



2018 Workshops and Grants  
Information Booklet

Women Leaders  
in Sport



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## Introduction

The Women Leaders in Sport (WLIS) program is an Australian Government initiative that is managed by the Australian Sports Commission (ASC) in partnership with the Office for Women.

The objective of the WLIS program is to provide women with development opportunities to reach their leadership potential in the sports industry.

Since its inception in 2002, WLIS has supported over 23,000 women in sport for leadership development. WLIS has been highly regarded in the Australian sport community. Many notable women leaders in sport are previous recipients of WLIS.

WLIS in 2018 comprises of the following components:

1. **Leadership Workshops** for individuals and organisations
2. **Development Grants** for individuals and organisations, and
3. **Stepping In**, targeted leadership development program for individuals.

This document contains information on WLIS Leadership Workshops and WLIS Development Grants. Information about the WLIS Stepping In program is available on the WLIS website ([www.ausport.gov.au/wlis/steppingin](http://www.ausport.gov.au/wlis/steppingin))

## 2018 WLIS Key Dates

Development Grants and Leadership Workshops	Timeframe
Applications open	9:00am (AEST) Wednesday 9 August 2017
Applications close	5:00pm (AEST) Wednesday 6 September 2017
Outcomes notified to applicants	October 2017
Successful grants payments processed	November 2017

## Application Options

Application options for individuals	Application options for organisations
<b>Option 1:</b> Apply to attend a WLIS Leadership Workshop for individuals.	<b>Option 1:</b> Apply to send a selected group of women from an organisation to attend a WLIS Leadership Workshop for organisations.
<b>Option 2:</b> Apply for a WLIS grant for learning and development, which includes attendance at a WLIS Leadership Workshop for individuals.	<b>Option 2:</b> Apply for a WLIS grant to fund a leadership development project for selected women across the organisation.

## WLIS Program Contact

Website: [ausport.gov.au/wlis](http://ausport.gov.au/wlis)

By email: [wlis@ausport.gov.au](mailto:wlis@ausport.gov.au)

## WLIS Leadership Workshops

Applications are open for WLIS Leadership Workshops for Individuals (2-day weekend workshop), and WLIS Leadership Workshops for Organisations (3-day workshop). You or your organisation can apply to attend.

The WLIS Leadership Workshops enable women to develop leadership capabilities and to learn and network with like-minded women in a supportive and safe environment. In addition, the participants learn to effectively manage the challenges within their sport and life in general and gain invaluable support from the experiences and knowledge of other women.

The workshops cover topics including:

- Exploring leadership
- Leadership styles and functions
- Leadership and culture
- Leadership and performance
- Communication
- Coaching and Mentoring
- Leadership challenges
- Emotional Intelligence
- Driving vision, change management.

The annual ASC WLIS Leadership Workshops are highly valued by participants. In 2017, a total of 92 women participated at the WLIS Leadership Workshops and the overall satisfaction rate with the workshops was 92%. Feedback from participants is below:

*“It was at these workshops that I grew in confidence and self-belief that I could take on leadership roles in sport. I also learnt a great deal from the other participants in terms of their journey in sport and the courses they have accessed.”*

*“The workshop was a great opportunity to reflect on where I was at with my (career) and my future aspirations. It definitely empowered me to renew my short and long term goals within sport and in myself.”*

### Workshops Facilitators

The 2018 WLIS Leadership Workshops will be facilitated by Henny Oldenhove and Sue Cormack.

Henny and Sue have long-term experience working in the sport sector at national, state and local levels, present as professional female leaders in sport who genuinely want to develop other female leaders for the sector. Sue and Henny have delivered the WLIS Leadership Workshops for some years with a proven record of unflinching high levels of positive feedback from participants.

2017 Participants' Feedback	% Excellent/Very Good
Facilitator Knowledge	98%
Ability to Engage Everyone	99%
Ability to deal with issues raised	98%

Given the diversity of the women at the workshops, the high level of expertise many come with and the amount of leadership/professional development already undertaken by many of the women, the feedback confirms the quality of the facilitators, the style of facilitation is right for the group and the content is well pitched, engaging and inclusive.

## 1) Leadership Workshops for Individuals

The 2018 WLIS Leadership Workshops for individuals will be held on the following dates (weekends) at four major cities:

Dates (Weekends)	Location
10-11 February 2018	Melbourne (VIC, TAS residents)
17-18 February 2018	Adelaide (SA, WA residents)
17-18 March 2018	Sydney (NSW, ACT residents)
24-25 March 2018	Brisbane (NT, QLD residents)

Successful applicants will be offered:

- Attendance at one of the 2018 WLIS Leadership Workshops which will be based on the applicant's residential address, and at the discretion of the ASC;
- Lunch and catering during the workshop;
- Group dinner on Saturday evening;
- Accommodation at the workshop venue as required; and
- Travel for participants who reside in ACT, TAS, NT and WA.

Consideration may be given to support travel and additional accommodation costs borne by successful applicants residing in rural/remote areas for attending the workshops.

Women who are at the start of their leadership pathway are strongly encouraged to apply for the WLIS Leadership Workshops. WLIS Leadership Workshops participants, who have not received WLIS grants previously, may be looked favourably for future WLIS Development Grants for Individuals.

### Eligibility criteria

To be eligible to apply to attend a WLIS Leadership Workshop for individuals, an applicant must:

- be female;
- be aged 18 years or over;
- be an Australian citizen or have been granted permanent residence status;
- be involved in a paid or volunteer capacity at a local, state or national level in the sport industry; and
- be supported by a sporting organisation that is, or is affiliated with, a national sporting organisation recognised by the ASC. The supporting organisation must confirm that the individual is involved in a paid or volunteer capacity at a local, state or national level in the sport industry, and that their organisation supports the application. For a list of the organisations recognised by the ASC please go to:

[http://www.ausport.gov.au/about/australian\\_sports\\_directory](http://www.ausport.gov.au/about/australian_sports_directory)

## 2) Leadership Workshops for Organisations

The WLIS Leadership Workshops for Organisations provide opportunities for women within the same organisation to come together to develop individual leadership capabilities, to build networks, to influence gender equity and cultural change within the organisation and to plan a collective advancement project.

Each workshop will comprise of women from 3 to 4 successful organisation applicants. During the workshop, participants will develop their individual leadership skills and engage in group activities to advance the sport.

A successful organisation applicant can send a minimum of 3 and a maximum of 7 women to the workshop. Participants can be from different state/territory, e.g. a representative(s) from each state. The ASC will arrange and pay for travel and accommodation for the women to attend the workshop.

The dates and venues of 2018 WLIS Leadership Workshops for Organisations will be decided when successful organisations are determined. These workshops are likely to be held between March and June 2018.

### **Eligibility criteria**

To be eligible to apply to send a selected group of women across your organisation to a WLIS Leadership Workshop for Organisations, an organisation must:

- be a national sporting organisation that is recognised and funded by the ASC, and
- have no outstanding acquittal and/or reporting requirements from previous WLIS grant recipients.

## **WLIS Development Grants**

### **1) For Individuals**

The WLIS Development Grants program supports individual women to gain skills, knowledge and qualifications to progress on their leadership pathway.

The maximum grant amount is \$3,000 to support course/training fees. Consideration may be given to support travel and accommodation costs borne by successful recipients residing in rural/remote areas for attending the approved course/training.

### **Eligibility criteria**

To be eligible to apply for the WLIS Individual Development Grants, an applicant must:

- be female;
- be aged 18 years or over;
- be an Australian citizen or have been granted permanent residence status;
- be involved in a paid or volunteer capacity at a local, state or national level in the sport industry for the duration of the project;
- be supported by a sporting organisation that is, or is affiliated with, a national sporting organisation recognised by the ASC. The supporting organisation must confirm that the individual is involved in a paid or volunteer capacity at a local, state or national level in the sport industry, and that their organisation supports the application. For a list of the organisations recognised by the ASC please go to:  
[http://www.ausport.gov.au/about/australian\\_sports\\_directory](http://www.ausport.gov.au/about/australian_sports_directory);
- apply for grant support for a course/training that commences in 2018;
- for new WLIS grant recipients, be available to attend the 2018 WLIS Individual Leadership Workshop at the residential state or as appropriate; and
- if previous WLIS grant recipients, have no outstanding acquittal and/or reporting requirements.

### **Eligible expenditure items**

The grant funding for individuals can only be used for course fees.

### **Individual grant recipients' responsibilities**

WLIS individual grant recipients are required to:

- accept the grant agreement and abide by the terms and conditions of the agreement;
- complete a project report using the report template provided by the ASC and return it to the ASC within 30 days of the completion of the supported course/training;
- promptly notify the ASC if you are no longer involved in a paid or volunteer capacity at a local, state or national level in the sport industry for the duration of the project, and
- attend a ASC 2018 WLIS Leadership Workshop.

## 2) For Organisations

The WLIS Development Grants program supports sporting organisations to run leadership development training/workshops for women.

The maximum grant amount is \$20,000 to support for eligible expenditure items as listed below. Co-contribution is expected from sporting organisations which are financially healthy.

### Eligibility criteria

To be eligible to apply for the WLIS Organisation Leadership Development Grants, an organisation must:

- be, or be affiliated with, a national or state sporting organisation that is recognised by the ASC. For a list of the organisations recognised by the ASC please go to: [http://www.ausport.gov.au/about/australian\\_sports\\_directory](http://www.ausport.gov.au/about/australian_sports_directory)
- apply for support for a project on women leadership development;
- commence the proposed project in 2018; and
- if previous WLIS grant recipients, have no outstanding acquittal and/or reporting requirements.

### Eligible expenditure items

The grant funding can only be used towards the following items:

- course fees,
- presenter fees,
- long distance travel (>200km) for presenters and participants, e.g., airfares, coach/bus/train tickets, car hire/petrol reimbursements, and
- translator or interpreter costs.

### Ineligible expenditure items

Some examples of ineligible expenditure items are:

- venue hire,
- catering,
- accommodation,
- administration costs, and
- materials and resources costs.

### Organisation grant recipients' responsibilities

WLIS organisation grant recipients are required to:

- accept the grant agreement and abide by the terms and conditions of the agreement;
- maintain accurate and complete records (including receipts) of the expenditure of the grant; and
- complete the following and return to the ASC within 30 days of the completion of the supported project (templates will be provided by the ASC):
  1. a project report including a participant list, and
  2. an acquittal report.

## How to Apply

Applications for WLIS Leadership Workshops or Grants are to be completed online on the ASC website at [www.ausport.gov.au/wlis](http://www.ausport.gov.au/wlis).

To complete the application, applicants need to have the following information:

Workshops for individuals	Grants for individuals
<ul style="list-style-type: none"> <li>the applicant's personal details;</li> <li>if applicable, the 'supporting organisation' details and contact person details; and</li> <li>the impact/benefit from attending the Workshop to the leadership pathway.</li> </ul>	<ul style="list-style-type: none"> <li>the applicant's personal details;</li> <li>if applicable, the 'supporting organisation' details and contact person details;</li> <li>the course/training objectives, the course/training fee, and the link to the course/training website; and</li> <li>the impact/benefit of the proposed course/training to the applicant.</li> </ul>
Workshops for organisations	Grants for organisations
<ul style="list-style-type: none"> <li>the organisation's primary contact details and CEO contact details;</li> <li>the process of selecting the women for the workshops;</li> <li>the impact/benefit from attending the workshop to individual women of the organisation and to the organisation as a whole; and</li> <li>plans of follow-up development activities for the participants.</li> </ul>	<ul style="list-style-type: none"> <li>the organisation's primary contact details and CEO contact details;</li> <li>a brief proposed project plan including the objectives, content/program, target participants, timeline, budget, expected outcomes;</li> <li>the impact/benefit of the proposed project to the participants, the supporting organisation and/or sport; and</li> <li>plans of follow-up development activities for the participants.</li> </ul>

If an applicant has all the information required, the online application process will take approximately 30 minutes to complete.

If an application cannot be completed in one session, the applicant can save the application and return to complete at another time using the unique security code provided by the online system.

Submitted applications will be acknowledged through a system-generated email sent to the nominated email address by the applicant, which will include a copy of the submitted application. It is recommended that applicants keep a record of the email, as applicants no longer have access to the applications once they are submitted.

For individual Workshop or Grant applicants, upon submission of an application, the supporting organisation contact will receive an automated email to validate and support the application.

Note that the supporting organisation needs to respond to the ASC by the application closing date to confirm the applicant's eligibility for the application to be complete. It is the responsibility of the applicant to ensure the supporting organisation responds before the application closing date.



## **Assessment Consideration**

Each year, the ASC receives a high number of applications for the WLIS program and it is a highly competitive process. Applications are assessed on the information provided in the application. Therefore, it is important that applicants answer all questions with as much relevant detail as possible. The ASC will take into consideration the following in assessing applications:

- quality of the application,
- impact/benefit of the WLIS Leadership Workshops to the applicant/participants,
- benefit of the WLIS Leadership Workshops to the supporting organisation or the sport, and
- for grants application, value for money of the proposed project.

## **Disclosure of Information**

Personal information submitted via the online application is collected by the ASC for the purpose of considering applications for and administering the program. The information collected may be disclosed to other government agencies for this purpose.

The personal details of successful applicants or participants (including name, home state, sport, supporting organisation, and any photo or video footage of them produced in connection with the program; the value of the grant awarded; and a brief description of the purpose for the grant) will be released by the ASC to the public and the media, and may be placed on the ASC website, including for use of promotional purposes.