

**SPORT  
AUS**

**MOVE IT AUS  
PARTICIPATION  
GRANT**



# **MOVE IT AUS PARTICIPATION GRANT PROGRAM GUIDELINES**



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

# A MESSAGE FROM THE MINISTER

Australia has a long and rich history as a sports-loving nation. From watching our great athletes perform on the international stage, to playing our own game of backyard cricket, or swimming a few laps, sport has long been part of our DNA.

However, our physical activity levels are fading and our waistlines are expanding. We are now the third most obese English speaking country in the world, with two thirds of adults and a quarter of children considered overweight or obese.

Australians need to move more, for our physical and mental health.

As part of the 2018-2019 Federal Budget, the Government is investing more than \$230 million in a range of sport and physical activity initiatives that will get Australians moving more often.

Among these initiatives, we are launching the Move It AUS – Participation Grant Program, a \$28.9 million investment over four years which will enable sport and physical activity providers to get our population moving and to support the aspiration to make Australia the world's most active nation.

Through the Program, organisations, including National Sporting Organisations, National Sporting Organisations for people with disability, Non-Government Organisations and Local-Government Organisations have the opportunity to develop and implement local, community-based activities which focus on physical activity for all Australians.

As part of the Government's Sport 2030 Plan, we have set a target to reduce the inactivity of Australians by 15 per cent by 2030. This will involve getting more people of all ages engaged in sport and physical activity throughout every stage of their life. The Move It AUS – Participation Grant Program will play a big part in helping to achieve this goal.

The Coalition Government is committed to helping everyone understand the importance of sport and physical activity, and making it easier to access relevant activities to ensure the future wellbeing, health and happiness of every Australian.

**Senator the Hon. Bridget McKenzie**  
**Minister for Sport**

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# 1. INTRODUCTION

These guidelines set out the funding requirements for the Move It AUS - Participation Grant Program (the Program). The Australian Sports Commission (ASC), referred to in these guidelines as 'Sport Australia', is responsible for administering this Program.

A glossary of key terms used in these guidelines is attached at Appendix A.

Further information is available at [www.sportaus.gov.au/participationgrants](http://www.sportaus.gov.au/participationgrants) to help determine if your project is eligible and to prepare your application. All necessary consultations, planning and approvals should be completed prior to the application process.

# 2. PROGRAM OVERVIEW AND OBJECTIVES

In the 2018/19 Federal Budget, the Australian Government announced a \$230 million package for sport participation and physical activity initiatives. This package included an investment of \$28.9 million over four years to get the least active Australians active. The initial grant pool will be \$18 million. This investment will be administered through the Move It AUS - Participation Grant Program and will be a competitive Program targeting inactive communities to build a more active Australia. The objectives of the Program include:

- Getting inactive people moving in their local community;
- Building awareness and understanding of the importance of physical activity across all stages of life;
- Improving the system of sport and physical activity by targeting populations at risk of inactivity, across all life stages; and
- Delivering ongoing impact through the development of sector capability (Stream 2 only).

## Program overview:

The Federal Government has a clear and bold vision for sport in Australia, identified in **Sport 2030**. This vision is to ensure we are the world's most active sporting nation, known for our integrity and sporting success. Sport 2030 has set a target to reduce inactivity amongst Australians by 15% by 2030 by getting more people of all ages engaged in sport and physical activity throughout every stage of their life.

The release of Sport 2030 was accompanied by the **Move It AUS** campaign; a national awareness campaign encouraging every Australian adult to commit to at least 30 minutes of physical activity each day. This aligns to **Australia's Physical Activity and Sedentary Behaviour Guidelines**.

The Move It AUS - Participation Grant Program provides support to organisations, that are already on the ground, to be part of the solution to get Australians moving and to support the aspiration to make Australia the world's most active and healthy nation.

The evidence on the importance of physical activity across all stages of life is clear, from supporting healthy growth and development in children and young people to the social and health benefits for retirees, physical activity needs to be an essential part of every Australian's life.

Movement for life can help us address the chronic health burden we are facing. The Federal Government is encouraging all Australians to heed the advice from **Australia's Physical Activity and Sedentary Behaviour Guidelines**. Children and young people should accumulate at least 60 minutes of moderate to vigorous physical activity a day. Adults aged 18-64 should accumulate 2.5 to 5 hours of moderate intensity physical activity or 1.25 to 2.5 hours of vigorous activity each week. Whilst older Australians, 65 and over, should accumulate at least 30 minutes of moderate intensity physical activity on most, preferably all, days.

Two streams of funding are available to get Australians moving and to support the aspiration to make Australia the world's most active nation:

**Stream 1** – Grants between \$25,000 and \$250,000 to fund local sport and physical activity organisations.

**Stream 2** – Grants between \$100,000 and \$1 million to fund the delivery of large-scale initiatives through National Sporting Organisations.

Successful applicants will be responsible for demonstrating how they intend to support inactive Australians to get active by:

- Increasing participation in sport and/or physical activity, particularly amongst inactive Australians, including:
  - > Women and girls
  - > Early Years (age 3-7) – focus on the development of Physical Literacy
  - > Youth (ages 13-17)
  - > People from rural and remote communities
  - > People with disability
  - > People from culturally and linguistically diverse communities
  - > Aboriginal and Torres Strait Islander people
  - > Low-medium income households or low socio-economic status.
- Building awareness and understanding of the importance of physical activity within target populations, aligned to the **Move It AUS** campaign.
- Implementing new or scaling up successful, evidence-based initiatives/projects specifically designed to address the complex barriers to participation that inactive populations face.

Stream 2 applicants will additionally be required to:

- Deliver large scale projects that demonstrate broad reach to get target populations active.
- Contribute to the Sport 2030 priority area of “Building a More Active Australia”, including developing sector capability to get inactive populations active.
- Build awareness and amplify the messages of the Federal Government’s **Move It AUS** campaign by:
  - > Supporting Australians to ‘Find their 30’ (30 minutes of moderate/vigorous physical activity each day).
- Promoting the benefits of physical activity to support behaviour change across Australia [e.g. Promote the **Move It AUS** campaign at events and competitions].

### 3. IMPORTANT DATES

Activity	Key Date
Applications open	7 January 2019, 9:00am AEST
Applications close	18 February 2019, 5:00pm AEST
Notification of outcomes and funding announcements	End of March 2019
Projects to be completed by	30 June 2020

## 4. GRANT AMOUNT AND PROJECT DURATION

### 4.1 Grant amount

Grants between \$25,000 and \$250,000 (Stream 1) or \$100,000 and \$1 million (Stream 2) per organisation as outlined in these guidelines, are available and will be paid to primary grant recipients in instalments against agreed identified milestones.

Grant amounts will be determined as part of the assessment process and may not be at the level applied for. Grants will be allocated to make the most effective use of the Program funds.

### 4.2 Project duration

Projects can commence after a funding agreement has been executed. Projects must commence by May 2019 and be completed within the timeframe specified in the funding agreement.

# 5. ELIGIBILITY CRITERIA

Applicants and projects must meet the **eligibility criteria** to be considered for funding.

## 5.1 Who is an eligible primary grant applicant?

### Stream 1

Program funding will be provided to a primary grant applicant. Each grant will have one primary grant applicant.

To be eligible, primary applicants must be one of the following Australian entity types and must have been operating for 12 months or longer:

- Sporting Organisations (excluding National Sporting Organisations)\*;
- Non-Government Organisations (NGO)\*\* including physical activity organisations\*\*\*; and/or
- Local Government Organisations.
  - > The Australian Capital Territory Government does not have Local Government entities and is therefore eligible to apply.

\*As defined in Appendix A.

\*\*NGO is defined as an organisation which is neither a government department or a business operating for profit.

\*\*\*Entities must have been operating with a Not for Profit status for at least 12 months.

### Stream 2

Program funding will be provided to a primary grant applicant. Each grant will have one primary grant applicant.

To be eligible, primary applicants must be one of the following Australian entity types and must have been operating for 12 months or longer:

- National Sporting Organisations including National Sporting Organisations (NSO) and National Sporting Organisations for people with Disability (NSOD) as recognised by Sport Australia. [Please see **Australian Sports Directory** for a list of eligible organisations]

## 5.2 Who is not eligible as a primary grant applicant?

You are ineligible to apply if you are:

- a for profit organisation;
- an individual, partnership or trust;
- a school; or



- a Commonwealth, state or territory government agency or body (including government business enterprises but excluding the Australian Capital Territory).

### 5.3 Partner organisations

Applications must be submitted by one eligible organisation.

Sport Australia encourages primary grant applicants to consider partnering with other organisations (including those not eligible to be a primary grant applicant), to enhance the delivery of the project. Partner organisations may assist with:

- providing expertise in the needs of specific target markets and/or the development of appropriate physical activity programs;
- the education of and communication to stakeholders;
- supporting the delivery of the project; or
- monitoring, evaluating and reporting project outputs and outcomes.

### 5.4 Project location

Sport Australia will seek national coverage across the total grant pool, however it is not a requirement for projects to be delivered on a national scale. Given that the intent is to ensure that as many Australians as possible have access to this Program, applicants should maximise the scale and reach of their project [number of participants/communities involved] and the location [considering delivery in rural, remote areas and/or regions with lower socio-economic status].

Please note all grantees should include a list of locations in which delivery will occur prior to the commencement of delivery.

Sport Australia may work with grantees to target specific locations. This will ensure communities who are inactive benefit from the program; and will help to manage the national distribution of the Program.

### 5.5 Eligible projects and activities

The Program will fund eligible organisations to implement initiatives which encourage the inactive to become active and to incorporate participation in sport or physical activity into their everyday lives. Priority will be given to projects which best demonstrate how they will meet the Program's objectives and their ability to meet the selection criteria.

Each successful applicant must demonstrate capability building to ensure ongoing local community benefit for inactive Australians. Projects that develop an increased workforce with the capability to help inactive Australians to become more active will be valued highly.

Examples of participation-based sport and physical activity projects may include, but are not limited to activity that:

- Activates available research (through delivery) which results in the development of positive physical activity experience for one or more of the targeted population groups.
- Engages Australians that are currently inactive to increase physical activity levels within local communities. This includes women and girls; the early years (age 3-7) – focusing on the development of Physical Literacy, youth (ages 13-17), people from rural and remote communities, people with disability, people from culturally and linguistically diverse communities, Aboriginal and Torres Strait Islander people, low-medium income households or low socio-economic status.
- Employs behaviour change principles and practices in their implementation and delivery.

- Addresses common barriers to participation (cost, time, access, delivery method) and employs common drivers (e.g. product design, market insights, and communication, workforce and delivery method).
- Activates the Move It AUS campaign within target population groups.
- Directly addresses priority initiatives in Sport 2030.

Expenditure of grant funds is restricted to activities directly related to project details which have been specified in the funding agreement.

## 5.6 Ineligible projects and activities

Examples of projects/activities that will not be funded include:

- Stand-alone, one off events
- Catering
- Uniforms
- Indirect research costs
- Established projects that are already operating (and do not offer increased scope, reach or scale)
- Ongoing operational costs beyond the life of the Project
- High performance sport (including elite and representative sport)
- Purchase of capital assets (e.g. buildings, motor vehicles, furniture, digital technology)
- Infrastructure related projects
- Requests for retrospective funding
- International travel.

## 6. SELECTION CRITERIA

Assessment of applications will be made against the following criteria:

### 6.1 Selection criteria 1 – Getting the inactive active (Stream 1 and 2 - 30%)

#### **Increasing participation in sport and/or physical activity, particularly amongst inactive Australians**

This will be demonstrated through:

- a. Providing a clear understanding of current market insights for target population(s), including barriers such as personal, environmental and social factors that contribute to inactivity.
- b. Outlining how your organisation will use these insights to address barriers to participation and meet the needs of targeted participants through project design.
- c. Detailing how your organisation will engage with inactive Australians in their local communities to deliver projects that support them to get active.

### 6.2 Selection criteria 2 – Changing attitudes towards sport and physical activity (Stream 1 - 30% and Stream 2 – 15%)

#### **Building awareness and understanding of the importance of being physically active**

This will be demonstrated by identifying how the project will:

- a. Promote the holistic benefits of being active including physical, psychological, cognitive and social benefits.
- b. Communicate with inactive Australians to promote the opportunity and engage with the project.
- c. Support ongoing participation in sport and physical activity beyond the project.
- d. Promote and align with the [www.sportaus.gov.au/findyour30](http://www.sportaus.gov.au/findyour30) campaign.

### 6.3 Selection criteria 3 – Project delivery (Stream 1 and 2 - 40%)

#### **Capacity, capability and resources to deliver the project**

This will be demonstrated by:

- a. Providing a project plan that effectively outlines the project scope, key deliverables, milestones, costs, marketing, risk management and timeframe. Where relevant this must include:
  - i. Evidence that the project complies with your organisation's child safety framework consistent with the guidance set out in Sport Australia's **Member Protection Policy template** and **Child Safe Sport Framework** (this applies to any project that will work with children and young people).
  - ii. Evidence that the project complies with your organisation's policies and procedures for working with vulnerable people (this applies to any project that will work with vulnerable people).
- b. Demonstrating value for money through provision of a detailed budget.
- c. Outlining relevant organisation experience working with and engaging target population(s)
  - i. Including alignment with current strategy and/or development plans.
- d. Outlining skills and experience of the project team to manage both the project and the grant funding.

- e. Demonstrating the capability and capacity of the delivery network/workforce (this may include partnering with organisations who have complementary skills and experience).
- f. Outlining the expected reach of the project including the number of participants who will have the opportunity to participate, the number of locations, and your access to suitable facilities.

## **6.4 Selection criteria 4 – Delivering the outcomes of “Building a more Active Australia” (Sport 2030) (Stream 2 only – 15%)**

### **Develop sector capability that continues to get inactive Australians moving across all stages of life**

This will be demonstrated by:

- a. Projects of extensive scale and reach across Australia.
- b. Detailing how the project aligns and promotes the Sport 2030 priority of “Building a more Active Australia”.
- c. Detailing how your organisation will develop sector capability to support inactive Australians to get active, including:
  - i. How the project will contribute to the growing evidence base relating to getting inactive populations moving.
  - ii. How the project learnings and findings will be shared with the sector.
- d. Detailing how your organisation will build awareness and amplify the messages of the Move It AUS campaign, including:
  - i. How it will support Australians to “Find their 30” (30 minutes of moderate/vigorous physical activity each day).
  - ii. How and where, outlining platforms, it will promote the benefits of physical activity aligned to the Move It AUS campaign.

## 7. HOW TO APPLY

Before you apply, please read these guidelines and related materials to make sure you understand all relevant requirements. You can view relevant information at [www.sportaus.gov.au/participationgrants](http://www.sportaus.gov.au/participationgrants).

All applications must be submitted online during the funding application period.

To apply, you must:

- submit an online application form via [www.sportaus.gov.au/participationgrants](http://www.sportaus.gov.au/participationgrants);
- provide all the information that we need to assess your application; and
- consider all eligibility and selection criteria, ensuring you have addressed relevant criteria.

Please ensure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Commonwealth). 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 [participationgrants@sportaus.gov.au](mailto:participationgrants@sportaus.gov.au)

If you have any technical difficulties using the system, either with attaching documents or submitting the application, you must contact Sport Australia immediately at [participationgrants@sportaus.gov.au](mailto:participationgrants@sportaus.gov.au). No allowances for technical malfunction (either of your own or Sport Australia's) software will be made if they are not reported at the time of occurrence.

We cannot accept additional information or requests to change your submission after the closing date.

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 [participationgrants@sportaus.gov.au](mailto:participationgrants@sportaus.gov.au)

### 7.1 Attachments to your application

You must attach any supporting documentation to the online application, ensuring that the total size of attachments is 25MB or less.

## 8. APPLICATION ASSESSMENT

All applications will initially be assessed against the eligibility criteria. All eligible applications will then proceed to the selection criteria assessment stage.

During the assessment process, Sport Australia may require further information and may seek to source this information from a number of external sources.

We reserve the right to recommend grant amounts that may differ from the amount requested in the application.

Applications will be assessed by an industry assessment panel, which will include representatives from Sport Australia and from sport and/or physical activity organisations.

### 8.1 Final approval

The Commonwealth Minister for Sport will provide final approval. In addition to the application and supporting material, other factors may be considered when deciding which projects to fund.

While delivery of funding will primarily be on a competitive basis, if, after completing the assessment process, emerging issues have been identified and/or there are priorities that have not been met, Sport Australia may consider other projects to address these emerging issues (or other forms of financial arrangements with applicants to otherwise further the objectives of the Program). It is expected that, in these cases, the assessment criteria outlined in these guidelines are likely to remain applicable.

The Grant Delegate may require additional conditions be attached to the grant funding.

## 9. NOTIFICATION

All applicants will be notified in writing of the outcome of their grant application.

The Grant Delegate's decision is final in all matters, including the:

- grant amount to be awarded; and
- terms and conditions of funding.

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

# 10. SUCCESSFUL APPLICANTS

## 10.1 Funding agreement

Successful applicants will enter into a funding agreement with Sport Australia.

Successful applicants will have 30 days, from the date of a written offer, to execute a funding agreement with Sport Australia ('execute' means both the applicant and Sport Australia have signed the agreement). The offer may lapse if both parties do not execute the funding agreement within this time. In certain circumstances, Sport Australia may extend this period.

Approval of the grant funding is based on the information provided in your application. Any major changes to details will be reviewed to consider any potential impact on approval by the Grant Delegate.

Grant payment will not be made until an executed funding agreement is in place, and Sport Australia will not be responsible for any project expenditure until this time.

Funding approval may have specific conditions that have been determined through the assessment process. Any such details will be specified in a written offer as well as the funding agreement.

The timeline for completion of the project will be specified in the funding agreement. All projects must be completed by 30 June 2020.

## 10.2 Payment

The funding agreement will state the:

- maximum funding amount payable to the grantee; and
- any co-contributions applicable to the project.

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 project.

Sport Australia will transfer all grant funding electronically into a nominated Australian bank account. Specific requirements for the bank account will be set out in the Funding Agreement. Sport Australia will issue payment based on:

- agreed progress against milestones; and
- acceptance of satisfactory progress reports.

## 10.3 Monitoring and compliance

Grantees must provide updated reports about the locations of planned delivery including postcode, Local Government Area, any local community partnerships.

Grantees are required to submit progress and financial reports in line with the Funding Agreement. Required details for reports include:

- delivery locations;
- progress against agreed project milestones;
- contributions of participants directly related to the project;
- expenditure of grant funds against deliverables; and
- evaluation of project success in supporting inactive Australians to get active



Milestones and the amount of detail provided in reports will be proportionate to the project size, complexity and grant amount.

Sport Australia will monitor project progress by assessing submitted reports, and may also conduct site visits to confirm details as necessary. In some cases, Sport Australia may need to re-examine claims, seek further information or request an independent audit of claims and payments.

If you become aware of a breach of terms and conditions under the funding agreement Sport Australia must be contacted immediately.

## 10.4 Progress report

Progress reports must:

- include the evidence showing completed agreed project activities, including increase in physical activity objectives;
- evidence the total expenditure incurred to achieve the milestone;
- be submitted within four weeks of the milestone due date or completing a milestone (you can submit reports ahead of time if you have completed the milestone); and
- be in the format specified by Sport Australia.

Grant payments are made on receipt of satisfactory progress reports.

Any delays associated with project reporting should be discussed with Sport Australia as soon as possible.

## 10.5 End of project report

End of project report requirements will be outlined in the funding agreement. These requirements may include:

- providing evidence as specified in the Funding Agreement;
- detailing total eligible expenditure incurred for the project;
- an evaluation of the completed project, including the outcomes achieved;
- acquittal of Sport Australia grant amount and expenditure against deliverables;
- submission within four weeks of completing the project; and/or
- reporting in a format provided in the Funding Agreement.

## 10.6 Ad-hoc report

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

## 10.7 Financial and audit report

Grantees will need to provide an independently audited financial and audit report. A financial and audit report will verify that expenditure of the grant as specified in the Funding Agreement.

## 10.8 Project variations

We understand that unexpected events may delay a project's progress. In these circumstances, grantees can request a project variation. Any request should include details of:

- changed project milestones;
- extended timeframe for completion; and
- any changed project activities.

The Program does not allow for an increase to the agreed amount of grant funds as set out in the funding agreement.

Proposed changes to specifications in the funding agreement must be made in writing before the end date of the funding agreement.

If a project delay causes a shift in milestones and payment dates to a different financial year, a variation to the funding agreement will be required. Movement of funds between financial years can only occur if there is sufficient funding to allow for a revised payment schedule. In such cases, where there are insufficient funds, grant funding may be forfeited.

If a variation request is submitted, the following factors will be considered:

- how it affects the project outcome;
- consistency with the Program policy objective; and
- changes to the timing of grant payments.

## 10.9 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 project, carry on business and pay debts due. This includes the following changes:

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

## 10.10 Events and Program promotion

You must notify Sport Australia of any events relating to the project and provide an opportunity for The Minister, Local Member for Parliament or their representatives (which could include Sport Australia) to attend. These requirements will be outlined in the funding agreement.

Sport Australia may provide successful applicants with instructions and communications material to be used to promote the existing grant Program, leverage Sport Australia marketing activity and to promote the benefit of being physically active.

Grantees may also be invited to partner with Sport Australia to share insights, develop social media content and case studies to illustrate Program outcomes

## 10.11 Program evaluation

The grantee will be responsible for ensuring an evaluation of the project takes place to determine the extent to which funded activities are contributing to the Program objectives and outcomes.

Sport Australia may use information from applications and project reports for whole of Program evaluation and promotional purposes. Sport Australia may also conduct interviews, or request information about the grant's impact, to evaluate the Program's effectiveness in achieving its outcomes. Sport Australia may contact grantee's after a project is completed to assist with this evaluation.

## 10.12 Tax obligations

Grants are subject to the Goods and Services Tax (GST). If your organisation is GST-registered you will be paid the grant amount plus GST. Budget details in your application should exclude GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on tax.

When the Sport Australia issues grant payments a recipient created tax invoice (RCTI) will be provided.

# 11. CONFLICT OF INTEREST

## 11.1 Applicant conflict of interest responsibilities

A conflict of interest can occur if private interests conflict with the obligations under the grant. Conflicts of interest could affect the awarding of the grant. A conflict of interest can be:

- real (or actual);
- apparent (or perceived); or
- potential.

As part of your application the Sport Australia will ask for a declaration stating any real, apparent or potential conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If an actual, apparent, or potential conflict of interest is identified at any stage during the project, Sport Australia must be informed in writing immediately.

## 11.2 Sport Australia conflict of interest responsibilities

Sport Australia recognises that conflicts of interest may arise with our staff, technical experts, and others delivering the Program between:

- their program duties, roles and responsibilities; and
- their private interests.

We manage our conflicts of interest according to the *APS Code of Conduct (section 13 (7) of the Public Service Act 1999)*.

Program officials must declare any conflicts of interest. If Sport Australia consider a conflict of interest is a cause for concern, that official will not take part in the assessment of applications under the Program.

## 12. HOW SPORT AUSTRALIA WILL USE YOUR INFORMATION

Sport Australia may share your information with other government agencies for a relevant Commonwealth purpose such as:

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

### 12.1 Treatment of confidential information

Sport Australia will treat the information provided by applicants as sensitive and therefore confidential if it meets one of the four conditions below:

1. Is clearly identified as confidential and provide an explanation.
2. The information is commercially sensitive.
3. Disclosing the information would cause unreasonable harm to you or someone else.
4. Applicants provide the information with an understanding that it will stay confidential.

### 12.2 When we may disclose confidential information

Sport Australia may disclose confidential information to:

- Sport Australia's CEO, Board and our employees and contractors, to help us manage the Program effectively;
- the Minister or Parliamentary Secretary;
- 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;
- if agreed to the information being disclosed; or
- someone other than Sport Australia has made the confidential information public.

## 12.3 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
- to whom Sport Australia give your personal information.

Sport Australia may give personal information collected to our employees and contractors, the industry assessment panel, and other Commonwealth employees and contractors, so we can:

- manage the Program; and
- research, assess, monitor and analyse our programs and activities.

Sport Australia, or the Minister, may:

- announce the names of successful applicants to the public;
- publish personal information on the department's websites;
- decide how we collect, use, disclose and store your personal information; and/or
- provide advice on how you can access and correct your personal information.

## 12.4 Reporting

Effective disclosure and reporting of administered grants is essential for public accountability. Reliable and timely information on grants is vital for public and Government confidence in the quality and integrity of grants administration. In accordance with the Commonwealth Grants Rules and Guidelines (CGRG), Sport Australia publishes grant recipients and funding details in the Grant Funding Report on its website.

Further information on Sport Australia reporting requirements is available at Section 1.4 and Government mandatory requirements can be found in Part 1 of the CGRG 2017.

## 12.5 Freedom of information

The *Freedom of Information Act 1982* and the *Privacy Act 1988* are the main pieces of legislation that provide for access to, and amendment of personal information. Arrangements for managing Freedom of Information (FOI) requests should be discussed with Sport Australia's FOI Officer.

The FOI Act is about openness and access to government-held information and is based on the principle that government information should be accessible by the public because it belongs to the public. Consequently, it is important that recorded information is accurate, up to date, complete, not misleading and relevant to the purpose for which it was collected.

The FOI Officer must be contacted to assist with FOI requests. The circumstances under which an agency may refuse a request for information under FOI laws are limited. Advice on possible exemptions should be sought from the FOI Officer.

## 13. GRANT ACKNOWLEDGEMENT

Approval by Sport Australia is required prior to public announcements around funding. If you make a public statement about a project funded under the Program, we require you, at a minimum, to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government through Sport Australia.'

This may also include the use of Commonwealth Government approved signage. These details will be outlined in the funding agreement.

## 14. ENQUIRIES AND FEEDBACK

For further information or clarification, you can contact [participationgrants@sportaus.gov.au](mailto:participationgrants@sportaus.gov.au) or through our website [www.sportaus.gov.au](http://www.sportaus.gov.au)

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

A complaint can be lodged using Sport Australia complaints form on our website [www.sportaus.gov.au/complaints](http://www.sportaus.gov.au/complaints)

# APPENDIX A: DEFINITIONS OF KEY TERMS

Term	Definition
Application form	The document that applicants use to apply for funding under the <i>Program</i> .
Australia	All states and territories within Australia
Behaviour Change	Any modification in behaviour (mainly human) in public health. The change may happen spontaneously and involuntarily without any intervention, or it may be systematic and motivated as prompted by conditioning. Whatever the transformation, it decidedly affects your overall function as an individual.
Co-contribution	A co-contribution is a cash or in-kind contribution from the applicant, or sources other than Commonwealth and State or Territory Governments.
Conflict of Interest	The exercise of a power or making of a decision by a person in a way that may be, or may be perceived to be, influenced by either a material personal interest (whether financial or non-financial) or a material personal association.
Eligible activities	The activities undertaken by a <i>primary grant recipient</i> in relation to a project that are eligible for funding support.
Eligible application	An application or proposal for <i>grant funding</i> under the <i>Program</i> that meets the eligibility requirements specified in these <i>Program Guidelines</i> .
For-profit organisation	A business or other organisation which aims to earn profit through its operations and is concerned with its own interests.
Funding Agreement	A legally binding contract between the Commonwealth and a <i>primary grant recipient</i> for <i>grant funding</i> .
Grant Delegate	Commonwealth Minister for Sport
Grantee	An applicant that has been offered <i>grant funding</i> and executed a <i>funding agreement</i> with Sport Australia in relation to the <i>Program</i> .
Grant funding or grant funds	The funding made available by Sport Australia to successful applicants under the <i>Program</i> .
Inactive	People who do not meet Australia's Physical Activity and Sedentary Behaviour Guidelines (for their lifestage) on most days each week
Industry Assessment Panel	Sport Australia will establish an industry panel of members with subject matter expertise and independent technical experts to assess applications.
In-kind contributions	In-kind contributions are non-cash contributions towards your total project cost. In-kind contributions must directly relate to delivering the <i>project</i> activities.
Local Government	The local governing body of a defined local government area. Generally referred to as a council however, dependent on geographical location, may also be referred to as a: Borough; City; District; Municipality; Region; Shire; Town; Community government; Aboriginal shire; or Island.
Local Government Area (LGA)	An administrative division of a State or Territory that a Local Government is responsible for.
Minister	Commonwealth Minister for Sport
National Sporting Organisation (NSO) and National Sporting Organisation for people with Disability (NSOD)	As recognised by Sport Australia. (Please refer to <b>Australian Sports Directory</b> for a list of eligible organisations)



Term	Definition
Not-for-profit (NFP)	Organisations that provide services to the community and do not operate to make a profit, personal gain or other benefit of particular people.
Non-Government Organisation (NGO)	An organisation which is neither a government department nor a business operating for profit Including National Sporting Organisations not recognised by Sport Australia. (Please refer to <b>Australian Sports Directory</b> for a list of eligible organisations)
Partner organisation	Organisation that supports the primary grant recipients on delivering project outcomes.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth).
Physical activity	Any bodily movement produced by skeletal muscles that requires energy expenditure and produces progressive health benefits
Physical Literacy	<b>Physical literacy</b> is lifelong holistic learning acquired and applied in movement and physical activity contexts. It reflects ongoing changes integrating physical, psychological, cognitive and social capabilities. It is vital in helping us lead healthy and fulfilling lives through movement and physical activity.
Primary grant applicant	An entity that has submitted a grant application and meets the Program grant eligibility criteria.
Primary grant recipient	An entity that has been offered grant funding and has entered into a funding agreement with Sport Australia in relation to the Program.
Program	Move It AUS – Participation Grant Program
Program funding or Program funds	The funding made available by Sport Australia for the <i>Program</i> in any given financial year. This is the funding specified in the Portfolio Budget Statement (as varied by any Portfolio Additional Estimates Statement or by the <i>Minister</i> ) for that year.
Program Guidelines	Means these guidelines to provide the framework for the administration of the <i>Program</i> .
Project	A project described in an application for grant funding
Project location	Where the <i>project</i> is undertaken
Project period	The time between the <i>project</i> start date and <i>project</i> end date as detailed in the <i>Funding Agreement</i> .
Rural and Remote	Encompasses all areas outside Australia's <i>Major cities</i> (these areas are classified as <i>Inner regional</i> , <i>Outer regional</i> , <i>Remote</i> or <i>Very remote</i> ) using the Australian Standard Geographical Classification System.
Total eligible project costs	Total eligible project costs are the grant amount plus co-funding to be spent on eligible activities directly related to the project.
Vulnerable person(s)	a) a Child or Children; or b) an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason. (Department of Social Services)



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