

SPORTAUS

National Integrity Manager Grant Program



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1. Overview

The National Integrity Manager Grant Program (the Program) is aimed at supporting National Sporting Organisations (NSOs) and National Sporting Organisations for People with Disability (NSODs), recognised by the Australian Sports Commission (Sport Australia), **to employ a National Integrity Manager (Integrity Manager) to adopt, implement and embed the National Integrity Framework at all levels of the sport.** This will be facilitated through the provision of funding to high-priority NSOs and NSODs to employ an Integrity Manager on either a full-time or part-time basis. Funding may also be used to employ a National Complaints Manager or a joint Integrity and Complaints Manager role. A sample position description for a joint role is at Attachment A.

Sport Australia will administer the Program including making the decisions as to grant recipients and amounts. Sport Integrity Australia will assist Sport Australia with aspects of the Program. In addition to the Program, Sport Integrity Australia will provide support to NSOs and NSODs through a new Integrity Managers network, along with a suite of resources including policy fact sheets, eLearning courses, staff information packs, training courses and promotional materials.

The Program will invest **\$1.78m** to assist sports in employing and embedding National Integrity Managers as key roles in their core workforce to ensure the Australian sport sector is protected against threats to sport integrity.

2. Important Dates

The expected timing for this grant opportunity is:

Activity	Key Date
Applications open	Tuesday 21 December 2021
Applications close	3pm AEDT Wednesday 9 February 2022
Notification of outcomes and funding announcements	From Mid-February 2022

3. Eligibility

To be eligible to receive funding under the Program, an organisation must:

- be a National Sporting Organisation (NSO) or a National Sporting Organisation for people with Disability (NSOD) recognised by the Australian Sports Commission (for a list of recognised organisations, please visit: https://www.sportaus.gov.au/australian_sports_directory);
- have adopted or committed to adopt the National Integrity Framework issued by Sport Integrity Australia; and
- not be an organisation that is named by the National Redress Scheme for Institutional Child Sexual Abuse or on its list of institutions that have not joined or signified their intent to join the Scheme (www.nationalredress.gov.au).

4. Grant Funding Opportunity

Eligible organisations may apply for funding up to a maximum of **\$120,000** (ex GST) to be used to employ an Integrity Manager or Complaints Manager on either a part-time or full-time basis to assist with the adoption and implementation of the National Integrity Framework. Funding may also be used to employ a National Complaints Manager or a joint Integrity and Complaints Manager role. Funding will be granted to employ new or additional integrity resources and may not be used to fund existing role/s.

5. How to apply

Only one application per organisation will be eligible for submission. Applications must be submitted online during the funding application period. No late application submissions will be eligible after the application closing time.

To apply, you must:

- submit an online application form via the SmartyGrants link Sport Australia provided to eligible organisations
- provide all the information we need to assess your application
- consider all eligibility and selection criteria, ensuring you have addressed relevant criteria
- commit to embedding the Integrity Manager role into the sport's core workforce into the future.

Please ensure your application is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code 1995 (Cth). We will investigate false or misleading information and may not consider your application for the grant.

If you find an error in your application after submitting it, you should notify us immediately at funding funding@sportaus.gov.au. Sport Australia does not have to accept any additional information nor requests from you to correct your application after the closing time.

If you have any technical difficulties using the system, either with attaching documents or submitting the application, you must contact Sport Australia immediately at funding@sportaus.gov.au. No allowances will be made for technical issues arising in attempting to submit an application where the issue has not been reported prior to the application closing time. We do not have to accept additional information or requests to change your submission after the closing time.

If you need further guidance in the application process, are unable to submit an online application or wish to withdraw a submitted application, you can contact Sport Australia via email funding@sportaus.gov.au.

6. Application assessment and approval

All applications will initially be assessed by Sport Australia against the eligibility criteria. All eligible applications will proceed to the selection criteria assessment.

6.1 Selection Criteria

6.1.1 Integrity Risk factors of the sport

A Sport Integrity Risk Assessment process will be undertaken based on the following risk factors:

- Demographic/participant profile of the sport;
- Whether the sport is an individual or team sport;
- The history/culture of illegal drug use in the sport;
- The history/culture of abuse in the sport; and
- Wagering interest in the sport.

6.1.2 Integrity capability of the organisation

- Current integrity resourcing and capacity to implement and embed the National Integrity Framework;
- Proposed resourcing requirements i.e. part-time or full-time and how the role will be positioned and supported in the organisation; and
- Proposed plans to embed the role into the organisation's core workforce beyond the funding period.

Organisations assessed as having a higher integrity risk rating for their sport and lower integrity capability of the organisation will be prioritised for funding. During the assessment process, Sport Australia may require further information about your organisation or application and may seek to source this information from applicants or any number of external sources.

6.1.3 Grant Approver

Officers from Sport Australia, with the assistance of officers from Sport Integrity Australia, will assess the applications and provide recommendations to the Grant Approver. The Chief Operating Officer of Sport Australia is the Grant Approver and will make the final decision as to grant recipients and funding amounts after considering the recommendations and the availability of grant funds for the purposes of the Program.

7. Notification

All applicants will be notified in writing of the outcome of their grant application. The Grant Approver's decision is final in all matters, including the:

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

There is no review or appeals process after the Grant Approver's final decision.

8. Successful applicants

8.1 Funding Agreement

Funding will be granted to successful applicants by Sport Australia. Successful applicants will be required to execute an Australian Sports Commission (ASC) Sport Investment Agreement (Funding Agreement), or a variation to their Funding Agreement if already in place, by 31 March 2022. If the successful applicant is unable to execute a Funding Agreement or variation to the Funding Agreement by this date, the funding may not be provided in the 2021-22 financial year.

Funding received to be acquitted via the ASC's annual grant acquittal process. Approval of the funding is based on the information provided in your application. Any major changes to details require approval by Sport Australia.

8.2 Payment and tax obligations

The Funding Agreement will state the maximum funding amount payable to the Grantee, and Sport Australia will not exceed the maximum funding amount under any circumstances. Any extra costs incurred will be the responsibility of the Grantee responsible for the Program.

Sport Australia will transfer all grant funding electronically in accordance with the payment arrangements set out in the Funding Agreement. If your organisation is GST-registered, where applicable, you will be paid the approved grant amount plus GST.

8.3 Program evaluation

The Grantee may be required to complete an evaluation of the Grantee's funded program against the Program's objectives and outcomes. Sport Australia may use information from applications and program reports for whole of Program evaluation. Sport Australia may also conduct interviews, or request information about the grant's impact, to evaluate the Program's effectiveness in achieving its objectives. Sport Australia may contact a Grantee after the funded program is completed to assist with this evaluation.

8.4 Monitoring and compliance

Grantees are required to submit progress reports in line with the Funding Agreement. Sport Australia in consultation with Sport Integrity Australia will monitor funded program progress by working closely with successful organisations and through assessing submitted reports. If you become aware of a breach of terms and conditions under the Funding Agreement, Sport Australia must be contacted immediately.

8.5 End of program report

End of funded program report requirements will be outlined in the Funding Agreement. These requirements may include:

- an evaluation of the completed funded program, including the outcomes achieved
- providing evidence as specified in the Funding Agreement
- detailing total eligible expenditure incurred for the funded program
- acquittal of Sport Australia grant amount and expenditure against deliverables
- submission within four weeks of completing the funded program.

8.6 Ad-hoc report

Ad-hoc reports may be required for the funded program. This may include reports to confirm progress, or to explain any significant delays or difficulties in completing the funded program.

8.7 Variations

We understand that unexpected events may delay a funded program's progress. In these circumstances, Grantees, or Sport Australia can request a funded program variation. Any request must be made before the end date of the Funding Agreement and should include details of:

- extended timeframe for completion, and
- any changed funded program activities.

There is no guarantee that a request for a funded program variation will be successful. In considering a request for variation to the Funding Agreement, Sport Australia will consider your request based on the provisions of the Funding Agreement and the likely impact on the funded program outcomes.

8.8 Organisation details

You must inform Sport Australia of any key changes to your organisation or its business activities, particularly if they affect the ability to complete the funded program, carry on business and pay debts due. This includes the following changes:

- name
- addresses
- nominated contact details
- bank account details.

9. Conflict of interest

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

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a Sport Australia or Sport Integrity Australia officer, or a member of an external panel
- 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; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the Program.

Conflicts of interest for Sport Australia and Sport Integrity Australia staff will be handled in accordance with each Agency's Conflict of Interest Policy.

9.1 Conflict of interest declaration

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 potential conflict of interest, Sport Australia must be informed in writing immediately.

10. How Sport Australia will use your information

Sport Australia may share your information with Sport Integrity Australia. Sport Australia may also share your information with other government agencies for a relevant Australian Government purpose such as:

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

10.1 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, and
- disclosing the information would cause unreasonable harm to you or someone else.

10.2 When we may disclose confidential information

Sport Australia may disclose confidential information to:

- Sport Australia's Board and our employees and contractors and Sport Integrity Australia employees and contractors (and to other Commonwealth employees and contractors as required) to help us manage the 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 for Sport
- the Auditor-General, Ombudsman or Privacy Commissioner, and
- 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.

10.3 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:

https://www.sportaus.gov.au/legal_information/privacy_policy

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

- manage the 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.

10.4 Reporting

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

10.5 Freedom of information

All documents in the possession of the Australian Government and its entities, 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 rights 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 and its entities. 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.

11. Enquiries and feedback

For further information or clarification on the assessment process, including your application status and outcome you can contact funding@sportaus.gov.au or through our website www.sportaus.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Any complaints can be lodged using the Sport Australia complaints form on our website www.sportaus.gov.au/complaints.

Attachment A

Sample Integrity Manager Job Description

POSITION DESCRIPTION

Job Title:	National Integrity and Complaints Manager	Location:
Reports to:	Chief Executive Officer	Salary band:
Term:	(Permanent/Full time)	Closing Date:

About NSO

<NSO> is the *(enter details about the organisation) etc.*

Our Objectives (as set out in our Constitution) include e.g. advancing and managing all levels and disciplines of <sport> in Australia and encouraging and promoting widespread participation in <sport> and physical activity.

<NSO> is committed to ensuring that our sport has the appropriate frameworks, guidance, policies and administration in place to combat the challenges posed by integrity risks to <sport>.

Primary Job Purpose

<NSO> is seeking a National Integrity and Complaints Manager to effectively embed a best practice integrity framework and culture into the sport to ensure members have confidence that they are participating in a safe, clean, inclusive and fair sport.

The National Integrity and Complaints Manager will also be responsible for the management of all complaints relating to <NSO>'s national policies, including the member protection and child safeguarding policies. This involves liaison with internal and external stakeholders, including Sport Integrity Australia.

Reporting to the CEO of <NSO>, the National Integrity and Complaints Manager will:

- work in collaboration with the executive team and Board to ensure that the Objectives, as detailed in the Constitution of <NSO>, are met;
- have experience in drafting and interpreting rules, regulations, codes and policies;
- be the point of contact for integrity related matters for <sport> in Australia;
- be the point of contact for Sport Integrity Australia (SIA) in relation to complaints management; and
- provide regular updates on all integrity related matters to the CEO and Board of <NSO>.

Key Duties

The National Integrity and Complaints Manager will:

- Work with SIA and NSO member organisation to implement the National Integrity Framework
- Develop and manage other policies, guidelines and processes relating to integrity in sport
- Ensure compliance integrity policy requirements, including National Integrity Framework and NSO Anti-Doping Policy
- Provide leadership and assist NSO Member organisation with integrity issues, concerns and practices.
- provide advice and assistance to the member bodies in relation to any alleged breaches of <NSO>'s rules, regulations, codes and policies;
- Manage complaint resolution process in accordance with the relevant policies, including liaison with SIA and other stakeholder
- Develop and deliver integrity education program to staff, athletes, volunteers and other stakeholders.
- Develop/maintain <NSO's> complaint management system ensuring all current and historical matters are recorded.

Qualifications and Experience

- Relevant tertiary qualifications or demonstrated experience in sport management, law, governance or related field.
- Demonstrated experience in the Australian sport sector, particularly in the provision of advice in areas including member protection, child safeguarding, anti-doping and corruption in sport.

Knowledge, Skills and Attributes

- Demonstrated ability to develop guidelines and procedures for application across an organisation;
- Well-developed oral and written communication skills.
- Strong liaison, interpersonal and negotiation skills, and a proven ability to build and maintain effective relationships both internally and externally with a diverse range of stakeholders;
- Demonstrated personal qualities of integrity, initiative, drive and adaptability

Other requirements

- Working with vulnerable people clearance (or ability to obtain one) and willingness to undergo a National Police Check