

Elite Athlete Travel Grants Program

Application Guidelines 2011/12

Sport and Recreation Victoria



1. What is the Elite Athlete Travel Grants Program?

The *Elite Athlete Travel Grants Program* provides grants of up to \$2000 to assist elite Victorian athletes with travel to compete at national championships or international events.

1.1 Why is the Victorian Government funding these grants?

The *Elite Athlete Travel Grants Program* will increase assistance to Victorian elite athletes and assist high-achieving State athletes to maximise their potential.

2. Who can apply?

Applications can be submitted by individual athletes who are:

- an elite athlete as defined in these guidelines
- a resident of Victoria
- a member of a State Sporting Association
- travelling to compete at a national championship or international event.

For the purposes of this funding program, an elite athlete is defined as follows:

- an athlete who commits significant time to training and competing in their sport as either an individual or team member and is recognised by their State Sporting Association as a representative of Victoria or Australia eligible to compete at the highest level nationally and internationally.

3. What types of activities might be funded?

Grants from this program can be used for:

- travel and accommodation costs associated with competing at a national championship or international event.

In addition, priority will be given to:

- travel for the purposes of representing Victoria or Australia
- travel that will occur within the priority period for each closing date (see Section 4 – What is the application process? – for details of closing and priority travel dates).



3.1 What will not be funded?

The *Elite Athlete Travel Grants Program* will not fund the following:

- athletes who do not meet the elite definition outlined in these guidelines
- costs other than travel and accommodation
- athletes who receive a Tier 1 scholarship from the Victorian Institute of Sport or a full scholarship from the Australian Institute of Sport
- athletes under suspension, sanction or investigation for an anti-doping rule violation
- travel costs for events that will occur before the priority period for each closing date outlined in these guidelines
- travel costs for people accompanying athletes (coaches, parents, etc)
- athletes who have received a grant under this program in the previous 12 months
- applications requesting more than \$2000
- late, incomplete, or handwritten applications.

4. What is the application process?

There are two closing dates for applications in 2011/12. Each closing date has a priority window during which athletes can travel.

Closing date	Priority dates for travel
1 February 2012	10 March 2012 – 10 September 2012
1 May 2012	10 June 2012 – 10 December 2012

In addition, applications may be considered outside of the above timeframes where the applicant can demonstrate exceptional circumstances that prevent their applying within one of the regular closing dates. An example would be a very short lead time between notification of selection and the competition to which the athlete intends to travel.

Please note that you must contact the Department of Planning and Community Development (DPCD) before you submit an application outside of the regular timeframes listed above. You must also allow a minimum of three weeks between receipt of your application and your intended travel.

There are some important steps to consider before submitting an application to the *Elite Athlete Travel Grants Program*.

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if you and your proposed activity is eligible. Other important information about this grant program and the application process can be found at <http://www.dpcd.vic.gov.au/home/grants/all-grants/elite-athlete-travel-grants>



Advantages of applying online

Submitting your application online through My Grants ensures it is received by DPCD immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am – 5.00pm weekdays.

Attaching required information

You can attach documents to your online application as long as they are in an acceptable file type (eg. Word, Excel, PDF, or JPEG) and don't exceed the maximum file size. Remember these tips:

- Attached files must not be larger than 2MB in size (for help on attachments, see <http://www.dpcd.vic.gov.au/home/grants/my-grants/my-grants-help-index>)
- When you submit your application online check carefully to ensure all your attachments have been uploaded.

If you have documents to submit that cannot be attached to your online application you can email them to grantapplications@dpcd.vic.gov.au quoting your Application Number. Attach all documents to one email, zipping the files if required.

You can also send documents on a CD, quoting your Application Number, to:

Department of Planning
and Community Development
Community Investment Services
GPO Box 2392,
Melbourne 3001.

Step 2: Apply online using My Grants

If you decide to apply, go to <http://www.dpcd.vic.gov.au/home/grants/all-grants/elite-athlete-travel-grants> on the DPCD website. Make sure you have the information you need to apply, including required documents, and click on 'Apply online' to submit your application through My Grants. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

Make sure your application is submitted by 11:59pm on the closing date.

Alternatively, you can download the application form from <http://www.dpcd.vic.gov.au/home/grants/all-grants/elite-athlete-travel-grants>, complete it, and email it to us, along with any required documents, to grantapplications@dpcd.vic.gov.au

You can also send your application and required documents on a CD to: Department of Planning and Community Development, Community Investment Services, GPO Box 2392, Melbourne, Victoria 3001.



5. How will applications be assessed?

Eligible applications will be assessed using the questions and criteria listed below. Weightings in percentage are provided as a guide to the relative importance of different criteria in the assessment process. Applications should address all relevant criteria.

5.1 What are the assessment criteria?

What? 25%

- Provide details of the event(s) you are travelling to including where and when.
- Complete the provided budget form detailing all costs associated with the trip.

Why? 25%

- Describe why you want to travel to compete at this event and what benefits this will provide to you.

Who? 50%

- Provide details of your previous performances and how you meet the elite athlete definition outlined in these guidelines.

6. Conditions that apply to applications and funding

6.1 Funding agreements

Successful applicants must enter into a funding agreement with DPCD that outlines the funding you will receive and the purpose for which it is to be used.

6.2 Acknowledging the Government's support and promoting successes

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Elite Athlete Travel Grants Program*.

Successful applicants may be required to complete a survey or provide information on activity outcomes for use in program evaluation reviews or the Department's marketing materials.

6.3 Privacy

Any personal information about you or a third party in your application will be collected by the Department or a body within the Department, for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Information Privacy Act 2000 (Vic)* and other applicable laws.

The Department is committed to protecting the privacy of personal information.



Published by
Department of Planning and
Community Development
1 Spring Street Melbourne
Victoria 3000
Telephone (03) 9208 3799

December 2011

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Authorised by the Victorian
Government, Melbourne

Designed by
Design Studio, Corporate Public
Affairs, Department of Transport
Level 10, 121 Exhibition Street,
Melbourne VIC 3000

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weekday between 8:30am and 5:00pm
(except for public holidays).