



WOMEN LEADERS IN SPORT

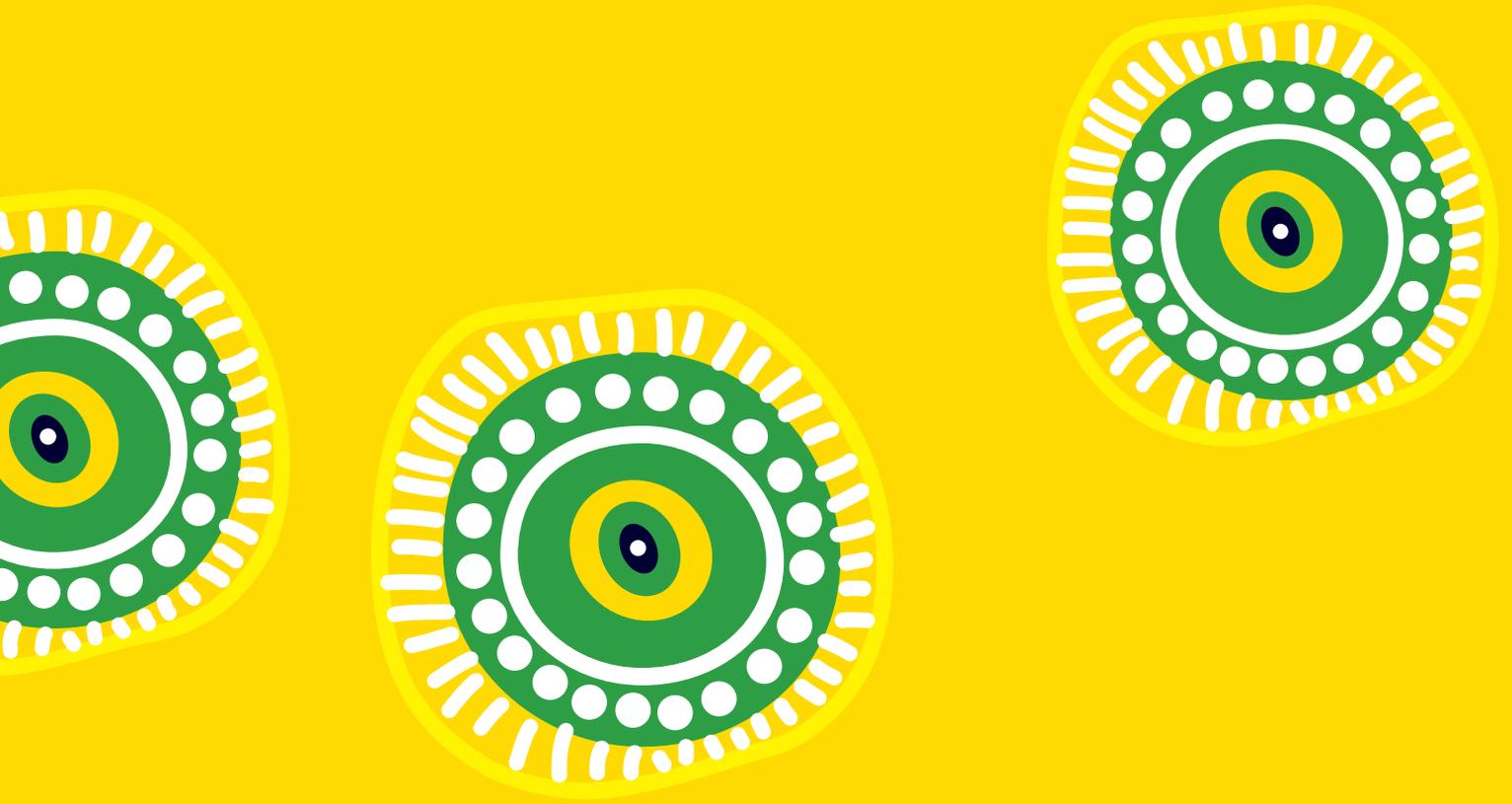
2024 Grant Program Guidelines



Australian Government
Australian Sports Commission



AIS



AUSTRALIAN SPORTS COMMISSION ACKNOWLEDGEMENT OF COUNTRY

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognise any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation.

The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations Peoples throughout Australia and would like to pay its respects to all Elders past, present and future.

The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.



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INTRODUCTION

Our country has an incredible connection to sport and this is why the Australian Sports Commission (ASC) believes every Australian should have the opportunity to be involved in sport – as a participant, an official, an administrator or as a volunteer.

From grassroots to the elite level, the ASC plays a crucial role in ensuring sport is a safe, welcoming and inclusive environment for everyone. The ASC has a strong focus on gender equity and continues to strive for equal representation in sport.

The ASC is proud of the Women Leaders in Sport (WLIS) program which began in 2002 and has supported more than 27,000 women and over 800 sporting organisations.

With support from the Office for Women and funded through the Australian Government's Women's Leadership and Development Program, the WLIS program aims to reduce gender inequality and increase the number of women progressing into executive leadership roles.

The WLIS Individual and Organisational Grants Program, provides women throughout Australia the opportunity to advance in their leadership journey via a range of developmental programs and training, while concurrently providing organisations the opportunity to create diverse and inclusive workplaces.

These guidelines set out the funding requirement for the WLIS Grants Program. In 2024, a total amount of \$370,000 will be available, with \$200,000 (GST excl.) allocated to Individual Grants and \$170,000 (GST excl.) to Organisation Grants.

- Individual Grants of up to \$10,000 (GST excl.) each will be available to women working or volunteering in sport across Australia to support them to undertake a range of developmental programs and leadership training.
- Organisation Grants of up to \$15,000 (GST excl.) each will be available to national and state sporting organisations to develop systems and practices to improve gender equity in their organisation.
 - For successful organisations, it will be a requirement that the organisation completes an inclusive training workshop, which the ASC will advise and fund during 2024 as a component of the grant funding. These fast paced, high impact workshops have been designed to provide sporting bodies with an engaging, interactive experience, designed to accelerate diversity, equity and inclusion with the organisation.

Objective of the WLIS Grants Program

The WLIS grants program aims to:

- Build the capacity and capability of sporting organisations to create systems, processes and practices that are inclusive and promote diversity.
- Enhance gender equity within the leadership of Australian sport.
- Promote and advocate the importance of women leaders in sport.
- Increase the confidence and capability of women to take on leadership roles in sport.
- Develop and enhance women leaders at all levels of Australian sport by providing training and development opportunities.



Diversity of applicants

The ASC welcome applicants that reflect the diversity of the Australian community and encourage women from the following backgrounds to apply:

- Aboriginal & Torres Strait Islander
- Culturally, racially, and linguistically diverse
- LGBTIQ+
- living with disability
- live in rural and regional locations

Important dates

2024 WLIS Grants Program	Timeframe
Applications open	9:00am (AEST) Monday 21 August 2023
Applications close	5:00pm* (AEST) Sunday 17 September 2023
Outcomes notified to all applicants	November 2023
Successful grants payments processed	December 2023

*Applications must be submitted **before** 5:00pm AEST. Late or incomplete applications will **not** be accepted.

Please note the time differences for each state below.

- NSW, ACT, VIC, TAS: 5:00pm
- QLD: 4:00pm
- SA & NT: 4:30pm
- WA: 2:00pm

Contact

For any questions about the WLIS program:

Email: wlis@ausport.gov.au

Phone: +61 2 6214 1463

Business hours: Monday-Friday: 9:00am-5:00pm (AEST) excluding national and ACT holidays

Website: www.sportaus.gov.au/grants_and_funding/women_leaders_in_sport

INDIVIDUAL GRANTS

Overview

The WLIS Individual Grant program is designed to support all women from community volunteers to senior executives and boards, to access professional development opportunities, develop specialist skills and enhance existing skills in areas specific to their stage in their leadership journey.

Funding

In 2024, up to \$200,000 (GST exclusive) will be allocated across the below 3 tiers and a governance stream.

The program funding is tiered to ensure opportunities are extended across all levels of the sector from community volunteers through to senior executives and boards.

Grant amounts awarded will be determined as part of the assessment process and may not be the same amount applied for. Amounts will be allocated to make the most effective use of the WLIS program funds.

Governance Stream

The governance stream is intended for those applicants who are either a current or aspiring Board Director or those who are applying to complete bespoke governance training.

It is a requirement to have completed the Director Education Course- The Start Line by the ASC at time of application. The course is broken down into 5 modules and takes 2 hours to complete.

Tier	Funding amount
Tier 1 More than 5 years of involvement in either a paid or volunteer capacity within sport, with demonstrated management experience.	Up to \$10,000 (ex GST)
Tier 2 3 to 5 years involvement in either a paid or volunteer capacity within sport.	Up to \$8,000 (ex GST)
Tier 3 Less than 3 years involvement in either a paid or volunteer capacity within sport.	Up to \$4,000 (ex GST)
Governance Stream <ul style="list-style-type: none">• Current or aspiring Board Directors• Applicants wishing to undertake bespoke governance training	Up to \$10,000 (ex GST)

Please note: only one application per applicant will be accepted. If more than one application is submitted, the last submitted application will be assessed.



Eligibility criteria

- Identify as a woman
- Aged 18 years or over
- An Australian citizen or have been granted permanent residence status
- Currently involved in a paid or volunteer capacity for either:
 - a local club which is associated with either a state/territory or national sporting organisation
 - a state organisation which is affiliated with a national sporting organisation
 - a national sporting organisation or national sporting organisation for people with disability listed in the **Australian Sports Directory** recognised by the ASC
 - the Australian Olympic Committee
 - Commonwealth Games Australia
 - the National Institute Network
 - media organisation as a sport journalist/writer
 - Australian Sport Foundation
- Not be a current employee of the ASC
- The organisation you are currently involved with is not named in 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**".
- Course/ training must commence in 2024
- Has not received a grant through the WLIS program within the last two years (Please note: this does not include attendance at a WLIS workshop)
- Applicant must not have any outstanding WLIS acquittal and/or reporting requirements to the ASC.

Please note: Applicants must meet all the above eligibility requirements. The ASC may at its sole discretion, offer an applicant special consideration if an eligibility requirement set out in these guidelines cannot be met due to extenuating circumstances. Please contact wlis@ausport.gov.au if you have any questions about your eligibility or visit our **Frequently Asked Questions** (FAQs) page.

Letter of support

An endorsed letter of support from your manager, direct report or person within the organisation you volunteer with, must accompany the individual grant application (uploaded at time of application).

Please limit the supporting letter to one page.

The below information must be provided in the letter of support:

- Confirm the applicants' position within the organisation and length of employment or volunteer period
- Outline how the organisation will support the applicants career development following completion of the selected training/ course.

Please note that you cannot be the endorser of your own application.

Requirements

Successful grant recipients will be required to do the following:

- Enter into a grant agreement with the ASC and abide by the terms and conditions of the agreement (Appendix 1)
- Complete an acquittal report and provide proof of payment using the template provided by ASC including receipts within 30 days of completing the course/ training
- Provide evidence/ certificate of accreditation or qualification within 30 days of completing the course/training (if applicable). This is to be uploaded to the SmartyGrants portal at time of acquittal.
- The funding must go towards the approved course. Course change requests must be submitted in writing to wlis@ausport.gov.au and approved by the ASC.





Eligible expenditure items

We strongly encourage all applicants to select courses or training programs that align with their skill development goals and are relevant to the desired field or area of focus. A [list of course examples](#) undertaken in previous programs is available for reference.

Applicants who have previously undertaken a WLIS Leadership workshop are encouraged to apply for courses or training that relate to the goals developed through the workshop.

Ineligible expenditure items

Funding is not available for the following:

- Education/subject units that is part of a program leading to a degree where the provider has the option to defer fees to HECS-HELP loans.
- Multiple courses
- Membership fees
- Materials such as stationery, IT equipment, laboratory equipment or sporting equipment
- One off conference
- Competition fees
- Software licences
- Past courses or training (course must commence in 2024)
- International travel (unless pre-approved)
- Travel costs (unless pre-approved)
- Accommodation (unless pre-approved)
- Food and beverages.

Please note:

- Additional travel and accommodation support will be considered for those living in rural or remote areas and the estimated costs will need to be provided in the application form
- Short/standalone courses at universities or other institutions are eligible.

ORGANISATION GRANTS

Overview

The ASC is dedicated to support organisations who are looking to increase the representation of women in sport to better reflect Australian society and create a fairer and more inclusive environment.

Change does not happen without leadership and commitment. For a sporting organisation to become more inclusive and diverse, it is vital that they have leaders who are committed to making a positive culture change.

The ASC is proud to support eligible organisations by providing funding to undertake projects that address systemic and cultural barriers for women leaders in sport.

The Organisation Grant program aims to:

- Support organisations in the development of policies, practices, systems and processes that lead to a sector that is more diverse and inclusive, particularly in the promotion and advancement of women leaders.
- Provide education and training opportunities for eligible organisations to support in advancing their diversity, equity and inclusion goals and commitments.
- Address systemic and cultural barriers faced within the sport sector.

Funding

In 2024, up to \$170,000 (GST exclusive) will be available for Organisation Grants.

The maximum funding amount available per organisation is \$15,000 (GST exclusive).

Grant amounts awarded will be determined as part of the assessment process and may not be the same amount applied for. Amounts will be allocated to make the most effective use of the WLIS program funds.

Types of programs/courses

Organisations are required to detail how the funding will be allocated to support one of the following:

- Projects fostering the development of new policies, practices, and processes, that embed gender equity within the organisation i.e., undertaking a gender equity/ pay gap audit and developing an action plan.
- Projects aimed at enhancing the recruitment process for women both on and off the field i.e., reviewing talent recruitment processes and ensuring the use of inclusive language.
- Projects focused on educating senior leaders (Board, CEO, Executive team) on promoting, prioritising, and allocating resources for gender equality within the organisation i.e., gender equity workshops.



- Projects focused on creating a psychosocially safe workplace. I.e training programs that address discrimination and harassment, and implement a safe and confidential reporting process.
- Projects dedicated to developing leadership pathways for women I.e., formalised mentorships, partnerships or observerships.
- Projects that prioritise career development opportunities for women from diverse backgrounds, reflecting the rich diversity of our community. These groups may include but are not limited to:
 - Aboriginal & Torres Strait Islander
 - Culturally, racially, and linguistically diverse
 - LGBTIQ+
 - People living with disability
 - People who live in rural and regional locations
 - Low socio-economic community.

Organisations that can effectively illustrate the alignment of their project with their strategic direction and demonstrate their commitment to supporting, encouraging, and promoting women in the workplace beyond the project completion will be given priority. Organisations should research and seek out acceptable providers, facilitators, and subject matter experts to assist in the delivery of the project (where required). A list of **example providers** is available for reference.

Prior to applying, organisations are required to contact the WLIS team at wlis@ausport.gov.au, to arrange a time to discuss the project.

Program/Project design considerations

We strongly encourage organisations to ensure women's needs and gender equity is built into the organisations thinking, when applying for this grant program. Some suggested design considerations and questions when determining your program or project of work:

- Does it recognise the individual and unique attributes, abilities and needs of women at different stages of life?
- Which women might it inadvertently exclude?
- How are you accounting for the diverse and intersectional needs of women?

Inclusive Training

Successful organisations will be required to complete an inclusive training workshop, which the ASC will advise and fund during 2024 as a requisite of the grant funding. These fast paced, high impact workshops have been designed to provide sporting bodies with an engaging, interactive experience, designed to accelerate their diversity, equity, and inclusion experience.

Eligibility criteria

To be eligible to apply, organisations must satisfy all the following criteria:

- Be a national sporting organisation, a national sporting organisation for people with disability, be a state/territory sporting organisation of a national body that is recognised by the ASC ([Australian Sports Directory](#)) the Australian Olympic Committee or Commonwealth Games Association
- Have the commitment of, and a letter of support from, the Chair or CEO
- The project must commence and conclude in 2024
- Organisations are required to make a co-contribution to the project, which can be in the form of financial resources, staff contribution, or other relevant resources. Additionally, the organisation is responsible for covering all project administration costs
- Organisation has no overdue WLIS acquittal or reporting requirements with the ASC
- Has not received a WLIS Organisation Grant through the WLIS program within the last 12 months (Please note: this does not include WLIS Executive Program)
- Organisation is not 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](#)".

Letter of support

A letter of support must accompany the Organisation Grant application (uploaded at time of application).

The following information needs to be addressed in the letter:

Please limit the supporting letter to one page.

1. Outline the support and commitment to the project on behalf of the organisation
 - a. It is expected the Chair, CEO or member of the executive team have responsibility for championing this project
 - b. Commitment by the organisation to complete an inclusive practices workshop, which the ASC will advise and fund during 2024
2. Identify how this project contributes to achieving the priorities of the organisation, include any relevant statistics and data
3. The letter **must be signed** by the CEO/ Chair/ or equivalent.

Please note: If you are the CEO applying on behalf of the organisation, please seek endorsement from Chair or board member.



Eligible expenditure items

The funding must go towards the approved project expenditure items outlined in the budget table within the application.

- External consultants (including presenters/translators/interpreters) fees
- Course or training fees
- Long distance travel (>200km) for presenters and participants

Ineligible expenditure items

- Projects where travel costs use more than 30% of the grant funding
- Projects that supplement the recurrent or ongoing costs of an organisation ie. Staff wages
- Projects which do not engage external subject matter experts and facilitators
- Venue hire
- Catering
- Accommodation
- Purchasing of equipment, materials or resources
- Organisation membership fees
- Competition fees

Requirements

Successful grant recipients will be required to do the following:

- Enter into a grant agreement with the ASC and abide by the terms and conditions of the agreement (Appendix 2)
- Ensure frequent communication with the WLIS team to facilitate discussions about the project, share progress updates, discuss its intended execution, and ensure its continued viability within the organisation
- Complete an acquittal report and provide proof of payment using the template provided by the ASC including receipts within 30 days of completing the project
- Complete the inclusive training workshop, which the ASC will advise and fund during 2024
- Promote the project across the organisation's external channels (e.g., website, social media, press release etc.)

PROCESS FOR APPLICATIONS

1. Ensure you meet the **eligibility criteria**
 - a. Check the detailed information contained in these guidelines.
 - b. Read the **Terms & Conditions** outlined in Appendix 1 (for individuals) and Appendix 2 (for organisations)

2. Obtain a **letter of support**
 - a. **Individuals** - requirements for the individual letter of support.
 - b. **Organisations** - requirements for the organisation letter of support.

3. Gather details of course/training or project
 - a. Individual Grant applicants will need to prepare responses that address the assessment criteria (see Assessment Criteria section), as well as:
 - i. Course Fees
 - ii. Course provider
 - iii. Website link
 - iv. Funding amount requested, including associated travel and accommodation costs
 - b. Organisation Grant applicants will need to address the assessment criteria (see Assessment Criteria section), including:
 - i. Project objectives
 - ii. A clear project action plan with expected outcomes
 - iii. List of people involved
 - iv. Detailed Budget
 - v. Risk management identification/ Strategies
 - vi. Nominated providers/ consultants, including any existing relationships with them

4. **Apply online** via link on ASC Website

5. **Submit application** – Applicants are responsible for ensuring they have successfully submitted their application on time. You will receive an automated email receipt once the application is submitted successfully. Please keep a record of this email.



Please note:

- For Individual Grant applicants who submit video responses to address the assessment criteria, you will still be required to complete the other components of the application form and submit responses in line with the process, including the closing date for applications.
- The application process will take approximately 30 minutes to complete if you have all the required information.
- If the application cannot be completed in one session, you can save the application and return to it later using your login details.
- You will have access to your application after submitting but you **will not** be able to amend an application once submitted. Should you have any issues post submission please contact the WLIS team WLIS@ausport.gov.au
- Applicants are responsible for ensuring that the information within the application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995*.



ASSESSMENT CRITERIA

Applicants must address the following assessment criteria in their application. Eligible applications will be assessed against these criteria:

Category 1: Individual Grants

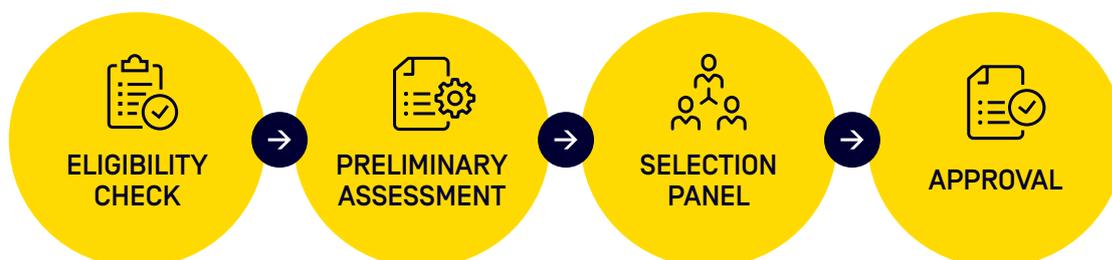
- Clearly outlines why you have selected the identified course/training and how it aligns to your career goals.
- Clearly outline how the course/training either develops a specialist skill or enhances your existing skills in areas specific to your leadership journey in the sporting sector.

Category 2: Organisation Grants

- Clearly outlines the objectives of the project and how they align with the organisation's current strategy.
- Clearly outlines how the project accounts for the diverse and intersectional needs of women.
- If applicable, clearly identifies any prior research undertaken and how the project responds to the perspectives raised by women and girls.
- Clearly identifies all essential project management requirements including:
 - Key deliverables and timeline for carrying out the project
 - Expected number of participants
 - Project risks including strategies to mitigate these risks
 - Any external consultants, facilitators and subject matter experts that will be engaged
 - Details the proposed budget for the project, including the organisation's contribution to the project financially and/or in-kind (e.g. staffing resources). The proposed budget should be clear, realistic and demonstrate value for money.
- Clearly outlines the impact of this project and how the organisation will evaluate the project.
- Clearly outline the steps the organisation will take to embed the outcomes of the project post completion.



ASSESSMENT AND APPROVALS



All applications will initially be assessed against the eligibility criteria. Applications which do not meet the eligibility criteria will not progress further in the process.

Eligible applications will progress to the preliminary assessment phase where they will be assessed by an internal panel made up of ASC staff, based on responses provided in the application.

Shortlisted applications will proceed to the selection panel which will comprise representatives from a national sporting organisation, a national sporting organisation for people with a disability, the Office for Women, State and Territory Agencies of Sport and Recreation and the ASC.

The external panel will make their recommendations to the ASC Executive General Manager Diversity, People and Culture who will be responsible for the final decision including:

- The approval of the grant recipients,
- The grant amount to be awarded, and
- The terms and conditions of the grants.

All decisions about funding are at the sole and absolute discretion of the ASC. Decisions are final and there is no appeal process.

NOTIFICATION AND AGREEMENT

All applicants will be notified through email on the outcome of their application including:

- Any funding amount to be awarded, and
- The specific terms and conditions of any funding offer.

COMPLIANCE

The ASC, as a Corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013*, is legally and financially separate from the Commonwealth, and is not subject to the same requirements imposed on a non-corporate Commonwealth entities. The ASC is generally not subject to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs).

The ASC does however, as a matter of good practice, apply the CGRGs seven key principles of grants administration through the ASC Grant Management Framework, where appropriate, for all forms of granting activity, and all processes and phases of grants administration.

ACKNOWLEDGEMENT

When acknowledging the ASC's Women Leaders in Sport (WLIS) grants please include the following: 'The Australian Sports Commission manages the Women Leaders in Sport program through the support of the Office for Women.'

LOGO

We advise using the **ASC crest logo**. Please refer to the **NSO/NSOD Brand Guidelines** for instructions on how to use the logo. Contact marketing@ausport.gov.au for branding support and approval.

MARKETING AND PROMOTION

The ASC encourages all grant recipients to promote their stories and achievements via social media. Please reference the 'Women Leaders in Sport Program', tag the ASC by searching 'Australian Sports Commission' on **LinkedIn**, **Facebook**, **Twitter**, and **Instagram**, and don't forget to include the hashtag #WLIS.

CONFLICT OF INTEREST

Conflict of interest could arise if the applicant and ASC staff, an assessment panel member or advisor:

- Has a professional, commercial or personal relationship with a party who can influence the application selection process,
- 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.



Applicants will be asked to declare any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or potential conflict of interest, the ASC must be informed in writing immediately.

Conflicts of interest regarding ASC staff will be handled in accordance with ASC Conflict of Interest Policy. Assessment panel members will also be required to declare any conflicts of interest.

CHILD SAFE

The ASC is committed to Australian sport environments that are safe, supportive and friendly for children. The ASC Child Safe Policy outlines our commitment to child safeguarding, and the obligations and responsibilities of our people and stakeholders to protect children. All grant recipients will be bound by the ASC **Child Safe Policy**.

The ASC has adopted the Commonwealth Child Safe Framework, including the National Principles for Child Safe Organisations. All funded organisations will be expected to adopt and implement the National Principles for Child Safety and ensure that all child related personnel are compliant with legislation relating to the employment or engagement of people working with children, including Working With Children Checks and mandatory reporting of child abuse and neglect. Funded organisations must provide evidence to the ASC, upon request, of compliance with child safety requirements.

The ASC is a participating organisation in the National Redress Scheme and has adopted the Australian Governments Grant Connected Policy.

DISCLOSURE OF INFORMATION

The ASC will treat any personal information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles.

Personal information can only be disclosed to someone for the primary purpose for which it is collected unless an exemption applies.

Personal information submitted via the online application is collected by the ASC for the purpose of considering applications for the WLIS program.

The personal details of successful applicants (including name, home state, sport, the value of the grant awarded and a brief description of the purpose for the program) may be released by the ASC to the public and the media for the use of promotional and educational purposes.

To view the ASC's Privacy Policy please visit: www.sportaus.gov.au/legal_information/privacy_policy

ENQUIRIES AND FEEDBACK

If you have any questions regarding the WLIS program, please email wlis@ausport.gov.au

If you wish to lodge a complaint regarding the program this can be done via the ASC complaints form: www.ausport.gov.au/contacts/feedback-and-complaints

APPENDIX 1 – TERMS AND CONDITIONS FOR 2024 WLIS INDIVIDUAL GRANTS

1. If the Australian Sports Commission (ASC) decides to issue a grant (Grant) to the applicant under the Women Leaders in Sport Program (Program), the Grant will be made subject to these terms and conditions.
2. These terms and conditions, together with the notification from the ASC providing details of the Grant award (Successful Notification), will constitute an enforceable agreement between the ASC and the successful applicant (Recipient) upon the Recipient accepting the Grant offer, as required by the Successful Notification.
3. The ASC will make a single payment of the Grant amount to the Recipient subject to sufficient funding being available to the Program, and the Recipient complying with this Agreement.
4. The Recipient must:
 - a. Complete the project activity as detailed in their Successful Notification (Activity);
 - b. Promptly notify the ASC of anything reasonably likely to affect the completion of the Activity;
 - c. Not do anything to bring the Recipient, the Program or the ASC into disrepute;
 - d. Only use the Grant for the purpose of undertaking the Activity;
 - e. Keep records detailing the use and expenditure of the Grant, and make them available to the ASC or its authorised representatives, on request;
 - f. Provide to the ASC within 30 days of completion of the Activity: (i) a statement and accompanying evidence in the form required by the ASC, verifying that the Activity has been successfully completed and the Grant has been spent in accordance with this Agreement; and (ii) a report on the Activity, in the form required by the ASC;
 - g. If the Activity includes undertaking a course which awards the Recipient accreditation or qualification, provide to the ASC documentary evidence (including proof of completion) of the accreditation or qualification within 30 days of award; and
 - h. Promptly repay to the ASC, any amount of the Grant which has not been used on approved expenditure of the Activity.
5. The Recipient declares and warrants, at the date of agreeing to these terms and conditions, that she has not at any time been found to have breached any anti-doping rule or policy applicable to the Recipient, and has not engaged at any time in any conduct that constituted a breach of any anti-doping rule or policy applicable to the Recipient.



6. Without limitation to any other rights of the ASC, if the ASC reasonably believes, at any time following the award of the Grant, that:
 - a. The Recipient has provided false or misleading information in the application process;
 - b. The Grant has been spent other than in accordance with this Agreement; or
 - c. The Recipient will not complete the Activity or has otherwise breached any of their obligations under this Agreement,
 - d. then the ASC may by written notice, terminate this agreement and/or require the Recipient to repay to the ASC, at the ASC's absolute discretion, all or part of the Grant. The amount notified must be repaid within 30 days of any such notice.
7. When dealing with Personal Information [as defined in the *Privacy Act 1988*] in carrying out the Activity, the Recipient agrees not to do anything which, if done by the ASC, would be a breach of the *Privacy Act 1988*.
8. The personal details of Recipients (including name, home state, sport, the value of the Grant awarded, a brief description of the purpose for the Grant, and any photo or video footage of them produced in connection with the Program) may be released by the ASC to the public and the media for the use of promotional and educational purposes.
9. The Recipient must, if requested by the ASC, cooperate with ASC activities for the purpose of education and/or review of the Program's impact and success for future recipients.
10. The Recipient is responsible for obtaining all appropriate insurances with respect to undertaking the Activity and complying with these terms and conditions.
11. The Recipient agrees to indemnify the ASC and its officers, employees and contractors against any claim, loss or damage arising in connection with undertaking the Activity, or a breach of this Agreement. This obligation to indemnify the ASC will reduce proportionally to the extent that any act or omission involving fault on the part of the ASC, contributed to the claim loss or damage.
12. This Agreement does not create a relationship of employment, or agency between the Recipient and the ASC.
13. This agreement is governed by the law of the Australian Capital Territory.

APPENDIX 2 – TERMS AND CONDITIONS FOR 2024 WLIS ORGANISATION GRANTS

1. If the Australian Sports Commission (ASC) decides to issue a grant (Grant) to the applicant under the Women Leaders in Sport Program (Program), the Grant will be made subject to these terms and conditions.
2. These terms and conditions, together with the notification from the ASC providing details of the Grant award (Successful Notification), will constitute an enforceable agreement between the ASC and the successful applicant (Recipient) upon the Recipient accepting the Grant offer, as required by the Successful Notification.
3. The ASC will make a single payment of the Grant amount to the Recipient subject to sufficient funding being available to the Program and the Recipient complying with this Agreement.
4. The Recipient must:
 - a. Complete the project activity as detailed in their Successful Notification (Activity);
 - b. Promptly notify the ASC of anything reasonably likely to affect the completion of the Activity;
 - c. Comply with all applicable Commonwealth, state and territory laws in conducting the Activity, including anti-discrimination legislation;
 - d. Without limiting clause 4(c), comply with all state, territory and Commonwealth laws relating to the employment or engagement of people who work or volunteer with children or vulnerable people in relation to the Activity, including mandatory reporting and working with children and/or vulnerable people checks however described, and if requested, provide the ASC with evidence of compliance with this clause 4(d);
 - e. Meet the eligibility criteria relating to the **National Redress Scheme**, set out under the Grant Program guidelines, at all times during the terms of this Agreement;
 - f. Have an anti-doping policy in place and/or adopt the Australian National Anti-doping Policy;
 - g. Not do anything to bring the Recipient, the Program or the ASC into disrepute;
 - h. Only use the Grant for the purpose of undertaking the Activity;
 - i. Keep records detailing the use and expenditure of the Grant, and make them available to the ASC or its authorised representatives, on request;
 - j. Provide to the ASC within 30 days of completion of the Activity: (i) a statement and accompanying evidence in the form required by the ASC, verifying that the Activity has been successfully completed and the Grant has been spent in accordance with this Agreement; and (ii) a report on the Activity, in the form required by the ASC;
 - k. If the Activity includes awarding accreditation or qualification to the participants of the Activity, provide to the ASC documentary evidence (including proof of completion) of the accreditation or qualification within 30 days of award; and
 - l. Promptly repay to the ASC, any amount of the Grant which has not been used on approved expenditure of the Activity.



5. Without limitation to any other rights of the ASC, if the ASC reasonably believes, at any time following the award of the Grant, that:
 - a. The Recipient has provided false or misleading information in the application process;
 - b. The Grant has been spent other than in accordance with this Agreement; or
 - c. The Recipient will not complete the Activity or has otherwise breached any of their obligations under this Agreement,

then the ASC may by written notice, terminate this agreement and/or require the Recipient to repay to the ASC, at the ASC's absolute discretion, all or part of the Grant. The amount notified must be repaid within 30 days of any such notice.

6. When dealing with Personal Information (as defined in the *Privacy Act 1988*), in carrying out the Activity, the Recipient agrees not to do anything which, if done by the ASC, would be a breach of the *Privacy Act 1988*.
7. The details of the organisation (including name, state, sport, the value of the Grant awarded, a brief description of the purpose for the Grant, and any photo or video footage produced in connection with the Program) may be released by the ASC to the public and the media for the use of promotional and educational purposes.
8. The Recipient must, if requested by the ASC, cooperate with ASC activities for the purpose of education and/or review of the Programs' impact and success for future recipients.
9. The Recipient is responsible for obtaining all appropriate insurances with respect to undertaking the Activity and complying with these terms and conditions.
10. The Recipient agrees to indemnify the ASC and its officers, employees and contractors against any claim, loss or damage arising in connection with undertaking the Activity, or a breach of this Agreement. This obligation to indemnify the ASC will reduce proportionally to the extent that any act or omission involving fault on the part of the ASC, contributed to the claim loss or damage.
11. When acknowledging the ASC's Women Leaders in Sport grants please use the form of words below:

"The ASC manages the Women Leaders in Sport program through the support of the Office for Women"
12. This Agreement does not create a relationship of employment, partnership or agency between the Recipient and the ASC.
13. This agreement is governed by the law of the Australian Capital Territory.



Australian Government
Australian Sports Commission



ausport.gov.au



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