



Department of
Local Government, Sport
and Cultural Industries

Coaching and Officiating Grants Program

Grant Guidelines



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1. Coaching and Officiating Grants Program Information

1.1 About the program

Coaches and officials are an integral part of the sport and recreation industry and play an important leadership role in athlete development and supporting a positive and safe training and game day environment.

At a local level, targeted stakeholder engagement and collaboration were used to identify relevant coaching and official concepts, gaps in provision, as well as the opportunities and challenges that need to be addressed to ensure the future direction and sustainability of coaches and officials in Western Australia (WA).

The Coaching and Officiating Grants Program provides financial support to assist state sporting associations (SSAs) to develop and implement sustainable strategies and initiatives that support and develop new and existing coaches and officials in WA.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is seeking applications from SSAs for projects that develop strategies and deliver initiatives to recruit, educate, develop and retain coaches and officials.

The DLGSC will prioritise applications that meet one or more of the following:

- Smaller SSAs (Industry Investment Program Category C, D, E, F and Provisional SSAs).
- Provide development opportunities for coaches and officials in regional WA.
- Provides access for coaches and officials to scholarships to achieve their career goals through higher level experience and qualifications.
- SSAs that have a sport specific coaching and officiating strategy.
- SSAs that did not receive funding in the 2022/23 round of the Coaching and Officiating Grants Program.

The DLGSC encourages organisations to consider applying for coaching and officiating projects that support and broaden diversity and inclusion. This may include projects that support youth, women, culturally and linguistically diverse, all abilities and Indigenous coaches and officials.

1.2 Outcome and objectives

The outcome of the Coaching and Officiating Grants Program is that:

- SSAs are supported to recruit, educate, develop and retain coaches and officials in WA.

The objectives of the Coaching and Officiating Grants Program are to:

- Build the capacity of SSAs to provide sustainable programs and pathways to support coaches and officials.
- Support SSAs to provide access to development opportunities, higher level qualifications and accreditations for all coaches and officials in WA.
- Support SSAs to develop and implement strategies to recruit and retain coaches and officials.

1.3 Eligible organisations

The following organisations are eligible to apply:

- DLGSC recognised SSAs.

To be eligible for funding, organisations must:

- be incorporated under the *Associations Incorporations Act 2015 (WA)* or a company limited by guarantee under the *Corporations Act 2001*;
- possess an Australian Business Number (ABN); and
- maintain appropriate and sufficient insurance cover for the duration of the project. A certificate of currency of insurance for the coming year should be provided upon application. Please note, for Public Liability Insurance, a minimum value of \$10 million per claim or occurrence giving rise to a claim is required.

In addition, the following will apply:

- Organisations must commit to ensuring a COVID-19 safe environment and complying with all relevant regulations.
- Organisations with outstanding acquittals for any DLGSC grant may have payments withheld until outstanding acquittal documentation is satisfactorily completed.

1.4 Ineligible organisations

- State and Commonwealth Government agencies.
- Unincorporated not-for-profit organisations.
- Commercial or for-profit organisations.
- Educational institutions/agencies including schools, universities, and TAFE colleges.
- Local Government Authorities.
- Community organisations.
- Local sport or active recreation clubs and associations.
- State active recreation organisations and peak bodies.

2 Coaching and Officiating Grants Program Investment Framework

- The Coaching and Officiating Grants Program is an application-based program with funding allocated to support the scope and reach of projects.
- The program is an open and competitive grants program with applications assessed against the assessment criteria and ranked based on the merits of proposals.
- Organisations are able to apply for up to \$15,000 to deliver a project/s.
- Projects must be delivered from 1 April 2024 and conclude by 30 June 2025.
- Organisations must contribute a minimum of 10 per cent financial and/or in-kind support to the total project costs.
- Grants should not constitute the entire financial base of an organisation.
- Auspice arrangements are not accepted.

2.1 Funding can be used for:

- Project-based staffing costs (for example, engagement of a contract project officer).
- Consultant and/or presenter fees associated with delivery of State-wide education, workshops and training courses.
- Implementation of a coach and/or officials Individual Development Plan (refer to IDP template).
- Interstate travel and accommodation costs (for example, presenter travel to Perth from interstate, coach/official travel interstate) for elite/high performance or equivalent training.
- Intrastate travel and accommodation costs for coach/official travel to the metropolitan area and/or presenter to travel to regional areas.
- Venue and equipment hire (not owned or occupied by applicant).
- Resource development (that is not already provided by the National Sporting Organisation).
- Provision of interpreting and translating services.

2.2 Funding may not be used for:

- First aid courses.
- International travel.
- Individual membership fees.
- Existing, ongoing, or recurrent organisational costs (for example, employee salaries and employment costs, insurance, lease or rental payments, administration expenses).
- Projects that would be more appropriately supported through an alternative funding source or existing DLGSC grants program.
- Projects undertaken outside WA.
- Projects that have already been funded by DLGSC, unless it expands the reach (for example, expanded in new regions or new target markets).
- Programs that have already taken place or have commenced.
- Capital works (for example, purchase of land or buildings, repairs, extensions, renovations or maintenance).
- Purchase of capital equipment (for example, computers, photocopiers and vehicles).

- Purchase of merchandise or equipment (for example, clothing, uniforms, water bottles).
- Trophies, prize money or gifts.
- Hospitality functions (for example, catering, alcohol, entertainment).

3 How to Apply

3.1 Applicant information

- Read and understand the grant guidelines before commencing the application process.
- You must discuss your project with the DLGSC Grant Program Manager (refer Section 5 for contact details) before applying.
- Only one application per organisation will be considered.
- Late applications will not be accepted.
- Incomplete applications may be considered unsuccessful upon submission.
- Complete all sections of the application form and submit with the following supporting documentation:
 - ☐ A copy of current public liability insurance certificate (minimum required is \$10 million) (if not already provided to DLGSC).
- Submit your application form and supporting documentation via DLGSC website link provided on the application form by 5pm on Monday 12 February 2024.

You will receive an automated confirmation via email instantly when you submit your application. If you do not receive the confirmation email, contact Lorraine Sanders on the details below before the application closing time.

3.2 Important dates

Grant round opens	Grant round closes	Indicative notification date	Project delivery dates
Monday 15 January 2024	Monday 12 February 2024	April 2024	1 April 2024 and conclude by 30 June 2025

4 Assessment, Approval and Acquittal Process

4.1 Assessment and approval process

- DLGSC Grants Administrators will assess applications for compliance with the eligibility criteria.
- DLGSC Grants Assessors will conduct a preliminary assessment of eligible applications against the assessment criteria and provide a summary, which may include scores, rankings, funding allocations and rationale, for the assessment panel to consider.
- A panel will be formed to conduct an independent review of the assessment process, the preliminary assessment information and ratify recommended applicants to be submitted to the DLGSC Director General for endorsement.
- The panel will comprise two independent DLGSC staff and one independent external assessor with coaching and officiating expertise.
- The DLGSC Director General to endorse the recommended applicants and submit to the Minister for Sport and Recreation for approval.
- The Minister for Sport and Recreation to approve the recommended applicants as per the relevant funding source legislation.
- Successful and unsuccessful applicants will be notified in writing.
- Applicants may not be successful and may not be funded to the full amount requested.

4.2 Assessment criteria

Applications will be assessed against the following four criteria:

1. Strategic alignment

The application demonstrates that the project delivers outcomes outlined in the SSAs strategic plan.

2. Benefits

The application demonstrates who will benefit from the project and it will achieve at least one of the following objectives:

- Build the capacity of the SSA to provide sustainable programs and pathways to support coaches and officials.
- Support the SSA to provide access to development opportunities, higher level qualifications and accreditations for all coaches and officials.

- Support the SSA to develop and implement strategies to recruit and retain coaches and officials.

3. Organisation Capacity and Capability

The organisation demonstrates its capacity and capability to deliver the project and manage identified risks.

4. Project Plan and Budget

The application includes a detailed outline of the project and how it will be promoted and evaluated. It is based on a realistic budget and represents value for money.

Each assessment criteria are weighted equally.

Applications that meet one or more of the Coaching and Officiating Grants Program priorities will be ranked more highly (refer *Section 1.1 About the program*).

4.3 Conditions of funding agreements

- If your organisation has an ABN and is registered for Goods and Services Tax (GST), the grant will be grossed up by 10 per cent of the grant amount.
- If your organisation has an ABN and is not registered for GST, no GST will be paid.

4.4 Grant agreement

- Approved applicants will be required to enter into a grant agreement that outlines the grant conditions, key deliverables, and acquittal requirements. Once signed and returned, the grant will be paid directly to the eligible applicant body.
- No grant monies will be paid to an individual.

4.5 Acquittal requirements

- At the completion of the project, your organisation will need to complete an acquittal report to demonstrate that the funding has been spent in accordance with the grant agreement.
- Your acquittal report must be submitted within 30 days of the project completion date as specified in the grant agreement.

4.6 DLGSC acknowledgement and evaluation

- Successful organisations will be required to acknowledge DLGSC. Further details will be provided to successful applicants within their grant agreement.
- Successful organisations will be required to participate in any research and/or evaluations relating to this funding and/or funded projects.

5. Further Information

Lorraine Sanders

Senior Project Officer Sport Business Development and Engagement

Department of Local Government, Sport and Cultural Industries

Telephone: 9492 9828

Email Industry.development@dlgsc.wa.gov.au

Website www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding

Address PO Box 8349, Perth Business Centre WA 6849
246 Vincent Street, Leederville WA 6007

Appendix 1

Coach/Official Individual Development Plan (IDP)

Organisation name: Click or tap here to enter text.

Coach/official name: Click or tap here to enter text.

Period from: Click or tap here to enter text. **to:** Click or tap here to enter text.



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	GOALS	DEVELOPMENTAL ACTIVITIES	RESOURCES/ BUDGET REQUIRED	MEASUREMENT	TARGET DATE	RESULTS
	<i>What do I want/need to learn?</i>	<i>What steps will I take to achieve this goal?</i>	<i>What resources or support will I need?</i>	<i>How will I know that I have achieved my goal?</i>	<i>What is my target completion date?</i>	<i>Have I achieved my goal?</i>
1 .	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2 .	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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