

Sport and Recreation Events Funding Program Grant Guidelines

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1. Sport and Recreation Events Funding Program Information

1.1. About the program

The Department of Creative Industries, Tourism and Sport (CITS) Sport and Recreation Events Funding Program (the Program), provides financial support to assist sport and active recreation organisations in planning, securing and delivering sport and mass participation events in WA.

The Program comprises three components:

1. Event Projects

- 1.1. Event planning development of a strategic events plan/business case to identify future WA-hosted sport and/or active recreation events that align to the program objectives.
- 1.2. Event tender bids development of well researched and high-quality bids for submission to a sport and/or active recreation events tender process that aligns to the program objectives.

2. Event Hosting

- 2.1. <u>International level</u> hosting international competition of national significance for a recognised sport. The delivery of the event must include sport development initiatives utilising elite athletes or other key personnel to enhance local sport development.
- 2.2. <u>National level</u> hosting pinnacle one-off national events recognised as the primary competition for that sport, age group, or discipline. The event delivery must include sport development initiatives utilising elite athletes or other key personnel to enhance local sport development.
- 2.3. <u>Mass participation events</u> conducting a one-off open event for the general public, with a minimum of 250 participants for regional events and 500 for metro events, and requires support to grow. The event delivery must include initiatives aimed at increasing ongoing participation in sport and active recreation.

3. Country Sport Enrichment Scheme

3.1. <u>International, national and state league level</u> – hosting of high level events (such as international, national events or recognised state league competitions) in regional WA. The event delivery must include sport development initiatives in regional WA utilising elite athletes or other key personnel to enhance local sport development.

1.2. Outcomes and objectives

The Sport and Recreation Events Funding Program seeks to leverage opportunities and investments to support healthy connected communities and expand international connections. The Program will support organisations in planning, securing and hosting international, national, state league and mass participation events in Western Australia.

The objectives of the Sport and Recreation Events Funding Program are to:

- Provide opportunities for talented Western Australian athletes, coaches and officials to participate locally at a national and/or international level.
- Provide opportunities for the general public to participate in sport and/or active recreation events.
- Provide opportunities for regional Western Australian communities to experience and host major sporting events and sport development initiatives.
- Build the capacity and capability of the sport and recreation workforce and volunteers to deliver high-quality sport and active recreation events.

1.3. Definitions

Active recreation

Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.

Mass participation event

A one-off event that is open to the general public, without the need to qualify to participate, and requires support to grow participation numbers, with a minimum of 250 participants for regional events and 500 for metro events. This is an event, and not a come and try session.

Official

Someone who controls the actual play of a competition (e.g. umpire, referee or judge) and administers the rules and laws of the sport to ensure the proper conduct of a sporting fixture in a safe environment.

Low Participation Groups

Events that are considered the pinnacle national/international event for a low participation group. The groups may include people with disability, people from culturally and linguistically diverse (CaLD) backgrounds, adolescent girls (10 to 19 years), Aboriginal people/s, people from the LGBTQI+ community, seniors and disengaged youth.

Sport

A human activity capable of achieving a result requiring physical exertion and/or physical skill which by nature and organisation, is competitive and is generally accepted as being a sport.

Sport Development Opportunities

Opportunities to create legacy through providing training and upskilling to players, coaches, officials and administrators. This may also involve initiatives to increase participation such as promotional events, come and try sessions and capacity building initiatives such as workshops, forums and training programs.

Come and try session

Provide the opportunity to try a sport or recreation under the guidance of experienced coaches or officials. These sessions are generally free or incur a small cost. Come and try sessions are not eligible event types for this grant program.

1.4. Eligible events

The Program supports state league, national or international level sport and recreation events **or** large general public participation events within WA.

Events may include, but are not limited to:

- Pinnacle national or international open/youth/junior/masters/low participation group events.
- National or international one-off sporting matches (not part of the regular/home-and-away season).
- Mass participation events (minimum of 250 participants for regional events, 500 for metro events).
- Recognised State league competitions (in regional WA only).
- Sport development opportunities (Country Sport Enrichment Scheme events only).

Ineligible events include:

- Events held outside of WA.
- State championships.
- Trade shows, exhibitions, festivals, conferences, awards functions or ceremonies.
- Charity events or fundraising activities.
- Sport development opportunities in the metro area.

1.5. Eligible organisations

The following organisations are eligible to apply:

- Recognised national sporting organisations (NSOs) and organisations for people with disability (NSODs).
- CITS recognised state sporting associations (SSAs), state active recreation organisations (SAROs) and Peak Bodies.
- Local government authorities (LGAs).
- Regional and local sport and active recreation clubs and associations, affiliated with a recognised governing body.
- Community sport and active recreation organisations.

In addition, 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 (Cth) or a registered local government entity in Western Australia;
- possess an Australian Business Number (ABN); and
- maintain appropriate and sufficient insurance cover for the duration of the grant period. 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:

- Provide written evidence that the relevant state, national or international body is supportive of
 the event being conducted in WA and confirming that the event is the pinnacle event for the
 sport, age group or discipline. For mass participation events, a letter of support is still
 recommended. This may be provided by the governing body of the activity or the LGA where the
 event is taking place.
- Organisations with outstanding acquittals for any CITS grant may have payments withheld until outstanding acquittal documentation is satisfactorily completed.

1.6. Ineligible organisations

- State and Commonwealth Government agencies;
- Unincorporated organisations;
- Commercial or for-profit organisations; or
- Educational institutions/agencies including schools, universities and TAFE colleges.

1.7. Funding investment framework

The Sport and Recreation Events Funding Program is an open and competitive grants program
with applications assessed against the assessment criteria and ranked based on the merits of
the proposals.

- Organisations must contribute a minimum of 10% cash or in-kind support to the total project costs.
- Grants should not constitute the entire financial base of an organisation.
- Auspice arrangements are not permitted.

The Sport and Recreation Events Funding Program will invest in events as follows:

Grant Type	Grant Description	Funding range
Event project	 Support for organisations to plan and attract sport and/or recreation events to WA: 1. Develop a strategic events plan/business case to identify future sport and/or active recreation events that could be conducted in WA. 2. Develop a researched and high-quality bid for submission to a sport and/or active recreation event tender process (one bid per event). 	from \$10,000 - \$15,000
Event hosting	 Support for organisations to host sport and/or recreation events in: Eligible national and/or international events. Mass participation events – developing events that are open to the general public, without the need to qualify, and require support to grow participation numbers (minimum 250 participants for regional events, 500 for metro events). 	Mass Participation Events from \$10,000 - \$30,000 National and/or international events from \$10,000 - \$50,000
Country Sport Enrichment Scheme	Support for organisations to host high level events or competitions and provide access to sport development opportunities in regional WA.	from \$10,000 - \$30,000

1.8. Funding can be used for

- Core event operational expenses including, but not limited to, signage, AV, sound, lighting, staging, seating, security, first aid and safety provisions.
- Event Projects only: (refer to the table above, under item 1.7 Funding Investment Framework) interstate travel and accommodation costs.
- Intrastate travel and accommodation costs related to hosting events in regional WA.
- Venue and equipment hire (not owned or occupied by applicant).
- Purchase of single use equipment (for example, timing chips).
- Sanctioning fees.

- Education courses for staff and/or volunteers (for example, event risk management, crowd safety, traffic management, critical response).
- Training of volunteers and required approvals (for example, Working with Children Checks, first aid course fees and volunteers).
- Consultant fees (including elite athlete fee for service related to delivering sport development initiatives through Country Sport Enrichment Scheme).
- Advertising, streaming, publicity, promotion, marketing, printing and publishing costs.
- Catering for volunteers and/or officials directly involved during the event timetable.
- Provision of interpreting and translating services.

1.9. Funding cannot be used for

- Event bidding submission or application fees.
- Athlete appearance fees and associated travel costs (related to competing in the event).
- International travel and accommodation costs.
- Interstate travel and accommodation costs for interstate-based competitors and staff to travel and stay in Perth.
- Meals, catering or daily allowance for competitors and staff.
- Vaccinations.
- Existing, ongoing or recurrent organisational costs (for example, employee salaries and employment costs, insurance, lease or rental payments, administration expenses).
- Events/projects that would be more appropriately supported through an alternative funding source or alternative CITS grant program.
- Events undertaken outside of Western Australia.
- Events/projects that have already been funded by CITS Sport and Recreation Grant Program.
- Items that are funded through another grant program or funding source.
- Events/projects 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 sporting equipment (for example, clothing, uniforms, water bottles, balls).
- Trophies, prize money or gifts.
- Hospitality functions (for example, awards dinners, catering, alcohol, entertainment).

1.10. Important Dates

The Sport and Recreation Events Funding Program grant round dates will be:

Indicative grant round opens	Indicative grant round closes	Event delivery dates from
3 November 2025	24 November 2025	From 1 January 2026 to 31 December 2026

Applications may be considered outside these timelines on a case-by-case basis (subject to budget availability). Factors to be taken into consideration may include:

- Event Project applications are to deliver the project within the delivery date periods for the relevant round.
- Events/projects requiring funding approval earlier than the current funding rounds.
- Applicants that have been given late notice of event hosting duties.

2. Assessment criteria

The assessment criteria are weighted as per the below. Please discuss your application with CITS to ensure the assessment criteria are being appropriately addressed. An application that does not meet the requirements for **all** criteria may not be funded.

If a sport or recreation activity has multiple applications in a single round, the State and/or National Sporting Organisations may be consulted to assist prioritisation of applications. The CITS may prioritise applications for National and/or International events.

Applications will be assessed against the following four criteria:

1. Strategic alignment and planning (20%)

The application demonstrates that the event or project is aligned to the organisation's strategic plan and will deliver long-term benefits aligned to the plan for the sport and/or active recreation community in Western Australia. The claims should be supported by generic research/data/anecdotal feedback in a broad context of event/project delivery.

2. Benefits (30%)

The application demonstrates that conducting the event or delivering the event project will achieve at least <u>one</u> of the following sport and active recreation participation and/or development benefits which relate to your event/project:

- Support the sport's talent development and high-performance pathway.
- Provide opportunities for the general public to participate in sport and/or active recreation events.
- Provide opportunities for regional Western Australians to experience and conduct major sporting events and access sport development initiatives in a regional location.
- Build the capacity and capability of the organisation's workforce.

The response should include details about how it will achieve at least one of the benefits and how the benefit will impact the participants in the long term. The claims may be supported by evidence such as research/data/consultation/evaluation that is in a general and broad context.

3. Organisational capacity and capability (30%)

The organisation demonstrates its capacity and capability to deliver the event or project and manage identified risks. The response should include details about staff and volunteers' skills, knowledge and experience including qualifications held and these are relevant to the event/project to be delivered and to the target group. The response should include details about the organisation's risk assessment processes, risk policies and/or risk management practices and/or plan.

4. Project Plan and Budget (20%)

The application is supported by a sound project plan and details how the event or project will be promoted and evaluated and is based on a realistic budget and represents value for money. The project plan should clearly show the goals, tasks, results, locations, and timeline. It should also explain how the project will be promoted and evaluated. The project plan should also include details of community activations, sport development or ongoing participation initiatives, as applicable to the event type.

The budget should reflect the project plan, represent value for money and include relevant income sources and expenditure items. Applicant must state which expenditure items the CITS grant is being used for.

3. Assessment and approval process

Applications will be:

- Assessed by CITS Grants Administrators for compliance with the eligibility criteria.
- CITS Grants Assessors will conduct a preliminary assessment of eligible applications against
 the assessment criteria and provide a summary. This may include scores, rankings, funding
 allocations and rationale, for consideration by an independent panel.
- Reviewed by an independent panel for strategic alignment, merit and value for money. The
 panel will comprise two independent CITS staff and one independent external assessor with
 relevant expertise.
- Applications outside the planned timelines (out-of-round) will be reviewed by an independent reviewer for strategic alignment, merit, and value for money. The reviewer will be a CITS staff member with relevant expertise at Manager up to Executive level.
- Forwarded to 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 or may not be funded to the full amount requested.

4. How to apply

4.1. Important information

- Read and understand the grant guidelines before commencing the application process.
- You must discuss your project with your CITS Advisor or Regional Manager before applying.

- Applicants are also encouraged to share a draft of your application with CITS for feedback.
- Only one application per organisation per round may be considered.
- Late applications will not be accepted.
- Incomplete applications may be considered unsuccessful upon submission.

4.2. Ready to apply?

Please refer to Appendix 1 for the lodgement checklist.

5. Conditions of Grant Agreements

5.1. GST

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

5.2. 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.
- Successful organisations will be required to provide evidence of key deliverables prior to conducting the project including, but not limited to; demonstrating that an appropriate program risk assessment process has been undertaken, support for the project has been confirmed by key stakeholders (e.g., land managers) and statutory approvals have been obtained.

5.3. 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.

5.4. Acknowledgement and evaluation

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

5.5. 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.

5.6. Privacy

- The Privacy Act 1988 (Commonwealth) 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 Commonwealth *Privacy*Act 1998 and Freedom of Information Act 1992.

5.7. 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.
- If you do not wish for your details to be provided to your local Member of Parliament, you may 'opt-out' at the time of application.

5.8. 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.

6. Further information

Sport and Recreation – Sector Performance

Department of Creative Industries, Tourism and Sport

Telephone: 08 9492 9682

Email: sectorperformance@CITS.wa.gov.au

Website <u>www.CITS.wa.gov.au/funding/sport-and-recreation-funding/sport-and-recreation-</u>

events-funding-program

Address: PO Box 8349, Perth Business Centre WA 6849

246 Vincent Street, Leederville WA 6007

Further information can also be obtained from your <u>CITS Advisor</u> for recognised Sport or Recreation organisations, or by contacting your <u>Regional CITS Office</u>.

7. Appendix 1 - Lodgement checklist



1. Check that your organisation is eligible to apply.



- 2. Check that your project is eligible to apply:
 - Is your event an eligible type e.g. mass participation, national event?
 - Are your event dates within the prescribe **delivery dates**?



3. Have you discussed your project with a CITS Advisor or Regional Officer?



4. Ensure your organisation can enter into a CITS Grant Agreement and comply with the **Program Guidelines**.



- **5.** 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.
- 6. Prepare the supporting documents to submit with your application.

Mandatory documents for all applications:

- A copy of your organisations incorporation certificate
- Current public liability insurance certificate (minimum required is \$10million)



- Detailed **event/project plan**, including information on event proposal, evaluation and promotion
- Comprehensive budget for the entire event/project

Mandatory documents for specific categories:

• State League, National or International Events, **letter of support** from relevant state or national body showing support for the event/project.

Supplementary documents:

 Any other documentation to support your request e.g. strategic plan, letters of support, research and data.



7. Confirm all **information is accurate** as your organisation will be required to submit an acquittal based on the information you provide in your application.



8. Submit your application form and supporting documentation via the **CITS website** before the closing date and time.



9. 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.