that did not receive a grant in Round 1 of this Program	\$1,000 each
	Community organisations delivering sport and active recreation that did receive a grant in Round 1 of this Program	\$500 each

Stream 1 will prioritise support to organisations impacted by COVID-19 restrictions demonstrating:

- loss of revenue above the organisation's reasonable reduction in expenses
- draw down of available cash reserves
- ineligibility for support announced through other Commonwealth and State stimulus packages (see Appendix 1), or inadequate support to ensure operational viability.

Stream 2 will provide support to Associations, Leagues and community organisations delivering sport and active recreation programs anywhere in Victoria to support operational viability.

Stream 1

Purpose of Funding

The funding under Stream 1 is to support the operational viability of the following organisational types: State Sporting Associations, State Sport and Recreation Bodies, Regional Academies of Sport and Regional Sports Assemblies.

Funding will support:

- operational sustainability over the period between 1 September and 31 December 2020 and,
- planning and preparation of Return to Play plans as restrictions are lifted.

Application process

Applications will be accepted through the DJPR Online Grants portal. The link to the online application form will be sent to eligible organisations after 3pm on 2 September 2020.

Eligibility

To be eligible for funding under Stream 1, organisations must meet the following criteria:

- Demonstrate the organisation is recognised (or is in the process of gaining recognition) as a State Sporting Association (SSA), State Sport and Recreation Body (SSRB) or peak body, as listed at <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations>
- Be non-government, not-for-profit and registered as an incorporated body or company limited by guarantee as at 1 September 2020 and for the duration of the funding. If an applicant organisation is not registered as an incorporated body or company limited by guarantee, it must arrange for a legally constituted organisation to manage the grant funds
- Possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment
- Adhere to and enforce the *Fair Play Code* (or) relevant state sporting association code of conduct/member protection policy, which incorporates the *Fair Play Code*. Further information about this code can be found at <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Comply with the expectations of the *Victorian Anti-doping Policy 2012* found at <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Have satisfactorily materially met reporting requirements on any grants previously received from Sport and Recreation Victoria to the satisfaction of the Department
- Implement and maintain policies relating to member protection and child safe standards
- Achieved and maintain 40 per cent women on their board or have an Office of Women in Sport and Recreation approved work plan to meet this requirement
- Is committed to gender equality and inclusion of underrepresented groups including Aboriginal, CALD, disability, LGBTQI, disengaged youth, seniors and socio-disadvantaged cohorts
- Have applied for all other relevant State and Commonwealth Government COVID-19 assistance packages, where eligible, before seeking funding under this program. A summary of available assistance packages is provided in Appendix A.

Eligible Expenses

Eligible expenses are those that are unavoidable during the eligibility period (1 September to 31 December 2020) and are essential to maintain operational viability.

Eligible expenses can only be claimed from this fund where they cannot be funded via an alternative funding source or an application for this support has been unsuccessful (e.g. National Sporting Organisation, Commonwealth Government, Local Government). Eligible expenses that are being subsidised or waived through other support – including through funding provided through Round 1 of this Package - cannot be claimed.

Further information on eligible and ineligible expenses and the supporting evidence required is provided in Appendix B.

Assessment

Funding requirements during the eligible period will be assessed based on evidence of demonstrated need, including an assessment and validation of revenue and expenditure. All financial information provided in support of an application will be independently assessed by a financial analyst.

Assessment Process

Assessment of applications will follow a four-step process as outlined below:

1. A check of the organisation's details and eligibility against the criteria outlined above.
2. An assessment of the financial information by an external expert financial analyst. Information provided by this assessment will be provided to a Department of Jobs, Precincts and Regions (DJPR) assessment panel comprised of Sport and Recreation Victoria staff for its consideration.
3. The DJPR panel recommends a total grant amount based on the financial analyst's report and other information provided in the application. Applications will be assessed against each of the assessment criteria listed below.
4. DJPR recommendations will be submitted to the Minister for Community Sport for consideration and approval.

Assessment Criteria

1. Need for Victorian Government funding

This assessment will consider:

- the impact of the COVID-19 restrictions on organisational revenue and overall financial position, staffing and use of cash reserves
- efforts to minimise expenditure, including deferring discretionary projects, while maintaining core activities
- eligibility and access to other government grants.

2. Continued operational viability and ability to 'Return to Play' of the organisation¹

This assessment will consider:

- the organisation's level of financial viability prior to COVID-19 restrictions
- projected profit and loss (projected income), overall balance sheet position and cash flow for the 2020/21 financial year
- identified eligible expenses for the period 1 September to 31 December 2020
- the organisation's capacity to assist its associations and clubs (where relevant)

¹ <https://sport.vic.gov.au/our-work/return-to-play>

Table 2 provides more information on the evidence required to determine your organisation's funding application. Further details on these criteria is available in *Appendix B*.

Table 2. Assessment elements and evidence required

Assessment element	Evidence required
Financial viability of the organisation prior to COVID-19 restrictions	Organisation's audited financial statements that demonstrates they were financially viable prior to the COVID-19 restrictions, including financial information for the full 2018-19 and 2019-20 financial years.
Loss of revenue resulting from COVID-19 restrictions	A prepared balance sheet, profit and loss and cashflow statement to 30 June 2021 that shows the expected reduction in total annual revenue (excluding grant funding) resulting from the COVID-19 restrictions during the eligibility period
Use of existing cash reserves	Organisation can demonstrate via the balance sheet that existing cash reserves have been utilised to the extent possible. Assessments will allow for 25% retention as working capital unless evidence can be provided that amounts above 25% are contractually committed but not yet utilised.
Internal reprioritisation	Organisations will need to list actions taken to minimise expenditure, including deferring discretionary internal projects, while maintaining core activities as required to demonstrate that remaining expenses are critical and unavoidable
Other grant funding	Organisation can provide evidence of an application and outcome for other state and federal funding support (see Appendix A, wherever applicable) to offset the impact of COVID-19 and, if relevant, demonstrate that additional support is required. Organisations who received funding under Round 1 of this Package will be required to confirm that their application is for expenses not already supported through Round 1.
Impact on staffing levels	Applications must provide evidence of the number of employees pre and post COVID-19 (where applicable). This will be assessed against similar sized organisations.
Assistance for associations and clubs	Applications must include a statement of how organisations are assisting their associations and clubs, for example through communication and education during the eligible period and planning for post-COVID-19

Conditions of funding

The following conditions apply:

- It is a requirement of this grant that if an institution has been named in an application or receives a Notice of Redress Liability, they must join or intend to join the National Redress Scheme (the Scheme). For more information on the Scheme please visit the [NRS website](https://www.nationalredress.gov.au/about) <<https://www.nationalredress.gov.au/about>>.
- Organisations must submit its annual report and audited financial statements for the 2018-19 and 2019-20 financial years
- Organisations must have prepared and provide a satisfactory Return to Play Plan to the Department.
- Funding provided will be based on the minimum amount required to sufficiently support the organisation's operational viability during the eligibility period.
- Organisations must maintain staffing and program support levels necessary to enable recommencement of service delivery when restrictions are lifted and ensure the continuation of those service delivery levels.
- Grant allocations will not exceed the amount requested by the applicant (but could be less depending on DJPR's assessment of the organisation's financial position).

- Funds will be required to be acquitted by 30 April 2021.
- The organisation must commit to:
 - The retention of member connections during the period for the purpose of continued physical activity and continued member services
 - The development and maintenance of clear and consistent guidelines for participant, member, volunteer and employee re-engagement with play, training and competition
 - Membership, sponsorship and participant re-engagement plans, including return to competition
 - Training and development for business continuity and financial resilience
 - A review of governance and financial management of the funded organisation and its member associations, leagues and clubs
 - Adherence to Chief Health Officer and Victorian Government COVID-19 requirements and restrictions.

Application supporting material and documentation

To apply for funding under **Stream 1** each organisation is required to provide the following:

- A completed Application Form
- A completed Expenses and Income Template that will be provided by Sport and Recreation Victoria
- The organisation's most recent audited financial statements
- Confirmation of your organisation's applications for JobKeeper, the Business Support Fund or any other assistance as applicable (see Appendix A)
- The organisation's original budget and reforecast budget/cashflow forecast for the remainder of the 2020/21 financial year showing expected loss of income and any adjustments to planned expenditure. This should include changes to staffing costs (reflecting any redundancies and JobKeeper payments), new COVID-19 grant revenue and any other changes.
- Provide evidence of the draw-down of cash reserves, or outline why cash reserves have not been drawn down (in the case where this is not able to demonstrated).
- A list of actions taken to minimise expenditure.
- A statement listing assistance provided to associations and clubs (where relevant)

Stream 2

Purpose of Funding

The funding under Stream 2 is to support the operational viability of the following organisational types: Associations, Leagues and community organisations delivering sport and active recreation programs.

Funding will support organisations to maintain their operational viability and ensure they are prepared to return to activity as COVID-19 restrictions ease.

Application process and eligibility

Applications will be accepted through the DJPR Online Grants portal
<https://businessvic.secure.force.com/GrantsPortalLogin>

To be eligible for funding under Stream 2 organisations must meet the following criteria:

- Be an Association or League (including entities representing regions or districts) that is financially affiliated with a recognised State Sporting Association or State Sport and Recreation Body OR a community organisation delivering sport and active recreation programs anywhere in Victoria.

- Be non-government, not-for-profit and registered as an incorporated body at the time of application and for the duration of the funding.
- Possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment
- Adhere to and enforce the Fair Play Code (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the Fair Play Code. Further information about this code can be found at <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Comply with the expectations of the Victorian Anti-doping Policy 2012 found at <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Have satisfactorily materially met reporting requirements on any grants previously received from Sport and Recreation Victoria to the satisfaction of the Department
- Implement and maintain policies relating to member protection and child safe standards
- If an institution has been named in an application or receives a Notice of Redress Liability, they must join or intend to join the National Redress Scheme (the Scheme). For more information on the Scheme please visit the [NRS website](https://www.nationalredress.gov.au/about) <<https://www.nationalredress.gov.au/about>>.

If your organisation was successful in receiving a grant through Stream 2 from Round 1 of this Program, it will automatically be considered for a second grant – you will NOT be required to submit an additional application.

- As outlined in Table 1 above, successful applicants from Round 1 of this Program are eligible to receive grants of \$1,000 (for associations and leagues) or \$500 (for clubs).
- Sport and Recreation Victoria will contact your organisation to certify that it is still eligible to receive a grant under this Program prior to the acquittal of grants funding.²

Conditions of Applying

- Financial support will be provided to assist the organisation remain operational during the eligibility period, and to support readiness to return-to-play in adherence with Victorian Chief Health Officer restrictions and advice. For more information, see: <https://sport.vic.gov.au/our-work/return-to-play>
- Funding can be used for fixed costs (e.g. rent/utilities/insurance), essential salary costs (not match/player/coach payments) and any other costs that keep the club viable and ready to function once restrictions ease.
- Funding can also be used to purchase equipment and cleaning supplies necessary to comply with COVID-19 Return to Play requirements.

This program will not support:

- current or future payments made to participants/athletes/players in return for their participation in organisation's physical activities (e.g. match/coach/player payments)
- future affiliation fees due after the end of the eligibility period and not yet charged
- fixed playing surfaces and structures (for example, synthetic pitch, goal posts)
- capital expenditure including the purchase of land (for example, permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, ramps and other permanent structures)

² Successful Round 1 Applicants to be registered with the responsible Federal or State regulator as at 1 September 2020 where required by relevant and applicable legislation. The responsible regulators are the Australian Securities and Investment Commission (ASIC); the ACNC for charities and not-for-profits; and Consumer Affairs Victoria (CAV) for incorporated associations

- repair of equipment, structures and playing surfaces (for example, golf course, turf wicket pitch)
- non-playing/participation equipment (for example, public address systems, banners, trophies, videos, sunshades, gazebos, carpet/lino, clubroom items, wicket covers, scoreboards, GPS, computers and IT equipment)
- canteen items (for example, microwave ovens, soft drink, food, alcohol, cooking utensils)
- maintenance equipment (for example, lawn mowers, rollers, line markers, hose, compressors)
- purchase or leasing of vehicles (for example, boats, bikes, golf carts, jet-skis, go-karts), trailers and accessories
- any activity that delivers services to children

Application supporting material and documentation

To apply for funding under **Stream 2** an organisation is required to provide:

- A completed Application Form

Right of Amendment

- The Department of Jobs, Precincts and Regions reserves the right to amend these guidelines and application terms as required.

Post Project Evaluation

Recipients of this grant program may receive an evaluation survey regarding their grant from the Department and will be required to participate in program evaluation activities, if requested.

Confidentiality

Any personal information provided by the Applicant or a third party in an application will be collected by the Department for the purpose of program administration. This information may be provided to other Victorian Government bodies for the purposes of assessing applications. If confidential personal information about third parties is included in an application, Applicants are required to ensure that the third party is aware of the contents of this Privacy Statement.

Any personal information collected, held, managed, used, disclosed or transferred will be held in accordance with the provisions of the *Information Privacy Act 2000* (VIC) and other applicable laws.

The Department of Jobs, Precincts and Regions, is committed to protecting the privacy of personal information. The Department's Privacy Policy can be found online at <https://djpr.vic.gov.au/>. Enquiries about access to information should be directed to the Department's Privacy Unit by phone on (03) 9651 9749 or email privacy@ecodev.vic.gov.au.

Resources and additional information

For preliminary information on this or any other grant program please contact the Grants Information Line on 1300 366 356 for the cost of a local call (except from a mobile phone) on any weekday between 8:30am and 5pm (except for public holidays).

Appendix A – State and Federal Government COVID-19 support

Victorian Government grant funding and support programs

	Business Support Fund	Payroll tax refund for Business	Land tax relief for land subject to commercial and residential leases	Land tax payment deferral
Description	<ul style="list-style-type: none"> One-off payment per business for small and medium enterprises 	<ul style="list-style-type: none"> Full payroll tax refunds/waivers for 19-20 financial year and option to defer any payroll tax for the first three months of 20-21 financial year until 1 Jan 2021 	<ul style="list-style-type: none"> 25 per cent discount on land tax to commercial and residential landlords that provide rent relief to affected tenants who have been affected by Covid-19. 	<ul style="list-style-type: none"> Deferral of 2020 land tax payment to be paid between 1 Jan 2021 – 31 March 2021
Size of business	<ul style="list-style-type: none"> Turnover of more than \$75,000 Payroll of less than \$650,000 	<ul style="list-style-type: none"> Payroll (annual taxable wage bill) between \$650,000 and \$3 million 	N/A	<ul style="list-style-type: none"> Land owners that have at least one taxable non-residential property and total taxable landholdings below \$1 million
Reduction in turnover	<ul style="list-style-type: none"> No numeric criteria but must demonstrate they have been "subject to closure or highly impacted" by restrictions 	N/A	N/A	N/A
Exclusions	<ul style="list-style-type: none"> Companies that are part of a group of companies that is registered for payroll tax and will receive the payroll tax refund 	N/A	N/A	N/A
Other eligibility criteria	<ul style="list-style-type: none"> Holds an ABN and held it at 16 March 2020 Employs people 	<ul style="list-style-type: none"> Includes employers that are a member of a group (eligibility threshold applies to each individually) 	<ul style="list-style-type: none"> All or part of the property is rented or available for lease Commercial tenants must be eligible for Jobkeeper and have an annual turnover of less than \$50 million Commercial landlords must provide rent relief in proportion to the tenant's loss in turnover Residential landlords must pass on the equivalent amount in rent relief to the tenant 	N/A

Federal Government grant funding and support programs

	Jobkeeper	Boosting cash flow for employers	Supporting the flow of credit (Coronavirus SME Guarantee Scheme)	Supporting the flow of credit (Quick and efficient access to credit for small businesses)
Description	<ul style="list-style-type: none"> Funding per worker per fortnight paid directly to organisations to support them to pay staff wages. Businesses are required to pass on the payment to workers in full 	<ul style="list-style-type: none"> Two payments to be made, the first from 28 April, the second from June to September Each payment equal to 100% of salary and wages withheld, minimum of \$10,000 and maximum of \$50,000 (each) 	<ul style="list-style-type: none"> 50% loan guarantee for new unsecured loans to be used for working capital Maximum loan of \$250,000 for up to three years Repayment-free for six months 	<ul style="list-style-type: none"> Helps small businesses access credit quickly Exemption from responsible lending obligations for lenders providing credit to existing small business customers Available for 6 months
Size of business		<ul style="list-style-type: none"> Aggregated annual turnover <\$50 million 	<ul style="list-style-type: none"> Turnover of up to \$50 million 	<ul style="list-style-type: none"> Turnover of up to \$50 million
Reduction in turnover	<ul style="list-style-type: none"> 30% if turnover <1 billion 50% if turnover >1 billion 15% if registered NFP or charity 	N/A	N/A	N/A
Exclusions	<ul style="list-style-type: none"> State government public entities (e.g. Trusts) 	N/A	N/A	N/A
Other eligibility criteria	<ul style="list-style-type: none"> Casuals must have been employed by the entity for a year or more 	<ul style="list-style-type: none"> Made payments to employees subject to withholding Must lodge activity statement with ATO Businesses with connected entities or part of a group will have their eligibility assessed based on total aggregated turnover 	N/A	N/A

	Supporting business with apprentices and trainees	SME commercial leasing principles during Covid-19 Code	Rent relief for commercial tenants in government buildings (both State and Federal)
Description	<ul style="list-style-type: none"> Wage subsidy of 50 per cent of the apprentice or trainee's wage paid between 1 Jan 2020 and 30 Sep 2020 Maximum of \$21,000 per eligible apprentice or trainee 	<ul style="list-style-type: none"> Landlords must not terminate leases due to non-payment of rent Landlords must offer tenants proportionate reductions in rent (in waivers and deferrals, at least 50% of reduction must be in waivers) Reductions in statutory charges must be passed on 	<ul style="list-style-type: none"> Rent will not be charged in 2020 in both State and Federal Government owned buildings
Size of business	<ul style="list-style-type: none"> Businesses with fewer than 20 employees who retain an apprentice or trainee Employers of any size and Group Training Organisations that re-engage an eligible out-of-trade apprentice or trainee 	<ul style="list-style-type: none"> Tenant eligible for Jobkeeper with turnover up to \$50 million 	<ul style="list-style-type: none"> All non-residential tenants including NFPs
Reduction in turnover	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 15% for NFPs, 30% for other businesses 	<ul style="list-style-type: none"> N/A
Exclusions	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Crown land that is being managed by a Committee of Management (CoM) unless the CoM is also a State government entity
Other eligibility criteria	<ul style="list-style-type: none"> Apprentice or trainee must have been in training with the business as at 1 March 2020 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Appendix B – Definitions and Evidence Required

Income

Audited financial statements will be required with all Stream 1 applications. Bank statements must be provided with all applications.

Cash reserves

Assessments will allow for 25% retention as working capital unless evidence can be provided that amounts above 25% are contractually committed but not yet utilised (e.g. grants).

Eligible expenses

Eligible expenses are those that are unavoidable during the eligibility period (1 September to 31 December 2020) and are essential to maintain operational viability.

Eligible expenses can only be claimed from this fund where they cannot be funded via an alternative funding source or an application for this support has been unsuccessful (e.g. National Sporting Organisation, Commonwealth Government, Local Government).

Eligible expenses that are being subsidised or waived through other support cannot be claimed (e.g. rent relief).

Evidence of an eligible expense must be provided.

Priority distribution of grant funding is for entities that have a proven financial viability concern

Further information on each eligible expense is below.

Insurance

Applications must also provide an invoice for, and proof of payment, of the policy.

If funding is provided to offset the expense of insurance, the recipient must not charge clubs or affiliates and must provide a rebate to clubs for insurance paid.

Employment

Applications must provide evidence of the number of employees pre and post COVID-19 (where applicable). This will be assessed against similar sized organisations.

Evidence of Jobkeeper applications and funding received should also be provided. Payroll reports should also be attached to applications.

Utilities (ICT, electricity, gas)

Applications must provide evidence of these expenses (previous invoices).

Rent

Applications must provide evidence of these expenses (a lease, receipts, invoices)

Affiliation fees

Applications must provide evidence in writing on with National Sporting Organisation or SSA letterhead that they are not willing to waive affiliation fees for the eligibility period.

An invoice for, and proof of payment of affiliation fees must also be provided.

If funding is provided to offset the expense of affiliation fees, the recipient must not charge clubs or affiliates and must provide a rebate to clubs for affiliation fees paid.

Funding will only be provided for Affiliation fees paid within the eligibility period.

Membership Income

Applications must provide:

- Evidence of the number of members in the most recent season
- Evidence of income per member in the most recent season
- Historic membership numbers and fees per member for the last five years

- A bank statement broken-down by income category including membership
- Forecast of membership refunds must be consistent with a publicly stated refund policy

Ineligible Expenditure

This program will not support the following expenses:

- current or future payments made to participants/athletes/players in return for their participation in organisation's physical activities (e.g. match/coach/player payments)
- future affiliation fees due after the end of the eligibility period and not yet charged
- fixed playing surfaces and structures (for example, synthetic pitch, goal posts)
- capital expenditure including the purchase of land (for example, permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, ramps and other permanent structures)
- repair of equipment, structures and playing surfaces (for example, golf course, turf wicket pitch)
- non-playing/participation equipment (for example, public address systems, banners, trophies, videos, sunshades, gazebos, carpet/lino, clubroom items, wicket covers, scoreboards, GPS, computers and IT equipment)
- canteen items (for example, microwave ovens, soft drink, food, alcohol, cooking utensils)
- maintenance equipment (for example, lawn mowers, rollers, line markers, hose, compressors)
- purchase or leasing of vehicles (for example, boats, bikes, golf carts, jet-skis, go-karts), trailers and accessories
- any activity that delivers services to children
- competition or event expenses
- travel costs
- trophies or medals
- conferences or seminars
- staff development
- new program design and implementation