



Australian Government

AUSTRALIAN SPORTS OUTREACH PROGRAM

SPORT DEVELOPMENT GRANTS 2011-2012

(for use by non-Pacific countries)

Project Funding Guidelines and Application Form

GENERAL INFORMATION

What is the Australian Sports Outreach Program?

The Australian Sports Outreach Program (ASOP) is an Australian Government program that uses sport to address broader development priorities and community issues such as promoting social inclusion and cohesion, fostering healthy behaviours, and providing education and/or leadership opportunities for young men and women.

What are ASOP Sport Development Grants?

ASOP Sport Development Grants provide funding assistance of up to \$AUD 20,000 to targeted small-medium size community sport development projects which provide benefits to the community through increased community participation in sport and physical activity.

Who may apply for an ASOP Sport Development Grant?

Applications may be submitted by government, non-government and community-based organisations in developing countries in Africa, Asia, the Caribbean and Latin America. Grants will be considered for cooperatively funded projects (where a project also receives funding from other sources). If there are other sources of funding, these should be listed in the application. Funding of multi-year projects will NOT be considered.

How to apply for an ASOP Sport Development Grant:

The ASOP Sport Development Application form must be completed and received by the Australian Sports Commission by **Friday 2 September 2011**. **Applications received after this date will not be considered.**

For projects seeking **less than \$AUD 8,000, complete Part A, B and C only**. For projects seeking **\$AUD 8,000 or more, please complete Part A, B, C and D**. Please attach additional information to the application where needed.

If you need help completing this form, please contact the ASOP Program Coordinator (details are on page 2).

Assessment of Applications

Grant applications will be reviewed and assessed based on fulfilment of the selection criteria (also available on the Australian Sports Commission website).

Applications will be considered by a panel from the Australian Sports Commission, Australian Agency for International Development and Australian Department of Foreign Affairs and Trade. All decisions are final.

Feedback on applications will be available upon request for successful and unsuccessful applications. Due to the volume of applications received, detailed feedback may not be possible in all cases.

How will applicants know if they are successful?

All applications received will be acknowledged (by fax or email) and applicants will be advised from mid October to November 2011 on the outcome of their application.

Project Implementation

Successful applicants must agree to a contract with the ASOP and the Australian Government which binds them to a specific project description, objective and activities.

What projects will be funded?

The Australian Government will fund single year projects where proposals provide clear indications of good planning, project structure and potential longer-term sport and/or community development benefits. Preference will be given to projects which:

- are easily achievable and will have great positive impact on the community
- increase community physical activity participation and involvement of people or groups with traditionally low participation rates
- build the capacity of organisations or individuals to plan and run community sport
- promote the professional or personal development of participants
- promote social responsibility and healthy behaviours
- contribute towards the development of physical education or sport curriculum
- include one of the target groups: children aged 6 to 18; people with a disability; women and girls; people in remote or rural communities; or community sport leaders.

What will not be funded?

The following WILL NOT be considered for funding:

- Equipment that cannot be directly related to playing sport or organising sport, e.g. video recorders/television sets, purchase of sports uniforms, purchase or hire of vehicles, lawnmowers, musical instruments.
- Travel, competition fees for teams or international conference attendance
- Major prizes for sporting events
- Office administration costs and wages outside of Sport Development grant activity
- Facilities not directly related to playing sport, e.g. roofing materials, office rental, or general telephone expenses
- Applications from individuals or organisations with outstanding ASOP Sport Development Grant reports or acquittals.

FINAL CHECK LIST - Before sending us your application, check that:

<input type="checkbox"/>	you have completed all sections clearly
<input type="checkbox"/>	your contact details are complete and correct
<input type="checkbox"/>	you have attached any relevant supporting documents
<input type="checkbox"/>	you are sending the completed application to the correct address

For further Information and Assistance, please contact the ASOP Program Coordinator by email (details provided below):

SEND THE COMPLETED APPLICATION TO:

- by email to: asopgrants@ausport.gov.au
- or by fax to: **+61 2 6214 1451**
- or by mail to: Program Coordinator
ASOP Sport Development Grants
Australian Sports Commission
PO Box 176
Belconnen ACT 2616
AUSTRALIA

AUSTRALIAN SPORTS OUTREACH PROGRAM

Sport Development Grant Application Form

Part A. Your Organisation

(1) Country:

(Where your organisation is based)

(2) Organisation name(s):

Also note the name of any Partner Organisation(s):

(3) Contact Details for Project

Contact details for the person responsible for conducting the project and acquitting the grant funds:

Name: _____ Position: _____

Phone Number: _____ Fax Number: _____

Email: _____

Signature _____ Date: _____

(4) Application approval by senior representative of the Organisation

Name: _____ Position: _____

Phone Number: _____ Fax Number: _____

Email: _____

Signature _____ Date: _____

(5) Other Information on your Organisation

- a) The year your organisation started:
- b) Total annual income & expenditure:
- c) Number of staff and/or volunteers:
- d) Number and type of programs in operation:

- e) Main Target Audience (who your activities are for – age/gender, school/community, sports etc):

- f) How many people does your organisation reach each year:

Part B. Your Project

(6) Project Title:

(7) Brief Project Description: *(max 100 words)*

[Example: A disability sport program will be developed and implemented in 6 rural schools. The principals of 6 schools have been approached and committed to running a program. Three teachers in each school will be provided with equipment and trained in physical activity for people with a disability.... etc]

(8) Project Need

Outline the need/issue(s) the project is designed to address. Please provide the background/context of the need. How will the project benefit your community?

Sport Development Need:

[Example: In our district, people with a disability are currently limited to 2 sports they can choose to participate in. This is limiting the number of disabled people who want to participate in sport and train to be an athlete. This project will allow them to...]

Community Development Need:

[Example: People with disability rarely take part in physical activity and the problem is greater in rural areas with communities even 'hiding' them. This project will help address the problem by...]

(9) Key Objectives

What are the 2 key Sport Development and/or Community objectives the project will achieve? (be realistic about what can be achieved)

Sport Development Objective:

[Example: To educate and increase the skills of volunteer coaches and sports administrators in our organisation]

Community Development Objective:

[Examples:

To increase the level of participation in physical activity in rural areas by children with a disability;

To increase the understanding and skills of primary school teachers about inclusive physical activity]

(10) Target Audience

How many people and what type of people will this project reach? (for example: students; women only; youth aged 11-14; people with a disability etc.)

Part C. Project Budget

(11) Funds Requested

Total amount being requested:	
Start Date of Project (between July 2011 – June 2012):	
If you receive other funding for this project, indicate who you receive funds from and the amount you receive:	

(12) Budget Breakdown

Using the table below as a guide, please include a **full** budget breakdown for the project; including expenditure by individual areas such as travel, accommodation, equipment, rent etc. If the total amount is not to be met by the ASOP, indicate which items you wish to be funded through the ASOP grant.

- 1 The budget should list each item of funding separately and in **Australian Dollars (AUD)**
- 2 Where relevant, cost per unit, number of people involved, quantities should be included

Item (please provide detail for individual items)	Brief Description of item if required	Total (in AUD)	Examples:
1 Fees			
2 Office costs			Extra phone calls, additional printing and copying
3 Equipment			Sport equipment (specific items)
4 Travel & subsistence			Workshop requiring overnight stay by trainer (meals + accommodation)
5 Delivery costs (i.e. training & workshops)			
6 Events			Open day – come and try program
7 Monitoring & Evaluation activities			
8 Publications/materials			Production of teaching manuals
9 Other costs (specify)			
Total requested from ASC:			
Total project cost:			

**PLEASE NOTE:
APPLICANTS SHOULD ONLY COMPLETE PART D IF
SEEKING GRANTS OVER \$AUD 8,000**

D. Additional Information for grants over \$AUD 8,000

(13) Sustainability

*Have you thought about how you could continue project activities once the ASOP grant funding has finished?
How could the project activities continue?*

[Example: choosing sports activities that use locally available equipment; linking with school or community groups which have suitable facilities; obtaining sponsors; securing participation of volunteer coaches through etc]

(15) Measuring Success

List how you will know the project has achieved its objectives. For each objective think about what information you need to know to determine if the project is achieving the objectives you have identified; and how you will obtain that information (e.g. participant questionnaire, interviews).

Objective (from Section 9)	What information will show if objective was achieved?	Where/how will you obtain this information?
<i>Example: To increase the level of participation in physical activity in rural areas by children with a disability</i>	<i>Identify numbers participating before the project starts Identify numbers participating at end of project period Number of organised activity sessions</i>	<i>Survey of schools – ask school principals and teachers Interview Project coordinators Interview project participants</i>

(16) Risks

Describe the main risks and constraints (things that could go wrong) in the project. Outline how you will avoid these and how you will manage them if they happen.

Risk	How you will avoid it happening or deal with it if it happens?
<i>Example: Cannot get the number of schools participating that was aimed for</i>	<i>Promote the project and its benefits to target group before it starts Highlight teacher and participant benefits Identify more schools than might be needed (have reserve sites)</i>

Please provide any additional information you may wish to include:

A large, empty rectangular box with a thin black border, intended for providing additional information.