

Sports Travel Grants 2024-25 Guidelines



Applicants must speak to a Council officer regarding their application prior to submission.

Purpose of the Grant

The **Sports Travel Grants** have been developed to financially assist individuals selected in representative teams or qualified to participate in national/international competitions or similar. These grants can also assist teams that have qualified for and are required to travel to State, National or International competitions.

Grant Pool \$12,000

Individual grant amounts:

10% of total costs (transport, accommodation, uniform and entry fees) but **not to exceed \$600***. Eg. If costs incurred are \$4500, then \$450 can be claimed. Individuals cannot claim more than 10% of the costs incurred.

*To claim the maximum of \$600, your total cost must be \$6000 or more, and you must submit proof of costs for this amount.

Individuals living with a disability travelling to participate in an Access All Abilities program or competition:

25% of total costs (travel, equipment necessary for travel, uniform and entry fees) **but not to exceed \$1500**

**To claim the maximum of \$1500, your total cost must be \$6000 or more, and you must submit proof of costs for this amount.

Team grants amounts:

State competition \$250

National competition \$350

International competition \$500

Who Can Apply:

- Individuals who are permanent residents of the City of Banyule
- Team applicants must be affiliated with a club operating in the City of Banyule

Who Cannot Apply:

- Applicants who have received a Banyule Sports Travel Grant within the previous two years.
- Schools and churches
- Clubs with overdue seasonal fees/outstanding debt to Council

What We Will Fund

Costs required for the individual to participate in the event/competition. For example:

- Travel (transport, accommodation)
- New uniforms required for participation
- Entry fees

- We will only fund costs that will be incurred for an event/competition commencing on or after the opening date of the current grant round

What We Will Not Fund:

- Retrospective funding (events/competitions commencing before the opening date of the current grant round)
- Membership fees
- Transport and accommodation for parents/guardians
- Extra activities outside of the event/competition eg. Themeparks, tours
- Food
- Training occurring that is not part of the travel for competition
- Sporting equipment

When Can You Apply:

- You can apply at any stage prior to any required travel
- You cannot apply for retrospective funding (any costs incurred for an event/competition that has commenced before the opening date of the current grant round)
- You do not need to have spent the funds you are applying for, but if you have not, you must supply accurate quotes for costs you will incur

How Do I Apply?

Contact Ryan Batchelder 9049 3369 or Melinda Ramsay on 9457 9818 to discuss your grant application before completing the online form.

- Grant applications are made online by completing an application form through Smarty Grants. To complete your application, you will need internet access to and an email address (preferable the email address for the group you are applying on behalf of)
 - Step 1: Open the online application form link at <https://banyule.smartygrants.com.au>
 - Step 2: Select the application form — Sports Travel Grants
 - Step 3: Start an application — if you need some assistance to complete an application, please contact Ryan Batchelder on 9049 3369
 - Step 4: Complete and submit the application - The online system does not accept incomplete applications. All fields marked with an asterisk* must be completed
- Once submitted, applicants can request to have their application reopened to update or submit further information if the request is made prior to the grant round closing date. Once the grant round closes, no further changes are possible
- All requested documentation in support of the application needs to be submitted with your application on Smartygrants. Council staff are unable to attach this information for you.
- Applicants will receive an email from SmartyGrants when the application has been successfully submitted

Do I Have to Submit Quotes?

- You are required to submit proof of the costs incurred (i.e. receipt of airfare, accommodation or entrance fees)
- Each cost must be clearly identified and itemised within the application form
- Your application will be assessed on the eligible amount you have submitted in the proof of costs section of the application form
- You cannot claim for costs that you do not submit proof for

Auspicing

- Unincorporated groups require the support of an incorporated association to auspice their grant

- If your application is going to be auspiced, all insurance, incorporation and ABN information of the auspicing group must be provided
- A letter from the auspice organisation on letterhead stating their willingness to auspice the project is also required

Assessment Process

Applications will be assessed after the grant round they were submitted in closes.

All applicants will receive notification of the outcome in writing within four weeks of the grant round closing.

What happens if my application is successful?

Successful grant applicants will be required to undertake several online actions within specified timelines.

- **Sign a grant agreement** - The applicant is signing on behalf of the group/organisation. By doing so it is agreeing that the application and the conditions associated with the grant being awarded are met. Any proposed changes to the original purpose of the grant must be discussed with a Council officer and a variation request completed online
- **Submit an invoice** in line with the template provided (please note that GST is not applicable to the payment of grants from Council)
- **Submit an Acquittal Form** - Within six months of the event/activity you must provide Council with:
 - Evidence that you participated in the event/activity and a short statement (no more than 250 words) about your experience.
 - One image of the activity/event (Council reserves the right to use this image for promotional purposes)
 - The acquittal needs to be submitted online

If You Need Help

Banyule City Council is committed to our grants process being open and accessible to everyone. To this end we would like to offer the following access opt ins. Please contact us on the numbers and/or email addresses below if you would like any of the following:

- if you need a printed copy of these guidelines or a printed copy in large print
- if you need to discuss these guidelines by phone
- if you need these guidelines in a captioned video format
- If you need to discuss these guidelines with using the services of an Auslan interpreter
- If your hearing or speech is impaired, you can call us through the National Relay Service on 133 677 (TTY) or 1300 555 727 ordinary handset and ask for 9490 4222.
- If you need an interpreter, please contact TIS National on 131 450 and ask to be connected to Banyule City Council on 9490 4222.
- If you need support to enter information into Smartygrants

If you are facing barriers to applying due to the submission process and would like to discuss these options or any other ways in which we can help, please contact Karen Molinaro to discuss how we may be able to support you.

For help or for more information regarding the grants round please contact:

Ryan Batchelder on 9049 3369 or Melinda Ramsay on 9457 9818.

If you experience technical issues with the SmartyGrants system, please contact them directly on service@smartygrants.com.au or by phone on (03) 9320 6888.