



# SPORTING *Schools*

## Grant Guidelines 2023



Australian Government  
Australian Sports Commission



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## OPENING AND CLOSING DATES AND TIMES

### Term 1, 2023 Applications:

Open: 8am AEDT on Monday 7 November 2022

Close: 5pm AEDT on Friday 18 November 2022

### Term 2, 2023 Applications:

Open: 8am AEDT on Monday 27 February 2023

Close: 5pm AEDT on Friday 10 March 2023

### Term 3, 2023 Applications:

Open: 8am AEST on Monday 22 May 2023

Close: 5pm AEST on Friday 2 June 2023

### Term 4, 2023 Applications:

Open: 8am AEST on Monday 14 August 2023

Close: 5pm AEST on Friday 25 August 2023

## RESPONSIBLE ENTITY

Australian Sports Commission

## ENQUIRIES

If you have any questions, contact:

Sporting Schools Client Support Centre  
1300 785 707

[info@sportingschools.gov.au](mailto:info@sportingschools.gov.au)

Enquiries should be made no later than 3 days prior to grants closing.

## DATE GUIDELINES RELEASED

4 November 2022

## TYPE OF GRANT OPPORTUNITY

Open competitive

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# 1. Sporting Schools processes

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## **SPORTING SCHOOLS IS DESIGNED TO ACHIEVE AUSTRALIAN GOVERNMENT OBJECTIVES**

This grant opportunity is part of the above grant program which contributes to the Australian Sports Commission's (ASC) Outcome 1. The ASC consulted with stakeholders to plan and design the grant program according to the ASC's Grant Management Framework and Policy.

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## **GRANTS OPEN**

7 November 2022 (Term 1 applications), 27 February 2023 (Term 2 applications), 22 May 2023 (Term 3 applications) and 14 August 2023 (Term 4 applications)

Grant guidelines will be published on the Sporting Schools website.

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## **SUBMIT APPLICATION**

To be considered for a grant, applicants must complete an application form that addresses the eligibility criteria, agree to delivery requirements, and agree to the terms and conditions of the program.

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## **GRANTS CLOSE**

18 November 2022 (Term 1 applications), 10 March 2023 (Term 2 applications), 2 June 2023 (Term 3 applications) and 25 August 2023 (Term 4 applications)

5

## **ASSESSMENT**

Grant applications will be assessed against the relevant assessment criteria.

6

## **APPROVAL**

The Director, Sporting Schools will approve all grants.

7

## **NOTIFICATION OF OUTCOME**

Applicants will be notified via email of the outcome of their application.

8

## **PAYMENT IS MADE**

9

## **PROGRAM BOOKED AND DELIVERY OF GRANT ACTIVITIES**

Program is booked and grant activities are delivered in accordance with the grant guidelines, terms and conditions, and parameters. Support is available from the ASC throughout the grant term.

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## **PROGRAM REPORTING**

Applicants are required to complete an acquittal including evidence of expenditure and a program delivery survey.

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## **EVALUATION**

Information provided by applicants in their application form, acquittal and program delivery survey is used to evaluate the grant activity.

## 1.1. INTRODUCTION

These guidelines contain information for Sporting Schools grants. You must read this document before applying for a grant.

This document sets out:

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

This grant program and process will be administered by the Australian Sports Commission (ASC).

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



## 2. About the grant program

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

As Australia's largest school-based sports participation program, Sporting Schools has funded over 8,600 schools since commencing in 2015. This has provided more than 13 million opportunities to get students active, engaged and having fun while sampling a variety of different sports. Sporting Schools programs are provided to children at no cost to their families.

Sporting Schools offers grant opportunities for primary schools, and targeted grant opportunities for secondary schools in relation to year 7 and 8 students. Eligible schools can apply for a grant each term.

Grants support the delivery of sport-based programs to help students build the confidence and capability to be active for life. The ASC has partnered with more than 35 national sporting organisations (NSOs) to facilitate delivery of Sporting Schools programs.

The objectives of Sporting Schools are to:

- improve children's fundamental movement skills to encourage lifelong participation in physical activity
- increase awareness of the value of sport in schools
- engage children in high quality sporting programs
- connect children with sport in their local community
- develop the capability and capacity of sport to drive nationwide participation growth.

The additional objectives for the targeted, secondary school component of Sporting Schools (for students in years 7 and 8) are to:

- Tackle the decline in sport participation that occurs during adolescence. We seek to do this by targeting secondary students aged 12–14, particularly girls, encouraging long-lasting relationships with sport.
- Increase physical activity in areas with large cohorts of inactive students. National data tells us that only one in ten Australian secondary school students get the recommended 60 minutes of physical activity every day of the week. The targeted secondary school (years 7 and 8) program provides sporting activities designed to motivate and spark the interest of these students.
- Provide access to tailored resources for schools where there is evidence of disadvantage. Studies show that areas of social disadvantage can often link to large groups of inactive youth. By providing funding and additional resources, the program aims to reduce the barriers these schools face.

The ASC is committed to Australian sport environments and programs that are safe, supportive and friendly for children and other vulnerable people.



### 3. Grant periods and grant amounts

The Australian Government announced \$41 million for the Sporting Schools program for 2023, with grants distributed throughout the year. Each school term represents a separate funding period.

Eligible schools can apply for a grant for each school term.

Period	Key dates
<b>Opening and Closing Dates and Times</b>	<p><b>Term 1, 2023 Applications:</b></p> <p>Open: 8am AEDT on Monday 7 November 2022</p> <p>Close: 5pm AEDT on Friday 18 November 2022</p> <p><b>Term 2, 2023 Applications:</b></p> <p>Open: 8am AEDT on Monday 27 February 2023</p> <p>Close: 5pm AEDT on Friday 10 March 2023</p> <p><b>Term 3, 2023 Applications:</b></p> <p>Open: 8am AEST on Monday 22 May 2023</p> <p>Close: 5pm AEST on Friday 2 June 2023</p> <p><b>Term 4, 2023 Applications:</b></p> <p>Open: 8am AEST on Monday 14 August 2023</p> <p>Close: 5pm AEST on Friday 25 August 2023</p>
<b>Notification</b>	Applicants will be notified via email regarding the outcome of their submission within 15 business days of close of applications.

### 3.1 PRIMARY SCHOOL FUNDING

Grants of between \$1,000 and \$3,600 (GST exclusive) are available per primary school for each term. This comprises:

- a base funding amount determined by the total number of students enrolled in years P–6 at the school [as provided in the grant application]
- an incentive funding amount for expected overall participant numbers [as provided in the grant application]
- a potential, additional 'Special Circumstances' funding amount of \$500 (GST exclusive) to assist eligible schools with additional costs due to location or demographics. To be eligible for Special Circumstances funding, schools need to satisfy at least one of the criteria below:
  - Be a special school
  - Have students enrolled with special needs
  - Be located in an Indigenous community
  - Have students enrolled that identify as Aboriginal or Torres Strait Islander
  - Be located in a regional or remote location, as determined by the Accessibility and Remoteness Index of Australia (ARIA) category classification.

The basis for calculating the base and incentive funding amounts is further detailed below.

#### PRIMARY SCHOOL FUNDING

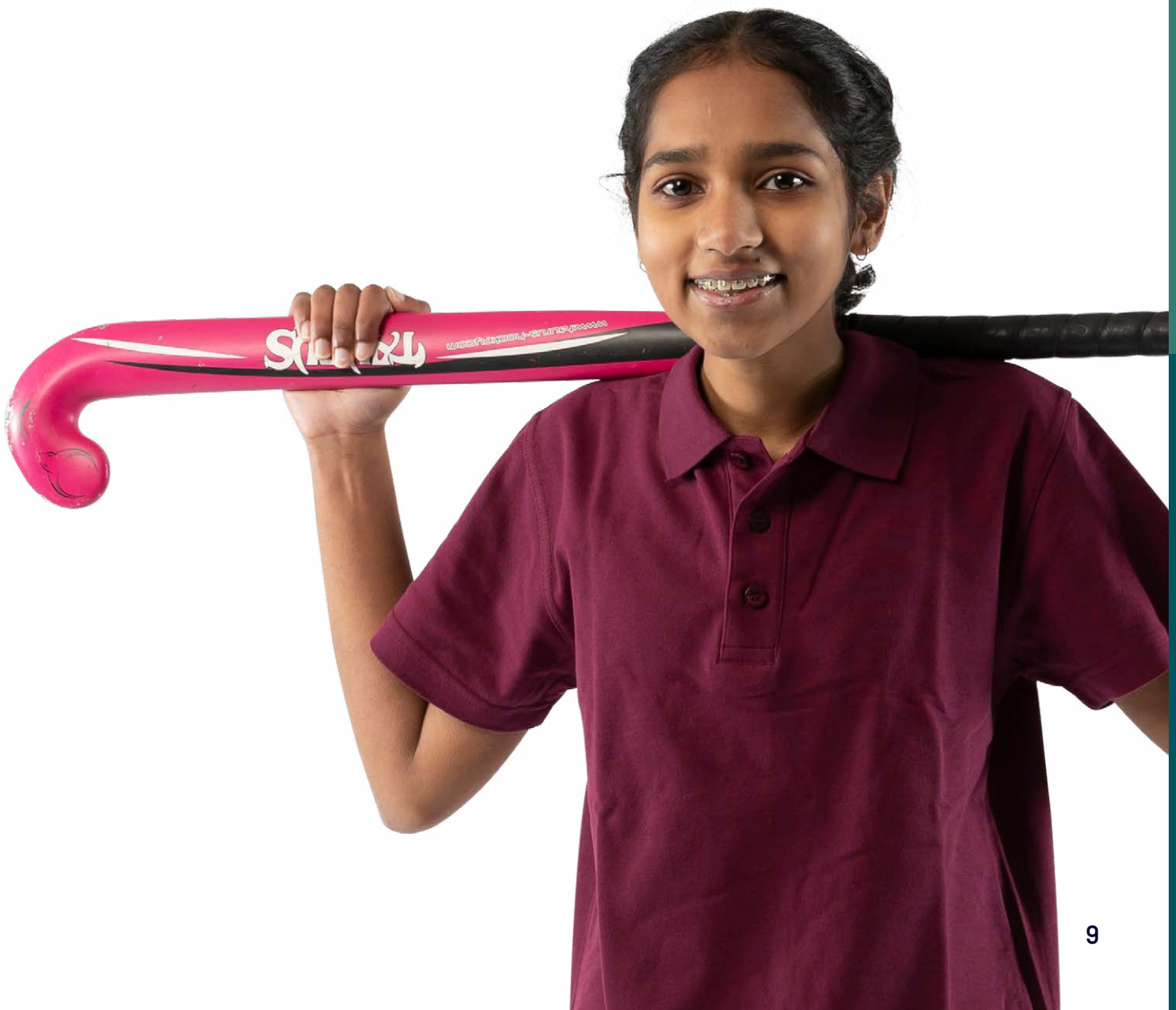
School population [years P–6]	Base funding [GST exclusive]
1 to 150	\$500
151 to 300	\$700
301 to 800	\$900
801+	\$1,100
Participants per term	Incentive funding [GST exclusive]
10 to 30	\$500
31 to 60	\$800
61 to 120	\$1,200
121 to 200	\$1,500
201 to 300	\$1,800
301+	\$2,000
Special circumstances	\$500

### 3.2 SECONDARY SCHOOL FUNDING

Grants of between \$1,000 and \$2,500 (GST exclusive) are available per secondary school for each term. The funding amount is based on the expected participant numbers (as provided in the grant application) as outlined in the table below.

#### SECONDARY SCHOOL FUNDING

Participants per term	Funding [GST exclusive]
10 to 30	\$1,000
31 to 60	\$1,750
61+	\$2,500



## 4. Eligibility criteria

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

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

Any Australian school registered with their respective state or territory school registration authority, which has an Australian Curriculum, Assessment and Reporting Authority (ACARA) ID listed on the [Australian Schools List website](#), can register with Sporting Schools.

To be eligible to apply for a Sporting Schools grant, a school must:

- be [registered](#) with Sporting Schools
- provide valid bank details (name, account name, BSB and account number). Note, account details can refer to the registered school's general account or a department of education account in the event of a shared service arrangement (such as those currently in place for NSW and WA Department of Education schools)
- have no outstanding debts with the ASC, whether in relation to Sporting Schools or otherwise
- not be an organisation 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](#)
- to submit a primary school grant application — be registered as a primary, combined, or special school with enrolled primary school-aged students (from years P–6)
- to submit a secondary school grant application — be registered as a secondary, combined, or special school with enrolled secondary school-aged students in years 7 and/or 8.

## 5. What the grant money can be used for

### 5.1 DELIVERY OF SPORTING SCHOOLS PROGRAMS

The ASC has partnered with more than 35 national sporting organisations (NSOs) to deliver Sporting Schools programs. The partner NSOs are the recognised peak bodies and custodians of their respective sports in Australia.

The partnership with NSOs is pivotal because of:

- the NSOs' ability to nationally deliver a consistent and quality experience for program participants
- the selected NSOs' ability to leverage their aligned workforce across Australia
- the selected NSOs' and their aligned organisations' ability to allow participants to move from the Sporting Schools program into their sport's community sport offering to facilitate ongoing participation.

The partner NSOs are listed on the [Sporting Schools website](#).

Each NSO has their own workforce model, which may include state sporting organisations (SSOs) and/or NSO-nominated providers and coaches who deliver the partner NSOs' products.

Partner NSOs also provide quality delivery resources and professional development for teachers to support teacher delivery.

### 5.2 ELIGIBLE GRANT ACTIVITIES

Sporting Schools funding is provided to schools to deliver free Sporting Schools programs before, during or after school, within the approved funding period (school term).

Schools can engage an NSO partner sport to deliver a sport package/s or book a teacher delivered package, with bookings made via the online booking system.

A minimum of four sessions of between 45–60 minutes must be delivered to each student (or equivalent 3–4 hours of intensive program delivery where required).

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

The parameters describe the requirements of Sporting Schools activities and are summarised in Section 10. The [parameters](#) and [terms and conditions](#) are available on the Sporting Schools website.

### 5.3 SUPPORTED COSTS

The Sporting Schools [spending fact sheet](#) outlines supported and unsupported costs.

Examples of supported costs include:

- payments to NSO partner sports, SSOs, NSO-nominated providers and coaches for the delivery of products and services under Sporting Schools
- purchase of equipment required to deliver an NSO partner sport program
- payment to a teacher for supervision or coaching outside their normal paid work hours at the school

- required travel expenses to the delivery location of an NSO partner sport program
- hire of a facility outside the school property for delivery of programs
- payment for teacher professional development to enable delivery of an NSO partner sport program.

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

## **5.4 GRANT ACTIVITIES NOT SUPPORTED**

Sporting Schools grants cannot be used for:

- delivery of programs outside the approved funding period (school term)
- delivery of programs where children/families are charged to participate
- delivery of existing sport and physical education programs
- programs delivered during weekends and/or school holidays.

## **5.5 COSTS NOT SUPPORTED**

Examples of costs not supported for Sporting Schools include but are not limited to:

- expenses incurred prior to grant approval or outside the approved funding period (school term)
- payments to non-NSO partner sports
- any expenses in relation to school carnivals, interschool sport, representative sport, competitions, or gala days
- purchase of uniforms and apparel
- purchase of equipment outside what is required to deliver an NSO partner sport program
- expenses associated with meeting duty of care requirements, including first aid kits/duty officer, sunscreen, water bottles and shade shelters
- hire of school owned equipment or property to deliver programs
- purchase of electronic items or devices
- installation of permanent infrastructure
- catering and food.

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

The examples provided are not exhaustive. If schools require clarification, please contact the Client Support Centre on 1300 785 707.

## 6. Assessment criteria

Eligible applications for primary school funding and secondary school funding will be assessed separately against the relevant assessment criteria.

### 6.1 PRIMARY SCHOOL FUNDING

In the event that (as anticipated), applications exceed the level of available funding, applications will be ranked in order of priority for funding, by applying each of the following criteria in order:

1. schools which have received the least number of Sporting Schools grants over the past four terms will be given priority
2. schools which propose engaging a higher proportion of their school population will be given priority
3. schools which submit their application earlier in the application period will be given priority over later applications.

### 6.2 SECONDARY SCHOOL FUNDING

Schools must address the following two criteria in their application. Applications will be assessed based on the weighting given to each criteria.

#### CRITERIA 1 — REACHING THE TARGET DEMOGRAPHIC (50%)

This will be demonstrated by:

- planning to deliver a targeted program for secondary schools that provides access to tailored resources and support for students in years 7 and 8
- planning to deliver a program focused on girls, which addresses the barriers preventing teenagers from participating in sport.

#### CRITERIA 2 — MEETING PROGRAM GOALS (50%)

This will be demonstrated by:

- tackling the decline in sports participation that occurs during adolescence, targeting secondary students aged 12–14, particularly girls, encouraging long-lasting relationships with sport
- increasing physical activity in areas with large cohorts of inactive students
- motivating and sparking the interest of year 7 and 8 students
- providing access to tailored resources for schools where there is evidence of disadvantage. Studies show that areas of social disadvantage can often link to large groups of inactive youth.

## 7. How to apply

Before applying, you must read and understand the:

- Sporting Schools grant guidelines (this document)
- [parameters](#)
- [spending fact sheet](#)
- [terms and conditions](#).

To apply you must:

- meet all eligibility criteria
- be a nominated contact on the school's site account with a registered individual username and password
- login to complete the online Sporting Schools application form via the Sporting Schools portal
- submit your application prior to the closing date
- agree to the terms and conditions.

Schools can submit one application each term for the grant type they are eligible for. Combined schools and special schools may apply for a primary and secondary school grant each term if they meet the eligibility criteria.

Schools must apply for a grant using the Sporting Schools portal via the [Schools Login](#) on the [Sporting Schools website](#). No applications can be submitted in any other form.

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

Schools are able to edit their application after submission during the application open period. Applications cannot be changed after the closing date and time.

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

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

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



## 7.1 TIMELINES

You can submit an application between the published opening and closing dates and times.

Late applications will be considered where technical difficulties have prevented you from applying, and contact has been made with the Client Support Centre before the grant application closing date and time.

Late applications may also be considered where extenuating circumstances (such as natural disasters) prevent you from applying, noting that contact needs to be made with the Client Support Centre within three business days of the grant application closing date.

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

## 7.2 QUESTIONS DURING THE APPLICATION PROCESS

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

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



## 8. The grant selection process

Your application will be considered through an open competitive grant process.

Applications will be assessed for eligibility by the ASC.

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

Eligible applications will then proceed to assessment against the relevant assessment criteria, for primary school funding or secondary school funding as applicable. The assessment process will be undertaken by ASC staff in each case.

### 8.1 PRIMARY SCHOOL FUNDING

To ensure equal access to primary school funding, applications are prioritised for funding by applying the assessment criteria. Applications are then ranked and may be recommended for funding (subject to availability).

### 8.2 SECONDARY SCHOOL FUNDING

Secondary school applications are assessed through a competitive process. The assessment panel will consider each application on its merits based on how well it satisfies the assessment criteria. Applications are then ranked and may be recommended for funding (subject to availability).

### 8.3 WHO WILL APPROVE GRANTS?

The grant approver is the Director, Sporting Schools.

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

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

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

## 9. Notification of application outcomes

The ASC will advise you of the outcome of your application via email.

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

## 10. Successful grant applications

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

- terms and conditions
- parameters
- eligible expenditure.

### 10.1 PROGRAM DELIVERY AND PARAMETERS

Schools are required to use the grant only for permitted activities (e.g. program delivery and associated costs) within the approved funding period under Sporting Schools and for no other purpose. Expenditure of funds or program delivery cannot be rolled over to another school term (funding period).

The parameters help to describe the characteristics of required activities for schools participating in Sporting Schools. All schools which receive Sporting Schools funding are required to comply with the following parameters\*:

- deliver a minimum of one [Sporting Schools partner sport](#) within the approved funding period
- provide Sporting Schools programs as a free service. Schools must not request payment from children or families to participate in activities under Sporting Schools
- provide Sporting Schools programs as complementary to existing sport and physical education curriculum delivery
- deliver a Sporting Schools partner sport program, with a minimum of four sessions, which apply the Playing for Life key principles:
  - each session must:
    - > have the same participants taking part
    - > have a minimum of 10 participants
    - > engage participants of all abilities; and
    - > actively engage participants for the duration of the session (i.e. 45–60 minutes of activity).
- ensure active supervision is provided for activities under Sporting Schools in addition to the coach
- deliver activities under Sporting Schools to the number of participants identified in the approved grant application
- spend funding on Sporting Schools activities and supported costs only within the approved funding period (school term)
- deliver the program before, during or after school, during the nominated funding period (school term)
- comply with the ASC's financial declaration (acquittal) and reporting requirements.

\*Note that schools with less than 10 students can still apply. Delivery equivalent to 3–4 hours per participant is supported where school or program delivery location requires intensive delivery.

The ASC has partnered with more than 35 NSOs to deliver Sporting Schools programs across Australia. Our partner NSOs offer developmentally appropriate and curriculum-aligned programs for children designed specifically for the school environment. They also provide quality delivery resources and professional development for teachers to support teacher delivery.

Schools can use their site account to [login](#) to the online Sporting Schools portal to access coach and teacher- delivered sport packages in the booking system, and make bookings with partner NSOs and their approved organisations. Each sport package on offer meets the minimum number of sessions and participants required by Sporting Schools and each coach accessible through the booking system meets all coaching requirements, including a valid working with children check.

Due to exceptional circumstances (such as natural disasters, school closures or other circumstances approved by the ASC), schools may have an Exceptional Circumstances Activity Plan approved if they are unable to deliver a program within the funding period.

Full details of the school's obligations can be found in the [parameters](#) and [terms and conditions](#) on the Sporting Schools website.



## 10.2 CHILD SAFETY

The ASC is committed to Australian sport environments and programs that are safe, supportive and friendly for children and other vulnerable people. The [ASC Child Safe Policy](#) outlines the ASC's commitment to child safeguarding, and the obligations and responsibilities of ASC staff and stakeholders to protect children.

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

Partner NSOs are recognised by the ASC and required to adopt, implement and enforce policies that support safe environments for children that are compliant with relevant child protection legislation.

As detailed in the [terms and conditions](#), schools which receive funding are required to:

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

## 10.3 HOW THE ASC PAYS THE GRANT

Each grant will be paid in a single instalment.

The ASC will transfer all grant funding electronically into the school's nominated Australian bank account, or shared services account for government schools in NSW and WA.

## 10.4 GRANT PAYMENTS AND GST

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

- the grant will be increased by the prevailing rate of GST; and
- under the terms and conditions, the school authorises the ASC to issue a Recipient-created tax invoice with respect to the grant on the school's behalf.

## 11. Announcement of grants

Successful schools will be listed on the [ASC website](#) after the grant has been paid.

## 12. How the ASC monitors your grant activity

Schools must complete any information and reporting regarding the delivery of Sporting Schools programs in accordance with the terms and conditions.

Details required for reporting include:

- grant expenditure and evidence
- total number and demographic information of students engaged
- confirmation and details of program delivery
- coach/es engaged to deliver the program.

### 12.1 ACQUITTAL

Schools are required to complete an online acquittal via the Sporting Schools portal each term, including evidence of expenditure and program delivery.

Up to \$200 (excluding GST) of supported administration expenses can be claimed without evidence of expenditure.

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

Acquittal submissions will be assessed, and schools will be notified of the outcome via email.

Schools may be invoiced and asked to return any residual funds. If a school disagrees with an acquittal outcome, such as expenses that have been rejected, schools can email [info@sportingschools.gov.au](mailto:info@sportingschools.gov.au) and ask for the acquittal to be reviewed.

Failure to submit an acquittal may result in the school being required to repay the full grant amount.

Amendments to acquittals will only be accepted within 12 months of the end of the approved funding period.

### 12.2 PROGRAM DELIVERY SURVEY

Where a school receives funding, a program delivery survey will be sent to the school at the end of the term [funding period] to be completed.

## 12.3 EVALUATION

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

The ASC may use information from your application, acquittal and program delivery survey for this purpose. We may also interview relevant people at your school or ask for more information to help us understand how the grant impacted your school community and to evaluate how effective it was in achieving its objectives.

## 12.4 ACKNOWLEDGEMENT

Schools and other parties must seek and receive written approval from the ASC before making any public announcements about Sporting Schools funding or promoting related activities.

Where possible, acknowledge the Australian Government as follows:

'Sporting Schools is an Australian Government initiative'.

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

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

Instructions on how to use the Sporting School's logo are available in our [Branding guide for schools](#) which can be found on the ASC website.

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

## 13. Probity

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

### 13.1 ENQUIRIES AND FEEDBACK

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

### 13.2 CONFLICTS OF INTEREST

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

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

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

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

### 13.3 HOW THE ASC WILL USE YOUR INFORMATION

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

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

If a school has been successful in its application for funding, the ASC will provide partner NSOs with school contact information including the school's primary contact, address, email, and phone number.



## 13.4 TREATMENT OF CONFIDENTIAL INFORMATION

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

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

## 13.5 WHEN WE MAY DISCLOSE CONFIDENTIAL INFORMATION

The ASC may disclose confidential information to:

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

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

## 13.6 PERSONAL INFORMATION

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

- what personal information the ASC collects
- why the ASC collects your personal information
- who the ASC may give your personal information to.

The full details of how your personal information is treated can be found in the ASC [Privacy Policy](#).

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

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

The ASC may also:

- announce the names of successful applicants to the public
- publish personal information on the ASC website.

## **13.7 REPORTING**

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

## **13.8 FREEDOM OF INFORMATION**

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

The purpose of the FOI Act is to give members of the public right of access to information held by the Australian Government and its entities.

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

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



## 14. Glossary

Term	Definition
<b>ASC</b>	The Australian Sports Commission is referenced throughout the entirety of the document as the ASC
<b>acquittal</b>	a financial declaration completed by a school at the end of a funding period reconciling financial expenditure of a grant
<b>ARIA category</b>	the Accessibility and Remoteness Index of Australia classification of school location calculated via physical address post code, that describes location, based on the Australian Statistical Geography Standard Remoteness structure, ARIA remoteness scores and ratings
<b>assessment criteria</b>	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
<b>coach</b>	means an individual (being an employee, contractor or volunteer of an organisation) nominated by an organisation to deliver activities under Sporting Schools, excluding teachers
<b>eligibility criteria</b>	refers to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
<b>funding period</b>	means the time period (school term) specified by the ASC within which a school may use a grant to deliver activities under Sporting Schools
<b>grant</b>	refers to an arrangement for the provision of financial assistance by the ASC on behalf of the Australian Government to support the delivery of activities under Sporting Schools
<b>grant activity/ activities</b>	refers to the project /tasks /services that the grant recipient is required to undertake
<b>grant approver</b>	the person who makes a decision to award a grant
<b>grant program</b>	a 'program' carries its natural meaning and is intended to cover a range of related activities aimed at achieving government policy outcomes
<b>grant recipient</b>	the school which has been selected to receive a grant
<b>NSO</b>	a national sporting organisation accepted by the ASC as a partner sport in Sporting Schools
<b>NSO-nominated provider</b>	a provider approved by an NSO to deliver activities under Sporting Schools with respect to the NSO's sport
<b>organisation</b>	refers to an NSO, SSO or NSO-nominated provider

Term	Definition
<b>outstanding debt</b>	refers to an unpaid invoice/s older than 30 days owed to the ASC including the ASC pilot programs and/or projects
<b>P-6</b>	the grades of schooling offered by primary schools, from the first year of formal schooling through to year 6 (and including year 7 in South Australia where applicable)
<b>parameters</b>	the requirements for conduct of the Sporting Schools program
<b>participant</b>	an individual who takes part in Sporting Schools program sessions
<b>Playing for Life</b>	the Playing for Life philosophy which is based on a theoretical approach that uses games rather than drills to introduce particular sports or structured physical activities
<b>relevant legislation</b>	any legislation of the Commonwealth, State or Territory that applies in the jurisdiction where activities are being delivered under Sporting Schools
<b>school</b>	an educational establishment whose major activity is the provision of full-time primary or secondary education. The school must be registered with their respective state or territory school registration authority, which has an Australian Curriculum, Assessment and Reporting Authority (ACARA) ID listed on the Australian Schools List website to be accepted by the ASC to conduct activities under Sporting Schools
<b>selection process</b>	the method used to select potential grant recipients. This process will involve the assessment of applications against the eligibility criteria and assessment criteria
<b>session</b>	means one lesson of 45–60 minutes delivered to a student/class
<b>site</b>	means the Sporting Schools website
<b>site account</b>	an account established for use of the site by a school or organisation that intends to participate in Sporting Schools, accessed via a registered individual username and password for an employee of the school or an employee, contractor or volunteer of a relevant organisation
<b>sport package</b>	an NSO-approved sporting product delivered under the Sporting Schools program over a minimum of four (4) sessions
<b>SSO</b>	a state sporting organisation approved by an NSO to deliver activities under Sporting Schools with respect to the NSO's sport
<b>teacher</b>	an individual (being an employee of the school, that has a valid state and/or territory teacher registration) nominated by a school to deliver activities under Sporting Schools
<b>working with children check</b>	the process in place under relevant legislation to screen an individual for fitness to work with children



# SPORTING Schools



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