



Department of  
**Creative Industries,  
Tourism and Sport**

# **Sport and Recreation**

**Game On, Girls Grant Program**

**Grant Guidelines**

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# 1. Game on, Girls Grant Program Information

## 1.1 About the program

The Department of Creative Industries, Tourism and Sport (CITS) supports the Western Australian Government's commitment to ensure equitable access to sport and active recreation for all Western Australians.

The Game on, Girls Grant Program is designed to increase participation and improve retention in sport among teenage girls aged 13 to 17 years by funding community-led initiatives that reduce barriers to entry and sustain engagement. Evidence shows girls encounter unique barriers, including lower confidence, limited access to inclusive programs and environments, and social pressures, that reduce their likelihood of starting, staying, or returning to sport.

This program will prioritise projects that create safe, welcoming and empowering environments, build physical literacy through fundamental movement skill development and offer pathways for ongoing participation, leadership and connection to community sport.

## 1.2 Outcome and objectives

The outcome of the program is to create inclusive, safe and supportive sporting environments that are designed to empower girls and encourage their participation in sport.

### **The objectives are:**

- Increase participation of girls aged 13–17 in sport through inclusive, safe and tailored environments.
- Provide entry-level and skill building participation opportunities that develop movement competence and support participation in sport amongst young girls.
- Provide opportunities that enhance the skills and capabilities of sporting clubs, community groups, volunteers and the sport sector, through education and training programs.
- To provide essential uniforms and sporting equipment for participation.

## 2. Eligibility criteria

### 2.1 Eligibility requirements

Applicants must be a sporting club:

- incorporated under the *Associations Incorporation Act 2015 (WA)*; or,
- as a company limited by guarantee under the *Corporations Act 2001*; or,
- as an indigenous organisation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*; and,
- provide an activity which meets [CITS' definition of sport](#).

Additional eligibility conditions include:

- be Australian Business Number (ABN) registered
- maintain general public liability insurance cover of at least \$10 million for the term of the initiative
- comply with all State and Commonwealth Laws which apply to the initiative
- organisations with outstanding acquittals for any CITS grant may have payments withheld until outstanding acquittal documentation is satisfactorily completed.

Any exceptions to this Eligibility Criterion will be at the discretion of CITS.

## 3. Funding

### 3.1 Funding investment framework

- The Game on, Girls Grant Program is an open and competitive grants program with applications assessed against the assessment criteria and ranked based on the merits of the proposals.
- Applicants must demonstrate engagement with girls in program design.
- Projects targeting girls' programs for low participation groups will be highly regarded.
- Organisations can apply for funding from \$1,500 to \$5,000.
- Projects must commence in the same financial year the grant is awarded and finish within 12 months of the start date.
- Only one application per organisation per financial year.
- Auspice arrangements are not permitted.

Funding may be used for the following categories:

Category	Focus area	Examples
Programs	Increase participation	Programs that encourage the participation of girls aged 13 to 17 years old. This may include, but is not limited to, come and try events, physical competence and skill development, modified formats of sport, girls-only sessions.
Inclusive Environments	Create inclusive sporting environments for girls	Training for volunteers and administrators in inclusive practices and environments, development of new policies and procedures, essential uniforms, and sporting equipment.
Skills Development	Build skills and leaderships opportunities	Girls' leadership programs, coaching and officiating qualifications, peer mentoring, and girls' advisory groups.

## 3.2 Funding cannot be used for

- Ongoing organisational costs (for example, salaries not associated with the initiative, insurance, administration expenses).
- Existing programs.
- Initiatives outside of WA.
- Initiatives that have already taken place or have commenced.
- Capital works (for example, purchase of land or buildings, repairs, extensions, renovations, maintenance or construction).
- Capital equipment (for example, computers, photocopiers and vehicles).
- Trophies, prize money or gifts.
- Hospitality functions (for example, awards dinners, catering, alcohol, entertainment).
- Individual membership fees.

## 3.3 Important dates:

Grant round opens	Grant round closes	Indicative notification date	Project start date
15 March 2026	26 April 2026	June 2026	1 July 2026 onwards

- Please note future grant rounds will be added, and details will be published on the CITS website.

# 4. How to Apply

## 4.1 Application information

Applicants must:

- Read and understand these grant guidelines before applying.
- Complete all sections of the application form and provide supporting documentation including:
  - A copy of the organisation's incorporation certificate.
  - Suitable evidence to show currency of insurance for the delivery period must be provided upon application (minimum required is \$10 million).
- Submit your application form and supporting documentation via CITS website: *(insert link)*.

## 5. Assessment, approval and acquittal process

### 5.1 Assessment and approval process

Applications will be:

- assessed by CITS for compliance with the eligibility criteria.
- compliant applications will be assessed by CITS against the assessment criteria for alignment to program objectives and value for money.
- reviewed by an independent panel to consider recommendations.
- forwarded to the Minister for Sport and Recreation for consideration and approval.

Successful and unsuccessful applicants will be notified in writing. Applicants may not be successful or may not be funded to the full amount requested.

### 5.2 Assessment criteria

Applications will be assessed against 3 evenly weighted criteria:

#### 1. Alignment with program objectives and outcomes.

Provide a description of project and explain how it will meet one or more of:

- Increasing the participation of girls aged 13-17 years old.
- Creation of inclusive sporting environments for girls aged 13-17 years old.
- Skill Development opportunities for girls aged 13-17 years old.

#### 2. Engagement with girls in the program design

- Demonstrate how you have engaged girls in developing the project.

#### 3. Project delivery and budget

- The application details how the project will be delivered and is based on a realistic budget that represents value for money.

### 5.3 Grant agreement

- Successful applicants will enter into a grant agreement outlining 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.

### 5.4 Acquittal requirements

- Initiatives must complete an acquittal form within 30 days of completion to demonstrate that the funding has been spent in accordance with the grant agreement.

## 5.5 Conditions of funding agreements

- If the organisation is registered for Goods and Services Tax (GST), the grant will be grossed up by 10 per cent (10%). Organisations not registered for GST, will not receive additional GST payments.

## 5.6 CITS acknowledgement and evaluation

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

## 5.7 Freedom of information

- The *Freedom of Information Act 1992 (WA)* (FOI Act) gives the right to access documentation held by CITS subject to the limitations of the FOI Act.
- These documents can be of a personal or non-personal nature and may apply to the grant administration processes.

## 5.8 Privacy

- The *Privacy Act 1988 (Cth)* regulates how personal information is handled by CITS.
- All information provided to CITS and gathered during the grant assessment process will be stored on a database that will only be accessed by authorised CITS personnel.
- That database is subject to privacy restrictions in accordance with the *Privacy Act 1998 (Cth)* and the FOI Act.

## 5.9 Contact by Minister or local Member of Parliament

- By applying for this program, applicants acknowledge and accept that successful applicants may be contacted by the Minister for Sport and Recreation or their local Member of Parliament to discuss their grant.
- Applicants acknowledge that the contact details of the applicant may be provided to their local Member of Parliament for this purpose.

## 5.10 Appeals and complaints

When you submit an application, your application is subject to a competitive assessment process. Your application is assessed against the assessment criteria, and all applicants are notified of the outcome of their application as soon as possible following the conclusion of the assessment process.

### Appealing an unsuccessful application

- Appeals will only be considered where there is an alleged breach of the assessment process. If you believe that the proper assessment process has not been followed for your grant application, please discuss your concerns with the relevant CITS contact for the grant program.

### Lodging a complaint

- Following discussion with the relevant CITS contact for the grant program, if you consider your concerns have not been adequately addressed; you can lodge a complaint with CITS, in writing, by following the instructions outlined in the feedback section of the CITS website at: [www.cits.wa.gov.au/department/contact-us](http://www.cits.wa.gov.au/department/contact-us).

## 6. Further information

Email: [participation@cits.wa.gov.au](mailto:participation@cits.wa.gov.au)

Website: [www.cits.wa.gov.au/funding](http://www.cits.wa.gov.au/funding)

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

# Appendix 1 – Application Checklist

	<p>1. Check that your <b>organisation is eligible</b> to apply.</p>	
	<p>2. Check that your <b>project is eligible</b> to apply:</p> <ul style="list-style-type: none"> <li>• How will you project increase participation of girls aged 13-17 years old</li> <li>• Are your project dates within the prescribed <b>delivery dates</b>?</li> </ul>	
	<p>3. Ensure your organisation can enter into a CITS Grant Agreement and comply with the <b>Program Guidelines</b>.</p>	
	<p>4. Complete all sections of the application form available from the CITS Grants Portal. A full assessment of your application cannot be completed without this information.</p>	
	<p>5. Prepare the supporting documents to submit with your application.</p> <p><b>Mandatory documents for all applications:</b></p> <ul style="list-style-type: none"> <li>• A copy of your organisation’s <b>incorporation certificate</b></li> <li>• Current <b>public liability insurance</b> certificate (minimum required is \$10million)</li> </ul>	
	<p>6. Confirm all <b>information is accurate</b> as your organisation will be required to submit an acquittal based on the information you provide in your application.</p>	
	<p>7. Submit your application form and supporting documentation via the <b>CITS website</b> before the closing date and time.</p>	
	<p>8. You will receive an automated confirmation via email when you submit your application. If you do not receive the confirmation email, please contact the program manager, before the closing date and time.</p>	

# Appendix 2 – Grant Management Checklist for Successful Applicants

	<p>1. Receive notification that grant is successful</p>	
	<p>2. Receive grant agreement</p> <ul style="list-style-type: none"> <li>• Review to confirm all requirements are understood and achievable</li> <li>• Complete the New Supplier form to allow for payment</li> <li>• Sign and return grant agreement within 30 days</li> </ul>	
	<p>3. Expect payment approximately 14 days after the receipt of the signed grant agreement</p>	
	<p>4. Deliver program within project dates</p> <ul style="list-style-type: none"> <li>• Acknowledge the WA Government on any promotional material associated with the program (approval from CITS will be required)</li> <li>• Keep records of attendance figures and other information required as part of the grant agreement</li> <li>• Share what you were able to achieve and highlights of the program</li> </ul>	
	<p>5. Prepare and submit acquittal 30 days after project end date</p>	
	<p>6. Successful initiatives may be invited to apply for future rounds</p>	