



AUSTRALIAN SPORTS OUTREACH PROGRAM

Pacific Sport Development Grants

Guidelines and Application Form

GENERAL INFORMATION

What is the Australian Sports Outreach Program?

The Australian Sports Outreach Program (ASOP) was announced at the 2005 Commonwealth Heads of Government Meeting. The Program focuses on increasing community participation in sport and physical activity. The program is also designed to offer an effective vehicle for addressing broader community issues such as health promotion, leadership and social cohesion through sport and physical activity. The program will run until July 2011.

What are ASOP Pacific Sport Development Grants?

ASOP Pacific Sport Development Grants (SDG) aim to provide funding assistance to targeted small-medium size community sport development projects in predominantly Commonwealth countries not normally assisted under the Pacific component of the ASOP.

How much will be provided for Sport Development Grants?

About AU\$150,000 (US\$120,000) is available each year until June 2011 for distribution to approved projects.

Applications are welcomed for individual projects of up to AU\$10,000. Applications for projects between AU\$10-15,000 can be made, but will be considered in exceptional circumstances only. Grants will also be considered for cooperatively funded projects (where a project also receives funding from other sources). If there are other sources of funding, they should be listed.

When are grant applications due?

SDG applications must reach the Australian High Commission/Embassy for your country by FRIDAY 16 MAY 2008

Unfortunately, late applications cannot be considered

Who may apply for an ASOP Pacific Sport Development Grant?

Applications may be made by government and non-government Pacific Region country specific organisations/agencies. The Pacific SDG is not open to organisations/agencies in Australia and New Zealand.

How to apply for an ASOP Pacific Sport Development Grant?

Complete all sections of this application form and submit it to the Australian High Commission/Embassy for your country. Wherever you need to, attach additional information.

Need help?

If you need help completing this form, please contact the Australian High Commission/Embassy for your country. Please direct any other requests for help, or general questions, to the contacts listed on the next page.

Assessment of applications

Submissions will be reviewed and assessed based on fulfilment of selection criteria.

Project submissions will be considered by a panel from the Australian Sports Commission and the Australian Department of Foreign Affairs and Trade. All decisions are final.

Feedback on applications will be available upon request to successful and unsuccessful applicants.

How will applicants know if they are successful?

All applications received will be acknowledged (by fax or email) and will be contacted within six weeks after this date to advise if their application has been successful or unsuccessful. All communication should be directed to the contact person listed on the application.

What projects will be funded?

Project proposals should address local or regional areas of need such as:

- community physical activity and/or sport development
- sport or physical education curriculum development
- professional development, for athletes, officials, administrators, coaches, etc

Projects do not need to be limited to those areas indicated above and will be considered in other areas. However, preference will be given to projects which address the following:

Target groups

- children, aged 6–18
- people with a disability
- women and girls
- people in remote or rural communities
- community sports leaders
- organisational development

Benefits

- builds capacity of organisations or individuals to be able to run sports
- promotes participation and involvement of people or groups with traditionally low participation rates
- promotes professional or personal development of participants
- promotes healthy behaviours
- enhances the community

The ASC will consider funding pilot or multi-year initiatives where project proposals provide clear indications of good planning, project structure and potential long term sport development benefits or outcomes.

What will not be funded?

The following WILL NOT be considered for funding:

- equipment not directly related to playing sport, e.g. video recorders/television sets, prizes for sporting events, purchase of sports uniforms or hire of vehicles, lawnmowers, musical instruments
- travel or competition fees for teams
- everyday office administration costs and wages (but administration and wages for the project can be covered)
- facilities not directly related to playing sport, e.g. roofing materials, community hall and office rental, or telephones.

FINAL CHECK LIST

Before sending us your application, check that:

<input type="checkbox"/>	you have completed all sections clearly
<input type="checkbox"/>	your contact details are complete and correct
<input type="checkbox"/>	you have attached any relevant supporting documents
<input type="checkbox"/>	you are sending the completed application to the correct address and ASC contact person

SEND THE COMPLETED APPLICATION TO THE AUSTRALIAN HIGH COMMISSION/EMBASSY FOR YOUR COUNTRY

Country _____

Aust. High Commission/Embassy contact person _____

Phone number _____ **Fax number** _____

Email _____

AUSTRALIAN SPORTS OUTREACH PROGRAM
Pacific Sport Development Grant Application

A. Your Organisation

(1) Country (Where is your organisation based)	(2) Amount applied for: (AU\$)
(3) Organisation name(s) Also note the name of any Partner Organisation(s):	
(4) Contact Details for Project Contact details for the officer responsible for the project: Name: _____ Position: _____ Phone Number: _____ Fax Number: _____ Email: _____ Signature _____ Date: _____	
(5) Application approval by senior representative of the organisation Name: _____ Position: _____ Phone Number: _____ Fax Number: _____ Email: _____ Signature _____ Date: _____	
(6) Other Information on your Organisation a) The year your organisation started: b) Total annual income & expenditure: c) Number of staff and/or volunteers: d) Number/type of programs running: e) Main target audience (who your activities are for – age/gender, school/community, sports etc). f) How many people organisation reaches each year:	

B. Your Project

(7) Project Title

(8) Brief Project Description

(max 100 words)

[Example: A disability sport program will be developed and implemented in 6 rural schools. The principals of 6 schools have been approached and committed to running a program. Three teachers in each school will be trained in physical activity for people with a disability and provided with equipment.... etc]

(9) Project Need

Outline the need/issue(s) the project is designed to address. Give the background/context of the need.

[Example: People with disability rarely take part in physical activity and the problem is greater in rural areas with communities even 'hiding' them. This program will help address the problem by...]

To help us summarise, please put an X in each section below which you believe relates to your proposal:

<input type="checkbox"/>	federation administration, management or governance	<input type="checkbox"/>	school based physical education or sport activity programs
<input type="checkbox"/>	community sport and physical activity initiatives	<input type="checkbox"/>	policy development
<input type="checkbox"/>	disability sport (high performance or community level games)	<input type="checkbox"/>	school based physical education and sport curriculum development
<input type="checkbox"/>	women's sport development	<input type="checkbox"/>	competition and event management training
<input type="checkbox"/>	professional development opportunities (eg, for curriculum officers, coaches, scientists, umpires and officials, administrators etc) – please indicate which:	<input type="checkbox"/>	short term intense sports training placements (such as 4 weeks at a recognised high performance training centre, eg Oceania Weightlifting Centre)
<input type="checkbox"/>	assistance with preparation of development or strategic plans (or similar planning reports).	<input type="checkbox"/>	other – please indicate:.....

(10) Key Objectives

What are the 3-4 main things the project will achieve? Be realistic about what can really be achieved.

*[Example: Objective 1: To increase the level of participation in physical activity in rural areas by children with a disability
Objective 2: To increase the understanding and skills of primary school teachers about inclusive physical activity]*

(11) Target Audience

How many people and what type of people will this project reach? For example, students, women only, youth aged 11-14, people with disabilities etc.

(12) Sustainability

If the activities are meant to be continued after the grant period, how are you going to do this (consider strategies, funding, resources, who will manage the program etc).

[Example: choosing sports activities that use locally available equipment; linking with school or community groups which have suitable facilities; obtaining sponsors; securing participation of volunteer coaches through etc]

(14) Measuring Success

List how you will know you have achieved your objectives. For each objective think about **what** information you must have to know if the project is achieving the objectives you have identified, and **how** you will get that information (for example: participant questionnaire, interviews).

Key Objective (from Section 10)	What information will show if this has been achieved?	Where/how will you get this information?
<i>Example - To increase the level of participation in physical activity in rural areas by children with a disability</i>	<i>Identify numbers participating before the project starts Identify numbers participating at end of project period Number of organised activity sessions</i>	<i>Survey of schools – ask school principals and teachers Interview Project coordinators Interview project participants</i>

(15) Risks

Describe the main risks and constraints (things that could go wrong) in the project. Outline how you will avoid these and how you will manage them if they happen.

Risk	How you will avoid it happening or deal with it if it happens?
<i>Example – cannot get number of schools participating that was aimed for</i>	<i>Promote project before it starts and benefits to target group Highlight teacher and participant benefits Identify more schools than might be needed (have reserve sites)</i>

C. Project Budget

(16) Funds Requested

Total amount being requested (AU\$):	
Preferred start date of project (indicate month, year and any deadline):	
If you receive other funding for this project, indicate who you receive funds from and the amount you receive:	
If you have received any previous sport development grants, indicate the name of the project, the year it was conducted and the amount received:	

(17) Budget Breakdown

Using the table below as a guide, please include a **full** budget breakdown for the project; including expenditure by individual areas such as travel, accommodation, equipment, rent, customs, freight, delivery charges etc. If the total amount is not to be met by the ASOP, indicate which items you wish to be funded through the ASOP grant.

- The budget should list each item of funding separately and in Australian Dollars (AU\$).
- Where relevant, cost per unit, number of people involved and quantities should be shown.

Item (please detail individual items as 1.1, 1.2 etc.)	Total (in AU\$)
1 Fees	
2 Office costs	
3 Equipment	
4 Travel & subsistence	
5 Delivery costs (i.e. training & workshops)	
6 Events	
7 Monitoring & Evaluation activities	
8 Publications/materials	
9 Other costs (specify)	
Total project cost:	
Total requested from ASC:	

Examples:

Extra phone calls, additional printing and copying

Sport equipment (specific items)

4 workshops requiring overnight stay by trainer (meals + accommodation)

Open day – come and try program

Production of teaching manuals

Freight, delivery charges,