

Example
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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) has been operating since 2006 and is managed by the Australian Sports Commission. Its goal is to increase capacity to deliver inclusive sports based programs that contribute to social development.

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?

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

Applications are welcomed for individual projects of up to AU\$10,000. 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 15 MAY 2009

Unfortunately, late applications cannot be considered

Who may apply for an ASOP Pacific Sport Development Grant?

Applications may be made by Pacific Region country specific organisations/agencies. A list of eligible SDG countries may be found on the Australian Department of Foreign Affairs and Trade (DFAT) website at: <http://www.dfat.gov.au/geo/spacific/asop/>

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 Pacific Sport Development Grants contact person at Australian High Commission/Embassy for your country.

Assessment of applications

A selection committee consisting of Australian Sports Commission and Australian Department of Foreign Affairs and Trade personnel will select applications based on selection criteria. The selection criteria may be found at the DFAT website: <http://www.dfat.gov.au/geo/spacific/asop/> . 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 12 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?

Innovative and well thought out submissions are encouraged with preference given to those projects which:

- are easily achievable and that will have impact
- have a focus on participation based activities
- increase community physical activity and/or improve sports development
- build the capacity of organisations or individuals to be able to run sports, especially community sports leaders such as coaches, officials and administrators
- promotes the professional or personal development of participants
- promote healthy behaviours
- build communities
- include one of the following target groups: children, aged 6–18, women and girls, people with a disability, people in remote or rural communities.

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:

- facilities and equipment not directly related to playing or organising sport, e.g. video recorders/television sets, purchase of sports uniforms or hire of vehicles, lawnmowers, musical instruments
- travel or competition fees for teams, or international conference attendance by officials
- major prizes for sporting events
- office administration costs and wages outside of SDG project activity.

Project implementation

Successful applicants must sign an agreement form with the Australian High Commission/Embassy that binds them to a specific project description and objectives. Any changes that must to be made during project implementation must be first discussed and agreed to by the Australian High Commission/Embassy contact person.

FINAL CHECKLIST

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)

PACIFICA

(2) Organisation name(s)

Coconut Swimming, Health and Fitness Centre

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Also note the name of any Partner Organisation(s):

Life Skills International

Pacifica Ministry of Health

Pacifica Ministry of Sports and Youth

(3) Contact Details for Project

Contact details for the officer responsible for the project:

Name: xxxxxxxxxxxxxxxx Position: AYAD Volunteer,
Swimming Instructor
Phone Number: xxxxxxxxxxxxxxxx Fax Number: xxxxxxxxxxxxxxxx
Email: xxxxxxxxxxx@hotmail.com

Signature xxxxxxxxxxxxxxxx Date: xx/xx/2007

(4) Application approval by senior representative of the organisation

Name: xxxxxxxxxxxxxxxx Position: General Manager,
Coconut Swimming, Health and
Fitness Centre
Phone Number: xxxxxxxxxxxxxxxx Fax Number: xxxxxxxxxxx
Email: xxxxxxxxxxx@hotmail.com
Signature xxxxxxxxxxxxxxxx Date: xx/xx/2007

(5) Other Information on your Organisation

- The year your organisation started: **2007**
- Total annual income & expenditure: **No income or expenditure at this stage**
- Number of staff and/or volunteers: **8**
- Number/type of programs running: **4 swimming programs (basic for children, advanced for children, adult classes, + training of swimming instructors)**
- Main Target Audience (who your activities are for – age/gender, school/community, sports etc).
School children 8-16yrs, adults of all ages and communities (particularly targeting women, the elderly and obese/overweight people). Training of swimming instructors on Reef Island and possibly outer islands.
- How many people organisation reaches each year: **Approximately 200-300/year**

B. Your Project

(6) Project Title

Coconut Community Swimming, Health and Fitness Classes

(7) Brief Project Description

(max 100 words)

Coconut is a not-for-profit, community organisation that aims to carry out activities with regards to swimming, health and fitness training for the people of Reef Island and to take over the responsibilities of managing and looking after the Main Rd swimming pool. This is the only organisation providing swimming classes in Pacifica. These classes include basic swimming, water safety and lifesaving courses for school, church and scouts groups (a new group of 40 children every 6 weeks); advanced classes for children who have completed the basic course; as well as swimming and fitness classes for adults. The project also involves training local people to become swimming instructors and take over the running of the classes to ensure the sustainability of the project and to maximize the benefit to the community.

(8) Project Need

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

Coconut aims to introduce swimming classes to children and adults in Pacifica, both to improve Pacifica Islanders abilities in the vital skill of swimming, while simultaneously aiming to address the escalating issue of diabetes and other chronic diseases that are causing a significant burden on the Pacifica community. Coconut aims to increase participation in exercise, particularly for children, women, the elderly and the overweight/obese, who may be excluded from other exercise activities due to their high-impact nature. In this aim, Coconut is working closely with the Pacifica Ministry of Health, Health Promotion Unit.

Coconut also aims to train local people to become swimming instructors to develop the sustainability of the project and ensure that swimming and fitness activities are conducted in a culturally appropriate and relevant manner. These instructors will also gain leadership and teaching experience and the possibility of long-term involvement and work with the organisation. Water safety, rescue methods and basic first aid/CPR are being taught as part of all the programs to attempt to decrease the incidence of injuries and drowning, particularly as the pool is a significant distance from the hospital and ambulance service is unreliable.

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 checked="" type="checkbox"/> | school based physical education or sport activity programs |
| <input checked="" 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 checked="" type="checkbox"/> | school based physical education and sport curriculum development *training school teachers |
| <input checked="" type="checkbox"/> | women's sport development | <input type="checkbox"/> | competition and event management training |
| <input checked="" type="checkbox"/> | professional development opportunities (for coaches, umpires, officials and administrators) *training swimming instructors | <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 checked="" type="checkbox"/> | Swimming/fitness activities for the elderly, overweight and obese |

(9) Key Objectives

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

The objectives of this project are:

1. Improvement in swimming skills and increased knowledge of water safety, water rescues and basic first aid/ CPR for children and adults
2. To increase people's participation in exercise programs to improve their health and

wellbeing.

3. **The training of local people to become swimming instructors to enable the project to become sustainable**

(10) 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.

- **Children aged 8-16, currently reaching new groups of 40 children every 6 weeks.**
- **Adult classes open to everyone aged 18+, (particularly targeting women, the elderly and the overweight/obese).**
- **The training of swimming instructors on Reef (and possibly outer islands) will significantly increase the number of children and adults that will benefit from the program now and in years to come.**

(11) 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).

Sustainability will be achieved through the training of local people (from schools, local churches and recruited through the ministry of sports and youth) to become volunteer swimming instructors and be trained to take over the running and management of the swimming programs.

Initial classes for children are free to ensure maximum participation, however, advanced classes may incur a small fee to assist with the administration and wage costs of the organisation.

The program will continue to be managed by the Coconut Community Swimming, Health and Fitness Centre and partner organisations who are committed to supporting the swimming projects and are very enthusiastic and dedicated to seeing the program develop and grow in the coming years .

Once initial equipment (kickboards, noodles, goggles, lane ropes and rescue equipment) has been purchased, no new equipment is needed for a significant period and participants are being taught to respect and look after the equipment that is currently being used.

(12) Action Plan / Activities

List main activities/outputs to be delivered (e.g. training, workshops, reports, seminars, publications etc.), an estimated date for each one and who will be responsible for it. The number of activities you do may depend on the size and duration of your project.

| Activity | Date/s | Responsibility (who will do this?) |
|--|--|--|
| Basic swimming, water safety and lifesaving classes for school groups on Reef Island | Have been running since April 2008 with new groups beginning every 6 weeks | xxxxxxxxxxxxx is the swimming instructor (until new swimming instructors have been trained) with xxxxxxxxxxx responsible for the organisation and management of classes. |
| Advanced swimming classes for school children | Began June 6th | Instructor and organiser (names provided). |
| Adult swimming and fitness classes | Beginning August 2009 | xxxxxxxxxxxxx will be running the classes until swimming instructors have been trained. |
| The training of local people to become swimming instructors and to take over the running of the beginners and adult classes. | Running from July 2009 | xxxxxxxxxxxxx to train new swimming instructors. Coconut and partner organisations involved in advertising and recruiting for instructors. |
| The possible training of swimming instructors in the outer islands of Pacifica, including Banana and Swordfish Islands | Yet to be determined | xxxxxxxxxxxxx to conduct training courses in conjunction with the Ministry of Sports and Youth. |
| | | |
| | | |

(13) 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).

| Objective (from Section 9) | What information will show if this has been achieved? | Where/how will you get this information? |
|--|--|--|
| Improvement in swimming skills and increased knowledge of water safety, water rescues and basic first aid/ CPR for children and adults | Number of participants in classes and regularity of attendance. Number of participants successfully completing the course in basic swimming, water safety and lifesaving. Observed improvement in swimming, through increased distance and improved technique. | The taking of roll calls before classes to determine number of participants and the regularity of attendance. Records kept of participants from school groups and percentage that successfully complete the program. Observance of swimmers throughout the course. |
| To increase people's participation in exercise programs to improve their health and wellbeing. | Number of swimmers to participate regularly and number of swimmers to become involved in swimming who were not already participating in regular exercise. | Roll calls and records kept of attendances. Survey/questionnaire supplied to swimmers to assess their satisfaction with the course, observance of improvement in their health and fitness and to determine whether they were already participating in regular exercise. |
| Train local people to become swimming instructors to ensure sustainability of the project. | Number of new swimming instructors who have successfully completed the training program and continue to work with the Coconut organisation. | Keeping record of the number of new swimming instructors who have successfully completed the training program and continue to work with the Coconut organisation. |
| | | |

(14) 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? |
|---|---|
| That classes and activities will stop when xxxxxxxxxxxx returns to Australia in March 2008. | Local people are being trained to become swimming instructors and to take over the running and management of swimming and fitness activities. The members of Coconut are committed to ensuring that the program continues to run and to flourish in the coming years. Coconut is applying for another AYAD to continue to develop the work begun by xxxxxxxxxxxx and to continue to train more instructors. |
| Difficulty in recruiting people to be trained as swimming instructors. | Coconut and partner organisations are committed to and working hard to recruit people. Parents/relatives of children participating in the classes as well as participants from adult classes are being targeted, having shown their interest in the project. Schools on Reef are being offered the option to have teachers trained as instructors, and coaches of other sports will also be approached. If there is a lack of significant numbers, the organisation may look at making the post of swimming instructor a paid-position. |
| Possibility of equipment being damaged/stolen. | Equipment is being locked up between every swimming session and not available to the general public. Participants are being taught to respect and look after the equipment. Damage/loss of equipment has not been an issue. If it does occur, then participants will be involved in a fundraising activity to replace the items. |

C. Project Budget

(15) Funds Requested

| | |
|---|--|
| Total amount being requested: | AU\$7,529 or AU\$6,319 *See possible options for delivery below |
| Preferred Start Date of Project (indicate month & any deadline): | Project began in March 2008 and will be ongoing. |
| If you receive other funding for this project, indicate who you receive funds from and the amount you receive: | N/A |
| If you have received any previous sport development grants (or post discretionary fund grants), indicate the name of the project, the year it was conducted and the amount received: | No other grants have been applied for |

(16) Budget Breakdown

| Item (please detail individual items as 1.1, 1.2 etc.) | | Local Currency | (AU\$) |
|---|---|-------------------|-------------|
| 1 Fees (games venue and tent hire) | N/A | | |
| 2 Office costs (stationary) | N/A | | |
| 3 Equipment (sport equipment) | 1: Swimming equipment from Super Pool Supplies | | |
| | 1.1: 4x lane ropes 150m | xxxx | \$2607.00 |
| | 1.2: 100x kickboards | xxxx | \$1265.00 |
| | 1.3: 4x box of goggles (24/box) | xxx | \$ 211.20 |
| | 1.4: 4x gear bags to transport/store equipment | xxx | \$ 279.40 |
| | 1.5: CPR manikin | xxx | \$ 457.60 |
| | 1.6: CPR Trainer kit | xx | \$ 60.50 |
| | 1.7: 4x CPR wall chart | xx | \$ 8.80 |
| | 2: Rescue equipment from Rescue Australia | | |
| | 2.1: Surf rescue board | xxx | \$ 204.54 |
| 2.2 Surf rescue tube | xxx | \$ 100.22 | |
| 4 Travel & subsistence (transportation) | N/A | | |
| 5 Delivery costs | 1: Delivery from Super Pool Supplies | | |
| | 1.1: Delivery by air mail (approx.) | xxxx | \$2145.00 |
| | 1.2: OR Delivery by sea | xxxx | \$ 935.00 |
| | 2: Delivery from 'Rescue' | xxx | \$ 190.50 |
| 6 Events (First aid and communication - PA system) | N/A | | |
| 7 Monitoring & Evaluation activities (surveys etc) | To be covered by project partners (names supplied) | | |
| | | Approx. xxx | \$ 375.00 |
| 8 Publications/materials | Covered by partner organisations | Approx. xxx | \$ 312.50 |
| 9 Other costs | N/A | | |
| Total project cost: | | xx,xxx | \$ 8,217.26 |
| Total requested from ASC: | 1.1: Using quote for air mail | | |
| | 7,529.76 | xx,xxx | \$ |
| | 1.2: Using quote for sea mail | | |
| | | xx,xxx | \$ 6,319.76 |

❖ Please see attached quote from Super Pool Supplies

❖ Please see attached quote from Super Pool Supplies with options for Air Mail or Sea

*Using quote for air mail

*Costs of equipment and delivery as quoted from Australian companies and accurate in Australian dollars.