



WOMEN LEADERS IN SPORT GRANT PROGRAM GUIDELINES 2023



Australian Government
Australian Sports Commission



ACKNOWLEDGEMENT OF COUNTRY

The Australian Sports Commission (ASC), incorporating the Australian Institute of Sport, pay our respects to the Traditional Owners of country throughout Australia. We pay our respects to Elders past and present, and acknowledge the valuable contribution Aboriginal and Torres Strait Islander people make to Australian society and sport.

MESSAGE FROM THE ASC CEO

Our country has an incredible connection to sport and this is why the 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.

We have a strong focus on gender equity and continue to strive for equal representation in sport.

The ASC is proud of the Women Leaders in Sport (WLIS) program which began in 2002 and supports women who work across all roles in sport – empowering them to take the next step forward in their careers and thrive as leaders.

Fast forward 20 years and WLIS continues to provide success stories from the boardroom to the sporting arena.

With support from the Office for Women and funded through the Australian Government's Women's Leadership and Development Program, we have expanded the opportunities provided through WLIS over the past 12 months with more than 500 women progressing their careers.

We look forward to welcoming and supporting more women on their leadership journey in sport and assisting organisations who are committed to creating more diverse and inclusive workplaces.

Applications are now open for the 2023 WLIS individual and organisation grants and I encourage eligible individuals and organisations to apply.



Kieren Perkins OAM

Chief Executive Officer
Australian Sports Commission

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INTRODUCTION

Sport has the power to set new benchmarks and drive positive social change; one being equal representation in sport.

Since 2002, the WLIS program has enabled more than 26,000 women to further develop their leadership capabilities and has been instrumental to helping women within the Australian sport system reach their full potential.

In addition to this, 800 sporting organisations have been supported by the WLIS program leading to an organisational culture which is more diverse and inclusive.

The ASC manages the WLIS program in partnership with the Office for Women, which is funded through the Australian Government's Women's Leadership and Development Program.

These guidelines set out the funding requirement for the WLIS Grants Program. In 2023, \$370,000 will be available to support both individuals and organisations

OBJECTIVE OF THE WLIS PROGRAM

The WLIS grants program aims to:

- Develop and enhance women leaders at all levels of Australian sport by providing training and development opportunities.
- 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.

PROGRAM OPPORTUNITIES

The following two categories are available to applicants:

Category 1 — Individual Development Grants

Provide women who are involved in every level of the Australian sport system with funding to undertake professional development courses and training to enhance skills which support their leadership journey.

Category 2 — Organisation Development Grants

Provide organisations with funding to undertake projects aimed at the development of practices, systems and processes which make the sport sector more diverse, inclusive, and champion the promotion and advancement of women leaders.

IMPORTANT DATES

2023 WLIS Grants Program	Timeframe
Applications open	9:00am (AEST) Wednesday 31 August 2022
Applications close	5:00pm* (AEST) Friday 23 September 2022
Outcomes notified to all applicants	Late November 2022
Successful grants payments processed	Late November - December 2022

* Applications must be submitted **before** 5:00pm AEDT. 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/wlis



CATEGORY 1: INDIVIDUAL GRANTS

OVERVIEW

The ASC is proud to support women who work across all roles in sport and supports those eager to develop their skills and knowledge.

The WLIS Individual Grant program is designed to support women to access professional development opportunities, develop specialist skills and enhance existing skills in areas specific to their stage in the sport leadership journey.

FUNDING

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

The Individual Grant program has 3 tiers based on an applicant's years of experience in sport. The years of experience in sport are intended as a guide only. Applicants outside of the years of experience in sport will still be considered by the assessment panel, subject to a detailed response being provided as to why they are applying outside their tier.

A new governance stream is available in 2023 targeting women who have either recently joined a sport Board or who are aspiring board directors. It is a requirement for all applicants to have completed the free [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.

In 2023, up to \$200,000 (GST exclusive) will be allocated across the below 3 tiers and a governance stream.

Tier	Funding amount
Tier 1: More than 5 years of experience in sport with demonstrated management experience	Up to 10,000 (ex GST)
Tier 2: 3 to 5 years of experience in sport	Up to \$8,000 (ex GST)
Tier 3: Less than 3 years of experience in sport	Up to \$4,000 (ex GST)
Governance Stream: For those applicants who have recently joined a sport Board or who are aspiring Directors	Up to \$6,000 (ex GST)

Please note: Years of experience in sport relates to volunteer/ paid roles held in sport, not years participation/playing sport.

The grant amount awarded will be determined as part of the assessment process.

TYPES OF COURSES THAT WOULD BE CONSIDERED FOR FUNDING

The Individual Grants are designed to fund professional development opportunities that both develop specialist skills and/or enhance existing skills, in areas specific to an individual's leadership journey. To view a list of course examples undertaken in the past please [click here](#).

We encourage all applicants to nominate courses or training programs that are appropriate and related to the stage of your career in sport and support your professional development goals.

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

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

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 and linguistically diverse
- LGBTIQ+
- Those with a disability
- Those who live in rural and regional locations

ELIGIBILITY CRITERIA

- Identify as a woman
- Aged 18 years or over
- An Australian citizen or has been granted permanent residence status
- **Option one:** Currently or previously involved in a paid or volunteer capacity for a local, state, national sporting organisation or national sporting organisation for people with a disability (recognised by the ASC [listed here](#)), the Australian Olympic Committee, or Commonwealth Games Australia and have a letter of support from your manager/supervisor to continue to support your career development.
- **Option two:** Currently involved in a paid position for the National Institute Network and have a letter of support from your manager/supervisor to continue to support your career development.
- **Option three:** Work or volunteer as a sports journalist and obtain a letter of support from your manager/supervisor within your organisation or a letter of endorsement from a professional reference.
- Course/training must commence in 2023
- 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*)
- Has no outstanding WLIS acquittal and/or reporting requirements to the ASC
- Is not a current employee at the ASC
- Supporting 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**".

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.

[Click here](#) to read over Frequently Asked Questions [FAQs].

LETTER OF SUPPORT

A letter of support must accompany the individual grant application (uploaded at time of application).

Please limit the supporting letter to one page.

Please note that you cannot be the endorser of your own application. If you do not have a manager, please seek an alternative endorser who works within the same organisation

For individuals who currently work or volunteer in sport OR are employed through agencies such as the Australian Olympic Committee, Commonwealth Games Australia or the National Institute Network:

The below information needs to be provided by your manager, or supervisor:

1. Confirm the applicants' position within the organisation
2. Outline how the organisation will support the applicants' career development following completion of the course/ training

For individuals who work in sport media:

The below information needs to be provided from supervisor/manager within your organisation or a letter of endorsement from a professional reference

1. Confirm the applicant's position with the organisation
2. Outline how the organisation will support the applicant's career development following completion of the course/ training

REQUIREMENTS

Successful grant recipients will be required to do the following:

- Sign an agreement with the ASC and abide by the terms and conditions [Appendix 1]
- Complete an acquittal report 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)

ELIGIBLE EXPENDITURE ITEMS

The funding must go towards the approved development course and cannot be used for more than one course. Course change requests must be submitted in writing and approved by the ASC.

Short/standalone courses at universities or other institutions are eligible*

*An individual grant cannot be used by participants wanting to undertake 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 loan and the participant is eligible.

The course fee must be paid up front with proof of payment provided during the acquittal process.

INELIGIBLE EXPENDITURE ITEMS

Funding is not available for the following:

- University degrees such as bachelor's degree or subjects that qualify as a part of a university degree
- Multiple courses. (One course per applicant)
- Ongoing Membership Fees
- Materials such as stationery, IT equipment or sporting equipment
- One off conference
- For professional development that the organisation should reasonably fund as part of business as usual
- Competition fees
- Software licences
- Past courses or training
- International travel (unless pre-approved)
- Travel costs (unless pre-approved)
- Accommodation (unless pre-approved)
- Food and beverages

Please note that 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.

CATEGORY 2: 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 welcoming it is vital that they have leaders who are committed to making a positive culture change.

Successful organisations will identify, recruit, and promote opportunities for a diverse range of people to take on a leadership role across the sport. These same organisations will undertake regular training and seek guidance to support their work to shift attitudes and practices to create more inclusive environments.

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 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 for women leaders in sport

FUNDING

In 2023, 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.

Organisations need to demonstrate how the funding will support either the leadership, capability, or culture of their organisation.

Funding area	Project examples
Leadership	<ul style="list-style-type: none"> • Projects that help attract, develop, or retain women • Projects that create more leadership pathways for women • Projects that offer career development opportunities for women (i.e., mentoring, scholarship, career planning sessions etc) • Projects that support women in senior roles (Exec, CEO, Board, HP Coaches, Match Officials etc) • Projects that develop inclusive leadership programs • Projects with an enhanced focus on the career development of women from culturally diverse backgrounds, First Nations women or women with a disability
Capability	<ul style="list-style-type: none"> • Projects that see the organisation develop and implement new policies and practices (e.g., Diversity, Equity & Inclusion Plan) • Projects that build a positive, gender inclusive action plan to embed in the organisation • Research projects that contribute to the information/evidence base for gender equity plans • Projects that improve the recruitment processes for women both on and off the field and addresses biases
Culture	<ul style="list-style-type: none"> • Projects which educate the organisation around the importance of gender equity, including improving processes, embedding gender neutral inclusive language in policy and capability, strategic planning, and communication • Projects which educate senior leaders (Board, CEO, Executive team) around promoting, prioritising, and resourcing gender equality within their organisation • Projects which establish ongoing communities of practice within their sport, focusing on gender equity and diversity • Projects which educate and develop the organisation to address the systemic issues women leaders face in the workplace • Projects which support the communications & marketing team with increasing the visibility and changing the narrative around women leaders in sport • Projects that promote cultural and behavioural initiatives that help create an environment in which everyone is valued and can thrive.

Priority will be given to organisations who are able to clearly demonstrate how the project aligns to their strategic direction and how the organisation will continue to support, encourage, and promote women in the workplace following completion of the project.

Organisations should research and seek out acceptable providers and facilitators to assist in the delivery of the project. All successful grant projects need to be discussed with the ASC team to assist with implementation and ongoing sustainability of the project.

For successful organisations, it will be a requirement that the organisation completes an inclusive training program, which the ASC will advise and fund during 2023 as a component of the grant funding.

Organisations are welcome to nominate a course provider of their choice. A list of example providers can be found [here](#).

Please note: only one application per organisation will be accepted.

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 a disability, be a state/territory sporting organisation of a national body that is recognised by the ASC ([listed here](#)), the Australian Olympic Committee or Commonwealth Games Australia
- Have the commitment of, and a letter of support from, the Chair or CEO
- The project must be new and commence in 2023
- Organisations must co-contribute to the project either financially, through staff contribution or resources. The organisation is also responsible for all project administration costs.
- Organisation has no overdue WLIS acquittal or reporting requirements with the ASC
- 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"**.

* Your organisation is strongly encouraged to contact the WLIS team to discuss your application prior to formal submission.

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 2023
2. Identify how gender equality/inclusion is included as a strategic priority for the organisation
3. Provide any relevant statistics or data to support this priority
4. Identify how will this project contribute to achieving the priorities?
5. Confirm what steps will be taken to support participants following completion of the project?
 - c. Example – is there a working group focusing on this as a priority area? Will an action plan be developed to embed this project into the business?
6. The letter must be signed by the CEO/ Chair/ or equivalent

Please note: If you are the CEO, please seek endorsement from Chair or board member

PROJECTS THAT WILL NOT BE CONSIDERED FOR FUNDING

- Projects which do not engage external subject matter experts and facilitators
- Projects that supplement the recurrent or ongoing costs of an organisation
- Projects that the ASC deem to be professional development that should be provided by the organisation as part of business as usual
- Projects where travel costs make up >30% of the project budget

ELIGIBLE EXPENDITURE ITEMS INCLUDE

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 INCLUDE:

- Staff wages
- Venue hire
- Catering
- Accommodation
- Purchasing of equipment, materials or resources
- Travel expenses (<200km) for presenters and participants
- Organisation membership fees
- Competition fees

REQUIREMENTS:

Successful grant recipients will be required to:

- Enter into a grant agreement with the ASC and abide by the terms and conditions of the agreement (Appendix 2)
- Engage with the ASC WLIS team to discuss the successful grant, its planned implementation and ongoing sustainability within the organisation
- Provide progress reports when requested by the ASC in line with key milestones
- Provide evidence of, or commit to developing in 2023 a Diversity, Equity, and Inclusion Policy
- Complete an acquittal report using the template provided by the ASC including receipts within 30 days of completing the project
- Complete the inclusive training program, which the ASC will advise and fund during 2023
- 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 this letter can be [found here](#).
 - b. **Organisations** – requirements for this letter can be [found here](#).
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 the Individual Grants, only one application per person will be accepted. Applications from individuals from the same organisation are acceptable.
- For the Individual Grants, if you would like to discuss the possibility of submitting video responses to address the assessment criteria, please email wlis@ausport.gov.au.
- For Individual Grant applicants who submit video responses to address the assessment criteria, they will still be required to complete the other components of the application form and submit in line with the process, including the closing date for applications.
- For the Organisation Grants, only one application per organisation will be accepted.
- 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 at 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*
- 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.
- Late/ incomplete applications will not be eligible after the closing time.



ASSESSMENT CRITERIA

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

ASSESSMENT CRITERIA

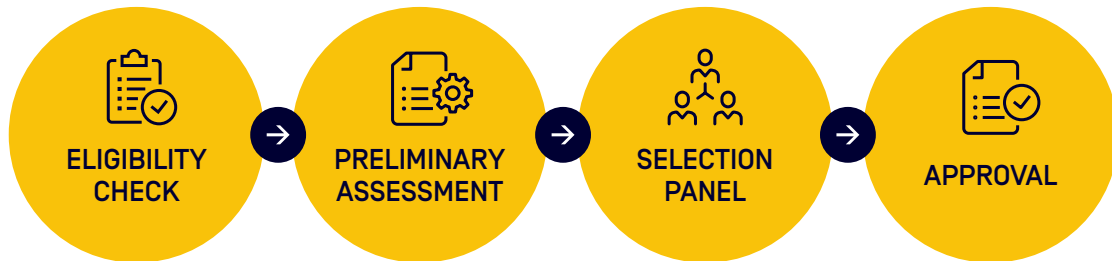
Category 1: Individual Grants

- Clearly outlines the course/ training for which funding is sought
- Clearly outlines your current role and previous relevant work experience
- Clearly outlines why you have selected the identified course/ training
- Clearly outlines how the course/ training will enhance your skills and contribute to your current role within sport
- Clearly outlines how the course/ training will increase opportunities for you to contribute to sport and grow your career

Category 2: Organisation Grants

- Clearly identifies the need for the proposed project and how the project aligns with the funding category
- Clearly outlines the objectives of the project and how they align with the organisation's current strategy
- Clearly outlines the impact the project will have on your organisation and the broader sporting sector and how your organisation will promote this project and its learnings to the broader sporting sector
- Clearly outlines how your organisation will evaluate the impact and the success of the program and what ongoing support will be offered to participants/or by the organisation following completion of the project
- Clearly outlines the steps your organisation will take to ensure the project outcomes become self-sustaining within your organisation
- Clearly identifies all external consultants, facilitators and subject matter experts that will be engaged to assist in the delivery of the project, along with their associated experience
- Clearly outlines the expected number of participants, how they were identified and what the gender breakdown is of all participants
- Clearly identifies the key deliverables and timeline for carrying out the project
- Clearly identifies the project risks and outlines a strategy/ strategies to mitigate these risks
- Clearly details the proposed budget for the project, including your 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.

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 General Manager Sport Division 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 page 5 of the [NSO branding guidelines](#) for instructions on how to use the logo. Contact communication@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 @sportAUS and 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. An organisation will not be eligible to receive funding if it is 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"**.

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: https://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 Sport Australia's complaints form: www.sportaus.gov.au/contacts/complaints

APPENDIX 1

TERMS AND CONDITIONS FOR 2023 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; failure to do so may lead to the ASC taking action to recuperate grant funding
 - 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,

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 2023 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. Have an anti-doping policy in place and/or adopt the Australian National Anti-doping Policy;
 - f. Not do anything to bring the Recipient, the Program or the ASC into disrepute;

- g. Only use the Grant for the purpose of undertaking the Activity;
 - h. Keep records detailing the use and expenditure of the Grant, and make them available to the ASC or its authorised representatives, on request;
 - i. 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;
 - j. 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
 - k. 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.





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