



**SPORTING SCHOOLS**

**CLUB CONNECT**

**GUIDELINES**

**TERMS 1 AND 2, 2022**



|                           |   |
|---------------------------|---|
| Opening date              | 10 am AEDT on Monday 25 October 2021  |
| Closing date and time     | 5 pm AEDT on Friday 5 November 2021   |
| Responsible entity        | Australian Sports Commission  |
| Enquiries                 | <p>If you have any questions, contact:</p> <p>Sporting Schools Client Support Centre</p> <p>1300 785 707</p> <p><a href="mailto:info@sportingschools.gov.au">info@sportingschools.gov.au</a></p> <p>Questions should be sent no later than Monday 1 November 2021</p> |
| Date guidelines released  | Monday 11 October 2021  |
| Type of grant opportunity | Demand-driven (Eligibility-based)   |



# CONTENTS

|  |           |
|--|-----------|
| <b>1. SPORTING SCHOOLS CLUB CONNECT PROCESS .....</b>                      | <b>2</b>  |
| 1.1 Introduction .....   | 3         |
| <b>2. ABOUT THE GRANT PROGRAM .....</b>                                    | <b>4</b>  |
| 2.1 Sporting Schools Program .....   | 4         |
| <b>3. GRANT AMOUNT AND GRANT PERIOD .....</b>                              | <b>4</b>  |
| <b>4. ELIGIBILITY CRITERIA.....</b>  | <b>5</b>  |
| 4.1 Who is eligible to apply for a grant? .....                            | 5         |
| 4.2 Local government areas .....   | 5         |
| <b>5. WHAT THE GRANT MONEY CAN BE USED FOR .....</b>                       | <b>6</b>  |
| 5.1 Delivery of Sporting Schools<br>Club Connect activities.....           | 6         |
| 5.2 Eligible grant activities .....  | 6         |
| 5.3 Supported costs .....  | 6         |
| 5.4 Grant activities not supported .....                                   | 7         |
| 5.5 Costs not supported .....  | 7         |
| <b>6. HOW TO APPLY .....</b>   | <b>8</b>  |
| 6.1 Timelines .....  | 9         |
| 6.2 Questions during the application process .....                         | 9         |
| <b>7. THE GRANT SELECTION PROCESS.....</b>                                 | <b>10</b> |
| 7.1 Who will approve grants?.....  | 10        |
| <b>8. NOTIFICATION OF APPLICATION OUTCOMES .....</b>                       | <b>10</b> |
| <b>9. SUCCESSFUL GRANT APPLICATIONS .....</b>                              | <b>11</b> |
| 9.1 Specific legislation, policies and<br>industry standards .....         | 11        |
| 9.2 How Sport Australia pays the grant.....                                | 11        |
| 9.3 Grant payments and GST .....   | 11        |
| <b>10. ANNOUNCEMENT OF GRANTS.....</b>                                     | <b>11</b> |
| <b>11. HOW SPORT AUSTRALIA MONITORS<br/>YOUR GRANT ACTIVITY .....</b>      | <b>12</b> |
| 11.1 Acquittal.....  | 12        |
| 11.2 Evaluation .....  | 12        |
| 11.3 Acknowledgement .....   | 12        |
| <b>12. PROBITY.....</b>  | <b>13</b> |
| 12.1 Enquiries and feedback.....   | 13        |
| 12.2 Conflicts of interest .....   | 13        |
| 12.3 How Sport Australia will use your information .....                   | 13        |
| 12.4 Treatment of confidential information.....                            | 13        |
| 12.5 When we may disclose confidential information..                       | 14        |
| 12.6 Personal information .....  | 14        |
| 12.7 Reporting.....  | 14        |
| 12.8 Freedom of information.....   | 14        |
| <b>13. CONSULTATION .....</b>  | <b>15</b> |
| <b>14. GLOSSARY .....</b>  | <b>15</b> |
| <b>APPENDIX A – SELECTION OF TARGETED<br/>LOCAL GOVERNMENT AREAS .....</b> | <b>15</b> |



# 1. SPORTING SCHOOLS CLUB CONNECT PROCESS



## 1.1 INTRODUCTION

These guidelines contain information for the Sporting Schools Club Connect grants.

This grant program is part of the Sporting Schools program.

You must read this document before applying for a grant.

This document sets out:

- the purpose of the grant program
- the eligibility criteria
- eligible grant costs
- eligible delivery partners
- how grant applications are selected
- how schools are notified and receive grant payments
- how schools will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant program and process will be administered by the Australian Sports Commission (referred to in these guidelines as Sport Australia).

A glossary of key terms used in these guidelines is provided in Section 14.



## 2. ABOUT THE GRANT PROGRAM

Sporting Schools Club Connect will enable primary schools to build on their involvement in the Sporting Schools program by establishing and building on relationships with local sporting clubs.

Eligible schools can apply for a Club Connect grant of \$5,000 (GST exclusive) to deliver an out of school hours sport program by engaging a Sporting Schools partner national sporting organisation (NSO) or an affiliated local sporting club that delivers a Sporting Schools Club Connect sport.

The focus of the initiative is to support primary school students to transition from a school-based sporting program to participating at their local sporting club, promoting a lifelong engagement in sport.

The objectives of Sporting Schools Club Connect are to:

- increase the number of children participating in club sport.
- raise awareness of local club sport opportunities amongst the school community.
- promote the benefits of sport to parents and carers of children.
- build relationships between schools, parents and carers, and local sporting clubs.
- engage local clubs in the delivery of Sporting Schools.

### 2.1 SPORTING SCHOOLS PROGRAM

Sporting Schools is an Australian Government initiative designed to help schools increase children's participation in sport and connect them with community sporting opportunities.

As Australia's largest school-based sports participation program, Sporting Schools has funded over 8,000 schools since commencing in 2015. This has provided more than 10 million participant opportunities to get students active, engaged and having fun while sampling a variety of different sports. Sporting Schools programs are provided to children at no cost to their families.

## 3. GRANT AMOUNT AND GRANT PERIOD

The Australian Government announced \$40.8 million for the Sporting Schools program for 2022. Up to \$2 million is available for Sporting Schools Club Connect.

Club Connect activities can be run over terms 1 and/or 2, 2022, with schools eligible to apply for a single grant. Funds or delivery cannot be spent in school terms outside the funding period.

\$5,000 (GST exclusive) per grant is available through Club Connect.

| Period             | Key Dates  |
|--------------------|--|
| Applications open  | 25 October 2021, 10am AEDT   |
| Applications close | 5 November 2021, 5pm AEDT<br>However, applications may close early if the funding allocation is exhausted due to the demand-driven nature of the grant activity.   |
| Notification       | By 26 November 2021, 5pm AEDT<br>Applicants will be notified via email regarding the outcome of their submission within 15 business days of close of applications. |

## 4. ELIGIBILITY CRITERIA

We cannot consider your application if it does not satisfy all the eligibility criteria.

### 4.1 WHO IS ELIGIBLE TO APPLY FOR A GRANT?

To be eligible your school must:

- be registered with Sporting Schools
- be a primary, combined, or special school with enrolled primary school-aged students (from prep to year 6)
- be located within, or share a postcode with one of the local government areas (LGA) or regions listed in section 4.2.
- have no outstanding debts with Sport Australia, whether in relation to Sporting Schools or otherwise, and
- not be named by the National Redress Scheme for Institutional Child Sexual Abuse on its list of Institutions that have not joined or signified their intent to join the Scheme.

### 4.2 LOCAL GOVERNMENT AREAS (LGAs)

Schools must be located in, or share a postcode with, one of the following LGAs or regions:

#### ACT

- Gungahlin
- Tuggeranong

#### NSW

- Canterbury-Bankstown
- Central Coast
- Cessnock
- Clarence Valley
- Dubbo Regional
- Lake Macquarie
- Lismore
- Maitland
- Mid-Coast
- Penrith
- Shoalhaven
- Wagga Wagga
- Wollongong

#### NT

- Alice Springs
- Darwin
- Katherine
- Litchfield
- Palmerston

#### QLD

- Brisbane
- Cairns
- Toowoomba
- Townsville

#### SA

- Adelaide Hills
- Charles Sturt
- Mount Barker
- Onkaparinga
- Tea Tree Gully
- Wattle Range

#### TAS

- Clarence
- Glenorchy
- Hobart
- Launceston

#### VIC

- Ballarat
- Casey
- East Gippsland
- Frankston
- Greater Bendigo
- Greater Geelong
- Greater Shepparton
- Latrobe
- Wellington
- Yarra Ranges

#### WA

- Albany
- Busselton
- Esperance
- Gosnells
- Greater Geraldton
- Joondalup
- Kalgoorlie-Boulder
- Karratha
- Port Headland
- Stirling

These areas have been tested for relevance with State and Territory Agencies of Sport and Recreation and adapted as required. For further information on how the targeted LGA's were identified see Appendix A.

## 5. WHAT THE GRANT MONEY CAN BE USED FOR

### 5.1 DELIVERY OF SPORTING SCHOOLS CLUB CONNECT ACTIVITIES

Sport Australia has partnered with more than 20 Sporting Schools partner NSOs (referred to in these guidelines as Club Connect partners) who have products and services that support connections between schools and clubs.

Club Connect partners, their products and the areas they service are listed on the Sporting Schools Club Connect website.

Club Connect partners:

- deliver a consistent, quality experience for participants across Australia
- leverage their aligned workforce across Australia
- can support participants to move from Club Connect activities into their sport's community sport offering to facilitate ongoing participation.

Schools may also engage a local sporting club that is affiliated with a Club Connect partner.

### 5.2 ELIGIBLE GRANT ACTIVITIES

Club Connect grants are provided to schools to deliver a free, out of school hours sport program, during terms 1 and/or 2, 2022.

Schools can engage a Club Connect partner or an affiliated sporting club to deliver Club Connect activities. A minimum of four sessions must be delivered.

Schools must maintain 'duty of care' responsibilities and ensure appropriate supervision ratios are met.

The Club Connect parameters describe the characteristics of Club Connect activities. The **parameters** and **terms and conditions** are available on the Sporting Schools Club Connect website.

### 5.3 SUPPORTED COSTS

The Sporting Schools Club Connect **spending fact sheet** outlines supported and unsupported costs.

Examples of supported costs include:

- payment to a Club Connect partner, nominated coaching provider or coach for the delivery of activities
- equipment required to deliver a Club Connect activity
- payment for teacher relief to coordinate Club Connect activities
- payment to a teacher for supervision outside their normal paid work hours at the school
- required costs to transport students to and from facilities for the delivery of Club Connect activities
- cost to access a sport facility outside the school property for delivery of Club Connect activities.

Schools are required to acquit their grant at the completion of the funding period and may be subject to auditing.



## 5.4 GRANT ACTIVITIES NOT SUPPORTED

The Club Connect grant cannot be used for:

- activities outside terms 1 and 2, 2022
- engagement and payment for delivery of a non-Club Connect partner activity
- teacher delivered programs
- activities delivered during school hours, on weekends, or in school holidays (except Special Schools)
- participation in school carnivals, interschool sport, representative sport, or competitions.

## 5.5 COSTS NOT SUPPORTED

Examples of costs not supported include but are not limited to:

- expenses incurred prior to grant approval or outside the approved funding period (terms 1 and 2, 2022)
- equipment outside what is required to deliver the Club Connect activity
- uniforms and apparel
- expenses associated with meeting health and safety requirements, including first aid kits, first aid duty officer, sunscreen, water bottles and shade shelters
- catering and food.

Please refer to the Sporting Schools Club Connect [spending fact sheet](#) for more information on supported costs.



## 6. HOW TO APPLY

### Before applying, you must read and understand the:

- Sporting Schools Club Connect guidelines (this document)
- Club Connect **parameters**
- **terms and conditions** and
- **spending fact sheet**.

### To apply you must:

- meet all eligibility criteria
- complete the online Sporting Schools Club Connect **application form** on the SmartyGrants website
- provide all the information requested
  - Including valid bank details (name, account name, BSB and account number)

Note, account details can refer to the registered school's general account or a department of education account in the event of a shared service arrangement (such as those currently in place for New South Wales and Western Australia Department of Education government schools)

- submit your application prior to the closing date, noting that applications may close earlier than advised if the funding allocation is exhausted and
- agree to the **terms and conditions**.

### Please note:

- **Schools must apply using the SmartyGrants website. Schools cannot apply for a Club Connect grant using the Sporting Schools portal.**
- **Schools can only receive one Club Connect grant. If a school submits multiple applications, only the first eligible application submitted will be eligible to receive funding.**

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code 1995 and we will investigate any false or misleading information and may exclude your application from further consideration.

If an error is identified in your school's application after submission, call the Sporting Schools Client Support Centre immediately on 1300 785 707.

Additional information does not have to be accepted, nor requests from your school to correct your application after the closing time.

Applications cannot be changed after the closing date and time.

If an error is found or information is missing, Sport Australia may ask for clarification or additional information from you that will not change the nature of your application.

On submission of your application, you will receive an email confirming your application has been submitted successfully, and a copy of your application.

If you need further guidance around the application process or if you are unable to submit an application online contact the Sporting Schools Client Support Centre at [info@sportingschools.gov.au](mailto:info@sportingschools.gov.au) or by calling 1300 785 707.

## 6.1 TIMELINES

You must submit an application between the published opening and closing dates. We will not accept late applications. Applications may close earlier than advised if the funding allocation is exhausted.

All grant applicants will be notified of the outcome of their application within 15 working days from the closing date.

## 6.2 QUESTIONS DURING THE APPLICATION PROCESS

If you have any questions during the application period, please contact the Sporting Schools Client Support Centre at [info@sportingschools.gov.au](mailto:info@sportingschools.gov.au) or by calling 1300 785 707.

The Sporting Schools Client Support Centre will aim to respond to enquiries within three working days.





## 7. THE GRANT SELECTION PROCESS

Your application will be considered through a demand-driven grant process.

Applications will be assessed for eligibility by Sport Australia.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

Grant funding will be awarded to eligible applications in the order they are received by Sport Australia.

Once the grant funding allocation has been exhausted, no further grants will be awarded.

### 7.1 WHO WILL APPROVE GRANTS?

The grant approver is the Director, Sporting Schools.

The Director, Sporting Schools' decision is final in all matters, including:

- the approval of the grant
- the grant amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

## 8. NOTIFICATION OF APPLICATION OUTCOMES

Sport Australia will advise you of the outcome of your application via email.

If you are successful, Sport Australia will advise you of any specific conditions attached to the grant.



## 9. SUCCESSFUL GRANT APPLICATIONS

If you are successful, you will be notified by Sport Australia. This notification will confirm you have met the requirements for a grant. It will also set out:

- reporting requirements of the grant
- terms and conditions
- Club Connect parameters
- eligible expenditure.

### 9.1 SPECIFIC LEGISLATION, POLICIES AND INDUSTRY STANDARDS

While you are required to be compliant with all relevant laws and regulations, you may be asked to demonstrate compliance with child protection legislation/policies/industry standards.

Sport Australia is committed to the safety of children as outlined in the Child Safe Commitment Statement and **Child Safe Policy**.

Club Connect partners are recognised by Sport Australia and required to adopt, implement and enforce policies that support safe environments for children that are compliant with relevant child protection legislation.

As detailed in the **terms and conditions**, schools which receive funding are required to:

- comply with relevant legislation relating to working or volunteering with children
- ensure working with children checks are obtained where required and remain current
- implement the **National Principles for Child Safe Organisations**
- identify and manage the risk of harm or abuse to children
- provide training and implement a compliance regime for people working with children
- notify Sport Australia if there is a failure to comply with expectations
- impose the same child safety obligations on subcontractors (e.g. coaches).

### 9.2 HOW SPORT AUSTRALIA PAYS THE GRANT

The grant will be paid in a single instalment of \$5,000 (GST exclusive).

Sport Australia will transfer all grant funding electronically into the school's nominated Australian bank account, or shared services account for government schools in New South Wales and Western Australia.

### 9.3 GRANT PAYMENTS AND GST

If the school is required to be registered for GST and is not a 'government related entity' as defined in A New Tax System (Goods and Services Tax) Act 1999 (Cth):

- the grant will be increased by the prevailing rate of GST and
- Sport Australia will issue you with a Recipient-created tax invoice.

## 10. ANNOUNCEMENT OF GRANTS

Successful schools will be listed on the Sport Australia website after the grant has been paid.



## 11. HOW SPORT AUSTRALIA MONITORS YOUR GRANT ACTIVITY

Schools must submit an end report and acquittal using the SmartyGrants website at the completion of the Club Connect activity, in accordance with the School terms and conditions.

Details required for reporting include:

- sporting organisation engaged to perform the activities
- total number of students engaged
- how parents were engaged
- the role the local club played
- how you used the Find a Club toolkit resources
- grant expenditure.

### 11.1 ACQUITTAL

Schools will be required to acquit the grant funds by 8 July 2022 in accordance with the School **terms and conditions**.

### 11.2 EVALUATION

Sport Australia will evaluate the grant program to measure how well the outcomes and objectives have been achieved.

Sport Australia may use information from your application and reports for this purpose. We may also interview relevant people at your school or ask for more information to help us understand how the grant impacted your school community and to evaluate how effective it was in achieving its objectives.

### 11.3 ACKNOWLEDGEMENT

Schools and other parties must seek and receive written approval from Sport Australia before making any public announcements about Sporting Schools Club Connect funding.

Where possible, acknowledge the Australian Government as follows:

'Sporting Schools Club Connect is an Australian Government initiative'.

If you make a public statement about Sporting Schools, we require you to acknowledge the grant your school received as follows:

'[School name] received funding from the Australian Government to deliver Sporting Schools Club Connect'.

Instructions on how to use the Sporting School's logo are available in our **Branding guide for schools** which can be found on the Sport Australia website.

If using the Sporting Schools logo outside of the provided templates/resources, final logo placement must be approved by Sport Australia. Contact the Sporting Schools team at [info@sportingschools.gov.au](mailto:info@sportingschools.gov.au) to seek approval.

## 12. PROBITY

Sport Australia will make sure the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

### 12.1 ENQUIRIES AND FEEDBACK

If you have a complaint concerning the grants process for Sporting Schools Club Connect, please submit it via the [complaints form](#) on the Sport Australia website.

### 12.2 CONFLICTS OF INTEREST

Any conflicts of interest could affect the performance of the grant opportunity. There may be a conflict of interest, or perceived conflict of interest, if Sport Australia staff, any member of a committee, or advisor, and/or you, or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a Sport Australia staff member
- has a relationship with, or interest in, an organisation, which is likely to interfere with, or restrict the applicants from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform Sport Australia immediately via email [info@sportingschools.gov.au](mailto:info@sportingschools.gov.au).

Conflicts of interest for Sport Australia staff will be handled as set out in Sport Australia's Conflict of Interest Policy.

### 12.3 HOW SPORT AUSTRALIA WILL USE YOUR INFORMATION

Sport Australia may share your information with other government agencies for relevant Australian Government purposes such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce grant recipients.

If a school has been successful in its application for funding, Sport Australia may provide Club Connect partners with school contact information including the school's primary contact, address, email, and phone number.

### 12.4 TREATMENT OF CONFIDENTIAL INFORMATION

Sport Australia will treat the information provided by applicants as confidential if it meets all of the three conditions below:

- is clearly identified as confidential with an explanation as to why it should be treated as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else.

## 12.5 WHEN WE MAY DISCLOSE CONFIDENTIAL INFORMATION

Sport Australia may disclose confidential information to:

- Sport Australia's Board and our employees and contractors, (and to other Commonwealth employees and contractors as required) to help us manage the grant program effectively
- Sport Australia's Board and our employees and contractors (and to other Commonwealth employees and contractors as required) so we can research, assess, monitor and analyse our programs and activities
- the Minister or Parliamentary Secretary
- the Auditor-General, Ombudsman or Privacy Commissioner
- a House or Committee of the Australian Parliament.

Sport Australia may also disclose confidential information if required or authorised by law, or if someone other than Sport Australia has made the confidential information public.

## 12.6 PERSONAL INFORMATION

Sport Australia must treat your personal information according to the Australian Privacy Principles (APPs) and the Privacy Act 1988. This includes informing you:

- what personal information Sport Australia collects
- why Sport Australia collects your personal information and
- who Sport Australia may give your personal information to.

The details of Sport Australia's privacy policy can be found at: [www.sportaus.gov.au/legal\\_information/privacy\\_policy](http://www.sportaus.gov.au/legal_information/privacy_policy)

Sport Australia may give personal information collected to our Board, employees and contractors, and other Commonwealth employees and contractors as required, so we can:

- manage the grant program and
- research, assess, monitor and analyse our programs and activities.

Sport Australia may also:

- announce the names of successful applicants to the public and
- publish personal information on Sport Australia's website.

## 12.7 REPORTING

Effective disclosure and reporting of administered grants is essential for public accountability. Sport Australia publishes grant recipients and funding details on its [website](#).

## 12.8 FREEDOM OF INFORMATION

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public right of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All FOI requests must be referred to the Sport Australia FOI Officer: [foi.officer@ausport.gov.au](mailto:foi.officer@ausport.gov.au)

## 13. CONSULTATION

Sport Australia has engaged with the following stakeholders:

- Sporting Schools partner NSOs
- Sporting Schools primary school principals and teachers.

This engagement influenced the design of the grant program.

## 14. GLOSSARY

| Term                             | Definition   |
|----------------------------------|--|
| <b>eligibility criteria</b>      | refers to the mandatory criteria which must be met to qualify for a grant.   |
| <b>Club Connect partner</b>      | the Sporting Schools partner national sporting organisations participating in the Club Connect grant opportunity.                                |
| <b>grant</b>                     | refers to an arrangement for the provision of financial assistance by Sport Australia on behalf of the Australian Government.                    |
| <b>grant activity/activities</b> | refers to the project /tasks /services that the grant recipient is required to undertake.  |
| <b>grant approver</b>            | the person who makes a decision to award a grant.  |
| <b>grant program</b>             | a 'program' carries its natural meaning and is intended to cover a range of related activities aimed at achieving government policy outcomes.    |
| <b>grant recipient</b>           | the school which has been selected to receive a grant.   |
| <b>selection process</b>         | the method used to select potential grant recipients. This process will involve the assessment of applications against the eligibility criteria. |

## APPENDIX A – SELECTION OF TARGETED LOCAL GOVERNMENT AREAS

Sporting Schools Club Connect is a pilot project to look at opportunities for primary school students to transition from a school-based sporting program to participating at their local sporting club.

Targeted areas were determined by identifying local government areas which have a high number of registered Sporting Schools. This will help to ensure there is a corresponding club opportunity for students to transition into.

These areas were tested for relevance with our Club Connect partners and State and Territory Agencies of Sport and Recreation and adapted as required.



**GET IN TOUCH VIA SOCIAL MEDIA**  
**[sportingschools.gov.au](https://sportingschools.gov.au)**



**Australian Government**  
**Australian Sports Commission**

**SPORTAUS**