

Achievements – NT Sport and Active Recreation Volunteer Development Grant Guidelines

2023-2024

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1.0	10/07/2023	Graham Glassford	First draft of grant guidelines
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3.0	06/09/2023	Graham Glassford	Final

Acronyms	Full form
ARO	Active Recreation Organisation recognised by the NTG
NSO	National Sporting Organisation recognised by Sport Australia
NT	Northern Territory
NTG	Northern Territory Government
PSB	Peak Sporting Body recognised by the NTG
SRSI	Sport, Recreation and Strategic Infrastructure
SSP	Sport Service Provider recognised by the NTG
the Department	Department of Territory Families, Housing and Communities
NTSARVDG	NT Sport and Active Recreation Volunteer Development Grant

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1. Overview

The NT Sport and Active Recreation Volunteer Development Grant (NTSARVDG) Program is a Northern Territory Government (NTG) initiative administered by the Department of Territory Families, Housing and Communities (the Department).

The primary objectives of this grant are to:

- build the capability of sporting organisations to implement their sport-specific coach and officiating development frameworks that is outside of other annual funding grants provided by Sport, Recreation and Strategic Infrastructure.
- support peak sporting bodies, sport service providers and active recreation organisations that provide ongoing support and investment in the attraction, development, and retention of volunteers (coaches, officials, and other key support personnel) across the Territory.

The NTSARVDG is a key outcome of the NT Sport Volunteer Action Plan 2023-2025 and the NT Sport and Active Recreation Strategic Plan: 2021-2025 that prioritises investment in and recognition of coach, official and key support personnel development programs from grassroots to elite levels.

2. Key dates

Dates - Round 1	
Expressions of interest open	28 September 2023
Expressions of interest close	20 October 2023 (5pm)
Finalisation of expressions of interest	31 October 2023 (5pm)
Assessment of expressions of interest	1 November 2023 to 13 November 2023
Grant applications invited	14 November 2023 to 28 November 2023
Assessment of grant applications	29 November 2023 to 4 December 2023
Recommendations of grant applications	5 December 2023 to 11 December 2023
Notification and receipt of grant	12 December 2023 to 15 December 2023

Dates - Round 2	
Expressions of interest open	29 January 2024
Expressions of interest close	23 February 2024 (5pm)
Finalisation of expressions of interest	8 March 2024 (5pm)
Assessment of expressions of interest	11 March 2024 to 15 March 2024
Grant applications invited	18 March 2024 to 29 March 2024
Assessment of grant applications	2 April 2024 to 8 April 2024
Recommendations of grant applications	10 April 2024 to 1 May 2024
Notification and receipt of grant	2 May 2024 to 8 May 2024

3. Grant Information

Volunteer Categories

The NTSARVDG supports projects that enhance volunteer development strategies that target good practice recruitment, retention, and recognition.

The NTSARVDG identifies three specific sport volunteer categories that form a part of a volunteer’s journey. They are:

SPORT VOLUNTEER CATEGORIES		
<p>Casual volunteer: <i>informal volunteer:</i></p> <p>Those who undertake informal roles assisting with one-off duties and tasks</p>	<p>Committed volunteer: <i>formal volunteer:</i></p> <p>Those who undertake more formal roles on a more regular basis.</p>	<p>Progressive volunteer: <i>advanced volunteer.</i></p> <p>Those who are committed and actively seek further development and/or leadership opportunities.</p>

Volunteer Roles

The NTSARVDG recognises three distinct roles for sport and active recreation volunteers that are essential for sport and active recreation organisations to develop and maintain safe, inclusive, healthy environments. While the roles listed do not cover all volunteer work in sport and active recreation, they are presented to guide the development and focus of projects during the consultation phase.

SPORT VOLUNTEER ROLES	DEFINITION
<p>Coach (e.g., instructor/trainer/teacher)</p>	<p>A coach is involved in the direction, instruction and training of a sports team and/or athlete/s.</p> <p>This includes coach educators/developers who may also be called presenters, assessors, or facilitators.</p>
<p>Official (e.g., referee/judge/umpire/commissaire)</p>	<p>An official is a person who controls the running of a competition by applying the rules and laws of the sport.</p> <p>This includes officiating coaches/educators who may also be called officiating assessors, developers, mentors, observers, or instructors.</p>
<p>Other key support personnel: (e.g. administration or committee member, team manager or coordinator, volunteer manager or coordinator, medical support or health safety, general/miscellaneous)</p>	<p>Any other non-playing volunteer role in sport or active recreation who willingly gives up time for the common good and without financial gain.</p>

General Information

- Funds may not be used for any other purpose than what they are awarded for without first obtaining written approval from the Department prior to committing funds. Retrospective variations will not be supported.
- Funds are not granted retrospectively. Plan your project's timeline to ensure that it commences after the date of notification as per these guidelines.
- Applications supported with a dollar-for-dollar contribution from the applicant, and include specific details regarding project outcomes, will strengthen the application.
- Funding amount of each grant will be dependent upon each project proposal.
- Funding is competitive and it may not be possible to fund all requests.
- Partial funding may be offered.
- Recipients will be required to comply with all conditions of a NTG grant agreement, which includes audit of funding use.
- The NTG reserves the right to withdraw funding at any time in accordance with grant agreement terms and conditions.
- If a funding recipient does not meet all requirements in the agreement, monies paid may be recovered as a debt due.
- Unexpended grant funds will be required to be returned.
- Grant recipients are required to acknowledge NTG funding assistance (information on how to do this will be detailed in the grant agreement).
- It is a condition of application that details of successful and unsuccessful applications, including the name of the organisation, amount, purpose, and any special approval conditions may be published or used by the NTG in any form and at any time. This includes legislatively required reporting of grant payments to the Australian Taxation Office where the recipient has an Australian Business Number (ABN).

4. How to apply

All applicants **are required to consult with the Department** when developing their application during the **Expression of interest** stage. If there is no engagement with Department staff by an applicant through the **Expression of interest** stage, the organisation will not be eligible to progress to the **Grant application invited** stage.

Application Process

Expression of interest open: Organisations are invited to develop a Project Summary and then consult with the Department. Appointments for the expression of interest open stage are booked via telephone 08 8922 6819 or email SRSI.WorkforceDevelopment@nt.gov.au. Consultations outside of normal NTG business hours are available if required.

Expression of interest close: Organisations must have submitted their Project Summary and met with the Department by this date.

Finalisations of expressions of interest: Organisations will be provided with an opportunity to make amendments to their Project Summary prior to the initial assessment.

Assessment of expressions of interest: The Department will assess the Project Summary for each of the expression of interest applications.

Grant applications invited: Organisations that the Department assess as an eligible project initiative will be invited to apply for the NTSARVDG through GrantsNT. Organisations will be required to complete the Project Plan template in full and upload that through the GrantsNT system.

Assessment of grant applications: Applications will be assessed through a competitive assessment process based on the Project Plan template and any other information supplied. The panel, consisting of Department staff and sector stakeholders, will assess, prioritise, and make grant funding recommendations against eligibility and selection criteria outlined in these guidelines.

Notification and receipt of grant: Applicants will be notified of the result of their application by email. Successful applications will receive a grant agreement which will outline the level of funding approved and the key performance indicators.

Successful organisations must agree to comply with the conditions outlined in the agreement, sign the agreement and return it to the Department within 30 days so the funds can be paid.

5. Who can apply?

An NT Peak Sporting Body (PSB), Sport Service Provider (SSP) and Active Recreation Organisation (ARO) that:

- is currently registered as an incorporated body with Business and Workforce (Department of Industry, Tourism and Trade), or hold another comparable legal status;
- operates as a not-for-profit organisation;
- is compliant with Licensing NT, or other relevant authority;
- has current public liability insurance (minimum \$10M).

OR

Sport and Active Recreation Clubs and Associations without a Department recognised PSB or ARO that:

- meets the Department definition of a sport or active recreation organisation (see definitions on page 10 of this guideline document);
- is based in the NT;
- is currently registered as an incorporated body with Business and Workforce (Department of Industry, Tourism and Trade), or hold another comparable legal status;
- operate as a not-for-profit organisation;
- is compliant with NTG Associations Compliance Team, or other relevant authority.

6. Who cannot apply?

- PSBs in receipt of Department funding for workforce development activity including Australian Football League NT, Basketball NT, Football NT, Hockey NT, National Rugby League NT, Netball NT, NT Cricket, NT Rugby Union and Tennis NT.
- Organisations that do not meet the Department definition of a sport or active recreation organisation.
- An affiliate of an NT PSB, SSP or ARO.
- Individuals.
- Parents and citizens/friends' associations.
- Local, state and Federal Government departments.
- For-profit groups/commercial organisations.
- Tertiary education institutions, school councils, student groups.
- Political and religious organisations.
- Organisations already receiving grant funding for the same activity, however funding to expand an activity can be considered during the Expression of interest stage.
- Organisations that are not based in the NT.
- Organisations with outstanding NTG grant acquittals.

7. What can be funded

Some examples of potential activities (but are not limited to) are:

- Develop and implement a sport-specific NT-wide volunteer plan/s.
- Costs associated with volunteer governance and accreditation course delivery (including travel expenses for external facilitators) conducted for volunteers based in Katherine, Nhulunbuy, Tennant Creek and Alice Springs.
- Reasonable travel costs for volunteers based in Katherine, Nhulunbuy, Tennant Creek and Alice Springs or other remote/regional areas to undertake training or accredited courses in Darwin.
- Software required to directly supporting volunteer roles (such as volunteer administration-related software, etc.) that reduces personnel time/work burden.
- Develop recognition strategies and/or programs.
- Programs or activities that build the capability of Territorians as:
 - coach developers/educators/mentors
 - officiating coaches/educators/mentors
 - volunteer coordinators/managers.
- Developing operational/management planning for volunteers and/or officials, coaches.
- Target group initiatives to increase diversity of volunteers for specific target groups such as people with a disability, culturally and linguistically diverse, Aboriginal, youth, seniors, LGBTIQ+, etc.
- Partner in volunteer development initiatives for Katherine, Nhulunbuy, Tennant Creek and Alice Springs.
- Provision of interpreting and translating services for the implementation of training, development and accreditation within communities.

8. What cannot be funded

- Applications that are not supported with official quotes from service providers (Note Buy Local policy).
- Funds are not granted retrospectively. Plan your project's timeline to ensure that it commences after the date of this funding notification as per these guidelines.
- Hospitality, gifts, or food associated with hosting events, including conferences, workshops and courses.
- Staff salaries, wages of casual, ongoing, or seasonal staff including personnel claims.
- Hire of facilities owned/leased/managed by the sport or activity provider or owned or supported by the NTG.

Applications will not be considered if they have received funding under any other NTG or the Department grant programs e.g., Community Benefit Fund, Grassroots Grant Program or PSB/ARO/SSP Funding.

9. Assessment Criteria

Each application will be assessed based on:

- The project plan template submitted aligns to the NT Sport Volunteer Action Plan and the Australian Sports Commission Sport Volunteer Coalition Action Plan.
- A minimum of 30% co-contributions to the funding of the project by the organisation. This can be either through value in kind or financial.
- Stakeholder engagement of the project.
- Strategic alignment with the organisations strategic and/or operation plan.

Consideration may also be given to projects that require funding over multiple years. This can be discussed with the Department at the Expression of Interest step.

10. Payment of funding

Payments will be processed upon the receipt of the signed agreement and will be paid via electronic funds transfer (EFT) to the organisation's nominated bank account.

Goods and Services Tax (GST)

If the organisation is GST registered, the actual total is subject to GST and the following will apply:

- All budgets submitted must indicate if the calculations are GST inclusive or exclusive. (If budgets do not indicate GST calculations they will be deemed as inclusive).
- It is the organisations responsibility to ensure that the GST component is remitted to the Australian Taxation Office
- A 'Recipient Created Tax Invoice' will be generated showing the GST inclusive amount and forwarded to the organisation once the funds have been released
- If the organisation is not registered for GST, the organisation is not required to pay GST and will not receive the GST amount, and
- The organisation must advise the Department of any changes to its ABN or GST registration status.

11. Buy Local

The NTG is committed to supporting local Territory businesses through its Buy Local Plan. Applicants must use labour, services, supplies and material available within the NT, except where it can be reasonably demonstrated that it is impractical for commercial, technical or other reasons. More information can be found by visiting the website www.buylocal.nt.gov.au.

12. Definitions

Accreditation

The NSO's competency-based training program is required to be completed by an official to be nationally recognised within the sport. There are flexible methods of delivery of the curriculum (e.g., in a face-to-face classroom setting, through mentor sessions, face to face practical learning, e-learning, or a mixture of methods). It has previously been called the National Officiating Accreditation Scheme (NOAS) or National Coach Accreditation Scheme (NCAS).

Active Recreation Organisation

An organisation whose primary focus is the promotion of active recreation activities and programs, with active recreation being a physical activity engaged in for the purpose of relaxation, health, wellbeing, and enjoyment outside of organised sport.

Coach Developers

Key people engaged in delivering coach education/training/development have been called coach educators, and more recently coach developers. They are people trained to develop, support and challenge coaches to go on honing and improving their knowledge and skills to provide positive an effective sport experience for all participants. They are not simply experienced coaches or transmitters of coaching knowledge.

Grant Agreement

The legally binding agreement that the funded organisation enters into with the NTG. It includes information on reporting and acquittal requirements, payment schedules and other obligations.

Officiating Coach/Educator

Is a person responsible for the training officials by analysing their performances, instructing in relevant skills, and assessing competencies as per the National Sporting Organisations' accreditation framework/guidelines and provides advice, encouragement and feedback. Coaches/educators can also be known as officiating assessors, developers, mentors, observers, or instructors.

Peak Sporting Body

The pre-eminent governing body for the sport in the NT recognised by the Northern Territory Government as the peak sporting body.

Sport Organisation

Any sport that is recognised by the Australian Sports Commission. This list can be found at https://www.sportaus.gov.au/australian_sports_directory.

Sport Service Provider

An organisation that are not a sport governing body but deliver sport-related services recognised by the Northern Territory Government.

Volunteer

Unpaid or paid an honorarium ¹ in a non-playing role in sport. This includes coaches, officials, and other key support personnel (e.g., administration, board/committee members, team managers, volunteer mangers/coordinators and medical support).

13. Contact information

Darwin

Sport, Recreation and Strategic Infrastructure

Level 1, Arafura Stadium, 40 Abala Road

Marrara NT 0812

Telephone: 08 8922 6819

Email: SRSI.WorkforceDevelopment@nt.gov.au

¹ As per the Australian Taxation's Office definition "made in the course or furtherance of an activity done as a private recreational pursuit or hobby".