

From: [PlayOurWay](#)
To: cavesbeachnetball@gmail.com; cbnc.grants@gmail.com
Subject: Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities, Stage Two: Full Application / Invitation to Apply [SEC=OFFICIAL]
Date: Thursday, 8 August 2024 1:25:41 PM
Attachments: [GO6763 - Play Our Way - Attachment Pack - ITA.xlsx](#)
[GO6763 - Play Our Way - Frequently Asked Questions - ITA- Version 1.pdf](#)
[Play Our Way - Grant Opportunity Guidelines - as at 18 March 2024.pdf](#)
[image003.png](#)
[image004.png](#)

Dear ^{s 47F} [REDACTED],

Thank you for applying for the Play Our Way (POW) Program Grant Opportunity GO6763 under Stream 1: Facilities - Expression of Interest.

The Department of Health and Aged Care has completed its assessment, and I am pleased to advise that we recommended your application for Caves Beach Netball Club Incorporated, Organisational ID 4-JLCOSUW to move to the next phase.

I now invite you to submit your full application for Stream 1: Facilities Stage Two. Applications open for submission on Monday 12 August 2024 and close 2pm Monday 23 September 2024.

Please note: this invitation is not an approval for funding. We will make funding decisions in Stage Two.

Please find below and attached relevant documentation for Stage Two: Grant Application. Please ensure you read all the documentation thoroughly.

You will find two changes in the Stage Two application process:

1. The Character response length for Assessment Criteria 3 & 4 have increased from 3500 to 6000 characters. This will allow for a more fulsome response.
2. You must attach evidence of tenure at your location with your application. Further guidance on this requirement can be found in the Frequently Asked Questions.
 - Play Our Way - ITA: [Application Form](#)
 - Play Our Way - Frequently Asked Questions – Updated for ITA: **Attached**
 - Play Our Way – Grant Opportunity Guidelines – as at 18 March 2024: **Attached**
 - Play Our Way - Attachment Pack: **Attached**

Stage Two will be highly competitive. The Department has invited over 270 organisations to make a full submission, drawn from the highest quality expressions of interest in Stream 1. We expect to fund around 160 to 200 of the applications we receive in Stream 1: Facilities Stage Two.

To make the best possible case for your application, we recommend that you consider and address the key elements the Assessment Committee will be looking for:

- Your application **must** demonstrate a clear link between your proposal and the retention or growth in participation of women and girls in sport or physical activity.
- Value for money will be a key driver of decisions – you will need to show that your proposed costs are (i) reasonable and (ii) proportionate to the overall benefits that your proposal will generate. You should provide evidence about how many women and girls will benefit from your proposal, particularly in terms of better access to sport and physical activity and/or better experiences.
- Your application must include an equitable access policy – you will need to demonstrate that your scheduling (playing/training/sport programs) includes a long-term commitment to prioritise women and girls. If you have an existing inclusion or scheduling policy, please attach it to your application. Published strategies will be considered favourably, because they show a clear commitment to women and girls in your community.
- You must include all mandatory documentation listed under Section 7.2.2 of the Grant

Opportunity Guidelines – we will not accept placeholders in Phase Two.

- If you are receiving/providing a co contribution (financial or in kind) - be clear on which activities it will fund and how it will complement POW funding. Your application will need to describe the scope of activities you are seeking POW funding for, and any other activities that may be funded through a co contribution. Please show these details in the 'activity budget' section of your application.
- Community support for your activity will be considered favourably. Please ensure you provide evidence of consultation and collaboration with the local community in your response to the assessment criteria. This may include survey results, dates of consultation with the community/community forums etc.

You may submit any questions to Grant.ATM@health.gov.au. Please ensure that you include GO6763, 'Legal Entity Name' and 'Stream 1' in the subject line of your email and provide a contact name and phone number. We will accept questions up to close of business 16th September 2024.

Regards,



Greg Perrett
Assistant Secretary
Policy & Programs Branch
Office for Sport Division



Activity Work Plan (AWP)

Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage 2: Invitation to Apply

Guidance:

- Complete the name and ABN of your organisation along with the name you have chosen for the grant activity to be funded if this application is approved.
- Complete the below table for the activity covered within your application for the full project period. Identify the key deliverables, how each deliverable will be delivered, and timeframes.

Organisation name & ABN	<Insert name of organisation and ABN>	Project Name	<Enter the project title of your grant activity here>		
ACTIVITY DETAILS					
This Activity Work Plan covers the following period		Proposed Activity Start Date	Proposed Activity End Date		
		<dd/mm/yyyy>	<dd/mm/yyyy>		
ACTIVITY DELIVERABLES					
<u>Project Phase(s)</u>		Deliverable(s) <i>What are you aiming to deliver?</i>		Timeframe(s) <i>When will this be delivered?</i>	
Planning and Design		<Specify the scope of the deliverable/requirement> <i>Example:</i> <ul style="list-style-type: none"> Finalise all plans, drawings, specifications and other information relating to the works 		<Specify the timeframe for delivery>	
Commencement of Works		<Specify the scope of the deliverable/requirement> <i>Example:</i> <ul style="list-style-type: none"> Appoint a building contractor Obtain all approvals from Proper Authorities Obtain certificates of currency for relevant insurances 		<Specify the timeframe for delivery>	
Mid-point construction		<Specify the scope of the deliverable/requirement> <i>Example:</i> <ul style="list-style-type: none"> Complete excavations, foundations, piling, basement construction to ground floor level and ground floor construction, together with supporting documentation to substantiate Complete external envelope and roof construction, together with supporting documentation to substantiate 		<Specify the timeframe for delivery>	
Fit out, Finishes & Fittings complete and assets installed		<Specify the scope of the deliverable/requirement> <i>Example:</i> <ul style="list-style-type: none"> Complete internal fit-out, internal services reticulation (mechanical, electrical and hydraulic) Complete internal and external finishes and fittings Obtain supporting documentation to substantiate completion of fit-out 		<Specify the timeframe for delivery>	
Practical Completion		<Specify the scope of the deliverable/requirement> <i>Example:</i> <ul style="list-style-type: none"> Authority inspections undertaken by relevant persons Obtain certificates of Practical completion and Occupancy Complete declaration signed by an Authorised Person in Organisation that all works have been completed in accordance with agreement 		<Specify the timeframe for delivery>	
Equitable access policy		<Specify the scope of the deliverable/requirement> <i>Example</i> <ul style="list-style-type: none"> Implement Equitable Access Policy that improves outcomes for women and sports Provide equitable facility access to the best facilities available, Ensure equity in the allocation for training and competition and address other elements of inequality in program design and delivery Monitor and evaluation of equitable access policy 		<Specify the timeframe for delivery>	

Activity Budget

Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage 2: Invitation to Apply

<Enter Organisation Name & ABN here>

<Enter the project title of your grant activity here>

Guidance: include a detailed budget per activity by providing clear costings for relevant budget items for your grant activity.

- Please ensure all figures are GST Exclusive.
- Refer to the Grant Opportunity Guidelines section 5.2 and 5.3 for information on eligible and ineligible expenditure.
- All expenses must be directly related to the delivery of the grant activities.
- Use the examples listed in the Expenditures below as a general guide only - Organisations must include itemised expenditure based each relevant project/s.
- **Split expense out by grant funding and co-contributions. Co-contributions can be used for ineligible expenditure or costs over the grant maximum**

Annual Budget GST Exclusive - 3 financial years	2024/25 \$ GST Excl.	2025/26 \$ GST Excl.	2026/27 \$ GST Excl.	TOTAL \$ GST Excl.
Funding Source				
Grant Funding (funding applied for under this grant opportunity)				
* The total amount entered in cell G6 must be the same amount detailed in your online application.				
Other Council, State or Territory Government Contributions - if relevant (e.g. Level the Playing Field Grant)				
Other Contributions- e.g. Private Investment, Club Contributions (please include source, and list each separately - add rows) - if relevant				
Total Funding Sources (A)	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure				
Grant Funding- What Play Our Way Grant Funding will cover				
<i>Examples:</i>				
Concept and Planning				
Quantity Surveyor				
Statutory and approval fees				
Consultant/subcontractor fees				
Development Approval				
Direct external/independent project management costs, limited to 10% of the grant amount request only				
Detailed Design				
Architect fees				
Engineering fees				
Design contingency				
Demolition, ship out and removal				
Construction				
Site preparation works				
Decanting costs				
Construction of new building				
External works				
Fit-out				
Fit-out building (excluding non-fixed assets)				
Assets (Non-fixed) - Furnishings, fittings and equipment				
Contingency Allowance				
Co-Contributions-What your co-contributions will cover				
<i>Examples:</i>				
Wages and Salaries				
Direct external/independent project management costs above 10% of the grant amount				
Travel and Accommodation				
Maintenance costs				
Administration costs				
Audit and Acquitral Costs				
Construction costs related to aspects of the build that are not specific for women/girls				
Other Expenses (list each separately - add rows)				
Total Expenditure (B)	\$0.00	\$0.00	\$0.00	\$0.00
Balance = A - B (must total to zero)	\$0.00	\$0.00	\$0.00	\$0.00

Construction Quotes

Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage 2: Invitation to Apply

Guidance: Fill out table below with details of quotes received to complete the grant activity to validate the Activity Budget. If you obtain multiple quotes for the same service to achieve value for money, only supply the quote you anticipate going with.

<Insert organisation name and ABN here>

<Enter the project title of your grant activity here>

<u>Expenditure Item</u>	<u>Supplier</u>	<u>Quoted Costs \$ GST Excl.</u>
<Insert Expenditure Item>	<Insert Supplier>	<Insert Cost>
<Insert Expenditure Item>	<Insert Supplier>	<Insert Cost>
<Insert Expenditure Item>	<Insert Supplier>	<Insert Cost>
<Insert Expenditure Item>	<Insert Supplier>	<Insert Cost>

Risk Management Plan

Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage 2: Invitation to Apply

<Insert Organisation name & ABN here>

<Enter the name of your grant activity here>

Guidance : Complete the following table for risk associated with the activities you are applying for under this grant opportunity. Please use the "Risk Information & Help" tab (next tab) for further guidance and examples. Complete/add more rows as needed.

Risk Reference	Risk Identification <i>What event(s) can happen and how it can happen?</i>	Risk Impact <i>What are the effects if it does happen?</i>	Risk Controls <i>What controls are currently in place?</i>	Likelihood	Consequence	Current risk rating	Acceptable/unacceptable?	Mitigation Strategy
1	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
2	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
3	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
4	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
5	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
6	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
7	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
8	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
9	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
10	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
11	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>
12	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>

Risk Information & Help

RISKS
A risk is defined as the effect of uncertainty on objectives. A risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence. Where possible, try to combine similar risks to consolidate the number of potential risks.

RISK IDENTIFICATION (SOURCE)
The purpose of risk identification is to find, recognise and describe risks that might prevent an organisation achieving its objectives. When identifying risks the following questions should be considered:
• Which risk(s) can happen?
• How can it happen?

RISK IMPACT
The impact identifies the consequence of each risk (i.e. what are the effects to your organisation if it risk does happen?)

RISK CONTROL
A control is a current process, policy, device, practice or any other action designed to modify risk. Examples of controls include: checklists, meetings, procedures manual, contingency plans, audits and agreements in place.

RISK TREATMENT
A risk treatment is an additional activity being developed to manage and/or reduce the risk. Examples of risk treatments include the creation of new guidelines, the introduction of a review process etc. Once the proposed treatment has been implemented it becomes a control.

EFFECTIVENESS OF RISK IDENTIFICATION
An adequate control implies that the risk is well managed and no further treatments are required.
An inadequate control implies that a treatment is not necessary however this may depend on the level of risk.
An inadequate control implies that treatments are necessary.

LIKELIHOOD
Likelihood is the chance that something might happen. Likelihood can be defined, determined, or measured objectively or subjectively and can be expressed either qualitatively or quantitatively (using mathematics). Rate the likelihood of the identified risk occurring with the controls in place.
Ratings are: Almost certain, Likely, Possible, Unlikely or Rare.

CONSEQUENCE
A consequence is the outcome of an event and has an effect on objectives. Rate the consequence to the Project outcomes of the identified risk occurring with the controls in place.
Ratings are: Insignificant, Minor, Moderate, Major or Catastrophic.

CURRENT RISK RATINGS

Likelihood	Insignificant Consequences	Minor Consequences	Moderate Consequences	Major Consequences	Catastrophic Consequences
Almost Certain	Low	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	Medium

EXAMPLES OF RISK

Risk	Likelihood Low/Medium/High (comments)	Impact Low/Medium/High	Mitigation Strategies
Ability to manage and deliver grant resulting in debt to Commonwealth		High/Med/Low	Roles and responsibilities of grant delivery clearly identified within organisation. Ongoing reporting of deliverables and management of expenses so funds are not misappropriated
Delays in receiving funding	e.g. Low	High/Med/Low	Ensure project deliverables are achieved in time with project plan and reported to the department in a timely fashion.
Delays in contracting arrangements	May depend on nature, complexity and size of project.	High/Med/Low	Realistic understanding of what can be achieved within a limited timeframe and budget and awareness of what staff are likely to be available.
Budget shortfalls	Project has been appropriately scoped to cover all known contingencies.	High/Med/Low	Develop budgets to fully plan for known likelihoods and factor in relevant contingencies. Take a competitive approach to the market.
Budget underspends	Where project is not rolled out in a timely fashion or has been inappropriately scoped in relation to expenditure.	High/Med/Low	Ensure a realistic project plan, timeline and budget are in place.
Operational demands lead to delays to the timely delivery of project	May depend on scope of project; availability of appropriate staff; unforeseen circumstances; inadequate planning, unrealistic goals.	High/Med/Low	Ensure project manager/coordinator is fully capable and is working to a realistic project plan, timeline and budget, to be enshrined in the Funding Agreement.
Communication with staff and/or target population	Inadequate or inappropriate methods of communication leads to breakdown in roll out of project.	High/Med/Low	Communication with staff is incorporated into management plan along with a stakeholder engagement plan.
Target populations do not respond to project	Low uptake of project by target population.	High/Med/Low	Thorough needs assessment and response is part of the project proposal and evidence of targeting and adequacy of response is identified in project plan. Ongoing marketing and flexible project delivery.

*do we want to remove this sentence in case confusing/misleading people to think we'll fully fund all grants?



Australian Government

Department of Health and Aged Care

Play Our Way Program Frequently Asked Questions (FAQs) GO6763

Commonwealth policy entity:	Department of Health and Aged Care (department)
Enquiries:	<p>If you have any questions, contact the department via email: Grant.ATM@health.gov.au</p> <p>Questions should be sent no later than 5:00pm (Canberra time) 16th September 2024.</p>
Version:	Version 1- ITA ¹

¹ Additional FAQs and edits have/will be highlighted in green throughout the document.

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1. Background/Overview

1.1 What is the Play Our Way program grant opportunity?

The \$200 million Play Our Way program will provide greater opportunities for women and girls² to access, participate and remain involved in sport and physical activity.

The Play Our Way program grant opportunity will fund projects for up to three years across two streams:

- **Stream 1: Facilities:** Single or multi-year funding to support new and upgraded facilities playing areas or spaces for sport and physical activity, specifically for women and girls.
- **Stream 2: Participation and equipment:** Single year funding, with projects able to be delivered over multiple years, to support sustainable and enduring sport participation programs, and/or new or upgraded equipment, specifically for women and girls.

1.2 What type of process is this grant opportunity?

This grant opportunity is an open competitive selection process. The next phase of this opportunity is for organisations who:

- were invited to apply following their successful expression of interest
- meet the eligibility criteria outlined in the Grant Opportunity Guidelines.

This is a competitive application process. If you were invited to Stage 2, your EOI was considered high quality, and you have a good chance to receive funding. However please note you are competing for funds against the other high-quality applications, and it is important to make your full application as compelling as possible.

The department will run the grant opportunity according to the [Commonwealth Grant Rules and Guidelines 2017 \(CGRGs\)](#).

1.3 How do I access the documents for this grant opportunity?

All documents will be in your Invitation to Apply Email which includes the;

- Application Form Link
- Attachment Pack for Activity Work Plan, Budget, Risk Management Plan and Quotes
- Frequently Asked Questions (FAQS) - this document
- Grant Opportunity Guidelines (GOGs)

² We take an inclusive approach to the phrase 'women and girls'. People may identify with, and be recognised within their community, as the gender other than the sex they were assigned at birth, or as a gender which is not exclusively male or female. There is diversity in our bodies, sex characteristics, sexualities and gender identities. Although we generally say 'women and girls', we intend to include females with diverse sexualities, intersex women and women with a transgender experience.

Any further updates to FAQs will be sent out via email.

2. Eligibility Questions

2.1 How do I know if I am eligible?

You are only eligible if you received an Invitation to Apply (ITA) from the department based on your successful Expression of Interest (EOI).

You must continue to meet all the eligibility criteria listed in Section 4 of the Grant Opportunity Guidelines and remain an eligible entity type between EOI and ITA stage. Refer to Section 4 of the Grant Opportunity Guidelines for further details regarding eligibility. All applications undergo a compliance and eligibility check. If your application does not meet the eligibility criteria it will not progress to the next stage of assessment for grant funding.

2.2 What are some example projects that might be delivered under this program?

Stream 1: Facilities

Examples of eligible projects and activities include, but are not limited to:

- Construction of new and/or modified facilities, playing areas and spaces for sport and physical activity to make them more inclusive, safe, and accessible, and provide equitable and enduring opportunities for women and girls to train and compete.

Construction of new and/or upgraded amenities (e.g. change rooms, showers, toilets) at facilities for sport and physical activity that improve access, safety and use by women and girls and are financially sustainable. See section 5 of the Grant Opportunity Guidelines for further information.

3. General Questions

3.1 Are co-contributions mandatory?

No. Co-contributions are not mandatory. The department recognises that not every applicant will be able to co-contribute or attract sponsors.

As noted in the Guidelines, the Assessment Committee will consider co-contributions favourably, particularly in the infrastructure space. The Committee will consider the circumstances of each proposal when considering the importance or otherwise of co-contributions such as private investments or partnerships with other government programs. You must provide evidence of co-contributions as an attachment. The evidence must reference Play Our Way Program, and not a previous grant program. It must also be current (i.e. signed in 2024) If you are supplying in-kind financial contribution from your own organisation, you must supply a letter from your club's secretary or finance area.

In the activity budget, you must list expenditure either under being funded through Play Our Way or funded through your co-contributions.

3.2 Can I design a bathroom that is Unisex? What percentage of activities must be for girls and women for it to classify as 'aimed specifically for women and girls'? Can projects still be used by men/boys e.g. playing fields?

A key objective of the Play Our Way program is to 'build and upgrade sport and physical activity facilities to better meet the needs of women and girls, and prioritise equitable and enduring access and use of these facilities for the purposes of women and girls' participation in sport and physical activity'.

In support of that objective, the Grant Opportunity Guidelines provide at section 5.3.1 (for Stream 1: Facilities) that 'activities that do not have a *primary or exclusive focus* towards women and girls' are ineligible to be funded. Further, for 'Stream 1: Facilities', a key performance indicator is the availability of safe, accessible, inclusive, welcoming facilities for sport and physical activity that meet the needs of women and girls.

Accordingly, applicants should demonstrate how their proposal has a primary or exclusive focus towards women and girls when addressing the assessment criteria at Section 6 of the Grant Opportunity Guidelines. We will consider local contexts when assessing proposals, but we will maintain our focus on outcomes for women and girls.

3.3 Do State & Territory and Local Government Grants count as Commonwealth Grant sources?

We cannot progress your grant application if you receive funding from another Commonwealth government source for the same eligible grant activities. By Commonwealth we mean grants that have come from, for example, the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts – Growing Regions Program, the Australian Sports Commission or the Australian Government Department of Health and Aged Care.

We *do not* mean non-Commonwealth sources such as: the NSW Government's Her Sport Her Way Grant Program, the Victorian Government's Change Our Game grant, or the South Australian Female Sporting Facilities Fund.

3.4 Is lighting an eligible activity?

Yes. Lighting is an example of an eligible activity under the Facilities stream if the project will provide a safe, accessible, inclusive, and welcoming environment for women and girls, and/or provide equitable and enduring opportunities for women and girls to train and compete. Your response should describe how lighting will increase participation by women and girls.

3.5 Do I need a Letter of Support for consortium applications?

Yes. You will need a Letter of Support if you are proposing a consortium application to show that there are governance arrangements in place for you to deliver the grant activity, and give confidence to assessors that your consortium is genuine and has commitment.

Section 7.3 of the guidelines details what each letter of support should include.

Each Letter of Support must reference the Play Our Way Program, and not a previous grant program. It must also be current (i.e. signed in 2024). If it does reference another grant, it will be deemed non-compliant, and you won't proceed through to assessment.

There is no need to provide a Letter of Support in other circumstances, such as references from supporters, or letters from politicians.

For probity reasons, material supplied by you that has not been requested by us will be disregarded and will not be seen by those who are assessing applications and/or awarding funding.

3.6 What is the character limit for the assessment criteria?

All assessment criteria have been updated to 6000 characters. This is an increase from 3500 for Criteria 3 and 4 since the Grant Opportunity Guidelines were published in early 2024.

3.7 What is the earliest I can start my project?

You cannot commence your project before we execute an agreement.

Planning and other preparatory works may be undertaken. However, grant funds cannot be used for work completed or paid for prior to the agreement being executed.

We are expecting to execute agreements with successful applicants from January 2025.

3.8 How do you define 'private land'?

Private land is real estate owned by an individual or other legal entity for commercial, private or residential use. It may include improvements to the land such as buildings, but not necessarily. Access to and use of the land would be to the benefit of the owner or anyone who has been given access or rights to use the land such as leaseholders or under a rent agreement. This is distinct from real property or real estate owned or controlled by a local, state or federal government or other entity and made available, usually under particular conditions, for public use and usually for particular types of public use whether it be, for example, a park, a lake, or a sporting facility for one or more codes of activity.

3.9 What do you require as a Letter of Agreement as evidence from the land or facility owner as consent for the application for Stream 1: Facilities-Invitation to Apply?

At a minimum, the Letter must outline/include:

- Organisation name, individual name and position within the organisation, organisation name and address, full contact details on Facility Owner or Landowner/Council letterhead (or from official email address with signature block)
- Facility Owner or Landowner/Council's endorsement of the project: including details of the project proposed under the Play Our Way Grant Opportunity
- Facility Owner or Landowner/Council's endorsement to use the land: including details of any lease or licensing arrangements that need to be put in place.

Additional details of support may also include:

- Facility Owner or Landowner/Council's willingness to:
 - Work with the organisation throughout the project
 - Provide assistance and guidance as needed.
- Compliance with regulations: the letter may include a reminder to the organisation that they must comply with all relevant regulations, planning requirements, and building standards during construction. It would emphasize the importance of maintaining all necessary approvals and permits.

See Appendix 1 for example letter.

3.10 What do you require as Evidence of Tenure?

Evidence of tenure is either a copy of the land title in the name of the applicant or a current registered lease agreement. Leases need to be current and remain current throughout the life of the grant period. It is preferable that the lease continues beyond the completion of the infrastructure works. Expired leases will not be accepted.

3.11 Land Ownership – Where an applicant owns the land on which the project is proposed, what evidence is required to support this? Can we provide evidence of trustee of the land through a copy of the Land Title, is it adequate evidence?

Yes. Land Title Extracts and/or Council rate notices are some examples of acceptable form of evidence of land ownership. This should be provided at Attachment 3 of your application as Evidence of Tenure.

3.12 What is an equitable access policy?

An Equitable Access and Usage Policy demonstrates how councils and sporting organisations/clubs will effectively drive gender equitable access and use of community sports infrastructure to improve outcomes for women and girls. The action plan must address how the policy will be monitored and evaluated.

The Equitable Access and Usage Policy aims to:

- eliminate gender inequality, ableism and cultural bias in sport infrastructure design and delivery,
- provide equitable facility access, and
- ensure equity in the allocation for training and competition and address other elements of inequality in program design and delivery.

3.13 How do I find my Modified Monash Model (MMM) region?

Please use this locator. Search for your postcode, and it will have a corresponding MMM region. [Modified Monash Model \(MMM\) Suburb and Locality Classification \(health.gov.au\)](https://www.health.gov.au/modified-monash-model)

4. Assessment process

4.1 What is the assessment considering?

Applicants should detail how their proposals provide value for money and will result in enduring change for women and girls facing barriers to participation in sport and physical activity, particularly those who:

- are First Nations peoples
- are culturally and linguistically diverse
- have a disability
- reside in regional, rural and remote areas as defined by the [Modified Monash Model \(MMM3-7\)](#)³
- reside in a low socioeconomic area and/or
- identify as belonging to the LGBTIQ+ community

The assessment will consider how value with relevant money is demonstrated for the grant amount requested, in relation to:

- Alignment with grant opportunity objectives
- Organisational capacity and project viability
- Culture of inclusion
- Strategic alignment and engagement

In addition to the application form, all applicants will be required to submit:

- Proof of entity type
- Bank account verification

³ The Modified Monash Model is a classification system used to determine whether a location is metropolitan, regional, rural, remote or very remote and used by government programs to define eligibility requirements.

- Activity work plan
- Activity budget which includes the proposed financial year funding allocation sought, and co-contribution amounts and sources,
- Construction quotes
- Risk management plan
- Unincorporated organisations are to provide proof of entity type by their 'legal parent' organisation
- Equitable Access Policy/Plan/Strategy
- Letter of agreement from facility and landowner to all aspects of proposal (e.g. equity, access and sustainability measures)
- Evidence of Tenure
- Evidence of other funding sources (co-contributions) for the same initiative as this grant opportunity
- Letter of support (if entering through a consortium).

Templates (where applicable) are provided in the ITA Email. **Note:** The use of these templates is mandatory.

Further information is provided in the Grant Opportunity Guidelines in Section 7.2

4.2 How long will the assessment process take?

Applicants have 6 weeks to submit their application, following which the department will undertake assessments.

We have updated the below table from the Grant Opportunity Guidelines with new indicative timings.

Activity	Expected Timeframe
Preparation and submission of Stage Two grant application (invited applicants only)	[6] weeks
Assessment of Stage Two applications	[5] weeks
Approval of outcomes of selection process	[4] weeks
Negotiations and award of grant agreements	[4-8] weeks
Notification to unsuccessful applicants	[2] weeks
Anticipated start date of grant activity	01/2025
End date of grant activity or agreement	30/06/2027

Absolute timeframes for outcomes are dependent on the quality of applications received.

4.3 What is the close date for Stream 1: Invitation to Apply: Facilities?

As detailed in your invitation to apply email, the closing date and time of the opportunity is 2.00pm (Canberra time) on 23 September 2024.

4.4 Can I submit multiple applications as part of the ITA?

No. Each eligible organisation can only submit one application. Where more than one application is received, the latest application received before the closing date and time will be the one assessed.

4.5 Will funding be divided evenly across states – or based on population?

Funding will be awarded based on the merits of each application as part of a competitive grant process – there is no formula or pre-set distribution target across states and territories.

4.6 How will you make sure that not just the really polished applications are considered and grassroots groups have a chance?

Organisations have varying levels of capacity and expertise with grant applications, and local clubs may not be able to enlist additional help. We have developed the assessment criteria and grant guidelines to be as simple and accessible as possible. The Assessment Committee will be looking at the quality of the idea (the local need, the solution you propose, and ensuring it will make a direct, positive difference to women and girls participating in sport and physical activity), and ensuring applicants can show a level of governance that will give the selectors confidence you can handle the money involved, and deliver the project with very little risk. Applicants should pay attention to detailing how you will deliver the activity, by yourself or with the help of stakeholders.

4.7 How will organisations be advised of the final outcome?

The department will advise the outcome of the grant opportunity, via email, to the primary contact listed in the application form.

Further information on timeframes of announcements are provided in section 4.2 of these FAQs.

Successful grant applicants will be listed on the [GrantConnect](#) website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.

The department will publish general feedback relating to this grant opportunity on the Department of Health and Aged Care website within 30 days of the outcome being finalised.

4.8 Will I get feedback on my application?

The Department will publish general feedback relating to the grant opportunity on the Department's website within 30 days of the outcome being finalised. Individual applicants will

be notified in writing if they are unsuccessful but will not receive feedback specific to their application.

5. Funding Questions

5.1 How much funding can I apply for?

There is a minimum and a maximum funding amount for each grant. You must apply within that range, otherwise you will be deemed non-compliant and not eligible for assessment. In some circumstances, the department might offer a lower grant value than the amount sought by the applicant.

Stream 1: Facilities

Grants in Stream 1 will be for a minimum of \$50,000 up to a maximum of \$1,500,000. For Facilities projects in small rural towns, remote communities or very remote communities (MMM 5-7), the maximum will be \$2,000,000 to reflect increased costs in these areas.

5.2 Can I request more or less funding as part of my ITA application compared to what was included in my EOI application?

Yes, as long as it remains between the minimum and maximum allowed grant funding. The activity budget supplied as part of the EOI was indicative only. The activity budget to be provided as part of the ITA application should be based on quotes received to undertake the project.

5.3 Is it MMM 3-7 or MMM 5-7 which qualifies for the higher amount in Stream 1?

For Facility projects in small rural towns, remote communities or very remote communities as defined by the Modified Monash Model (MMM 5-7), the maximum will be \$2,000,000 to reflect increased costs in rural and remote areas.

We use MMM 3-7 as part of defining the program's priority populations, but this is separate to the calculation of maximum grant amounts.

5.4 If we were to propose multiple projects in multiple locations, some MMM5-7 and some MMM 1-4, would the \$1.5million or \$2million maximum apply to the application.

The purpose of the additional funding limit for MMM 5-7 is to take into account of the likelihood that building in more remote areas can be expensive, and to assist in removing barriers that may prevent projects occurring in those places.

If the majority of the projects situated in MMM 5-7 locations, the higher amount will apply. You must spend at least \$500,000 of the overall funding requested in MMM5-7.

In the Activity work plan, each sub-project will need to identify activities and costs associated with each MMM location. Note that all projects are assessed on a competitive (comparative value for money) basis, and if successful, may be offered a lower amount than applied for.

Note that larger projects or those where risks such as access to suitable construction professionals have been identified may result in additional reporting requirements in the agreement.

5.5 What can the grant funding be used for?

Eligible expenditure can include the following:

Stream 1: Facilities

- Construction activities (for example, final design, project management, construction and fit-out costs) which occur after the execution of the grant agreement and result in the delivery of the project before 30 June 2027.

Further information is provided in the published Grant Opportunity Guidelines in Section 5.1. Successful applicants will enter a Commonwealth Grant Agreement that sets out eligible expenditure for each project.

5.6 What can't I use the grant funding for?

Please refer to section 5.3 of the Grant Opportunity Guidelines for a detailed list of what grant funding cannot be used for.

No double-dipping: We cannot provide a grant for any activities that are already covered by a different Commonwealth Government funding source.

5.7 Can applicants be reimbursed for funds if they begin the project early?

No. Eligible expenditure Stream 1 is for Construction-related activities (for example, final design, project management, construction and fit out costs) which occur **after** the execution of the grant agreement and result in the delivery of the project before 30 June 2027. You must incur the expenditure on your grant activities between the start date and end or completion date of your grant activity for it to be eligible.

You cannot use the grant for retrospective costs (where projects have already commenced construction or are completed prior to execution of a grant agreement).

Planning and other preparatory works may be undertaken. However, grant funds cannot be used for work completed or paid for prior to the agreement being executed.

5.8 If successful, when will I receive a grant payment?

Before payments are made, a grant agreement must be signed by the grant recipient and the department. Payments will then be made in line with the payment schedule in your grant agreement.

Some grant payments may be made contingent on reaching a satisfactory milestone agreed with the department, to manage risk of non-delivery on the grant objectives.

5.9 Are there any GST or income tax-related issues involved in receiving funding?

Payments will be GST Exclusive. If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your taxation circumstances.

5.10 What if I don't spend all the funding?

The department identifies the reason for under-expenditure of grant funds before determining how it is managed. Under-expenditure is managed under the terms of the grant agreement and options include varying the agreement, reducing or withholding payments or recovering the underspend as a debt.

5.11 What happens if I run out of funding or don't complete the project by 30 June 2027.

It is expected that applicants will have obtained professional advice with regards to costings for any infrastructure works (e.g. quantity surveyor) and included contingency funding in the amount of money requested in the application. In addition, applicants are encouraged to obtain co contributions to ensure the necessary funds are available to complete the works. Grant recipients will be required to provide any funding required to complete the infrastructure works over and above the grant funding. It is recommended you indicate how you will fund any cost over-runs.

Note that there is no further funding available under this Grant Opportunity. Limits apply – see 3.1.1 of the Grant Opportunity Guidelines.

5.12 What if we don't think the infrastructure works will be completed by 30 June 2027?

Funding for infrastructure works should not be accepted if the organisation has any concerns about the timeframe for completion. An Activity Work Plan (AWP) is to be submitted once the agreement is executed and this will require clearly set out timeframes for achievement of progress milestones and final completion. You will need to consider the length of time designs and/or planning and development approvals will take. Consideration needs to be given to other risks including timely access to suitable construction professionals and any delays that may occur due to weather patterns.

5.13 Your Guidelines say that you will not fund administration costs, except for up to 10% of the grant for “direct external / independent project management”. How do you define ‘administration costs’?

Play Our Way grants should fund the delivery of project activities as directly as possible.

Administration costs are general expenses that do not relate directly to the delivery of project activities, such as payroll administration recovery expenses, office accommodation, management oversight, or grants management costs.

Sections 5.3.1 (Stream 1-Facilities) of the Grant Opportunity Guidelines note “administration costs are not eligible, except for up to 10% of the grant for “direct external / independent project management costs”. This item recognises that some applicants will incur certain additional external expenses for running the management aspects of relevant project.

The cap for this item (10% of the grant amount) is intended to ensure that grantees direct as much of the grant money as possible to the actual delivery of the project, for the direct benefit of increasing participation of women and girls in physical activities. Some applicants will absorb administration costs entirely within their existing functions or recover them via a co-contribution. But some applicants will need additional help to deliver their proposed grant activities safely and lawfully, and to an appropriate standard.

Applicants should justify all their proposed expenditure as part of their applications—all expenses are expected to be directly related to delivering the grant.

5.14 Are Salaries an eligible expense for Stream 1?

As per Section 5.3.1 of the Grant Opportunity Guidelines, Salaries/wages are **not** an eligible expense item for Stream 1 (Facilities).

6. Application process

6.1 How do I submit an application for this grant opportunity?

Detailed information on the application process was included in your Invitation to Apply email. This includes specific instructions on how to apply, including uploading information to support your application. Submit your application by the closing date and time as specified in your ITA email and application form.

For technical assistance when submitting your application form and any attachments through GrantConnect please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

6.2 Will late applications be accepted?

No, unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with "Late Application Request - GO6763" in the subject line, no later than one week after the closing date.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The Assessment Committee Chair or their appointed representative will determine whether a late application will be accepted. The department will advise the applicant if their request is accepted or declined.

6.3 I have submitted an application and need to make changes, what do I do?

Once an application is submitted, it can no longer be accessed to change. If you have submitted an application with the wrong information prior to the closing date, you will need to email Grant.ATM@health.gov.au and request to withdraw your application. Once withdrawn, you will be required to submit a new application prior to the closing date.

6.4 How can I withdraw an application as I no longer want to apply to the program?

To withdraw an application, please send an email to Grant.ATM@health.gov.au and include the following information:

- Brief reason for the withdrawal
- Name of your organisation
- Submission reference number (located at the top right-hand corner of the application form page)
- Name of the grant opportunity and GO ID (e.g. GO6763).

Please ensure the email is sent from the authorised contact listed on the application form.

6.5 Can I get assistance in completing my application?

For probity reasons the department cannot individually assist, comment or give additional guidance to a potential applicant on how to shape or describe their project or complete an application form (including advice on whether you meet the eligibility criteria). Applicants

must refer to the Grant Opportunity Guidelines, addendums and/or additional frequently asked questions for relevant information on how to complete their application.

However, if you are experiencing technical issues (e.g. unable to access the online application form) please send an email to Grant.ATM@health.gov.au and include any screenshots of error messages (if applicable).

6.6 When should I aim to submit my application after I have answered all the required questions?

To avoid any submission issues, we recommend that you submit your application at the latest **3 hours** before the closing date and time. This should allow sufficient time to address any errors that you may notice in your application after submission.

Submitting early will allow you to resolve any technical issues that you may experience during the submission of your application (any internet outages, system/submission error notifications) and you will be able to contact Grant.ATM@health.gov.au with time to receive assistance to ensure your application is submitted on time.

6.7 Translation and Interpreting Service

If you are a non-English speaker, you can use the [Translating and Interpreting Service](#) if you need to talk to someone in the department. To find out more, visit their [website](#) or call [131 450](tel:131450).

6.8 National Relay Service

If you are deaf or have a hearing or speech impairment, you can use the National Relay Service to access any of the department's listed phone numbers. You can visit the [National Relay Service](#) website or call [1300 555 727](tel:1300555727).

7. Application Form Content Questions

7.1 What do you mean by Service Area in the application Form?

Your service area is the area that your project/s will be located/delivered, for example: Canberra, Australia.

The service area type field indicates the service areas relevant to the grant opportunity. Tick the applicable service area/s where you plan to deliver the Project/Activities.

Select the applicable option/s available in the 'Service Area Type' drop down list. Once selected the 'Available service area/s' box will populate with the available service areas for this grant opportunity. Check the box next to each service area you plan to deliver the Project/Activities.

7.2 The form is asking me for a financial amount in a financial year that I am not applying for. What do I do?

Please enter '\$0' in the year/s that you are not requesting funding for.

7.3 I can't see all the words in my text box, will it save?

This issue may be due to copying and pasting text from a document into the application form. If this happens, please check that you are within the character limit of the text box and remove all text formatting (do this by copying and pasting the text into Microsoft Notepad first and then into the application form).

7.4 Where can I find my organisation ID?

Your Organisation ID will be in your EOI success letter or if you are an existing grant recipient, your organisation's ID can be found on your current Grant Agreement with the department.

The organisation ID is located in the top right-hand corner on the grant details page of your Grant Agreement (usually page 4, see screen shot below). The organisation ID is in the format of a combination of numbers, hyphens and letters, e.g. 1-AAAAAAA (where '1' represents a number and 'A' represents a letter or a number).



If you do not have access to the Grant Agreement, your organisation ID can be found on any Recipient Created Tax Invoice (RCTI) provided to you by the department. For example, it will list a vendor number as FO1-1J3-29. When inputting the organisation ID to your application, please remove the FO reference, just use the ID, e.g. 1-1J3-29.

7.5 After entering my Organisation ID number, the details are incorrect. How can I update my organisation's details?

If you have a current grant agreement with the department, please check to see if there is a Funding Arrangement Manager (FAM) or contact email address listed for the Community Grants Hub. If so, please email them to request an update to your organisation details.

7.6 What happens if I am unable to continue to the next tab/page/submit the form?

If you are unable to continue to the next page/submit your application the form will take you to a red error message at the top of the page and ask you to resolve the following issue/s before proceeding. The form will not allow you to submit where validation errors exist. If you click on the error message it will take you directly to the question with the issue.

If you have addressed all the validation errors and you are still unable to submit the form, please provide a screen shot of the error(s) and send to Grant.ATM@health.gov.au.

7.7 My formatting has been removed when I have pasted my response into the application form. Why has this happened?

The online application form does not support formatting in text fields. Formatting is automatically removed for all text pasted into the form.

7.8 Can multiple people work on the application form at the same time?

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time. To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

To share the form with another person in your organisation you can forward the 'Form Opened' email which contains your application's submission reference number and a direct link to return to the application form as highlighted in the yellow box below.

Form Opened

You opened and saved an application form for: [REDACTED]
[REDACTED] Grant Opportunity

Your form submission reference is: [REDACTED]

This Application process will close at 2:00pm Australian Eastern Daylight Time (AEDT)
[REDACTED]

[Return directly to your saved form here.](#)

IMPORTANT INFORMATION:

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

Your form will be accessible for 60 days from the last date accessed or the close date/time of the round, whichever date is earliest.

If you have any questions relating to this Application, phone 0262895600 or email Grant.ATM@health.gov.au

Please do not reply to this email as it has been sent from an automated system and replies are routed to an unmonitored mailbox. For further information regarding your form please contact the relevant Government Agency.

7.9 I cannot return to my draft application form, what can I do?

If you have not submitted your application form and can no longer access the information, the grant opportunity has either closed or there may have been issues with your internet connection. The department has no record of your draft application and cannot retrieve any of your draft information.

Your application form will be accessible for 60 days from the last date accessed or the close date/time of the round, whichever date is earliest. After the 60-day time period has passed the form shuts down and is no longer available for amendments or submission (data cannot be retrieved once this time period has lapsed). You will need to submit a new application if the grant opportunity is still open.

We strongly encourage that you save a copy of all your draft answers outside of the application form (e.g. in a word doc) so that in the event there is a technical issue, system outage or you lose the information that you have drafted, you can access your previously prepared answers.

7.10 Can I print a PDF/ Microsoft Word version of the application form?

There is no "PRINT" function in the application form. When an application form is submitted you will receive a Form Receipt email which specifies the submission reference, date and time and includes the attached pdf application form. This is the only proof of submission, and it is the responsibility of the applicant to ensure that this email has been received and that it is accessible within their organisation.

The department is unable to provide a copy of the application to you if you have deleted or lost the Form Receipt email.

7.11 What can I do if I have submitted my application but not received any email confirmation?

After submission, the Form Receipt email can take up to 30 minutes to arrive in the nominated inbox. If you have not received a Form Receipt email after 24 hours, please email Grant.ATM@health.gov.au and the department will investigate the issue.

If your application was not received prior to the close date and time you may request to submit a late application based on experiencing exceptional circumstances that prevented the submission of the application. The Assessment Committee Chair or their appointed representative will then determine whether an extension will be granted.

7.12 How do I upload multiple documents where there is a one file limit for the question?

You can only upload one attachment to each attachment question within the form. If applicable, applicants should combine multiple documents into one document before attaching to the application form. This may require you to scan multiple documents into one PDF version. Information in attachments should be relevant and concise as possible.

7.13 I am trying to upload an attachment however I am receiving an error message. How do I resolve the issue?

The file you are attempting to load may contain either unacceptable special characters or an invalid file extension. Acceptable characters are all alpha and numeric characters, full stops, single hyphen and spaces. Please re-name the file and try again.

There may also be a document attached in the application with the same file name. You cannot upload two documents within the form with the same file name. Please rename the file and try again.

There might also be an issue with the document itself. Please try printing out the document you are trying to attach, rescanning to your computer and re-uploading the document.

7.14 Is there a file size limit for attachments?

Yes, the size limit is 2MB or under per attachment.

If your attachment file sizes exceed 2MB, we recommend not to copy and paste data into spreadsheets as this may include unseen characters and add size to the file. We suggest you monitor the attachment size as you are entering the data, to ensure the file size does not exceed 2MB. If you are unable to limit the size of your documents, please contact Grant.ATM@health.gov.au for further advice and assistance.

7.15 Why do I have to provide proof of entity type and bank verification if I have previously?

The department is committed to ensuring all information for grantees is up to date and accurate.

Requesting proof of entity type and bank verification for each application allows the department to confirm details and ensures the most up to date and accurate information is utilised.

Acceptable forms of bank verification include a recent bank statement, issued in the last 6 months, in a PDF format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.

Acceptable forms of proof of entity can be any type of documentation listed this website, Confirming the legal entity status of an applicant | Community Grants Hub, which the Community Grants Hub utilises. We can use a number of public facing websites for information to validate an organisation's entity type.

You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

7.16 Can I get a copy of my submitted application?

When an application form is submitted you will receive a 'Form Receipt' email which specifies the submission reference, date and time and includes the attached pdf application form. This is the only proof of submission, and it is the responsibility of the applicant to ensure that this email has been received and that it is accessible within their organisation. The department is unable to provide a copy of the application to you if you have deleted or lost the Form Receipt email.

7.17 How do I update the primary or secondary contact on my application?

To make changes to the primary or secondary contact on your application, please email Grant.ATM@health.gov.au and provide the following details:

- Brief reason for the request
- Name of your organisation
- Submission reference number (located at the top right-hand corner of the application form page), and
- Name of the grant opportunity and GO ID (e.g., GO1234).

Please ensure the email is sent from the authorised contact listed on the application form.

Appendix 1 - Suggested wording for Letter of Agreement / Support for leased properties

To [NAME OF ORGANISATION]

This letter is to confirm that [NAME OF PROPERTY OWNER] agrees that [NAME OF ORGANISATION] will have continued access to [NAME OF PROPERTY, ADDRESS OF PROPERTY (Number, street name, suburb, state, postcode) for xx years.

[NAME OF PROPERTY OWNER] supports [NAME OF ORGANISATION] in their application for funding to [BRIEF OVERVIEW OF PROJECT DETAILS] through the Play Our Way Program. The Program and project as described will provide greater opportunities for women and girls to access, participate and remain involved in sport and physical activity throughout their lives.

[NAME OF PROPERTY OWNER] will work with [NAME OF ORGANISATION] to ensure that the project is completed, and the objectives met. [NAME OF ORGANISATION] must comply with all relevant regulations, planning requirements, including approvals and permits, and building standards during construction.

Yours sincerely/truly

Signature of duly authorised person

NAME OF DULY AUTHORISED PERSON

POSITION HELD WITH ORGANISATION THAT OWNS THE PROPERTY

NAME OF ORGANISATION THAT OWNS THE PROPERTY

ADDRESS OF ORGANISATION

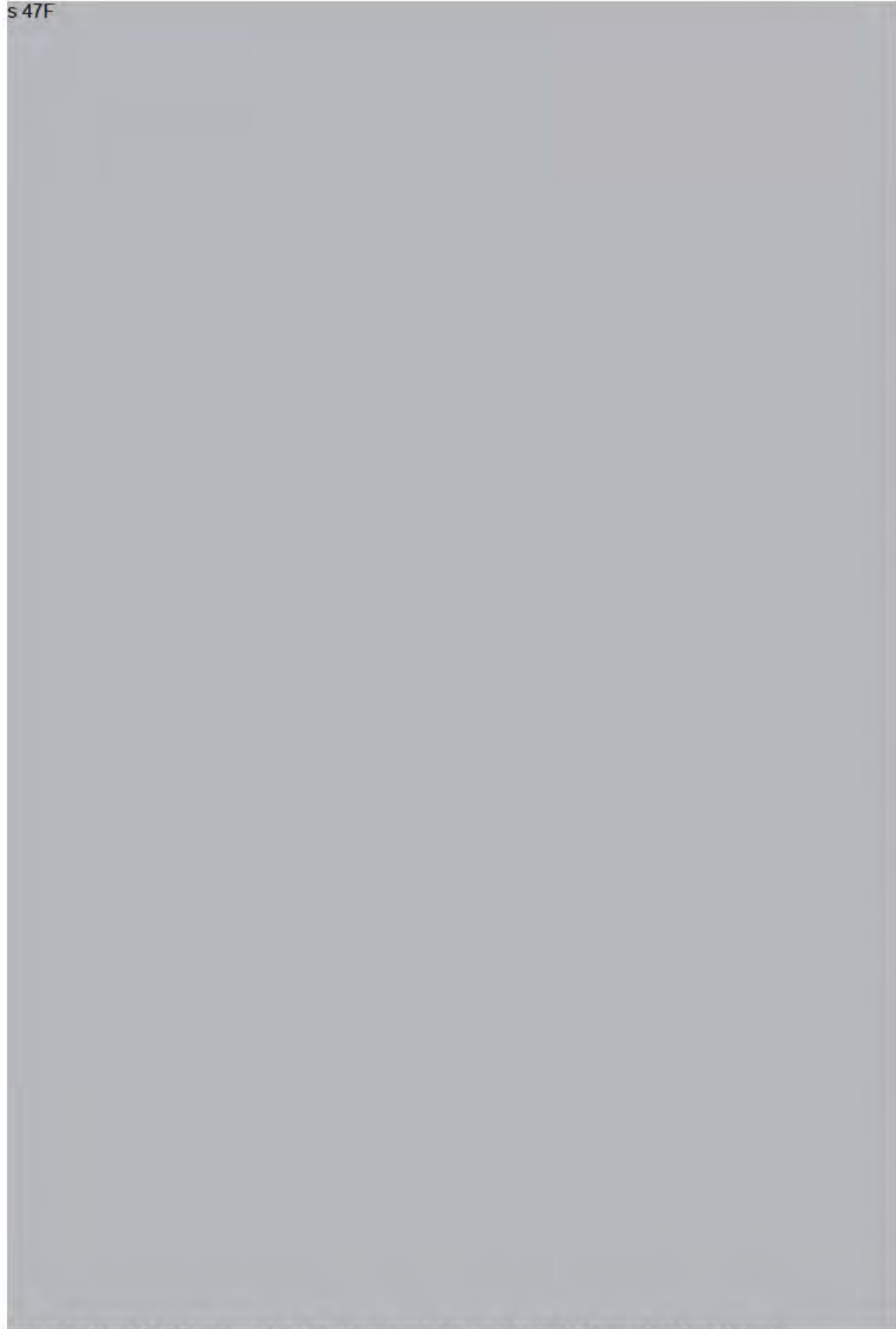
From:
Bcc:

[PlayOurWay](#)
[PlayOurWay](#); s 47F
s 47F

s 47F
s 47F ; cavesbeachnetball@gmail.com; cbnc.grants@gmail.com;

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

s 47F



Subject: Play Our Way GO6763 – Stream 1, Stage 2 – Revised Frequently Asked Question [SEC=OFFICIAL]
Date: Wednesday, 4 September 2024 2:12:11 PM
Attachments: [image001.png](#)
[image002.png](#)
[GO6763 - Play Our Way - Frequently Asked Questions - ITA- Version 2.PDF](#)

Dear Applicant

Please see attached the latest version of the Play Our Way - Frequently Asked Question to assist you with your Stream 1 Stage 2 application.

Thank you
Play Our Way Programs

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care



Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Play Our Way Program

Frequently Asked Questions (FAQs)

GO6763

Commonwealth policy entity:	Department of Health and Aged Care (department)
Enquiries:	<p>If you have any questions, contact the department via email: Grant.ATM@health.gov.au</p> <p>Questions should be sent no later than 5:00pm (Canberra time) 16th September 2024.</p>
Version:	Version 2 - ITA ¹

¹ Additional FAQs and edits have/will be highlighted in **green** throughout the document.

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1. Background/Overview

1.1 What is the Play Our Way program grant opportunity?

The \$200 million Play Our Way program will provide greater opportunities for women and girls² to access, participate and remain involved in sport and physical activity.

The Play Our Way program grant opportunity will fund projects for up to three years across two streams:

- **Stream 1: Facilities:** Single or multi-year funding to support new and upgraded facilities playing areas or spaces for sport and physical activity, specifically for women and girls.
- **Stream 2: Participation and equipment:** Single year funding, with projects able to be delivered over multiple years, to support sustainable and enduring sport participation programs, and/or new or upgraded equipment, specifically for women and girls.

1.2 What type of process is this grant opportunity?

This grant opportunity is an open competitive selection process. The next phase of this opportunity is for organisations who:

- were invited to apply following their successful expression of interest
- meet the eligibility criteria outlined in the Grant Opportunity Guidelines.

This is a competitive application process. If you were invited to Stage 2, your EOI was considered high quality, and you have a good chance to receive funding. However please note you are competing for funds against the other high-quality applications, and it is important to make your full application as compelling as possible.

The department will run the grant opportunity according to the [Commonwealth Grant Rules and Guidelines 2017 \(CGRGs\)](#).

1.3 How do I access the documents for this grant opportunity?

All documents will be in your Invitation to Apply Email which includes the:

- Application Form Link
- Attachment Pack for Activity Work Plan, Budget, Risk Management Plan and Quotes
- Frequently Asked Questions (FAQS) - this document
- Grant Opportunity Guidelines (GOGs)

Any further updates to FAQs will be sent out via email.

² We take an inclusive approach to the phrase 'women and girls'. People may identify with, and be recognised within their community, as the gender other than the sex they were assigned at birth, or as a gender which is not exclusively male or female. There is diversity in our bodies, sex characteristics, sexualities and gender identities. Although we generally say 'women and girls', we intend to include females with diverse sexualities, intersex women and women with a transgender experience.

2. Eligibility Questions

2.1 How do I know if I am eligible?

You are only eligible if you received an Invitation to Apply (ITA) from the department based on your successful Expression of Interest (EOI).

You must continue to meet all the eligibility criteria listed in Section 4 of the Grant Opportunity Guidelines and remain an eligible entity type between EOI and ITA stage. Refer to Section 4 of the Grant Opportunity Guidelines for further details regarding eligibility. All applications undergo a compliance and eligibility check. If your application does not meet the eligibility criteria it will not progress to the next stage of assessment for grant funding.

2.2 What are some example projects that might be delivered under this program?

Stream 1: Facilities

Examples of eligible projects and activities include, but are not limited to:

- Construction of new and/or modified facilities, playing areas and spaces for sport and physical activity to make them more inclusive, safe, and accessible, and provide equitable and enduring opportunities for women and girls to train and compete.
- Construction of new and/or upgraded amenities (e.g. change rooms, showers, toilets) at facilities for sport and physical activity that improve access, safety and use by women and girls and are financially sustainable. See section 5 of the Grant Opportunity Guidelines for further information.

3. General Questions

3.1 Are co-contributions mandatory?

No. Co-contributions are not mandatory. The department recognises that not every applicant will be able to co-contribute or attract sponsors.

As noted in the Guidelines, the Assessment Committee will consider co-contributions favourably, particularly in the infrastructure space. The Committee will consider the circumstances of each proposal when considering the importance or otherwise of co-contributions such as private investments or partnerships with other government programs.

You must provide evidence of co-contributions as an attachment. The evidence must reference Play Our Way Program, and not a previous grant program. It must also be current (i.e. signed in 2024) If you are supplying in-kind financial contribution from your own organisation, you must supply a letter from your club's secretary or finance area.

In the activity budget, you must list expenditure as either being funded through Play Our Way or funded through your co-contributions.

3.2 Can I design a bathroom that is Unisex? What percentage of activities must be for girls and women for it to classify as 'aimed specifically for women and girls'? Can projects still be used by men/boys e.g. playing fields?

A key objective of the Play Our Way program is to 'build and upgrade sport and physical activity facilities to better meet the needs of women and girls, and prioritise equitable and enduring access and use of these facilities for the purposes of women and girls' participation in sport and physical activity'.

In support of that objective, the Grant Opportunity Guidelines provide at section 5.3.1 (for Stream 1: Facilities) that 'activities that do not have a *primary or exclusive focus* towards women and girls' are ineligible to be funded. Further, for 'Stream 1: Facilities', a key performance indicator is the availability of safe, accessible, inclusive, welcoming facilities for sport and physical activity that meet the needs of women and girls.

Accordingly, applicants should demonstrate how their proposal has a primary or exclusive focus towards women and girls when addressing the assessment criteria at Section 6 of the Grant Opportunity Guidelines. We will consider local contexts when assessing proposals, but we will maintain our focus on outcomes for women and girls.

3.3 Do State & Territory and Local Government Grants count as Commonwealth Grant sources?

We cannot progress your grant application if you receive funding from another Commonwealth government source for the same eligible grant activities. By Commonwealth we mean grants that have come from, for example, the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts – Growing Regions Program, the Australian Sports Commission or the Australian Government Department of Health and Aged Care.

We *do not* mean non-Commonwealth sources such as: the NSW Government's Her Sport Her Way Grant Program, the Victorian Government's Change Our Game grant, or the South Australian Female Sporting Facilities Fund.

3.4 Is lighting an eligible activity?

Yes. Lighting is an example of an eligible activity under the Facilities stream if the project will provide a safe, accessible, inclusive, and welcoming environment for women and girls, and/or provide equitable and enduring opportunities for women and girls to train and compete. Your response should describe how lighting will increase participation by women and girls.

3.5 Do I need a Letter of Support for consortium applications?

Yes. You will need a Letter of Support if you are proposing a consortium application to show that there are governance arrangements in place for you to deliver the grant activity, and give confidence to assessors that your consortium is genuine and has commitment.

Section 7.3 of the guidelines details what each letter of support should include.

Each Letter of Support must reference the Play Our Way Program, and not a previous grant program. It must also be current (i.e. signed in 2024). If it does reference another grant, it will be deemed non-compliant and will not be considered as part of the assessment.

There is no need to provide a Letter of Support in other circumstances, such as references from supporters, or letters from politicians.

For probity reasons, material supplied by you that has not been requested by us will be disregarded and will not be seen by those who are assessing applications and/or awarding funding.

3.6 What is the character limit for the assessment criteria?

All assessment criteria have been updated to 6000 characters. This is an increase from 3500 for Criteria 3 and 4 since the Grant Opportunity Guidelines were published in early 2024.

3.7 What is the earliest I can start my project?

You cannot commence your project before we execute an agreement. Planning and other preparatory works may be undertaken. However, grant funds cannot be used for work completed or paid for prior to the agreement being executed.

We are expecting to execute agreements with successful applicants from January 2025.

3.8 How do you define 'private land'?

Private land is real estate owned by an individual or other legal entity for commercial, private or residential use. It may include improvements to the land such as buildings, but not necessarily. Access to and use of the land would be to the benefit of the owner or anyone who has been given access or rights to use the land such as leaseholders or under a rent agreement. This is distinct from real property or real estate owned or controlled by a local, state or federal government or other entity and made available, usually under particular conditions, for public use and usually for particular types of public use whether it be, for example, a park, a lake, or a sporting facility for one or more codes of activity.

3.9 What do you require as a Letter of Agreement as evidence from the land or facility owner as consent for the application for Stream 1: Facilities-Invitation to Apply?

At a minimum, the Letter must outline/include:

- Organisation name, individual name and position within the organisation, organisation name and address, full contact details on Facility Owner or Landowner/Council letterhead (or from official email address with signature block)
- Facility Owner or Landowner/Council's endorsement of the project: including details of the project proposed under the Play Our Way Grant Opportunity
- Facility Owner or Landowner/Council's endorsement to use the land: including details of any lease or licensing arrangements that need to be put in place.

Additional details of support may also include:

- Facility Owner or Landowner/Council's willingness to:
 - Work with the organisation throughout the project
 - Provide assistance and guidance as needed.
- Compliance with regulations: the letter may include a reminder to the organisation that they must comply with all relevant regulations, planning requirements, and building standards during construction. It would emphasize the importance of maintaining all necessary approvals and permits.

See Appendix 1 for example letter.

3.10 What do you require as Evidence of Tenure?

Evidence of tenure is either a copy of the land title in the name of the applicant or a current registered lease agreement. Leases need to be current and remain current throughout the life of the grant period. It is preferable that the lease continues beyond the completion of the infrastructure works. Expired leases will not be accepted.

See also 3.14 and 3.15

3.11 Land Ownership – Where an applicant owns the land on which the project is proposed, what evidence is required to support this? Can we provide evidence of trustee of the land through a copy of the Land Title, is it adequate evidence?

Yes. Land Title Extracts and/or Council rate notices are some examples of acceptable form of evidence of land ownership. This should be provided at Attachment 3 of your application as Evidence of Tenure.

3.12 What is an equitable access policy?

An Equitable Access and Usage Policy demonstrates how councils and sporting organisations/clubs will effectively drive gender equitable access and use of community sports infrastructure to improve outcomes for women and girls. The action plan must address how the policy will be monitored and evaluated.

The Equitable Access and Usage Policy aims to:

- eliminate gender inequality, ableism and cultural bias in sport infrastructure design and delivery,
- provide equitable facility access, and
- ensure equity in the allocation for training and competition and address other elements of inequality in program design and delivery.

3.13 How do I find my Modified Monash Model (MMM) region?

Please use this locator. Search for your postcode, and it will have a corresponding MMM region. [Modified Monash Model \(MMM\) Suburb and Locality Classification \(health.gov.au\)](https://www.health.gov.au/modernisation/modernisation-projects/modified-monash-model)

3.14 Do I need to provide evidence of tenure if I have Landowner consent for the proposal?

Yes. Evidence of Tenure and a Letter of Agreement from the facility and landowner to all aspects of proposal (e.g. equity, access and sustainability measures) are **both required** for this stage.

See questions 3.9 and 3.10 for further detail on requirements.

3.15 What evidence of tenure do you require for new buildings?

For evidence of future tenure, we need to see either a Lease or, where a Lease is not in place, an Agreement to Lease. Applicants providing an Agreement to Lease should also include:

- a copy of the draft lease showing that the forthcoming lease will be for the life of the agreement, including the designated use period, and
- a copy of the Certificate of Title as evidence that the Agreement to Lease is with the registered owner of the property.

3.16 Can a successful EOI applicant add a consortium partner to the full submission?

Yes, applicants may add a consortium partner in their full application, as long as they provide all accompanying documentation. Section 6.2 (Assessment Criteria 2 and 4) and Section 7.2.2 of the Grant Opportunity Guidelines provide further guidance on what you will need to provide as part of your application.

4. Assessment process

4.1 What is the assessment considering?

Applicants should detail how their proposals provide value for money and will result in enduring change for women and girls facing barriers to participation in sport and physical activity, particularly those who:

- are First Nations peoples
- are culturally and linguistically diverse
- have a disability
- reside in regional, rural and remote areas as defined by the [Modified Monash Model](#) (MMM3-7)³
- reside in a low socioeconomic area and/or
- identify as belonging to the LGBTIQ+ community

The assessment will consider how value with relevant money is demonstrated for the grant amount requested, in relation to:

- Alignment with grant opportunity objectives
- Organisational capacity and project viability
- Culture of inclusion
- Strategic alignment and engagement

In addition to the application form, all applicants will be required to submit:

- Proof of entity type
- Bank account verification
- Activity work plan
- Activity budget which includes the proposed financial year funding allocation sought, and co-contribution amounts and sources,
- Construction quotes
- Risk management plan
- Unincorporated organisations are to provide proof of entity type by their 'legal parent' organisation
- Equitable Access Policy/Plan/Strategy
- Letter of agreement from facility and landowner to all aspects of proposal (e.g. equity, access and sustainability measures)
- Evidence of Tenure

³ The Modified Monash Model is a classification system used to determine whether a location is metropolitan, regional, rural, remote or very remote and used by government programs to define eligibility requirements.

- Evidence of other funding sources (co-contributions) for the same initiative as this grant opportunity
- Letter of support (if entering through a consortium).

Templates (where applicable) are provided in the ITA Email. **Note:** The use of these templates is mandatory.

Further information is provided in the Grant Opportunity Guidelines in Section 7.2

4.2 How long will the assessment process take?

Applicants have 6 weeks to submit their application, following which the department will undertake assessments.

We have updated the below table from the Grant Opportunity Guidelines with new indicative timings.

Activity	Expected Timeframe
Preparation and submission of Stage Two grant application (invited applicants only)	[6] weeks
Assessment of Stage Two applications	[5] weeks
Approval of outcomes of selection process	[4] weeks
Negotiations and award of grant agreements	[4-8] weeks
Notification to unsuccessful applicants	[2] weeks
Anticipated start date of grant activity	01/2025
End date of grant activity or agreement	30/06/2027

Absolute timeframes for outcomes are dependent on the quality of applications received.

4.3 What is the close date for Stream 1: Invitation to Apply: Facilities?

As detailed in your invitation to apply email, the closing date and time of the opportunity is 2.00pm (Canberra time) on 23 September 2024.

4.4 Can I submit multiple applications as part of the ITA?

No. Each eligible organisation can only submit one application. Where more than one application is received, the latest application received before the closing date and time will be the one assessed.

4.5 Will funding be divided evenly across states – or based on population?

Funding will be awarded based on the merits of each application as part of a competitive grant process – there is no formula or pre-set distribution target across states and territories.

4.6 How will you make sure that not just the really polished applications are considered and grassroots groups have a chance?

Organisations have varying levels of capacity and expertise with grant applications, and local clubs may not be able to enlist additional help. We have developed the assessment criteria and grant guidelines to be as simple and accessible as possible. The Assessment Committee will be looking at the quality of the idea (the local need, the solution you propose, and ensuring it will make a direct, positive difference to women and girls participating in sport and physical activity), and ensuring applicants can show a level of governance that will give the selectors confidence you can handle the money involved, and deliver the project with very little risk. Applicants should pay attention to detailing how you will deliver the activity, by yourself or with the help of stakeholders.

4.7 How will organisations be advised of the final outcome?

The department will advise the outcome of the grant opportunity, via email, to the primary contact listed in the application form. Further information on timeframes of announcements are provided in section 4.2 of these FAQs.

Successful grant applicants will be listed on the [GrantConnect](#) website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs. The department will publish general feedback relating to this grant opportunity on the Department of Health and Aged Care website within 30 days of the outcome being finalised.

4.8 Will I get feedback on my application?

The Department will publish general feedback relating to the grant opportunity on the Department's website within 30 days of the outcome being finalised. Individual applicants will be notified in writing if they are unsuccessful but will not receive feedback specific to their application.

5. Funding Questions

5.1 How much funding can I apply for?

There is a minimum and a maximum funding amount for each grant. You must apply within that range, otherwise you will be deemed non-compliant and not eligible for assessment.

In some circumstances, the department might offer a lower grant value than the amount sought by the applicant.

Stream 1: Facilities

Grants in Stream 1 will be for a minimum of \$50,000 up to a maximum of \$1,500,000.

For Facilities projects in small rural towns, remote communities or very remote communities (MMM 5-7), the maximum will be \$2,000,000 to reflect increased costs in these areas.

5.2 Can I request more or less funding as part of my final application compared to what was included in my EOI application?

Yes, as long as the **project scope remains the same, and the funding** remains between the minimum and maximum allowed grant funding. The activity budget supplied as part of the EOI was indicative only. The activity budget to be provided as part of the application should be based on quotes received to undertake the project.

See also question 5.15

5.3 Is it MMM 3-7 or MMM 5-7 which qualifies for the higher amount in Stream 1?

For Facility projects in small rural towns, remote communities or very remote communities as defined by the Modified Monash Model (MMM 5-7), the maximum will be \$2,000,000 to reflect increased costs in rural and remote areas.

We use MMM 3-7 as part of defining the program's priority populations, but this is separate to the calculation of maximum grant amounts.

5.4 If we were to propose multiple projects in multiple locations, some MMM5-7 and some MMM 1-4, would the \$1.5million or \$2million maximum apply to the application.

The purpose of the additional funding limit for MMM 5-7 is to take into account of the likelihood that building in more remote areas can be expensive, and to assist in removing barriers that may prevent projects occurring in those places. If the majority of the projects situated in MMM 5-7 locations, the higher amount will apply. You must spend at least \$500,000 of the overall funding requested in MMM5-7.

In the Activity work plan, each sub-project will need to identify activities and costs associated with each MMM location. Note that all projects are assessed on a competitive (comparative value for money) basis, and if successful, may be offered a lower amount than applied for.

Note that larger projects or those where risks such as access to suitable construction professionals have been identified may result in additional reporting requirements in the agreement.

5.5 What can the grant funding be used for?

Eligible expenditure can include the following:

Stream 1: Facilities

- Construction activities (for example, final design, project management, construction and fit-out costs) which occur after the execution of the grant agreement and result in the delivery of the project before 30 June 2027.

Further information is provided in the published Grant Opportunity Guidelines in Section 5.1. Successful applicants will enter a Commonwealth Grant Agreement that sets out eligible expenditure for each project.

5.6 What can't I use the grant funding for?

Please refer to section 5.3 of the Grant Opportunity Guidelines for a detailed list of what grant funding cannot be used for.

No double-dipping: We cannot provide a grant for any activities that are already covered by a different Commonwealth Government funding source.

5.7 Can applicants be reimbursed for funds if they begin the project early?

No. Eligible expenditure Stream 1 is for Construction-related activities (for example, final design, project management, construction and fit out costs) which occur **after** the execution of the grant agreement and result in the delivery of the project before 30 June 2027. You must incur the expenditure on your grant activities between the start date and end or completion date of your grant activity for it to be eligible.

You cannot use the grant for retrospective costs (where projects have already commenced construction or are completed prior to execution of a grant agreement).

Planning and other preparatory works may be undertaken. However, grant funds cannot be used for work completed or paid for prior to the agreement being executed.

5.8 If successful, when will I receive a grant payment?

Before payments are made, a grant agreement must be signed by the grant recipient and the department. Payments will then be made in line with the payment schedule in your grant agreement.

Some grant payments may be made contingent on reaching a satisfactory milestone agreed with the department, to manage risk of non-delivery on the grant objectives.

5.9 Are there any GST or income tax-related issues involved in receiving funding?

Payments will be GST Exclusive. If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your taxation circumstances.

5.10 What if I don't spend all the funding?

The department identifies the reason for under-expenditure of grant funds before determining how it is managed. Under-expenditure is managed under the terms of the grant agreement and options include varying the agreement, reducing or withholding payments or recovering the underspend as a debt.

5.11 What happens if I run out of funding or don't complete the project by 30 June 2027.

It is expected that applicants will have obtained professional advice with regards to costings for any infrastructure works (e.g. quantity surveyor) and included contingency funding in the amount of money requested in the application. In addition, applicants are encouraged to obtain co contributions to ensure the necessary funds are available to complete the works.

Grant recipients will be required to provide any funding required to complete the infrastructure works over and above the grant funding. It is recommended you indicate how you will fund any cost over-runs.

Note that there is no further funding available under this Grant Opportunity. Limits apply – see 3.1.1 of the Grant Opportunity Guidelines.

5.12 What if we don't think the infrastructure works will be completed by 30 June 2027?

Funding for infrastructure works should not be accepted if the organisation has any concerns about the timeframe for completion. An Activity Work Plan (AWP) is to be submitted once the agreement is executed and this will require clearly set out timeframes for achievement of progress milestones and final completion. You will need to consider the length of time designs and/or planning and development approvals will take. Consideration needs to be given to other risks including timely access to suitable construction professionals and any delays that may occur due to weather patterns.

5.13 Your Guidelines say that you will not fund administration costs, except for up to 10% of the grant for "direct external / independent project management". How do you define 'administration costs'?

Play Our Way grants should fund the delivery of project activities as directly as possible.

Administration costs are general expenses that do not relate directly to the delivery of project activities, such as payroll administration recovery expenses, office accommodation, management oversight, or grants management costs.

Sections 5.3.1 (Stream 1-Facilities) of the Grant Opportunity Guidelines note "administration costs are not eligible, except for up to 10% of the grant for "direct external / independent project management costs". This item recognises that some applicants will incur certain additional external expenses for running the management aspects of relevant project.

The cap for this item (10% of the grant amount) is intended to ensure that grantees direct as much of the grant money as possible to the actual delivery of the project, for the direct benefit of increasing participation of women and girls in physical activities. Some applicants will absorb administration costs entirely within their existing functions or recover them via a

co-contribution. But some applicants will need additional help to deliver their proposed grant activities safely and lawfully, and to an appropriate standard.

Applicants should justify all their proposed expenditure as part of their applications—all expenses are expected to be directly related to delivering the grant.

If you will be paying for direct external / independent project management costs, please include the quote/s with your application.

5.14 Are Salaries an eligible expense for Stream 1?

As per Section 5.3.1 of the Grant Opportunity Guidelines, Salaries/wages are **not** an eligible expense item for Stream 1 (Facilities).

5.15 Is it possible to change the activities we applied for in our EOI to our full grant application?

The activities/items in your full application must be as consistent as possible with your EOI. The Delegate has approved your invitation to apply (ITA) based on the items in your Expression of Interest. You may add further details in your full application to clarify your delivery plans and/or the impacts of your proposed activities.

Per 6.1 of the Grant Opportunity Guidelines, 'The Decision Maker will approve the organisations invited to submit an application under Stage Two where you will be asked to provide more detailed responses and evidence to support your Stage One application'. Stage Two is for expanding on the Stage One application that was approved, and detailing how the proposal aligns with the program.

5.16 How detailed does the Budget need to be and what are the exact requirements for construction quotes, particularly if design processes are not yet complete?

The Budget and construction quotes submitted will be checked against the requirements outlined in Sections 5 and 7.2.2 of the Grant Opportunity Guidelines and assessed with consideration of the assessment priorities outlined at Sections 6.2, 8.1 and 8.2.2 of the Grant Opportunity Guidelines.

We expect that applicants will have at least obtained professional advice about the costs of any infrastructure works (e.g. quantity surveyor) and included a contingency budget in their application. We also encourage applicants to find co-contributions to ensure the necessary funds are available to complete the works.

This is the final phase of assessment in a highly competitive grants process. For the Department to properly assess value for money please provide the most up to date information possible and a reasonable level of detail.

If successful, we will base our letter of offer on the grant amount requested for in the application. If costs increase after you submit your grant application, you will be required to meet these additional project costs.

6. Application process

6.1 How do I submit an application for this grant opportunity?

Detailed information on the application process was included in your Invitation to Apply email. This includes specific instructions on how to apply, including uploading information to support your application. Submit your application by the closing date and time as specified in your ITA email and application form.

For technical assistance when submitting your application form and any attachments through GrantConnect please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: GrantConnect@finance.gov.au

6.2 Will late applications be accepted?

No, unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with "Late Application Request - GO6763" in the subject line, no later than one week after the closing date.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The Assessment Committee Chair or their appointed representative will determine whether a late application will be accepted. The department will advise the applicant if their request is accepted or declined.

6.3 I have submitted an application and need to make changes, what do I do?

Once an application is submitted, it can no longer be accessed to change. If you have submitted an application with the wrong information prior to the closing date, you will need to email Grant.ATM@health.gov.au and request to withdraw your application. Once withdrawn, you will be required to submit a new application prior to the closing date.

6.4 How can I withdraw an application as I no longer want to apply to the program?

To withdraw an application, please send an email to Grant.ATM@health.gov.au and include the following information:

- Brief reason for the withdrawal
- Name of your organisation
- Submission reference number (located at the top right-hand corner of the application form page)
- Name of the grant opportunity and GO ID (e.g. GO6763).

Please ensure the email is sent from the authorised contact listed on the application form.

6.5 Can I get assistance in completing my application?

For probity reasons the department cannot individually assist, comment or give additional guidance to a potential applicant on how to shape or describe their project or complete an application form (including advice on whether you meet the eligibility criteria). Applicants must refer to the Grant Opportunity Guidelines, addendums and/or additional frequently asked questions for relevant information on how to complete their application.

However, if you are experiencing technical issues (e.g. unable to access the online application form) please send an email to Grant.ATM@health.gov.au and include any screenshots of error messages (if applicable).

6.6 When should I aim to submit my application after I have answered all the required questions?

To avoid any submission issues, we recommend that you submit your application at the latest **3 hours** before the closing date and time. This should allow sufficient time to address any errors that you may notice in your application after submission.

Submitting early will allow you to resolve any technical issues that you may experience during the submission of your application (any internet outages, system/submission error notifications) and you will be able to contact Grant.ATM@health.gov.au with time to receive assistance to ensure your application is submitted on time.

6.7 Translation and Interpreting Service

If you are a non-English speaker, you can use the [Translating and Interpreting Service](#) if you need to talk to someone in the department. To find out more, visit their [website](#) or call [131 450](tel:131450).

6.8 National Relay Service

If you are deaf or have a hearing or speech impairment, you can use the National Relay Service to access any of the department's listed phone numbers. You can visit the [National Relay Service](#) website or call [1300 555 727](tel:1300555727).

7. Application Form Content Questions

7.1 What do you mean by Service Area in the application Form?

Your service area is the area that your project/s will be located/delivered, for example: Canberra, Australia.

The service area type field indicates the service areas relevant to the grant opportunity. Tick the applicable service area/s where you plan to deliver the Project/Activities.

Select the applicable option/s available in the 'Service Area Type' drop down list. Once selected the 'Available service area/s' box will populate with the available service areas for this grant opportunity. Check the box next to each service area you plan to deliver the Project/Activities.

7.2 The form is asking me for a financial amount in a financial year that I am not applying for. What do I do?

Please enter '\$0' in the year/s that you are not requesting funding for.

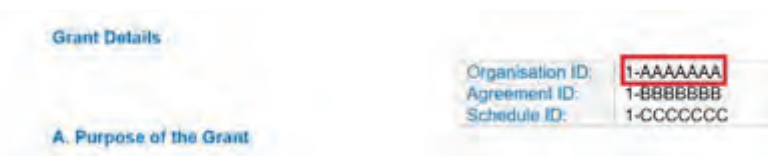
7.3 I can't see all the words in my text box, will it save?

This issue may be due to copying and pasting text from a document into the application form. If this happens, please check that you are within the character limit of the text box and remove all text formatting (do this by copying and pasting the text into Microsoft Notepad first and then into the application form).

7.4 Where can I find my organisation ID?

Your Organisation ID will be in your EOI success letter or if you are an existing grant recipient, your organisation's ID can be found on your current Grant Agreement with the department.

The organisation ID is located in the top right-hand corner on the grant details page of your Grant Agreement (usually page 4, see screen shot below). The organisation ID is in the format of a combination of numbers, hyphens and letters, e.g. 1-AAAAAAA (where '1' represents a number and 'A' represents a letter or a number).



If you do not have access to the Grant Agreement, your organisation ID can be found on any Recipient Created Tax Invoice (RCTI) provided to you by the department. For example, it will list a vendor number as FO1-1J3-29. When inputting the organisation ID to your application, please remove the FO reference, just use the ID, e.g. 1-1J3-29.

7.5 After entering my Organisation ID number, the details are incorrect. How can I update my organisation's details?

If you have a current grant agreement with the department, please check to see if there is a Funding Arrangement Manager (FAM) or contact email address listed for the Community Grants Hub. If so, please email them to request an update to your organisation details.

7.6 What happens if I am unable to continue to the next tab/page/submit the form?

If you are unable to continue to the next page/submit your application the form will take you to a red error message at the top of the page and ask you to resolve the following issue/s before proceeding. The form will not allow you to submit where validation errors exist. If you click on the error message it will take you directly to the question with the issue.

If you have addressed all the validation errors and you are still unable to submit the form, please provide a screen shot of the error(s) and send to Grant.ATM@health.gov.au.

7.7 My formatting has been removed when I have pasted my response into the application form. Why has this happened?

The online application form does not support formatting in text fields. Formatting is automatically removed for all text pasted into the form.

7.8 Can multiple people work on the application form at the same time?

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time. To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

To share the form with another person in your organisation you can forward the 'Form Opened' email which contains your application's submission reference number and a direct link to return to the application form as highlighted in the yellow box below.

Form Opened

You opened and saved an application form for: [REDACTED]
[REDACTED] Grant Opportunity

Your form submission reference is: [REDACTED]

This Application process will close at 2:00pm Australian Eastern Daylight Time (AEDT)
[REDACTED]

[Return directly to your saved form here](#)

IMPORTANT INFORMATION:

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

Your form will be accessible for 60 days from the last date accessed or the close deadline of the round, whichever date is earliest.

If you have any questions relating to this Application, phone 0262896000 or email Grant.ATM@health.gov.au

Please do not reply to this email as it has been sent from an automated system and replies are routed to an unmonitored mailbox. For further information regarding your form please contact the relevant Government Agency.

7.9 I cannot return to my draft application form, what can I do?

If you have not submitted your application form and can no longer access the information, the grant opportunity has either closed or there may have been issues with your internet connection. The department has no record of your draft application and cannot retrieve any of your draft information.

Your application form will be accessible for 60 days from the last date accessed or the close date/time of the round, whichever date is earliest. After the 60-day time period has passed the form shuts down and is no longer available for amendments or submission (data cannot be retrieved once this time period has lapsed). You will need to submit a new application if the grant opportunity is still open.

We strongly encourage that you save a copy of all your draft answers outside of the application form (e.g. in a word doc) so that in the event there is a technical issue, system outage or you lose the information that you have drafted, you can access your previously prepared answers.

7.10 Can I print a PDF/ Microsoft Word version of the application form?

There is no "PRINT" function in the application form. When an application form is submitted you will receive a Form Receipt email which specifies the submission reference, date and time and includes the attached pdf application form. This is the only proof of submission, and it is the responsibility of the applicant to ensure that this email has been received and that it is accessible within their organisation.

The department is unable to provide a copy of the application to you if you have deleted or lost the Form Receipt email.

7.11 What can I do if I have submitted my application but not received any email confirmation?

After submission, the Form Receipt email can take up to 30 minutes to arrive in the nominated inbox. If you have not received a Form Receipt email after 24 hours, please email Grant.ATM@health.gov.au and the department will investigate the issue.

If your application was not received prior to the close date and time you may request to submit a late application based on experiencing exceptional circumstances that prevented the submission of the application. The Assessment Committee Chair or their appointed representative will then determine whether an extension will be granted.

7.12 How do I upload multiple documents where there is a one file limit for the question?

You can only upload one attachment to each attachment question within the form. If applicable, applicants should combine multiple documents into one document before attaching to the application form. This may require you to scan multiple documents into one PDF version. Information in attachments should be relevant and concise as possible.

7.13 I am trying to upload an attachment however I am receiving an error message. How do I resolve the issue?

The file you are attempting to load may contain either unacceptable special characters or an invalid file extension. Acceptable characters are all alpha and numeric characters, full stops, single hyphen and spaces. Please re-name the file and try again.

There may also be a document attached in the application with the same file name. You cannot upload two documents within the form with the same file name. Please rename the file and try again.

There might also be an issue with the document itself. Please try printing out the document you are trying to attach, rescanning to your computer and re-uploading the document.

7.14 Is there a file size limit for attachments?

Yes, the size limit is 2MB or under per attachment. If your attachment file sizes exceed 2MB, we recommend not to copy and paste data into spreadsheets as this may include unseen characters and add size to the file. We suggest you monitor the attachment size as you are entering the data, to ensure the file size does not exceed 2MB. If you are unable to limit the size of your documents, please contact Grant.ATM@health.gov.au for further advice and assistance.

7.15 Why do I have to provide proof of entity type and bank verification if I have previously?

The department is committed to ensuring all information for grantees is up to date and accurate. Requesting proof of entity type and bank verification for each application allows the department to confirm details and ensures the most up to date and accurate information is utilised.

Acceptable forms of bank verification include a recent bank statement, issued in the last 6 months, in a PDF format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.

Acceptable forms of proof of entity can be any type of documentation listed this website, [Confirming the legal entity status of an applicant | Community Grants Hub](#), which the

Community Grants Hub utilises. We can use a number of public facing websites for information to validate an organisation's entity type.

You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

7.16 Can I get a copy of my submitted application?

When an application form is submitted you will receive a 'Form Receipt' email which specifies the submission reference, date and time and includes the attached pdf application form. This is the only proof of submission, and it is the responsibility of the applicant to ensure that this email has been received and that it is accessible within their organisation.

The department is unable to provide a copy of the application to you if you have deleted or lost the Form Receipt email.

7.17 How do I update the primary or secondary contact on my application?

To make changes to the primary or secondary contact on your application, please email Grant.ATM@health.gov.au and provide the following details:

- Brief reason for the request
- Name of your organisation
- Submission reference number (located at the top right-hand corner of the application form page), and
- Name of the grant opportunity and GO ID (e.g., GO1234).

Please ensure the email is sent from the authorised contact listed on the application form.

Appendix 1 - Suggested wording for Letter of Agreement / Support for leased properties

To [NAME OF ORGANISATION]

This letter is to confirm that [NAME OF PROPERTY OWNER] agrees that [NAME OF ORGANISATION] will have continued access to [NAME OF PROPERTY, ADDRESS OF PROPERTY (Number, street name, suburb, state, postcode) for xx years.

[NAME OF PROPERTY OWNER] supports [NAME OF ORGANISATION] in their application for funding to [BRIEF OVERVIEW OF PROJECT DETAILS] through the Play Our Way Program. The Program and project as described will provide greater opportunities for women and girls to access, participate and remain involved in sport and physical activity throughout their lives.

[NAME OF PROPERTY OWNER] will work with [NAME OF ORGANISATION] to ensure that the project is completed, and the objectives met. [NAME OF ORGANISATION] must comply with all relevant regulations, planning requirements, including approvals and permits, and building standards during construction.

Yours sincerely/truly

Signature of duly authorised person

NAME OF DULY AUTHORISED PERSON

POSITION HELD WITH ORGANISATION THAT OWNS THE PROPERTY

NAME OF ORGANISATION THAT OWNS THE PROPERTY

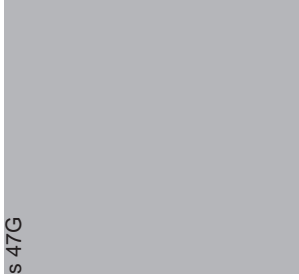
ADDRESS OF ORGANISATION

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<p>Mid-point construction</p>	<ul style="list-style-type: none"> • Conduct and complete site mobilisation including site fencing, siltation and erosion control, site amenities etc; • Demolish the existing small building on the site, noting that time and cost has been incorporated to cover the likelihood of asbestos within the existing building; • Complete all groundworks including excavations, piling (subject to geotechnical requirements), foundations and slab on ground. Note that inspections from the building certifier and structural engineer (along with others as required) will be completed progressively upon completion of each element, so that a progress certificate is able to be issued upon completion of this phase of work; • Complete the building envelope works including (but not limited to) external and internal walls, external columns, roof framing and cladding and window/door installation to achieve lock-up. Note that inspections from the building certifier and structural engineer (along with others as required) will be completed progressively upon completion of each element, so that a progress certificate is able to be issued upon completion of this phase of work; <p>It is expected that the mid-point of construction represents the lock-up stage of the building and the completion of all structural components.</p>	<p>12 weeks</p>
<p>Fit out, Finishes & Fittings complete and assets installed</p>	<ul style="list-style-type: none"> • Complete netball court lighting installation including power reticulation, light pole foundations and lighting, under the supervision of both Council as the relevant authority and the electrical engineer; • Complete the internal services fit-out including electrical, hydraulic (sewer and water) and mechanical works (if required, noting mechanical works may include air-conditioning and/or toilet/bathroom exhaust); • Complete internal and external finishes such as floor/wall finishes (tiling where required), wall linings and ceiling linings; • Complete internal and external painting; • Complete the fit-out of the electrical and plumbing services such as lighting, power outlets, ceiling fans, toilets and tapwear; • Complete the installation of toilet partitions, storage shelving, canteen facilities, security gates/shutters; • Complete the installation of furniture such as tables, chairs, external seating and canteen equipment (fridge etc); • Obtain supporting documentation to substantiate completion of fit-out 	<p>6 weeks</p>
<p>Practical Completion</p>	<ul style="list-style-type: none"> • Undertake final authority inspection prior to practical completion (including but not limited to Hunter Water, Lake Macquarie Council etc); • Undertake final defects inspection on behalf of the netball club and relevant consultants; • Obtain certificates of Practical completion and Occupancy • Complete declaration signed by an Authorised Person in Organisation that all works have been completed in accordance with agreement 	<p>4 weeks</p>
<p>Equitable access policy</p>	<ul style="list-style-type: none"> • Implement Equitable Access Policy that improves outcomes for women and sports • Provide equitable facility access to the best facilities available, • Ensure equity in the allocation for training and competition and address other elements of inequality in program design and delivery • Monitor and evaluation of equitable access policy 	

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Risk Management Plan

Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage 2: Invitation to Apply

Caves Beach Netball Club ABN 20 136 613 159

Lighting Upgrade and New Clubhouse at Caves Beach Netball Courts

Guidance: Complete the following table for risk associated with the activities you are applying for under this grant opportunity. Please use the "Risk Information & Help" tab (next tab) for further guidance and examples. Complete/add more rows as needed.

Risk Reference	Risk Identification <i>What event(s) can happen and how it can happen?</i>	Risk Impact <i>What are the effects if it does happen?</i>	Risk Controls <i>What controls are currently in place?</i>	Likelihood	Consequence	Current risk rating	Acceptable/Unacceptable?	Mitigation Strategy
1	Inability to manage and deliver grant resulting in debt to Commonwealth	Potential liabilities for CBNC office bearers	CBNC Project Team members appropriately qualified with the skills and knowledge required to deliver the project	Unlikely	Major	Medium	Unacceptable	Roles and responsibilities of grant delivery clearly identified within organisation. Ongoing reporting of deliverables and management of expenses so funds are not misappropriated
2	Delays in receiving funding, resulting in planning and designing delays	Delay in commencement of the project requiring a new timeline. Delay to completion date. Potentially impact facility availability for start of 2026 netball season.	Realistic timeframes and flexibility of construction commencement date to coincide with end of netball season	Possible	Moderate	Medium	Acceptable	Ensure project deliverables are achieved in line with project plan and reported to the department in a timely fashion.
3	Delayed delivery of design and engineering	Delays in contracting arrangements and construction. Poor decisions made in haste to reduce delays and possible impact to project timeline including completion date.	Realistic and flexible timeframes for design and engineering. CBNC Project Manager monitoring project plan and communicating with consultants in a timely manner, including following up.	Possible	Minor	Medium	Acceptable	Communication with contractors/specialists is incorporated into management plan.
3	Delays in contracting arrangements	Delays to construction starting. Poor decisions made in haste, potentially impacting the budget and quality of final product.	Realistic and flexible timeframes for contract arrangements. CBNC Project Manager monitoring project plan and communicating with consultants in a timely manner, including following up.	Possible	Minor	Medium	Acceptable	Realistic understanding of what can be achieved within a limited timeframe and budget.
3	Delays with building approvals	Delays to construction starting.	CBNC Project Manager regularly communicating with LMCC Community Project Officer.	Unlikely	Minor	Low	Acceptable	Communication with LMCC is incorporated into management plan.
3	Delays during construction due to hazardous materials, weather delays, design variations	Project milestones not met	Realistic timelines accounting for likely delays.	Likely	Moderate	High	Acceptable	Detailed project plan, including contingency planning. Effective communication and regular progress monitoring. Adaptable project management.

4	Budget shortfall	Incomplete project, and inability to deliver intended outcomes	Project has been appropriately scoped to cover all known contingencies.	Unlikely	Major	Medium	Unacceptable	Project team member (Treasurer) allocated to monitor expenditure. Prioritise expenditure, implement cost saving measures, revise project scope.
5	Budget underspends	Grant agreement may need to be varied or unspent funds recovered as a debt.	Project has been appropriately scoped to cover all known contingencies.	Unlikely	Minor	Low	Acceptable	Project team member (Treasurer) allocated to monitor expenditure. Accurate cost forecasting, continuous cost tracking, adjust resource allocation, identify additional project needs.
6	Final building outcome doesn't align with CENC expectations	Project outcome to increase participation in sport for women and girls at a satisfactory facility not achieved.	Clearly defined roles and responsibilities of CBNC project team, communicated with Project Manager and consultants. Agreed process for decision-making during detailed design, contracting and construction.	Unlikely	Minor	Low	Unacceptable	Clear communication methods agreed. Regular team meetings.
11	Delay in reporting and acquitting any funding received	Recipient obligations not met. Funding jeopardised.	Project team member (Grant co-ordinator) allocated to ensure compliance with grant terms	Rare	Minor	Low	Unacceptable	Grant co-ordinator to monitor reporting dates, obtain relevant report templates and ensure completion well prior to deadlines. Regular communication between CBNC project team and contractors
8	Target populations do not respond to project	Project outcome to increase participation in sport for women and girls at a satisfactory facility not achieved.	Proposed project is based on thorough needs assessment, and designed within LMCC Sports Infrastructure Hierarchy. Design promoted to club members. Flexible project delivery.	Unlikely	Major	Medium	Unacceptable	Clear communication and engagement with stakeholders throughout the process to foster positive relationships and ensure buy-in.
12	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<insert>

Risk Information & Help	
RISKS	A risk is defined as the effect of uncertainty on objectives. A risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence. Where possible, try to combine similar risks to consolidate the number of potential risks.
RISK IDENTIFICATION [SOURCE]	The purpose of risk identification is to find, recognise and describe risks that might prevent an organisation achieving its objectives. When identifying risks the following questions should be considered: <ul style="list-style-type: none"> • What event(s) can happen that will have an adverse effect on the activity? • How can it happen?
RISK IMPACT	The impact identifies the consequence of each risk (i.e. what are the effects to your organisation if it risk does happen?).
RISK CONTROL	A control is a current process, policy, device, practice or any other action designed to modify risk. Examples of controls include, checklists, meetings, procedures manual, contingency plans, audits and agreements in place.
RISK TREATMENT	A risk treatment is an additional activity being developed to manage and/or reduce the risk. Examples of risk treatments include the creation of new guidelines, the introduction of a review process etc. Once the proposed treatment has been implemented it becomes a control.
EFFECTIVENESS OF RISK IDENTIFICATION	An adequate control implies that the risk is well managed and no further treatments are required. A marginally effective control implies that a treatment is not necessary however this may depend on the level of risk. An inadequate control implies that treatments are necessary.
LIKELIHOOD	Likelihood is the chance that something might happen. Likelihood can be defined, determined, or measured objectively or subjectively and can be expressed either qualitatively or quantitatively (using mathematics). Rate the likelihood of the identified risk occurring with the controls in place. Ratings are: Almost certain, Likely, Possible, Unlikely or Rare.
CONSEQUENCE	A consequence is the outcome of an event and has an effect on objectives. Rate the consequence to the Project outcomes of the identified risk occurring with the controls in place. Ratings are: Insignificant, Minor, Moderate, Major or Catastrophic.



Australian Government

Department of Health and Aged Care

Play Our Way Program - Stage Two, Stream 1 Application

Submission Reference: § 47E(d)

Application Information

The Play Our Way program will provide funding to create greater opportunities for women and girls to access, participate in and remain involved in sport and physical activity.

This is Stage Two of Stream 1: Facilities

Single or multi-year funding to support new and upgraded facilities, playing areas or spaces for sport and physical activity, specifically for women and girls that:

- are located where the need is greatest and/or addresses unmet need
- maximises the opportunity for women and girls to participate in sport and physical activity
- are inclusive, safe, accessible, innovative and sustainable, and
- support sustained equitable access (e.g. scheduling and priority) over the short, medium and long term.

Applicants will be able to apply for a minimum of \$50,000 up to a maximum of \$1,500,000 for projects that support new and upgraded facilities, playing areas and spaces for sport and physical activity specifically for women and girls.

For Facility projects in small rural towns, remote communities or very remote communities as defined by the Modified Monash Model (MMM 5-7), the maximum will be \$2,000,000 to reflect increased costs in rural and remote areas. Projects may be assessed and offered a lower amount than applied for.

This Grant Opportunity aims to address participation barriers through safe, inclusive and sustainable facilities and programs that support the enduring engagement of women and girls in sport and physical activity.

Grant Round Administration

This grant round is being administered by the Department of Health and Aged Care.

Closing Date/Time

Applications must be submitted by **2:00pm Australian Eastern Standard Time (AEST) Monday 23 September 2024**.

Making Sure Your Application is Saved

Upon exiting the form please ensure that you use the 'Save and Close' button. The 'Continue' button should only be used as you intend to progress through the form. For your Application to be saved when exiting, you will need to click on:

- 'Save and Close', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current application form page to the 'Form Saved' page.

Note that the 'Save and Close' button will ask you to 'Confirm' that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission reference ID details. Optionally, you can access the saved form via the form open email received upon beginning the Application.

Grant Opportunity Documents

Read all information in the Grant Opportunity Documents before completing this Application Form. The Grant Opportunity Documents are available on the <https://www.grants.gov.au/> and <https://www.health.gov.au/our-work/play-our-way-program> websites. Applications will be assessed using the process outlined in the Grant Opportunity Guidelines.

Note: Applicants will be notified of the grant funding outcome on completion of the assessment process.

Application Help

Information about the Application process is available on the <https://www.grants.gov.au/> and <https://www.health.gov.au/our-work/play-our-way-program> websites.

Applicants must submit any questions relating to the Program or this Application process in writing to Grant.ATM@health.gov.au . Applicants may submit these questions up until five business days prior to the Closing Time and Date. A response will be provided within five business days.

Applicants may direct any general enquiries, requests for technical help or support in using and/or submitting the Application Form by:

- Phone 0262895600
- Email to Grant.ATM@health.gov.au

Attachment Limits

This Application Form allows users to attach files to support their application. You must provide an attachment where mandatory. Use the 'Upload File' button to select your file.

Accepted file types: .bmp, .doc, .docx, .gif, .jpeg, .jpg, .msg, .pdf, .png, .pps, .ppt, .pptx, .txt, .xls, .xlsb, .xlsx.

Note: There is a 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique using English language/characters and MUST not include foreign characters.

Sharing this Form

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

Submission Reference ID

Each Application Form is allocated a unique Submission Reference ID. Each time this Application is accessed you will be required to use this Submission Reference ID.

Submitting an application form

Upon starting the Application a 'Form Opened' email will be sent to the primary contact, which will include a link to the Application Form as well as a submission reference ID. This will enable the Applicant to access the form at any point in time.

Please note the form will no longer be accessible after two months of inactivity.

Once you have completed this Application Form, you must submit it electronically by using the submission section at the end of this form.

Following electronic submission and completion of this Application Form, a message with your Submission Reference ID will appear on your screen. An email will be sent to the primary contact provided in the Application Form. A function is also available on the submission page to allow you to send a receipt email to the address of your choosing. Please save this email receipt for future reference and use it in all correspondence about this Application.

Please note: there may be short, scheduled outages to systems as part of regular information technology maintenance that may affect submission of this form. Notification of these outages will be on the website.

National Relay Service (NRS)

The Department of Health and Aged Care uses the NRS to ensure our contact numbers are accessible to people who are deaf or have a hearing or speech impairment. Please phone 1800555677 to access the NRS.

Australian Tax Office Reporting

The Department will need to report details of payments made to the Australian Taxation Office (ATO) as part of the taxable reporting obligations for government entities.

In general terms, the types of payments to be reported to the ATO are:

- Payments made for grants to entities with an Australian Business Number (ABN)
- Payments made for services.

If you receive a payment from the Department that meets the ATO criteria, it will be reported to the ATO as part of the Taxable payments annual report.

Further information is available on the Australian Taxation Office [website](#).

Privacy

The Department of Health and Aged Care, supported by the Community Grants Hub, uses an integrated Smartform service assisted by the Department of Industry, Science and Resources on www.business.gov.au.

If you are providing information to access a non-Department of Industry, Science and Resources program, that information will not be accessed by Department of Industry, Science and Resources employees. The only exception to this is where Senior Analysts within the Department of Industry, Science and Resources require access to your information for the sole purpose of troubleshooting technical errors. Where this occurs Senior Analysts will only access the data with permission and at the request of client agencies.

The Department of Health and Aged Care will be able to access the Application as part of the form support services.

By submitting the Application you acknowledge that the information provided in the Application may be shared with other Commonwealth and law enforcement agencies for the prevention and detection of fraud.

For more information about how the Department of Industry, Science and Resources protects your privacy and personal information, please see the Department of Industry, Science and Resources' [Privacy Policy](#), [The Community Grants Hub Privacy Policy](#) and [WCaG Accessibility Information](#) and the Department of Health and Aged Care [Privacy Policy](#) should also be read and understood.

Use of Information

Your Submission Reference is:

s 47E(d)

Please send yourself a link to this saved form by entering your email address below. This email will detail your Submission Reference, the date and time this application process will close, and a link to access your saved form.

If you have any questions relating to this Application phone 0262895600 or email Grant.ATM@health.gov.au.

Your email address *

Confirm your email address *

Use of Information

The Department of Health and Aged Care may use the information, other than personal information, provided in this Application Form to assist it to:

- Comply with the Australian Government requirement to publish the details of all grant recipients on the GrantConnect website
- Inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that program
- Inform future assessments for Applications.

All information including personal information collected as part of this Application may be used by the department or shared with other Commonwealth and law enforcement agencies for the purpose of preventing and detecting fraud. This includes personal information of any third party provided in this Application.

You can only apply if you agree to the use of the information you provide in this form for the purposes listed above and that you have read and acknowledged the Hub Privacy Policy, the Privacy Statement, and all relevant material (including the Grant Opportunity Guidelines) as they relate to the collection and handling of personal information.

I agree *

Existing Grant Recipient

Is the Applicant an existing Grant Recipient? *

If you require assistance, please call 0262895600.

Yes No

Applicant Details

Are you applying as a Trustee on behalf of a Trust? *

Note: The Trustee will enter into a Grant Agreement with the Department (should the applicant be successful).

Yes No

Does the Organisation have an Australian Business Number (ABN)? *

You must respond to this question. For further details refer to <http://www.abr.business.gov.au>

Yes No

Enter the Organisation's ABN into the Australian Business Number (ABN) field and click the Validate ABN button to retrieve your registration details.

ABN *

20 136 613 159

Registration Number

Legal/registered entity name *

Caves Beach Netball Club

If you have Business Names registered, you can select the relevant Business Name. If you have not registered your Business Name, you can either select "Same as Legal Entity" or "Other" in the "registered business name" field. If "Other" is selected, you will be asked to provide the Organisation's registered business name in another field that will become available.

Note: If the details displayed are out of date or incorrect, please update them now via the Australian Business Register website then re-enter and validate the ABN.

Business name of the Organisation *

Same as Legal Entity

Date of Registration

06 Apr 2014

State

NSW

Postcode

2281

GST Registered - Checkbox is ticked if the Organisation is GST Registered.

Registered as Charity - Checkbox is ticked if the Organisation is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC).

Does the Organisation have any of the following types of Incorporation Number: Australian Company Number (ACN), Registration Number, Indigenous Corporation Number (ICN), Incorporated Association Number (IAN)? *

Note:

An ACN (Australian Company Number) is a nine-digit number issued by the Australian Securities and Investments Commission (ASIC). It is a unique identifier purely for companies incorporated under the Corporations Act 2001 of the Commonwealth.

A Registration Number is a form of Incorporation Number for a Cooperative that has been established and/or registered under the relevant legislation in the State or Territory in which they were formed.

An ICN (Indigenous Corporation Number) is a number issued by the Office of the Registrar of Indigenous Corporations under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 – CATSI Act.

An IAN (Incorporated Association Number) is a number given to an Incorporated Association that has been incorporated or registered under the relevant incorporated associations legislation in the State or Territory in which they were formed.

Yes No

Enter the Organisation's Incorporation Number/s. *

ACN

ICN

Registration Number

IAN

Y1831427

What is the registered business address and main contact details of the Organisation?

The business address must be completed in full and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: the address fields accept the characters of A to Z, 0 to 9, () , ' - / &, all other characters including carriage returns are not accepted.

Please note that if an Applicant selects 'Manually enter an address', the Department will use this non-validated address for correspondence.

Please input your address *

Strathmore Road CAVES BEACH NSW 2281

Main Telephone *

8 47F

Main email address *

cavesbeachnetball@gmail.com

Web address

https://cavesbeachnetball.com.au

What is the postal address of the Organisation?

The postal address must be completed in full. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: the address fields accept the characters of A to Z, 0 to 9, () , ' - / &, all other characters including carriage returns are not accepted.

Same as business address above

Floor / Building; Unit; Apartment

PO Box / Street number, name and type *

PO Box 582

Suburb/Town *

Swansea

State *

NSW

Postcode *

2281

What is the Applicant's financial email address for the receipt of Department of Health and Aged Care payment advice should the Application be successful? *

The email address must be entered in a valid format without spaces (eg. example@business.com.au).

Payment advice includes Recipient Created tax invoices (RCTIs).

You must respond to this question. 350 character limit.

cavesbeachnetball@gmail.com

Does the Applicant operate as not-for-profit? *

For eligibility requirements, refer to the Grant Opportunity Guidelines.

For further details about not-for-profit organisations refer to the Australian Tax Office website [☐](#).

Select 'No' if the Applicant operates for profit.

Select 'Yes' if the Applicant operates as not-for-profit.

You must respond to this question.

Yes No

Eligibility Requirements

What is the Applicant's entity type? *

For a list of eligible entity types, refer to the Guidelines.

If you are unsure about the Applicant's entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Community Grants Hub [website](#) for further information.

Please note if you are applying as a Trustee on behalf of a Trust you must select the Trustee's entity type.

You must respond to this question. Choose the entity type that is relevant to the Applicant from the list.

Incorporated Association

Is the Applicant able to provide documentation to support the entity type? *

If yes is selected you will be required to provide documentation to support the legal entity.

NOTE: There is a maximum of two attachments for this question if the response is Yes.

You must respond to this question.

Yes No

Please provide your supporting documentation. *

[NSW Incorporated Associations Register.pdf](#)

Invitation to Apply *

Confirm your organisation received an invitation to apply from the Department of Health and Aged Care for Stream 1: Facilities based on your Expression of Interest (EOI) application.

To be eligible for this Grant Opportunity you must respond to this question.

I Confirm

Unincorporated Association *

Are you applying as an unincorporated association?

If 'yes', provide proof of entity type by your 'legal parent' organisation.

If 'no', you are confirming your organisations entity type is not an unincorporated association.

Note: If you selected your entity type as an Unincorporated Association, you are required to provide proof of your legal parent as per the *Who is not eligible to apply for the grant: Unincorporated Associations* Section of the Grant Opportunity Guidelines.

You must respond to this question.

Please select the relevant option.

Note: 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

Yes
 No

Compliance with Building Codes *

Confirm your organisation understands your project will be required to be compliant with the Australian Building Code [and](#) National Construction Code [.](#)

To be eligible for a grant, you must declare that you comply with these requirements. You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

You must ensure that the work carried out, where appropriate, is undertaken by licensed or properly qualified persons. You must also ensure that works carried out are fit for purpose and comply with the regulatory requirements of the relevant state and territory and local governments.

To be eligible for this Grant Opportunity you must respond to this question.

I Confirm

National Redress Scheme *

Confirm your organisation or your project partner/s are not included on the National Redress Scheme's [list](#) of 'Institutions that have not joined or signified their intent to join the Scheme'.

The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding.

Note: If your organisation, or your project partner is an organisation included on the National Redress Scheme's website on the 'list of institutions that have not joined or signified their intent to join the Scheme' your application will not proceed to the assessment stage.

To be eligible for this Grant Opportunity you must respond to this question.

I Confirm

Workplace Gender Equality *

Confirm you, and if applicable, your project partner/s is/are not an organisation included on the Workplace Gender Equality Agency website non-compliant list.

Note: If your organisation, or your project partner/s are an organisation included on the Workplace Gender Equality Agency website on the non-compliant organisations list your application will not proceed to the assessment stage.

To be eligible for this Grant Opportunity you must respond to this question.

I Confirm

Child Safety Statement and Declaration *

Can you confirm the relevant Child Safe measures will be in place before the proposed activity commences?

Note: If your proposed activity involves direct contact with children or contact with children is an expected part of the activity, you will be confirming the following measures will be in place before the activity commences:

- Child related employees, contractors or volunteers delivering the activity are compliant with all State, Territory and Commonwealth law relating to the employment or engagement of people who work or volunteer with children, including mandatory reporting and Working With Children Checks.
- National Principles for Child Safe Organisations are implemented.
- All Child-Related Personnel implement the National Principles for Child Safe Organisations.
- A risk assessment has been undertaken to identify the level of responsibility for Children and the level of risk of harm or abuse to Children and appropriate risk management strategies to manage any identified risks have been put in to place.
- A training and compliance regime is in place to ensure that all Child-Related Personnel are aware of, and comply with:
 - the National Principles for Child Safe Organisations;
 - the Grantee's risk management strategy;
 - Relevant Legislation relating to requirements for working with Children, including Working With Children Checks; and
 - Relevant Legislation relating to mandatory reporting of suspected child abuse or neglect, however described.
- Any subcontracting arrangement entered into by the Grantee imposes the same obligations set out here on the subcontractor and also requires the subcontractor to include those obligations in any secondary subcontracts.

If your proposed activity falls under this category, and you are unable to confirm that the above Child Safe measures will be in place before the activity commences, you may be ineligible for funding.

Note: If your proposed activity involves irregular or unplanned contact with children, you will be confirming the following measures will be in place before the activity commences:

- Child related employees, contractors or volunteers are compliant with all State, Territory and Commonwealth law relating to the employment or engagement of people who work or volunteer with children, including mandatory reporting and Working With Children Checks however described; and
- Any subcontracting arrangement entered into by the Grantee, for the purposes of this grant opportunity, imposes the obligations above on the subcontractor and also requires the subcontractor to include those obligations in any secondary subcontracts.

If your proposed activity falls under this category, and you are unable to confirm that the above Child Safe measures will be in place before the activity commences, you may be ineligible for funding.

You must respond to this question.

Please select the relevant option/s.

Level of contact with children

Not applicable - the proposed activity does not interact with children

Confirmation

Child Safe measures are NOT applicable

Governance

Relevant Persons *

Has any senior official or person to be involved in delivering the Activity been involved in any of the following events in the last 5 years?

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- Governance Investigation of relevant person(s).
- Any business failure of relevant person(s) including business failure of entities in which they hold, or held at the time of the event, a management or board position. Examples of a business failure include a Court Ordered or a Creditors Voluntary Administration Liquidation, External Administration, or Receivership.
- Bankruptcies of relevant person(s).
- Bankruptcy proceedings, including part IX Debt Agreements or Part X Insolvency Agreements, against relevant person(s).
- Litigation against relevant person(s) including judgement debts.
- or
- None of the above apply and there is no adverse information on any relevant person associate with this entity.

Reportable Events *

Select the appropriate box(es) that relate to any events to which your entity may have been subjected in the last 5 years.

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- Governance Investigation of your organisation or related entities.
- Litigation or liquidation proceedings.
- A contract with your entity terminated by the other party.
- Contingent liabilities of a material amount.
- Overdue tax liabilities.
- Factors which might impact on your entity. For example, pending significant litigation, business commitments, collections by debt collection agencies on behalf of creditors, or potential liquidation proceedings.
- Any significant change in your entity's financial position not reflected in the financial statements provided.
- Any other particulars which are likely to adversely affect your capacity to undertake this project.
- or
- None of the above events apply and there is no adverse information on my entity.

Does the Applicant have the following documents?

Note: You may be required to provide copies of the below documentation within 7 days upon request.

1. Documented organisational and financial policies and procedures. *

Yes No

2. Business plan and/or strategic plan. *

Yes No

3. Risk management plan. *

Yes No

Project/Activity Details

Provide a short title of your Application for this Project/Activity. *

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ , all other characters including carriage returns are not accepted.

Lighting Upgrade and New Clubhouse at Caves Beach Netball Club

(Limit: approx 38 words, 250 characters)

62 characters of 250 used

Provide a brief description of your project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines. *

Question Instructions:

- The response should be easy to understand and written in plain English. Try not to use technical terms, acronyms, or lingo.
- Your response should be a stand-alone summary of your project, or explain how you will implement the services detailed in the Grant Opportunity Guidelines.
- The description may be used as part of our application review, and may be copied or published for reporting or grant agreement purposes.

Caves Beach netball courts lighting upgrade, and construction & fit-out of a new clubhouse. This project is needed because it will include bathrooms, which is a basic need of any training facility. It will provide storage, which will enhance the capability of the club management team to make netball more accessible to new players. A large extended roof will provide players adequate shelter from inclement weather, with space for modified training as an alternative to cancelling due to rain, leading to increased participation in physical activity for girls & women. A separate undercover seating area will give shade for spectators, & provide a designated supervised area for players to wait for parents/carers after training, making it safer for girls & women. A kitchen/canteen will give CBNC the capacity to stock food & drinks, which will help with fundraising. The entire enhanced clubhouse will increase opportunities to host fundraising activities & organise community recreational games.

(Limit: approx 150 words, 1,000 characters)

999 characters of 1,000 used

In which service area/s is the Applicant proposing to deliver the Project/Activity? *

Instructions:

- The Service Area Type field below indicates the service areas relevant to this grant opportunity.
- If applicable, choose the relevant state/territory to view the available service areas.
- Tick the applicable service area/s where you are proposing to deliver this Project/Activity.
- Untick the selected service area/s to remove selection.

IMPORTANT NOTE:

You may only select 40 service areas per form. If you wish to apply for more services areas, a separate form/s will need to be completed.

Selected service area/s *

New South Wales

Project Location Address

What is the main location of your anticipated project?

Enter the address of the project location.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ , other characters and formatting are not accepted.

Location Name *

Caves Beach

Please input your address *

Strathmore Road CAVES BEACH NSW 2281

Multiple Locations ***Will this project be delivered across more than 1 location?**

If 'yes', write the address of the additional location/s in the textbox below.

*You must respond to this question.**Please select the relevant option.**This field accepts the characters of A to Z, 0 to 9, (), . ' & - / \ @ \$ %, other characters and formatting are not accepted.*

- Yes
- No

MMM Locations ***Which MMM location/s is your project located?**

The Modified Monash Model (MMM) is how we define whether a location is metropolitan, rural, remote or very remote. The model measures remoteness and population size on a scale of Modified Monash (MM) categories MM 1 to MM 7. MM 1 is a major city and MM 7 is very remote.

*You must respond to this question.**Please select the relevant option/s.*

- MM1
- MM2
- MM3
- MM4
- MM5
- MM6
- MM7

Funding Year/s ***Which financial year/s is your organisation seeking funding to undertake the project?**

Under Stream 1: Facilities, projects may be funded on a single or multi-year basis. The grant amount will be up to 100 per cent of total project costs (noting that co-contributions will provide additional funding to whole-of-project costs), up to the maximum grant amount and only for eligible expenditure.

Note:

- You will be asked to provide the amount of funding you are seeking across each financial year later in the application form.
- All co-contributions and other sources of funding must be listed in your activity budget.

*You must respond to this question.**Please select the relevant option/s.*

- 2024 - 2025
- 2025 - 2026
- 2026 - 2027

Multiple Grant Projects *

Are you receiving funding from another Commonwealth source for the same eligible grant activities as requested in this application?

If 'yes', list the details of the program you are receiving funding from. By selecting 'yes' you are confirming you are receiving funding from another Commonwealth source for the same eligible grant activities as requested in this application. We cannot provide a grant if you receive funding from another Commonwealth government source for the same eligible grant activities.

Note: The Play our Way program will complement and strengthen existing state and territory government activities to improve facilities for sport and physical activity and increased engagement of women and girls in sport and physical activity; and will not duplicate existing Australian Government-led community infrastructure and participation programs.

You must respond to this question.

Please select the relevant option.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ % , other characters and formatting are not accepted.

Yes

No

Sport/s Type Part A (A-K) *

What are the primary sport/s or physical activity/ies that your project is targeting?

Note: Sport types are split across two questions. Refer to Sports Type's A (A to K) and Sport Type's B (L to Z).

You must respond to this question.

Please select the relevant option/s.

- I have selected a sport under the question Sport/s Type B
- AFL
- Aircraft Sport
- Archery
- Artistic Swimming
- Athletics
- Badminton
- Baseball
- Basketball
- Billiards/Shooker/Pool
- BMX
- Bocce/Boules
- Boccia
- Bowls
- Boxing
- Calisthenics
- Campdraft
- Canoeing/Paddlesports
- Cricket
- Croquet
- Curling
- Cycling
- Dance Sport
- Darts
- Diving
- Dodgeball
- Dragon Boat
- Eight Ball
- Equestrian
- Fencing
- Fitness/Gym
- Floorball
- Flying Disc
- Football (Soccer)
- Gaelic Football
- Goalball
- Golf
- Gridiron
- Gymnastics
- Handball
- Hockey
- Hurling
- Ice Hockey
- Ice Racing
- Ice Skating
- Indoor Football/Futsal
- Jogging/ Running
- Judo
- Jujitsu
- Karate
- Kendo
- Kiteboarding
- Kung Fu - Wushu
- Other

Sport/s Type Part B (L-Z) *

What are the primary sport/s or physical activity/ies that your project is targeting?

Note: Sport types are split across two questions. Refer to Sports Type/s A (A to K) and Sport Type/s B (L to Z).

*You must respond to this question.
Please select the relevant option/s.*

- I have selected a sport under the question Sport/s Type A
- Lacrosse
- Modern Pentathlon
- Motor Sport
- Motorcycling
- Mountain Bike
- Muaythai
- Netball
- Orienteering
- Outrigger Canoeing
- Paddle
- Petanque
- Pilates
- Polo
- Polocrosse
- Pony Club
- Powerlifting
- Roller Sports
- Rowing
- Rugby League
- Rugby Union
- Sailing
- Shooting
- Skate
- Skateboarding
- Skiing
- Skipping
- Snowboarding
- Softball
- Special Olympics
- Sport Climbing
- Squash
- Strength Training
- Surf Life Saving
- Surfing
- Swimming
- Table Tennis
- Taekwondo
- Tennis
- Tenpin Bowling
- Tai Chi
- Touch Football
- Triathlon
- Underwater Sports
- Volleyball
- Walking (Recreational)
- Water Aerobics
- Water Polo
- Water Skiing/ Wakeboarding
- Weightlifting
- Wheelchair Basketball
- Wheelchair Rugby
- Wrestling
- Yoga
- Other

Other Sport/Type *

Did you select 'Other' from the list of Sport/s Types in the questions above?

If 'yes' enter the name of the sport/s or physical activity/ies in the text box below.

You must respond to this question.

Please select the relevant option.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ | @ \$ % , other characters and formatting are not accepted.

- Yes
- No

Anticipated Project Start Date *

What is the anticipated start date for your project?

Enter the date you anticipate your project to begin.

You must incur the expenditure on your grant activities between the start date and end or completion date of your grant activity for it to be eligible.

You must respond to this question.

Use the calendar icon or type in the field using the format dd/mm/yyyy.

01 Jan 2025

Anticipated Project Completion Date *

What is the anticipated project completion date?

Enter the date you anticipate your project to be completed by.

As per the *Project Period* Section within the *Grant Opportunity Guidelines*, the maximum grant period is three years. You must complete your project by 30 June 2027.

You must respond to this question.

Use the calendar icon or type in the field using the format dd/mm/yyyy.


04 Jun 2027

Priority Populations *

Which priority population/s is your project targeting?

As per *About the Grant Program* section of the *Grant Opportunity Guidelines* one of the intended outcomes of the program is to decrease the discrimination and inequality women and girls experience through increased participation, retention, engagement, and sense of belonging of women and girls in sport and physical activity in the community, with a focus on priority populations, and addressing intersectional disadvantage.

Priority Populations refers to women and girls who face barriers to participation, such as those who:

- are culturally and linguistically diverse (CALD)
- are First Nations peoples
- live with disability
- reside in regional, rural and remote areas (MMM 3 - 7 )
- reside in a low socioeconomic area and/or
- identify as belonging to the LGBTIQIA+ community.

If your project is targeting women and girls generally, select 'N/A'.

You must respond to this question.

Please select the relevant option/s.

- CALD
- First Nations
- Disability
- MMM 3 - 7
- Low socioeconomic
- LGBTIQIA+
- N/A

Performance Indicators *

Confirm you understand your organisation will be required to provide baseline information, during and after the project in line with the performance indicators in the Grant Opportunity Guidelines.

Availability of safe, accessible, inclusive, welcoming facilities for sport and physical activity that meet the need of women and girls.

Measures include:

- subjective (e.g. participant surveys) assessment of experience and satisfaction with facilities such as feeling; safe, supported, included, and welcome to participate in sport and physical activity; facilities are appropriate for needs; and measured before (baseline), during and after project, disaggregated by priority populations and by whether new/existing participants).

Availability and use of facilities for women and girls to participate in sport and physical activity.

Measures include:

- increased average number of hours of facility use by women and girls (measured before (baseline), during and after project, disaggregated by priority populations)
- increased proportion of space (including prioritised space) used by women and girls (measured before (baseline), during and after project, disaggregated by priority populations)
- increased number of women and girls participating in sport and physical activity (measured before (baseline), during and after project, disaggregated by priority populations and by whether new/existing participants).

To be eligible for this Grant Opportunity you must respond to this question.



I Confirm

Financials

Provide a breakdown of the requested grant funding for each previously selected service area/s. *

New South Wales	
2024-2025 (exc GST) *	
\$	1,358,020.00
2025-2026 (exc GST) *	
\$	0.00
2026-2027 (exc GST) *	
\$	0.00
Total funding	
\$	1,358,020.00
Approx. % of Total	
	100

Summary

2024-2025 Total	
\$	1,358,020.00
2025-2026 Total	
\$	0
2026-2027 Total	
\$	0
Total funding	
\$	1,358,020.00

Provide bank account details for receipt of grant payments should the Application be successful.

You must respond to this question.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 2 to 9 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as it appears on the bank statement. 60 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc.

NOTE: This field accepts the characters of A to Z, 0 to 9, () , ' & - / \ @ , all other characters including carriage returns are not accepted.

§ 47G

You must attach verification documentation to verify bank account details. *

Bank verification must accompany all applications. The following information is required in order to verify the bank account details provided.

Acceptable verification documentation is a recent bank statement, issued in the last 6 months, in a pdf file type. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.

You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

§ 47F, § 47G	.pdf
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Assessment Criteria

Assessment Criterion 1 *

Alignment with Grant Opportunity Objectives [25%]

Describe your grant project and how the grant activity contributes to the objectives and outcomes of the grant opportunity as described in *About the Program*.

You should demonstrate this through identifying:

- how the activities proposed in your application align with the grant opportunity's objectives and outcomes, supported by available data, such as AusPlay .
- your understanding of local women and girls' unmet need in sport and physical activity.
- your meaningful engagement with local women and girls.
- how your proposed activities can address and reduce discrimination, inequality and barriers for women and girls to access, participate and remain engaged in sport and physical activity at a local level, with a focus on priority populations.
- how your proposed activities can promote safe, inclusive, equitable and sustained access for women and girls to participate in sport and physical activity at a local level, with a focus on priority populations.
- how you have understood women and girls' requirements and preferences for sport and physical activity facilities and good practice approaches to address these.
- how your proposed activities demonstrate value for money.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ % , other characters and formatting are not accepted.

This proposal will demonstrate benefits for all women & girls participating in netball at Caves Beach Netball Club (CBNC) by significantly improving the existing inadequate facility. It will enhance leadership opportunities for women & girls in governance and coaching, & will drive strategic initiatives to strengthen partnerships with the community of local schools to make netball accessible for women & girls in the local priority populations. Players from CBNC live in the 2281 postcode. 2021 Census data, when compared to NSW & Australia, the population in 2281 indicates the following significant differences - a higher population of Aboriginal and Torres Strait Islander residents, a higher population of families with both parents not working, significantly more households with less than \$650 total household weekly income, and higher populations of people with one, two and three or more health conditions. The local high school with five special education support classes, and two additional classes in 2025, has a significant population of students with disability, as well as a diverse student population from the LGBTIQ community. In this proposal, local priority populations include women & girls who reside in a low socioeconomic area, have a disability, are from First Nations communities, and identify as belonging to the LGBTIQ community. 2023 AusPlay Data tells us that Australia-wide, netball is predominantly played by women & girls. Locally, netball has the highest sports club participation for women & girls in Lake Macquarie. (All data from AusPlay)

Inadequate sporting club facilities that don't meet the needs of women & girls are a major barrier to female participation. At CBNC, the existing flood light system provides insufficient lighting to train safely at night and there is no lighting at the entry and exit areas. The amenities building is outdated, with one toilet, accessible from the exterior of the building, unable to be securely locked from inside during use, requiring a friend to guard the door. Players are reluctant to use it. The bathroom is too small to change in, so players train in school uniforms because they train straight from school. The toilet also serves as the storage area for the garbage bins after hours. The existing building is very small, at maximum capacity for storing training equipment and uniforms. Committee members store equipment and uniform supplies in their homes. The building and eaves provide no usable shelter from poor weather, and there is no seating for players or spectators. After moderate rainfall, surface water surrounds the clubhouse due to no drainage. A lighting upgrade and new amenities building at CBNC aligns with the intended objectives and outcomes of the grant opportunity because it will replace an existing facility that is unable to meet the needs of the current users, almost exclusively women & girls, with a safe, modern, and fit-for-purpose sports facility. The proposed amenities building has been designed in close consultation with the Community Land Planner (Sports) at Lake Macquarie City Council. Classified as a Local facility, the design aligns with the Sports Infrastructure Hierarchy in the Lake Mac Sports Strategy. Consideration for equitable access to the building has been given to all potential users, including active sporting participants, spectators, sporting club committee members, visitors and others who may use the facility for any reason, at any time. 162 women & girls, aged 13 and over, participated in an online community survey to determine what local women & girls value in a sports facility. Proposed building design is a result of the survey responses, combined with facility improvements permitted within the Sports Infrastructure Hierarchy. Based on the survey, women & girls want facilities with amenities that include private toilets, showers and change rooms, adequate lighting for safety, water bottle refill station, baby change area, a secure area to leave personal belongings, seating and tables for players and spectators, shade and shelter, and adequate storage of equipment and additional uniform options. Women & girls almost exclusively use the Caves Beach netball facility to train for a sport that is traditionally and currently played almost exclusively by women & girls. As funding opportunities become available for community sports to increase their female players, netball risks falling behind. Sports once considered off-limits for girls are enhancing their facilities and providing more opportunities to attract female players. For CBNC to remain competitive with other sports available locally for girls & women, they deserve facilities that are equitable to their counterpart sports. CBNC is run by women & girls, in volunteer roles. A fit-for-purpose clubhouse will facilitate growth in club capacity and capability, helping CBNC retain female players as they compete with other sports and will drive opportunities to make netball accessible to new female players. Through strategic partnerships with the local community of schools, to promote the game of netball, providing purposeful opportunities to play, for all students. LMCC recognises & supports the need for upgraded facilities at Caves Beach netball courts but has not identified it as a priority project for council funding. LMCC will not invest in netball facilities because their research indicates a surplus of assets, measured solely by the number of courts, and doesn't take into account the standards of accompanying infrastructure. LMCC is supportive of Caves Beach Netball Club seeking grant funding as the best way to fund the delivery of a new clubhouse. The building is nearing the end of its life. The best value for money is to replace it with a fit-for-purpose clubhouse, designed to meet current & future needs, with the needs of girls and women in mind, for a safe, modern, and inclusive clubhouse. This project is unlikely to proceed without grant funding.

(Limit: approx 900 words, 6,000 characters)

5,998 characters of 6,000 used

Assessment Criterion 2 *

Organisational capacity and project viability [25%]

Describe your organisation's capability to administer the grant activity.

You should demonstrate this through identifying:

- details of your organisation's relevant experience, skills, adequate infrastructure and resources to successfully implement and manage proposed grant activities. This may include reference to organisational capability as identified by the Australian Sports Commission's Game Plan [□] platform.
- the viability of the project in terms of long-term impact and commitment to women and girls' participation in sport and physical activity.
- how your organisation will sustain the project and its impact on supporting women and girls beyond the funding period.
- how your organisation will measure and evaluate impact during and beyond the funding period.

Along with your response to this criterion you must complete the activity work plan, activity budget (inclusive of construction quotes) and risk management plan (templates on GrantConnect). The activity work plan, activity budget and risk management plan, do not count towards the character limit for this criterion.

Note: If this grant application is being delivered by a consortium, provide detail of the consortiums capacity to administer programs in an efficient, outcome focussed manner and your experience working and communicating with the other participating organisations.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ %, other characters and formatting are not accepted.

CBNC was established in 1968. Since then, it has grown to become one of the largest netball clubs within the Lakeside Netball Association. It has a strong history, celebrating a culture of multi-generational netball families, and is renowned for producing highly competitive and skilled netballers who play the game tough but fair. CBNC would not be successful without the volunteers who fill many critical roles - often simultaneously - including coach, official, manager, and committee member. They are the lifeblood of the club and do so because they love the game. The long-term successful running of CBNC is evidence of proficient organisational capability. Further evidence is demonstrated with CBNC rating Developed in almost all of the assessment modules on Game Plan (ASC). The only exceptions are a rating of Excelling in the Finance Module, and a rating of Developing in the Infrastructure Module, which is not surprising considering the basis of this grant proposal is the inadequate facility. CBNC has an experienced project team dedicated to the delivery of the grant activity. A chartered accountant with 23 years' experience in Accounting and Finance, and a Bachelor of Management, majoring in Sports Management, the highly qualified club treasurer will oversee the accounting and financial management of the Grant Agreement. CBNC's grant co-ordinator has a background in education and a wealth of knowledge and experience with all aspects of grant programs. This experience includes overseeing the execution and compliance of multiple grant-funded projects. The grant co-ordinator will work closely with the rest of the project team, responsible for the end-to-end grants process including capturing all relevant milestones, liaising with key stakeholders to ensure recipient obligations are met, coordinating and completing progress reports and progress claims, evaluating project outcomes and the final acquittal. The project team will manage this project in close collaboration with the land owner, Lake Macquarie City Council (LMCC). The works will be overseen by their Community Project Officer who will work with CBNC to deliver the project. LMCC is a Local Government organisation that operates in accordance with the Local Government Act 1993. The governance of the organisation is directed by the Act, and numerous internal policies and procedures relating to specific aspects of Council operations. LMCC delivers approximately \$100million in capital works programs annually. As well as planned program of works, Council undertakes special projects to meet the requirements of the growth of Lake Macquarie City. LMCC has extensive management experience in large scale civil and building projects with specialised staff capable of delivering quality outcomes. Council has successfully project managed numerous large scale civil and building projects. Project management and delivery of infrastructure project is core business of their organisation. Council has delivered the construction of many similar newly built sporting amenities in recent years. These projects were well received by community sporting groups and were delivered on budget. The fundamental role of CBNC has always been to promote and facilitate the participation of women & girls in the sport of netball at the community level. This includes creating opportunities for players at all levels. The short-term impact of the project will be an immediate improvement in the overall experience for the women & girls who already train at CBNC. Additional storage will allow CBNC to adopt Inclusive Uniform Guidelines (Netball NSW) and offer appropriate uniform options catering for comfort, and both cultural and personal sensitivities, suitable for players of all ages, shapes, and sizes. It will also immediately improve the experience for women & girls in leadership roles. Coaching equipment will be safely stored and easily accessed, eliminating the need for coaches to transport the equipment from their homes. The organising committee will also feel an improved experience with additional space and flexible areas to organise equipment, uniforms and meetings. The upgraded facility will make it easier and more enjoyable to do what they already do well. The long-term impact of an upgraded facility will be sustained access by existing players. It will also drive strategic planning initiatives to broaden community access to netball through social and recreational formats of netball. There is an opportunity for CBNC and the local community of schools to collaborate, to identify and address barriers to participation for their local priority populations. These initiatives will only be possible with an upgraded facility. CBNC will measure and evaluate the impact of the project during and beyond the funding period by keeping consistent records throughout the regular netball season, detailing and recording the number of women & girls training at the facility and the hours of use. This will be measured during the 2025 netball season, before construction, and again during the 2026 netball season, after construction. All data will be disaggregated by priority populations and whether they are new or existing players. The same process will be used to measure the impact of organised social and recreational netball at the facility, as well as organised participation by school groups. Participant surveys will be used before, during and after the project begins, for all stakeholders to assess their experience and satisfaction with the facility. Positive impact of the project will be increased number of women & girls training at the facility for increased amounts of time, new players from the local priority populations, and strong community participation in organised social and recreational netball. Survey responses describing feeling safe and welcome to participate, as well as increased levels of satisfaction, will demonstrate positive impact of the project.

(Limit: approx 900 words, 6,000 characters)

5,970 characters of 6,000 used

Assessment Criterion 3 *

Inclusion [25%]

Describe how your organisation, if successful in your grant application, will address discrimination and inequality, drive gender equality in sport and physical activity at the community level.

In providing your response to this criterion you should include, but are not limited to:

- your organisation's policies, procedures and strategies that reflect:
 - fair and equitable access (e.g. facility schedules that include all training and competition times)
 - commitment to gender equity at all levels of the organisation
 - inclusion
 - cultural competency in working with First Nations peoples and communities
 - member protection
 - safeguarding
 - anti-discrimination and harassment.
- your organisation's (and/or partnership's and/or consortia's) existing connection to, understanding of, and commitment to women and girls.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ % , other characters and formatting are not accepted.

CBNC is committed to addressing discrimination and inequality to drive gender equality in netball at the community level. By affiliation with Netball Australia and Netball NSW, CBNC has adopted the relevant policies, which guide the procedures and strategies used to run the netball club. These policies are designed to reflect fair and equitable access, a strong commitment to gender equity at all levels of the club, inclusion, cultural competency in working with First Nations peoples and communities, member protection, child safeguarding, anti-discrimination, and harassment. CBNC is dedicated to fostering an environment that supports the empowerment of women & girls. CBNC acknowledges that the sport of netball is different to most other sports in that it is predominantly played by women & girls, and that has been the historical relevance of our sport. This project will provide CBNC with an amenities building that includes a meeting room. Having a designated space for planning and organisation meetings will drive the capability of the club. This will include regular opportunities for committee members to access and familiarise themselves with policies and procedures, especially as they are regularly updated by Netball Australia and Netball NSW. The Netball Integrity Policy Framework, Conduct & Disciplinary Policy (Netball Australia) is the overarching framework that CBNC follows when it comes to behaviour and conduct in netball. It guides processes for anti-bullying, anti-discrimination and harassment. To ensure fair and equitable access, CBNC has implemented a policy that promotes equal opportunities for all individuals to participate in netball regardless of their age, gender, race, ability, or background. We are committed to providing a safe and inclusive environment for all members, and our procedures are designed to prevent discrimination and ensure that everyone feels welcome and valued. CBNC looks forward to having a facility that will one day allow them to actively encourage and welcome the participation of men and boys in netball. Greater participation of men and boys in netball supports the objective of gender equality in sport and the community, which is critical for the empowerment of women & girls. CBNC has established clear pathways for women & girls to participate and excel in netball at all levels of our club, and will continue to provide and promote leadership opportunities for women & girls through coaching, officiating and administrative roles within the club. Cultural competency is a priority for CBNC, and they recognise the importance of understanding and respecting the cultural diversity within their community. CBNC encourages all committee members and coaches to access Cultural Competency and Reflective E-learning, a Netball NSW online tool. It aims to create awareness of First Nations netball players' experiences and how to implement change to promote inclusivity and acceptance within the club. CBNC is actively working to build strong and respectful relationships with First Nations peoples and communities, through their partnership with the local community of schools, and is committed to creating opportunities for meaningful participation in netball and CBNC. In adopting the Netball NSW Inclusive Uniform Policy, CBNC will further demonstrate their commitment to creating an inclusive and welcoming environment for all individuals, regardless of their gender identity or expression. This policy aligns with CBNC values of diversity and inclusivity and ensures that everyone feels comfortable and respected while participating in netball. This project will provide the much needed space to store new uniform options and will eliminate the need for committee members to store uniforms in their homes. A lack of storage has been the number one barrier to additional inclusive uniform options. Member protection and child safeguarding are fundamental aspects of our club's operations. CBNC is committed to adhering to policies and procedures as recommended by Netball NSW, to ensure the safety and well-being of all members, particularly children and young people. CBNC is committed to creating a supportive and nurturing environment where everyone feels safe and protected from discrimination, harassment, and any form of harm. The proposed upgrades to CBNC will increase the physical safety of women & girls while training on court, as well as entry and exit paths. CBNC's existing connection to, understanding of, and commitment to women & girls is reflected in ongoing efforts to provide tailored support and opportunities for their involvement in netball. CBNC actively engages with women & girls in the community to understand their needs and aspirations, and is dedicated to creating programs and initiatives that address these needs and promote their active participation in netball. CBNC will actively promote the policies and procedures that guide the organisation of the club, and the principles behind them, on social media and by displaying posters at the clubhouse. This action will further demonstrate a commitment to inclusion. CBNC is dedicated to promoting equality and inclusion in sport and physical activity at the community level. Through comprehensive policies, procedures, and strategies, CBNC is actively working to address discrimination and inequality, drive gender equality, and create a welcoming and supportive environment for all individuals.

(Limit: approx 900 words, 6,000 characters)

5,450 characters of 6,000 used

Assessment Criterion 4 *

Strategic alignment and engagement [25%]

Describe how your grant activity aligns with local and national policies and programs and how your organisation will engage with key stakeholders.

In providing your response to this criterion you should include, but are not limited to:

- how your organisation/consortium can ensure effective delivery of the grant objectives and outcomes
- your organisation's/consortium's strategies to:
 - work with local government and the community, and
 - identify, engage and collaborate with relevant stakeholders.
- how your proposed activity will complement and/or amplify, and not duplicate, existing local initiatives.
- how your proposed activity aligns with local and other strategic plans, including for instance, measures associated with the [National Agreement on Closing the Gap](#) and [National Strategy to Achieve Gender Equality](#).

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ % , other characters and formatting are not accepted.

As a club affiliated with Lakeside Netball Association, CBNC has a strong partnership with both our Association and Netball NSW. We are currently working together to review and develop our strategic planning using resources provided in Beyond the Court Toolkit (Netball NSW). The proposed activity will enable opportunities for CBNC, supported by Netball NSW, to grow the game within the local community, exploring alternate formats played socially and recreationally outside of the traditional winter season. This has the potential to engage a diverse range of players, accommodating all ages, genders, abilities, and backgrounds. The existing state of the clubhouse, with insufficient access to bathrooms and shade, prevents it from being utilised by the local community of schools. Most of the school-age netball players from CBNC attend the local high school or 1 of 7 nearby primary schools. 3 of those schools are within walking distance of Caves Beach netball courts. Upgrading the facility will provide a community resource, where schools could organise and host netball gala days and inter-school competitions. It will also enable CBNC and the local community of schools to work in partnership to promote the game of netball, providing purposeful opportunities to play, for all students, whatever their gender, sexuality, cultural background, or ability. This project is an opportunity for CBNC and schools to collaborate, to identify and address barriers to participation for their local priority populations - students who are First Nations people, have a disability, are from low socioeconomic backgrounds and/or are gender diverse. At a meeting held on 16 August 2024, each principal unanimously supported this project and committed to collaborating with CBNC to explore opportunities for priority populations to participate in netball. The local community of schools has minimal participation in netball because the netball courts are unsuitable for school groups to attend due to the lack of toilets, seating, shade and shelter. The proposed activity will facilitate new participation in netball by schools because the facility will better meet the needs for access by school groups. CBNC has many players that belong to the Aboriginal and Torres Strait Islander community. The local community of schools also has a high population of Aboriginal and Torres Strait Islander students. Research tells us that children engaged in regular sport and physical activity are more likely to finish Year 12. Sport, particularly organised and team-based sport, has been shown to provide strong mental and social benefits for people of all ages, beyond the benefits that come from just being physically active. The social and mental wellbeing benefits of playing sport for priority population groups, demonstrate that sport can have particularly strong outcomes for individuals from these communities, especially by promoting social inclusion and community engagement. (Clearinghouse from sport) The proposed activity will increase participation in netball at Caves Beach Netball Club, as well as girls accessing the facility through school participation (as part of future strategic planning). This aligns with the National Agreement on Closing the Gap, Outcome 5 Aboriginal and Torres Strait Islander students achieve their full learning potential. Target 5 to increase the proportion of Aboriginal and Torres Strait Islander people attaining year 12. Outcome 14 Aboriginal and Torres Strait Islander people enjoy high levels of social and emotional wellbeing. Upgrading this facility aligns with Working for Women A Strategy for Gender Equality, Outcome 5.3 (Women's participation in sport increases across all levels, including in positions of leadership priority) because the activity ensures sport clubs are supportive and safe, which is an example of actions that drive change. It will increase the capability of the women & girls who volunteer as coaches and committee members, enhancing their participation in leadership positions. CBNC is supportive of the drive to remove barriers and increase the participation of women & girls in sports and values the right for women & girls not to be restricted by a lack of choice. However, we argue equitable practice dictates that funding aimed at increasing female sports participation must be prioritised to upgrade the existing facilities of a female sport, such as netball, rather than redirecting it to facilities for traditionally male sports to include female players, especially when the facilities for netball are so inadequate. Funding this project aligns with the guiding principle for gender equality that says action on gender equality must be evidence-based and informed by lived experience. The lived experience of the women & girls playing netball at CBNC is one dodgy toilet in a tiny amenity building that resembles a garden shed.

(Limit: approx 900 words, 6,000 characters)

4,947 characters of 6,000 used

Additional Information

Consortium *

Are you applying as a lead organisation on behalf of a consortium?

If 'yes', list the organisations included in the consortium below.

Note: Lead organisations of consortiums cannot submit a separate application. Consortium arrangements are strongly encouraged and in most instances required for larger scale projects and will be viewed favourably during the grant assessment process.

Note: If more than 20 organisations are included in your consortium you will be provided with a space to upload an attachment with the additional organisations.

You must respond to this question.

Please select the relevant option.

Yes No

If the Application is successful, the Applicant will be offered a Grant Agreement as the lead agency and held liable for all obligations contained in the Grant Agreement's Terms and Conditions. This includes monitoring, management, financial performance, service outcomes and insurance coverage.

The panel of consortium members does not enter into a Grant Agreement. The Applicant should obtain agreement prior to submitting this Application.

Further evidence of the consortium arrangements may be sought from successful Applicants prior to the signing of the Grant Agreement.

Consortium Letters of Support *

If you are applying as a consortium, attach evidence of letters of support from all members, and partner organisations (if applicable)

Each letter of support should include:

- Details of the partner organisation
- An overview of how the partner organisation will work with the lead organisation, and any other partner organisations in the group to successfully complete the grant activity
- An outline of the relevant experience and/or expertise the partner organisation will bring to the group
- The roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- Outline how partner organisation(s) will demonstrate to the lead organisation that they comply with all Australian law relating to employing or engaging people who work or volunteer with children, in line with the Commonwealth Child Safe Framework, and
- Details of a nominated management level contact officer.

More information regarding consortiums can be found under *Joint (consortium) applications* Section of the Grant Opportunity Guidelines.

If 'no', you are confirming you are not applying as the lead organisation of a consortium.

Note: If you have multiple documents, scan together as one file.

You must respond to this question.

Please select the relevant option.

Note: 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

Yes No

Multiple Applications *

Did your organisation also apply under Stream 2: Participation and Equipment?

You must respond to this question.

Please select the relevant option.

Yes No

Interconnected Projects *

Is the success of your project under Stream 2 (participation or equipment) dependent on the success of your project under Stream 1 (facilities)?

If 'yes', describe how the projects are connected in the text box below.

If your projects are not dependent or you are not submitting an application under Stream 1, write 'N/A' in the text box below.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ % , other characters and formatting are not accepted.

N/A

(Limit: approx 150 words, 1,000 characters)

3 characters of 1,000 used

Co-Contributions *

Are there any confirmed co-contributions to the total cost of the project?

The grant amount will be up to 100 per cent of total project costs (noting that co-contributions will provide additional funding to whole-of-project costs), up to the maximum grant amount and only for eligible expenditure.

Whilst no minimum co-contribution is required, co-contributions are strongly encouraged and in most instances required for larger scale projects and will be viewed favourably during the grant assessment process.

If 'yes' provide the following details in the below textbox:

- The source of funding
- Amount of funding confirmed

Note: If you have multiple co-contribution sources, list them all in the textbox separately.

You must respond to this question.

Please select the relevant option.

This field accepts the characters of A to Z, 0 to 9, () , ' & - / \ @ \$ % , other characters and formatting are not accepted.

- Yes
- No

Evidence Of Co-Contributions *

Do you have evidence of your confirmed co-contributions?

If you do not attach evidence of your confirmed co-contributions, your application will be deemed non-compliant and not proceed to assessment.

If you do not have any co-contributions select 'no'.

Note: If you have multiple documents, scan together and attach as one file.

You must respond to this question.

Please select the relevant option.

Note: 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

- Yes
- No

Attachments

Assessment Criterion 2: Attachment Pack *

Attach your completed attachment pack containing an activity work plan, a budget that itemises all proposed activities and a risk management plan.

If you do not attach a completed attachment pack, your application will be deemed non-compliant and not proceed to assessment.

Note: Use of this template is mandatory. Please find the template on GrantConnect. It does not count towards the word/character limit for Criterion 2.

You must respond to this question.

Note the 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

GO6763 - Play Our Way - Attachment Pack - ITA.xlsx

Equitable Access Policy/Plan/Strategy *

Attach evidence of your organisation's equitable access policy/plan/strategy.

This may include:

- Examples of timetables and scheduling and priority for women and girls' sporting events and competitions. This should not include a schedule of your proposed project deliverables
- A plan / strategy that outlines how your project aims to provide equitable access to women and girls with details of use of upgrades and facilities.

If you do not attach an equitable access plan, your application will be deemed non-compliant and not proceed to assessment.

Note: If you have multiple documents, scan together as one file.

You must respond to this question.

Note the 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

[CBNC Equitable Access and Usage Policy.pdf](#)

Letter of Agreement *

Attach a letter of permission and agreement from the facility and landowners to all aspects of your proposal.

If you do not attach a Letter of Agreement, your application will be deemed non-compliant and not proceed to assessment.

Note: If you have multiple documents, scan together and attach as one file.

You must respond to this question.

Note the 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

[In Principle Support - Caves Beach Netball Amenities and Lights - Play Our Way Grant.pdf](#)

Evidence of Tenure *

Attach evidence of tenure.

If you do not attach evidence of tenure, your application will be deemed non-compliant and not proceed to assessment.

Note: If you have multiple documents, scan together and attach as one file.

You must respond to this question.

Note the 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

[Evidence of Tenure.pdf](#)

Construction Quotes and Plans

Attach copies of quotes for all items in your budget.

Attach any drawings and plans if these have already been developed.

Note: If you have multiple documents, scan together and attach as one file.

Note the 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

[Quote - Rees merge.pdf](#)

Applicant Contacts

Who is the Applicant's preferred authorised contact person for this Application?

The person must have authority to act on behalf of the Applicant in relation to this Application.

Title *

First Name *

Last Name *

Position *

Telephone *

Mobile

Email address *

Provide an alternate authorised contact for this Application.

This person must also have authority to act on behalf of the Applicant in relation to this Application.

Title *

First Name *

Last Name *

Position *

Position Title *

Telephone *

Mobile

Email address *

Declaration

Do you have any conflicts of interest that may occur related to or from submitting this application? *

Yes No

Describe any conflicts of interest that may occur from submitting this Application. *

(Limit: approx 150 words, 1,000 characters)

57 characters of 1,000 used

Please read and complete the following declaration.

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the lead organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Grant Opportunity Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receive a Recipient Created Tax Invoice (RCTI) for this funding, should this Application be successful.
- I have read, understood and agree to information provided in this Application as detailed in the Use of Information.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application and for their personal information to be shared as detailed in the Use of Information.
- I give consent to the Department of Health and Aged Care to make public the details of the Applicant and the funding received, should this Application be successful.
- I consent to receive correspondence, legal notices, grant agreements and any subsequent letters of variations to the agreement electronically. I understand and agree that my electronic correspondences constitute a valid and legally binding method for interacting under the grant agreement and the *Electronic Transactions Act 1999 (Cth)*.

I understand and agree to the declaration above. *

I acknowledge that giving false or misleading information to the Department of Health and Aged Care is a serious offence under Section 137.1 of the *Criminal Code Act 1995 (Cth)*. *

Full name of Authorised Officer *	Position of Authorised Officer *	Date
s 47F	President	23/9/2024

Program Feedback

How did you hear about the grant opportunity? *

Social media

Did you read the grant opportunity guidelines? *

Before and during the application process

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

(Limit: approx 113 words, 750 characters) 0 characters of 750 used

How satisfied were you with the process of applying for a grant? *

Neutral

We welcome any additional feedback on the application process.

Your response is limited to 750 characters including spaces and does not support formatting.

(Limit: approx 113 words, 750 characters) 0 characters of 750 used

Please provide an estimate of the time taken to complete this Application Form, including:

- Actual time spent reading the guidelines, instructions and questions
- Time spent by all employees in collecting and providing the information
- Time spent completing all questions in the Application Form.

Hours	Minutes
<input type="text"/>	<input type="text"/>

A copy of the receipt will be sent to: cavesbeachnetball@gmail.com



EQUITABLE ACCESS AND USAGE POLICY

September 2024

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Purpose

The Policy provides a management framework to address barriers experienced by women and girls in accessing and using community sport infrastructure. The purpose is to ensure all voices, concerns, and experiences, are an integral dimension of the design, implementation, monitoring of policies and programs.

The Policy aims to ensure Caves Beach Netball Club complies with all current legislation and related policies and seeks to strengthen community sports participation, wellbeing, and connectivity.

The Policy aims to progressively build capacity and capability at Caves Beach Netball Club in identification and elimination of systemic causes of gender inequality in community sport infrastructure design, policy, program development and delivery, communication and delivery of sport and related services in all community sport infrastructure.

Community engagement and consultation starts in the design phase of any new, upgraded, or repurposed community sport infrastructure. It also critical in development of policy and design of programs and/or services offered at the venue.

Caves Beach Netball Club acknowledges that it's important to consider and prioritise all current and future planning, policy, service delivery and practice as they relate to community sports infrastructure. Caves Beach Netball Club aims to:

- Ensure all women and girls have equitable access to sport and recreation facilities.
- Foster positive sport and recreation participation experiences for all women and girls.
- Increase utilisation of sport and recreation facilities by all women and girls.

We acknowledge that the sport of netball is different to most other sports in that it is predominantly played by women and girls, and that has been the historical relevance of our sport.

We also acknowledge that this is a sport that can be played socially, competitively, and casually, by any age and of varying abilities.

Background

Sport and active recreation are an important part of our communities. Sport provides the opportunity for enriching our communities through the promotion of respect and fair mindedness for all people, while also supporting the physical and mental wellbeing of all in our community. Sport reaches across age, gender, cultural background, and demographic groups. Whether it is performed at a grassroots or elite level, it can be a vehicle for community identity and pride. The sport and active recreation sector strengthens social networks and builds a sense of belonging for participants.

Caves Beach Netball Club wants to increase sport and active recreation opportunities and participation rates for everyone. However, Caves Beach Netball Club understands women and girls across NSW do not currently have equal access to community sport and recreation and unfortunately, it is still common for facilities to be poorly designed to meet the expectation of women and girls and men and boys are often given the best¹ and most popular training times as well as being allocated to the best and newest facilities.

Caves Beach Netball Club wants to ensure sport and active recreation facilities are welcoming, equitably accessible, safe, and inclusive for all, and any barriers are removed to ensure all women and girls feel included and sport participation for all women and girls increases. Caves Beach Netball Club will engage fairly with the sport workforce, user groups and the community.

Caves Beach Netball Club is well positioned to design and implement place-based, actions plan/s that progress gender equity in community sport.

Statement of Intent

This Statement of Intent establishes the expectation that gender equality is considered and prioritised in all current and future planning, policy, service delivery and practice as they relate to community sports infrastructure. Caves Beach Netball Club recognises that gender equality is:

- the attainment of equal rights, responsibilities, and opportunities of women, men, trans and gender diverse people. Equality does not mean that women, men, trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.
- the provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.

¹ Best looks different for everyone. For some it may mean more family friendly or convenient training times, safe and private access to change facilities, cultural change to include women and girls in social events and on club committees, increased access to sports fields for training or scheduling of grand finals at a time suitable to allow spectator support.

Principles

The Equitable Access and Use Policy has six principles that guide and provide clear direction for change. The Equitable Access and Use Policy and any related action plan are based on these six principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

1. Community sports infrastructure and environments are genuinely accessible, welcoming, safe, and inclusive.
2. Women and girls can fully participate in all aspects of community sport and active recreation, including as players, coaches, administrators, officials, volunteers and spectators.
3. Women and girls will have equitable access to and use of community sport infrastructure:
 - a. of the highest quality available and most convenient
 - b. at the best¹ and most popular competition and training times and locations
 - c. to support existing and new participation opportunities, and a variety of sports.
4. Women and girls should be equitably represented in the sport sector workforce including in leadership and governance roles.
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

Policy

Caves Beach Netball Club acknowledges:

- the disadvantaged position some individuals have had in the sport and recreation sector because of their gender,
- that achieving gender equality will require diverse approaches for women and girls to achieve similar outcomes for people of all genders; and
- that achieving equality will require diverse approaches for men, people with disability, First Nations peoples, LGBTQIA+ people and people from culturally and linguistically diverse communities to achieve similar outcomes for all people.

Caves Beach Netball Club will:

- engage fairly and equitably with the sport workforce, participants, other user groups and members of the broader sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner,

- engage in the process of Gender Impact Assessments (GIA) to assess the implications for women and girls of any planned action, including policies and communications; and
- engage with the broader sport community to assess the implications for men, people with disability, First Nations peoples, LGBTQIA+ people and people from culturally and linguistically diverse of any planned action, including policies and communications.

Scope

The scope of the Policy is to support Caves Beach Netball Club to take positive action towards achieving gender equity in the access and usage of community sports infrastructure. The Policy applies to the following community sport infrastructure/facilities:

Caves Beach Netball Courts – Strathmore Road, Caves Beach

The Policy applies to:

- Any policies, programs, communications, and services as they relate to community sports infrastructure.
- The design, construction of new and improved and ongoing maintenance of community sport infrastructure.
- All community sports infrastructure managed by Caves Beach Netball Club.

Compliance and Monitoring

Caves Beach Netball Club commits to undertake a GIA on all current community sports infrastructure access and use policies and processes, and to consider opportunities to strengthen gender equitable access and use of community sports facilities in line with the Principles.

Caves Beach Netball Club commits to developing an Action Plan to remove barriers and improve gender equitable access and use of community sports facilities in alignment with the Principles.

The Action Plan will have clear indicators to ensure identified actions can be measured and monitored. Data and feedback collected will continually be used to inform decision making, assess the Action Plan implementation and analyse the effectiveness of the outcomes. Success of outcomes should be measured individually, as a user group (community sport user) and any broader societal change. The Action Plan should monitor metrics as well as qualitative measures of stakeholder or cultural change.

Related Policies and Legislation

- Netball Integrity Policy Framework, Conduct & Disciplinary Policy, Netball Australia, 2024
- Inclusion of Transgender and Gender Diverse People in Community Netball Guidelines, Netball Australia, 2024
- Sex Discrimination Act 1984 (Cth)
- Inclusive Uniform Guidelines, Netball Australia, 2022

Key Terms

Active recreation is defined as physical activity for the purposes of relaxation, health and wellbeing or enjoyment which can be self-directed or facilitated by a provider or organisation.

Community Sports Infrastructure refers to local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and associated amenities.

Gender means the way in which a person identifies or expresses their masculine or feminine characteristics. A person's Gender Identity or Gender Expression is not always exclusively male or female and may or may not correspond to their Sex.

Gender Diverse is an umbrella term that includes all the different ways gender can be experienced and perceived. It can include people questioning their gender, those who identify as Transgender, genderqueer, Non-binary, gender nonconforming and many more.

Gender Equality focuses on the equal rights, responsibilities and opportunities of women, men, trans and gender diverse people. Equality does not mean that everyone will become the same, but that their rights, responsibilities, and opportunities will not depend on their gender. This ensures that everyone has equal opportunities despite existing inequalities.

Gender Equity is the provision of fairness and justice in the distribution of benefits and responsibilities on the basis of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.

Gender Expression means the way in which a person externally expresses their gender.

Gender Identity means a person's deeply held internal and individual sense of gender. The Sex Discrimination Act 1984 (Cth) defines Gender Identity as the gender related identity, appearance or mannerisms or other gender related characteristics of a person (whether by way of medical intervention or not), with or without regard to the person's designated Sex at birth.

Gender Impact Assessment, or GIA, an assessment carried out on an organisation's policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

Inclusive as well as providing access, inclusive spaces, sport infrastructure and activities strive to remove obstacles and barriers that prevent people of all genders, ages, abilities (both physical and mental) and cultural backgrounds from being able to participate.

Non-binary means a person who does not identify exclusively as either a man or a woman.

Sex means a person's biological sex or sex characteristics. These may be genetic, hormonal or anatomical.

Sport is defined as physical activity that can be undertaken by a team or an individual in a social or competitive environment in pursuit of a result. It can be organised or less formal with a greater focus on social outcomes.

Workforce are people engaged in or available for paid or unpaid work (volunteering) within the sport ecosystem.

Kind Regards,

CBNC Executive Member

----- Forwarded message -----

From: **Nakita Jackson** <njackson@lakemac.nsw.gov.au>

Date: Tue, 17 Sep 2024 at 10:41 AM

Subject: Confirmation of Appointment

To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>

Hi s 47F

This email is to confirm the committee as representatives from Caves Beach Netball Club who manage Caves Beach Netball Courts on Councils behalf.

CHAIRPERSON: s 47F

SECRETARY: s 47F

TREASURER: s 47F

BOOKING OFFICER: s 47F

VOLUNTEER SAFETY OFFICER: s 47F
[Redacted]

General Members:

s 47F
[Redacted]

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Please note: It is the committee's responsibility to ensure all delegates are aware of their rights and obligations in accordance with information provided on [Facility Manager](#)

Should you require further information, please contact Council on 4921 0333.

Kind regards,

Nakita Jackson

Community and Volunteer Engagement Officer (Sports)



T [+61 2 4921 0093](tel:+61249210093)

E njackson@lakemac.nsw.gov.au

lakemac.com.au



Dhumaan ngayin Awabakurlangu kirraanan barayidin

We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

Disclaimer

This information is intended for the addressee only. The use, copying or distribution of this message or any information it contains, by anyone other than the addressee is prohibited by the sender. Any views expressed in this communication are those of the sender, except where the sender specifically states that the views are of Council. All information provided to us is treated in accordance with Lake Macquarie City Council's Privacy Management Plan (www.lakemac.com.au/Privacy-Statement). Information provided in correspondence, submissions or requests (verbal, electronic or written), including personal information may also be made publicly available, including via Council's website, in accordance with the Government Information (Public Access) Act 2009 (NSW).



20 September 2024

s 47F

Secretary
Caves Beach Netball Club
2/17 Caves Beach Road
CAVES BEACH NSW 2281

Dear s 47F

Subject: In Principle Support - Caves Beach Netball Amenities and Lights - Play Our Way Grant

This letter provides in-principal support for the Caves Beach Netball Club's Play Our Way Program Stream 1: Facilities Stage Two application for funding for the construction of a new amenities building and court lighting at Caves Beach netball courts.

Caves Beach Netball Club have access to Caves Beach netball courts as a seasonal user and delegated authority manager of the facility. This is an ongoing arrangement subject to the continuation of the club.

As you are aware, due to the type and scale of project being proposed, formal development consent via the lodgement of a development application will be required.

I note detailed plans have been prepared and a development application for this project has now been lodged. Council's Community Project Officer Bradley Smith will continue to support your club throughout this assessment process.

I understand grant funding shall only be released to successful applicants at significant milestones. If your application is successful, Council requires a condition to be included in your funding agreement stating that '*initial funding is to be released subject to the provision of project approval documentation*'.

Council is supportive of initiatives to improve facilities and your proposed projects will be of great benefit to both your club members and the broader Lake Macquarie sporting community. It is important to note that should your club be unsuccessful in this application, Council is not in a position to support this project financially.

Should you require further information, please contact Bradley Smith on 02 49210282

Our Ref: F2014/01197/32 Your Ref:

126-138 Main Road
Speers Point NSW 2284
Box 1906 HRMC NSW 2310

T 02 4921 0333
E council@lakemac.nsw.gov.au
W lakemac.com.au

 lakemac  lakemaccity  ourlakemac

Yours faithfully,

s 47F



Karen Partington
Manager Asset Management

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts



20 September 2024

s 47F

Secretary
Caves Beach Netball Club
2/17 Caves Beach Road
CAVES BEACH NSW 2281

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126-138 Main Road
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E council@lakemac.nsw.gov.au
W lakemac.com.au

 lakemac  lakemaccity  ourlakemac

Yours faithfully,

s 47F



Karen Partington
Manager Asset Management

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north

BUILDING WITH TRUST®

Netball Club - Caves Beach - REV 1

20/09/2024 Netball Club - Caves Beach - Northrop

Description	Quantity	Unit	Rate	Total
Fees for Consultants, Engineers & Designers				
Consultants, Engineers & Designers				\$ 47G
Demolition, strip out and removal				
Demolition of Existing Building & disposal of all waste/debris including contaminated/ACM materials to a licensed waste facility				\$ 47G
Construction				
Site preparation works				
Decanting costs				
Construction of new building				
External works				
Preliminaries				\$ 47G
All earthworks, including building pad construction, waste classification testing, and off-site disposal of any excess spoil/materials.				\$ 47G
Screw Pile Footings				\$ 47G
Concrete foundations and Slab				\$ 47G
Structural Steel/Timber				\$ 47G
Metal Roof & Roof Plumbing				\$ 47G
Masonry Blockwork				\$ 47G
Timber framing, cladding & blocking				\$ 47G
Internal & External hydraulic works – water, sewer, stormwater & Hydraulic Installation & Fit out				\$ 47G
Drinking Water Fountain x1				\$ 47G
Internal Electrical Installation & Fit out, including GPO's light switches, split system A/C, fridge, oven & stove				\$ 47G
Site restoration/disestablishment including topsoil, planting, mulching & turfing to all disturbed areas				\$ 47G

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HEAD OFFICE | Mariners Centre of Excellence, Suite 501, 1 Bryant Drive, Tuggerah NSW 2259

CENTRAL COAST | NEWCASTLE | DUBBO | ORANGE | MUDGEE | TAMWORTH | BRISBANE

Phone 1300 NORTH0 | Fax 02 4323 2704 | Email mail@north.com.au | ABN 15 147 507 702 | www.north.com.au

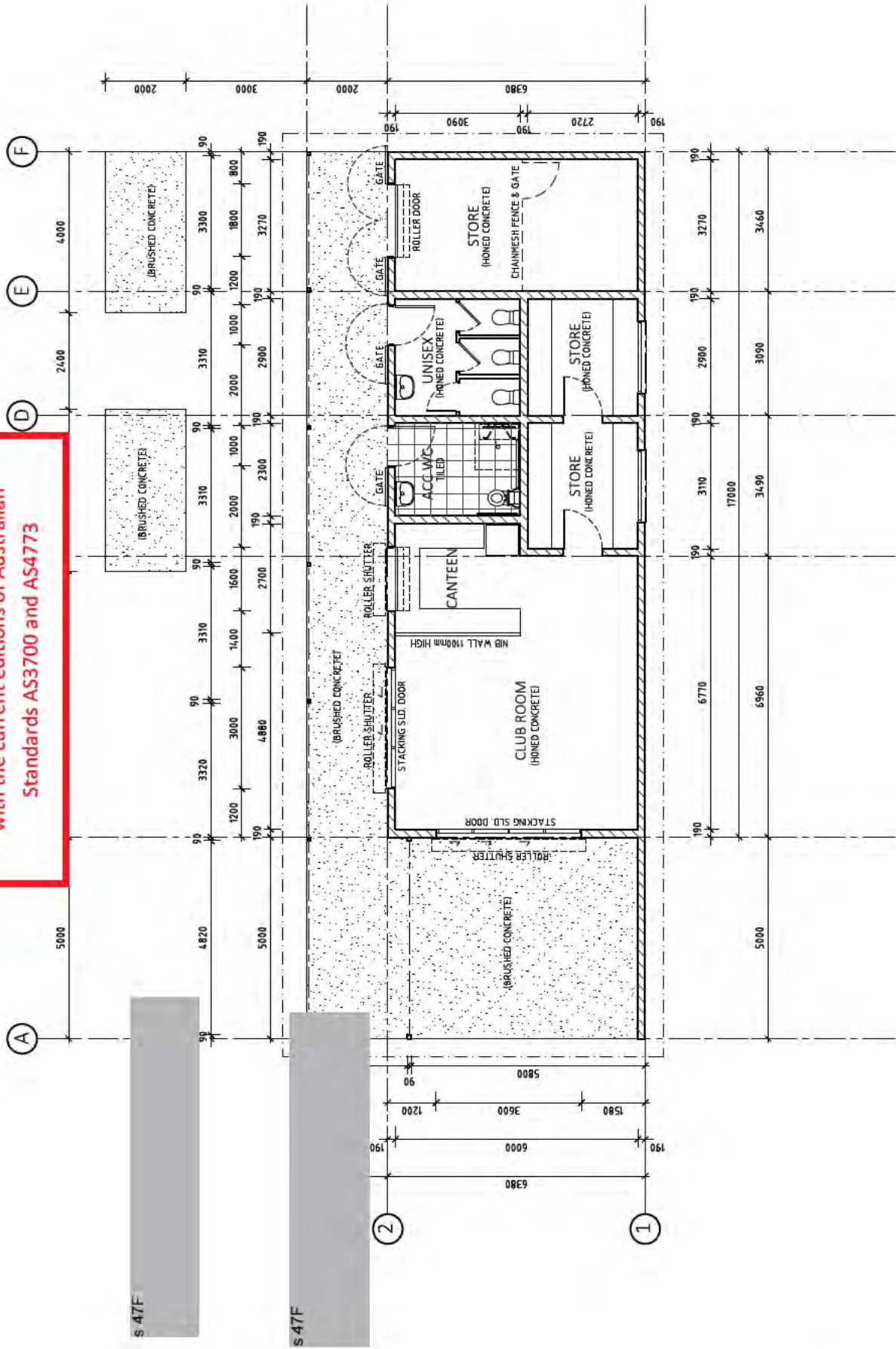
north

BUILDING WITH TRUST®

Preparation and Submission of WAE and As-Built Documentation to PCA Certifier	\$ 47G
All other works, supplies, activities and obligations of the Contractor not listed above, but required for the complete performance of the Contract	\$ 47G
Fit-out	
Fit-out building (excluding non-fixed assets)	
Doors, frames, windows, louvres & screens	\$ 47G
Metalwork – gates, roller shutters	\$ 47G
Linings & ceiling – internal & external	\$ 47G
Room fitout – Kitchen cupboards, benches, toilet partitions, fixtures	\$ 47G
Flooring, Tiling honed concrete	\$ 47G
Painting – internal only	\$ 47G
ii. Dry Fire Services	\$ 47G
Assets (Non-fixed) - Furnishings, fittings and equipment	
Club Room Furniture (Tables & Chairs)	\$ 47G
Contingency Allowance	
Contingency	\$ 47G
Other Expenses (list each separately - add rows)	
Bollards	\$ 47G
Picnic Tables	\$ 47G
Subtotal	\$ 47G
G.S.T [10%]	\$ 47G
Total	\$ 47G

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Masonry is to be articulated in accordance with the current editions of Australian Standards AS3700 and AS4773



NOT FOR CONSTRUCTION

s 47G

Date APRIL 2024

Ref.No. 2404_0453

Location LOT 91 IN DP 559188
104 PARK AVE., CAVES BEACH

Drawing FLOOR PLAN

Rev.	Date	Description
1	11.09.24	ISSUED FOR APPROVAL

Revision

Scale ECI 006 @ 1:3 - Page 52 of 47

A02

From: [PlayOurWay](#)
To: cavesbeachnetball@gmail.com
Cc: cbnc.grants@gmail.com
Subject: TRIM: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]
Date: Thursday, 10 October 2024 9:57:49 AM
Attachments: [image001.png](#)
[image002.png](#)
[Caves Beach Netball Club Incorporated - Stream 1 - ITA - s 47E\(d\) - Attachment Pack.XLSX](#)

Dear s 47F,

I am contacting you regarding the Play Our Way Program GO6763 – Application s 47E(d) (Application ID), s 47E(d) (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

Incorrect attachment provided

Applicants are required to provide “Evidence of Tenure” for the project location to be considered compliant and for it to proceed to assessment.

It appears you have provided a second copy of the “Owners Approval” letter for the project in place of your evidence of tenure (lease etc.). Could you please provide a copy of the lease agreement etc. for the project.

Indicative Budget

In the attached “Attachment Pack (budget tab), you have outlined the budget breakdown in the 2024/2025 column, however analysis of the AWP timelines (AWP tab) indicates the project expenditure is likely to run past this financial year. Could you please review the attached Attachment Pack and align the budget cost items (FY) in line with the timelines provided in the AWP.

The application may be assessed as ineligible if the required information is not provided.

Note this is a request for clarification and not an opportunity to include any new or additional information to your organisation’s application.

Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

s 22(1)

Play Our Way Programs | Policy and Programs Branch

Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: [PlayOurWay](#)
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: DRAFT EMAIL FOR CLEARANCE :Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Evidence of Tenure and budget clarification [SEC=UNOFFICIAL]
Date: Thursday, 10 October 2024 9:57:43 AM
Attachments: [image001.png](#)
[image002.png](#)

RFI sent

s 22(1)
(a)(iii)

Play Our Way Programs | Policy and Programs Branch

Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: s 22(1)(a)(ii) @Health.gov.au>
Sent: Thursday, October 10, 2024 9:50 AM
To: PlayOurWay <PlayOurWay@health.gov.au>
Cc: s 22(1)(a)(ii) @Health.gov.au>
Subject: FW: DRAFT EMAIL FOR CLEARANCE :Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Evidence of Tenure and budget clarification [SEC=UNOFFICIAL]

Hi Team,
 Please send.
 Cheers,

s 22(1)
(a)(iii)

From: s 22(1)(a)(ii) @Health.gov.au>
Sent: Wednesday, October 9, 2024 5:17 PM
To: s 22(1)(a)(ii) @Health.gov.au>
Subject: DRAFT EMAIL FOR CLEARANCE :Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Evidence of Tenure and budget clarification [SEC=UNOFFICIAL]

Hi s 22(1),
(a)(iii),

Please find below (and attached) the RFI for Caves Beach Netball Club Incorporated (E24-428198) regarding evidence of tenure and budget clarifications.

Kind regards

s
22(1)

To: s 47F cavesbeachnetball@gmail.com
 Cc'd: s 47F cbnc.grants@gmail.com

Dear s 47F,

I am contacting you regarding the Play Our Way Program GO6763 – Application s 47E(d) (Application ID), s 47E(d) (Submission Reference) from Caves Beach Netball Club Incorporated.

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Note this is a request for clarification and not an opportunity to include any new or additional information to your organisation’s application.

Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

s 22(1)(a)(ii)

[Play Our Way Program | Policy and Programs Branch](#)

Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care

T: TBA | E: s 22(1)(a)(ii) [@health.gov.au](mailto:s 22(1)(a)(ii)@health.gov.au)

From: Steven Cowen
To: PlayOurWay
Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]
Date: Monday, 14 October 2024 1:27:14 PM
Attachments: [image001.png](#)
[image002.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
Caves Beach Netball Club Incorporated - Stream 1 - ITA - S - Attachment Pack.XLSX

REMINDER: Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Dear S

Lake Macquarie City Council is trying to assist Caves Beach Netball club with their Play our Way grant application.

The email trail below suggested more evidence is required on 'evidence of tenure', is there a way I can talk with you to discuss how sports clubs in Lake Macquarie access community sports facilities and the structures we have around this.

Simply put, there is no 'lease' for any club within the LGA to use sports facilities. They are hirers of the facility with a management responsibility.

I would like to discuss the nature of a document that will satisfy your requirements.

Please call me on S 22(1)(a) or email. If you provide a number, I'm happy to call.

Kind Regards

Steven Cowen
Community Land Planner (Sports)



T +61 2 4921 0139
E SCowen@lakemac.nsw.gov.au
lakemac.com.au



Dhumaan ngayin Awabakurlangu kirraanan barayidin

We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Monday, 14 October 2024 12:57 PM
To: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Subject: Fwd: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]

Kind Regards,

CBNC Executive Member

----- Forwarded message -----

From: PlayOurWay <PlayOurWay@health.gov.au>
Date: Thu, 10 Oct 2024 at 10:00 AM
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S 47E(d) - Additional Information Request [SEC=OFFICIAL]
To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>
Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear S 47E ,

I am contacting you regarding the Play Our Way Program GO6763 – Application S (Application ID), S (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

Incorrect attachment provided

Applicants are required to provide "Evidence of Tenure" for the project location to be considered compliant and for it to proceed to assessment.

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Note this is a request for clarification and not an opportunity to include any new or additional information to your organisation's application.

Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

S
Play Our Way Programs | Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care



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Disclaimer

This information is intended for the addressee only. The use, copying or distribution of this message or any information it contains, by anyone other than the addressee is prohibited by the sender. Any views expressed in this communication are those of the sender, except where the sender specifically states that the views are of Council. All information provided to us is treated in accordance with Lake Macquarie City Council's Privacy Management Plan (www.lakemac.com.au/Privacy-Statement). Information provided in correspondence, submissions or requests (verbal, electronic or written), including personal information may also be made publicly available, including via Council's website, in accordance with the Government Information (Public Access) Act 2009 (NSW).

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

From: PlayOurWay
To: S 22(1)(a), S 22(1)(b)
Subject: RE: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]
Date: Monday, 14 October 2024 5:12:08 PM
Attachments: image03.png
 image04.png
 image10.png
 image11.png
 image12.png
 image13.png
 image14.png
 image15.png
 image16.png

Okay awesome I will forward onto her and seek her permission for us to speak to them

S
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: S 22(1)(a)(s 22(1)(a)) health.gov.au
Sent: Monday, October 14, 2024 2:55 PM
To: S 22(1)(a)(ii) @health.gov.au; PlayOurWay <PlayOurWay@health.gov.au>
Subject: RE: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]

Yep, I think a lot of these orgs have external project managers to oversee the project etc so getting consent from them to talk to a third party will suffice

S 22(1)
 Ag Assistant Director - Play Our Way Program
 Policy & Programs Branch
 Office for Sport Division | Health Strategy, First Nations & Sport Group
 Australian Government Department of Health and Aged Care
 T: (02) 5132 3996 | E: S 22(1) health.gov.au

Please note - I do not work Fridays.

The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.



From: S 22(1)(a)(ii) @health.gov.au
Sent: Monday, October 14, 2024 2:53 PM
To: PlayOurWay <PlayOurWay@health.gov.au>; S 22(1)(a)(s 22(1)(a)) health.gov.au
Subject: RE: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]

Thanks S the only other thing I can think of is whether we can get something in writing from S 22(1) (grants branch) that we can share with the applicant?

Of S correct me if I'm wrong) the applicant could give us permission to talk to Steven?

From: PlayOurWay <PlayOurWay@health.gov.au>
Sent: Monday, October 14, 2024 2:16 PM
To: S 22(1)(a)(ii) @health.gov.au; S 22(1)(a)(s 22(1)(a)) health.gov.au
Subject: FW: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]

Hey S

We have received this correspondence from NSW Gov helping Caves Beach Netball Club Incorporated requesting a phone call to further help with the 'evidence of tenure' they need to supply.

Noting in the email trail you can see that the primary contact has forwarded it to them are we able to provide a phone call?

Otherwise I suggest maybe the below response

Dear Steven

Thank you for your email regarding the Play Our Way Program GO6763.

The department is unable to discuss information regarding the application to anyone other than the primary and secondary contact.

However, if the applicant required further information regarding what is required for the evidence of tender we can provide them with a phone call to discuss.

Kind regards

S
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Sent: Monday, October 14, 2024 1:23 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: FW: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

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Dear S [REDACTED]

Lake Macquarie City Council is trying to assist Caves Beach Netball club with their Play our Way grant application.

The email trail below suggested more evidence is required on 'evidence of tenure', is there a way I can talk with you to discuss how sports clubs in Lake Macquarie access community sports facilities and the structures we have around this.

Simply put, there is no 'lease' for any club within the LGA to use sports facilities. They are hirers of the facility with a management responsibility.

I would like to discuss the nature of a document that will satisfy your requirements.

Please call me on s 22(1)(a) or email. If you provide a number, I'm happy to call.

Kind Regards

Steven Cowen
Community Land Planner (Sports)



T +61 2 4921 0139
E SCowen@lakemac.nsw.gov.au
lakemac.com.au



Dhumaan ngayin Awabakurlangu kirraanan barayidin
We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Monday, 14 October 2024 12:57 PM
To: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Subject: Fwd: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S [REDACTED] - Additional Information Request [SEC=OFFICIAL]

Kind Regards,

CBNC Executive Member

----- Forwarded message -----

From: PlayOurWay <PlayOurWay@health.gov.au>
Date: Thu, 10 Oct 2024 at 10:00 AM
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S 47E(d) - Additional Information Request [SEC=OFFICIAL]
To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>
Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear S 47F [REDACTED]

I am contacting you regarding the Play Our Way Program GO6763 – Application S [REDACTED] (Application ID), S [REDACTED] (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

Incorrect attachment provided

Applicants are required to provide "Evidence of Tenure" for the project location to be considered compliant and for it to proceed to assessment.

It appears you have provided a second copy of the "Owners Approval" letter for the project in place of your evidence of tenure (lease etc.). Could you please provide a copy of the lease agreement etc. for the project.

Indicative Budget

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Note this is a request for clarification and not an opportunity to include any new or additional information to your organisation's application.

Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

S [REDACTED]

Play Our Way Programs | Policy and Programs Branch

Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care

play our way

CREATING GREATER OPPORTUNITIES FOR WOMEN AND GIRLS IN SPORT

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Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

From: [Caves Beach Netball Club](#)
To: [PlayOurWay](#)
Subject: Re: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]
Date: Tuesday, 15 October 2024 7:34:59 AM
Attachments: [image001.png](#)
[image002.png](#)
[image005.png](#)
[image002.png](#)
[image004.png](#)
[image001.png](#)
[image003.png](#)

Yes we do - saves the middle man as such

Kind Regards,

s 47F

CBNC Executive Member

On Mon, 14 Oct 2024 at 5:21 PM, PlayOurWay <PlayOurWay@health.gov.au> wrote:

Dear s 47F

The Department has had a request from Steven to discuss in more detail on what we require as evidence of tenure.

As the primary contact of this application do you give us permission to discuss the requirements of your application to Steven?

Kind regards

s 22(1)
(a)(ii)

Play Our Way Programs | Policy and Programs Branch



Office for Sport | Health Strategy, First Nations and Sport Group

Australian Government Department of Health and Aged Care



From: Steven Cowen <SCowen@lakemac.nsw.gov.au>

Sent: Monday, October 14, 2024 1:23 PM

To: PlayOurWay <PlayOurWay@health.gov.au>

Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]

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Dear ^{s 22(1)}
(a)(ii)

Lake Macquarie City Council is trying to assist Caves Beach Netball club with their Play our Way grant application.

The email trail below suggested more evidence is required on 'evidence of tenure', is there a way I can talk with you to discuss how sports clubs in Lake Macquarie access community sports facilities and the structures we have around this.

Simply put, there is no 'lease' for any club within the LGA to use sports facilities. They are hirers of the facility with a management responsibility.

I would like to discuss the nature of a document that will satisfy your requirements.

Please call me on ^{s 22(1)(a)(ii)} or email. If you provide a number, I'm happy to call.

Kind Regards

Steven Cowen

Community Land Planner (Sports)



T +61 2 4921 0139

E SCowen@lakemac.nsw.gov.au

lakemac.com.au



Dhumaan ngayin Awabakurlangu kirraanan barayidin

We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>

Sent: Monday, 14 October 2024 12:57 PM

To: Steven Cowen <SCowen@lakemac.nsw.gov.au>

Subject: Fwd: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - ^s
- Additional Information Request [SEC=OFFICIAL] ₄₇
E

Kind Regards,

CBNC Executive Member

----- Forwarded message -----

From: PlayOurWay <PlayOurWay@health.gov.au>

Date: Thu, 10 Oct 2024 at 10:00 AM

Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - ^s
- Additional Information Request [SEC=OFFICIAL] ₄₇
E

To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>

Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear ^{s 47F} [REDACTED],

I am contacting you regarding the Play Our Way Program GO6763 – Application ^{s 47} [REDACTED] (Application ID), ^{s 47E(d)} [REDACTED] (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

Incorrect attachment provided

Applicants are required to provide “Evidence of Tenure” for the project location to be considered compliant and for it to proceed to assessment.

It appears you have provided a second copy of the “Owners Approval” letter for the project in place of your evidence of tenure (lease etc.). Could you please provide a copy of the lease agreement etc. for the project.

Indicative Budget

In the attached “Attachment Pack (budget tab), you have outlined the budget breakdown in the 2024/2025 column, however analysis of the AWP timelines (AWP tab) indicates the project expenditure is likely to run past this financial year. Could you please review the attached Attachment Pack and align the budget cost items (FY) in line with the timelines provided in the AWP.

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Note this is a request for clarification and not an opportunity to include any new or additional information to your organisation’s application.

Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

^{s 22(1)} [REDACTED]
[REDACTED]

Play Our Way Programs | Policy and Programs Branch



Office for Sport | Health Strategy, First Nations and Sport Group

Australian Government Department of Health and Aged Care



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From: PlayOurWay
To: s 22(1)(a)
Cc: s 22(1)(a)
Subject: RE: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - s - Additional Information Request [SEC=OFFICIAL]
Date: Wednesday, 16 October 2024 4:02:51 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Hey S

I have spoken to Steven this afternoon, he is following on 2 orgs this one and one that sits with S

S was going to chat to you and S about it -- but if your happy to talk to him about the requirements -- I can email him and let him know that you will call tomorrow

Kind regards

S
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: s 22(1)(a)(ii) @Health.gov.au
Sent: Wednesday, October 16, 2024 3:59 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: RE: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - s - Additional Information Request [SEC=OFFICIAL]

I tried to buzz him today and left a message.
 While try again tomorrow.

From: PlayOurWay <PlayOurWay@health.gov.au>
Sent: Tuesday, October 15, 2024 9:41 AM
To: s 22(1)(a)(ii) @Health.gov.au
Subject: RE: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - s - Additional Information Request [SEC=OFFICIAL]

Thank you

Did you want me to organise a time with him?

S
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: s 22(1)(a)(ii) @Health.gov.au
Sent: Tuesday, October 15, 2024 9:41 AM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: RE: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - s - Additional Information Request [SEC=OFFICIAL]

Hi S
 Yes I can buzz him.
 Cheers,
 S

From: PlayOurWay <PlayOurWay@health.gov.au>
Sent: Tuesday, October 15, 2024 9:21 AM
To: s 22(1)(a)(ii) @Health.gov.au
Subject: FW: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - s - Additional Information Request [SEC=OFFICIAL]

Hey S

Are you able to provide Steven a phone call to discuss the below about evidence of tender.

We have sought approve from the primary contact (attached) to discuss their application with him.

Thank you

S
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Sent: Monday, October 14, 2024 1:23 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: FW: Play Our Way Program GO6763 - Caves Beach Netball Club Incorporated - s - Additional Information Request [SEC=OFFICIAL]

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Dear **S**

Lake Macquarie City Council is trying to assist Caves Beach Netball club with their Play our Way grant application.

The email trail below suggested more evidence is required on 'evidence of tenure', is there a way I can talk with you to discuss how sports clubs in Lake Macquarie access community sports facilities and the structures we have around this.

Simply put, there is no 'lease' for any club within the LGA to use sports facilities. They are hirers of the facility with a management responsibility.

I would like to discuss the nature of a document that will satisfy your requirements.

Please call me on **S 22(1)(a)** or email. If you provide a number, I'm happy to call.

Kind Regards

Steven Cowen

Community Land Planner (Sports)



T +61 2 4921 0139

E SCowen@lakemac.nsw.gov.au

lakemac.com.au



Dhumaan ngayin Awabakurlangu kirraanan barayidin

We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>

Sent: Monday, 14 October 2024 12:57 PM

To: Steven Cowen <SCowen@lakemac.nsw.gov.au>

Subject: Fwd: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - **S** - Additional Information Request [SEC=OFFICIAL]

Kind Regards,

CBNC Executive Member

----- Forwarded message -----

From: **PlayOurWay** <PlayOurWay@health.gov.au>

Date: Thu, 10 Oct 2024 at 10:00 AM

Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - **S 47E(d)** - Additional Information Request [SEC=OFFICIAL]

To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>

Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear **S 47F**

I am contacting you regarding the Play Our Way Program GO6763 – Application **S** (Application ID), **S** (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

Incorrect attachment provided

Applicants are required to provide "Evidence of Tenure" for the project location to be considered compliant and for it to proceed to assessment.

It appears you have provided a second copy of the "Owners Approval" letter for the project in place of your evidence of tenure (lease etc.). Could you please provide a copy of the lease agreement etc. for the project.

Indicative Budget

In the attached "Attachment Pack (budget tab)", you have outlined the budget breakdown in the 2024/2025 column, however analysis of the AWP timelines (AWP tab) indicates the project expenditure is likely to run past this financial year. Could you please review the attached Attachment Pack and align the budget cost items (FY) in line with the timelines provided in the AWP.

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Kind regards

S

Play Our Way Programs | Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care

play our way

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From: PlayOurWay
To: Steven Cowen
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]
Date: Thursday, 17 October 2024 10:18:17 AM
Attachments: [image005.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Hi Steven

Thank you for your time yesterday. I can confirm someone will be in contact with you today to discuss both Caves Beach Netball club and Lake Macquarie City Football Club requirements.

Kind regards

S

Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Sent: Monday, October 14, 2024 1:23 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]

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Steven Cowen
 Community Land Planner (Sports)
 **T +61 2 4921 0139**
E SCowen@lakemac.nsw.gov.au
lakemac.com.au


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 We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Monday, 14 October 2024 12:57 PM
To: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Subject: Fwd: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]

Kind Regards,

CBNC Executive Member

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From: PlayOurWay <PlayOurWay@health.gov.au>
Date: Thu, 10 Oct 2024 at 10:00 AM
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S 47E(d) - Additional Information Request [SEC=OFFICIAL]
To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>
Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear S 47F

I am contacting you regarding the Play Our Way Program GO6763 – Application S (Application ID), S (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

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Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

S
Play Our Way Programs | Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care



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
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From: PlayOurWay
To: Caves Beach Netball Club
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]
Date: Thursday, 17 October 2024 10:22:41 AM
Attachments: image001.png
 image002.png
 image003.png
 image004.png
 image005.png
 image006.png
 image007.png

Good morning,
 I am reaching out to let you know that I have been in contact with Steven and a team member will be in contact with him today to discuss the requirements for the below request. I note that your original due date for the request for information is due today, we will be extending this until Monday 21 October. If you experience any further delays please reach out and we can look at extending it again.
 Kind regards


 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care




From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Monday, October 14, 2024 6:01 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: TRIM: Re: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]
 Yes we do - saves the middle man as such

Kind Regards,
 § 47F
 CBNC Executive Member

On Mon, 14 Oct 2024 at 5:21 PM, PlayOurWay <PlayOurWay@health.gov.au> wrote:

Dear § 47F,
 The Department has had a request from Steven to discuss in more detail on what we require as evidence of tenure. As the primary contact of this application do you give us permission to discuss the requirements of your application to Steven?
 Kind regards


 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



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Sent: Monday, October 14, 2024 1:23 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - 4-KZXQZU6 - Additional Information Request [SEC=OFFICIAL]
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Kind Regards
Steven Cowen
 Community Land Planner (Sports)



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Subject: Fwd: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - 4-KZXQZU6 - Additional Information Request [SEC=OFFICIAL]

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From: PlayOurWay <PlayOurWay@health.gov.au>
Date: Thu, 10 Oct 2024 at 10:00 AM
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - 4-KZXQZU6 - Additional Information Request [SEC=OFFICIAL]
To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>
Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear § 47F,

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

I am contacting you regarding the Play Our Way Program GO6763 – Application S [redacted] (Application ID), S [redacted] (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

Incorrect attachment provided

Applicants are required to provide "Evidence of Tenure" for the project location to be considered compliant and for it to proceed to assessment.

It appears you have provided a second copy of the "Owners Approval" letter for the project in place of your evidence of tenure (lease etc.). Could you please provide a copy of the lease agreement etc. for the project.

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In the attached "Attachment Pack (budget tab), you have outlined the budget breakdown in the 2024/2025 column, however analysis of the AWP timelines (AWP tab) indicates the project expenditure is likely to run past this financial year. Could you please review the attached Attachment Pack and align the budget cost items (FY) in line with the timelines provided in the AWP.

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Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

S [redacted]
Play Our Way Programs | Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care



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Disclaimer

This information is intended for the addressee only. The use, copying or distribution of this message or any information it contains, by anyone other than the addressee is prohibited by the sender. Any views expressed in this communication are those of the sender, except where the sender specifically states that the views are of Council. All information provided to us is treated in accordance with Lake Macquarie City Council's Privacy Management Plan (www.lakemac.com.au/Privacy-Statement). Information provided in correspondence, submissions or requests (verbal, electronic or written), including personal information may also be made publicly available, including via Council's website, in accordance with the Government Information (Public Access) Act 2009 (NSW).

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From: s 47F
To: [PlayOurWay](#)
Cc: cavesbeachnetball@gmail.com; s 47F
Subject: Re: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]
Date: Thursday, 17 October 2024 1:29:38 PM
Attachments: [image001.png](#)
[image002.png](#)
[Updated GO6763 - Play Our Way - Attachment Pack.xlsx](#)

REMINDER: Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi s 22(1)
(a)(ii)

Please find attached the “Attachment Pack”, noting the amendments in the budget tab to align budget cost items to the relevant financial year.

Regarding the other outstanding matter relating to evidence of tenure, I am aware you have spoken with Steven Cowen from Lake Macquarie City Council and he is awaiting clarification of what’s required from your manager. It is my understanding that you have extended the respond by date for this matter.

Warm regards,

s 47F

Caves Beach Netball Club
Grants Coordinator

From: PlayOurWay <PlayOurWay@health.gov.au>

Date: Thursday, 10 October 2024 at 10:00 am

To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>

Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]

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s 22(1)

(a)(ii)

[Play Our Way Programs | Policy and Programs Branch](#)

Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care



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From: [PlayOurWay](#)
To: s 47F
Cc: cavesbeachnetball@gmail.com; s 47F
Bcc: [PlayOurWay](#)
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]
Date: Thursday, 17 October 2024 2:56:28 PM
Attachments: [image001.png](#)
[image002.png](#)

H s 47F

Thank you for your email and sending through the attachment pack.

A member of the team has spoken to Steven Cowen and he has advised that he will have the letter for evidence of tenure on Monday 21 October.

Kind regards

s 22(1)
(a)(iii)

[Play Our Way Programs | Policy and Programs Branch](#)

Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: s 47F <cbnc.grants@gmail.com>
Sent: Thursday, October 17, 2024 1:27 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Cc: cavesbeachnetball@gmail.com; s 47F
Subject: Re: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]

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Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s
47
E
(
d)
[REDACTED] - Additional Information Request [SEC=OFFICIAL]

Dear [REDACTED] s 47F,

I am contacting you regarding the Play Our Way Program GO6763 – Application [REDACTED] s 47E(d) (Application ID), [REDACTED] s 47E(d) (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

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Kind regards

s 22(1)

[REDACTED] s 47E(d)
[Play Our Way Programs | Policy and Programs Branch](#)

Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care

play our way »»

CREATING GREATER OPPORTUNITIES FOR WOMEN AND GIRLS IN SPORT

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§ 47G

<p>Mid-point construction</p>	<ul style="list-style-type: none"> • Conduct and complete site mobilisation including site fencing, siltation and erosion control, site amenities etc; • Demolish the existing small building on the site, noting that time and cost has been incorporated to cover the likelihood of asbestos within the existing building; • Complete all groundworks including excavations, piling (subject to geotechnical requirements), foundations and slab on ground. Note that inspections from the building certifier and structural engineer (along with others as required) will be completed progressively upon completion of each element, so that a progress certificate is able to be issued upon completion of this phase of work; • Complete the building envelope works including (but not limited to) external and internal walls, external columns, roof framing and cladding and window/door installation to achieve lock-up. Note that inspections from the building certifier and structural engineer (along with others as required) will be completed progressively upon completion of each element, so that a progress certificate is able to be issued upon completion of this phase of work; <p>It is expected that the mid-point of construction represents the lock-up stage of the building and the completion of all structural components.</p>	<p>12 weeks</p>
<p>Fit out, Finishes & Fittings complete and assets installed</p>	<ul style="list-style-type: none"> • Complete netball court lighting installation including power reticulation, light pole foundations and lighting, under the supervision of both Council as the relevant authority and the electrical engineer; • Complete the internal services fit-out including electrical, hydraulic (sewer and water) and mechanical works (if required, noting mechanical works may include air-conditioning and/or toilet/bathroom exhaust); • Complete internal and external finishes such as floor/wall finishes (tiling where required), wall linings and ceiling linings; • Complete internal and external painting; • Complete the fit-out of the electrical and plumbing services such as lighting, power outlets, ceiling fans, toilets and tapwear; • Complete the installation of toilet partitions, storage shelving, canteen facilities, security gates/shutters; • Complete the installation of furniture such as tables, chairs, external seating and canteen equipment (fridge etc); • Obtain supporting documentation to substantiate completion of fit-out 	<p>6 weeks</p>
<p>Practical Completion</p>	<ul style="list-style-type: none"> • Undertake final authority inspection prior to practical completion (including but not limited to Hunter Water, Lake Macquarie Council etc); • Undertake final defects inspection on behalf of the netball club and relevant consultants; • Obtain certificates of Practical completion and Occupancy • Complete declaration signed by an Authorised Person in Organisation that all works have been completed in accordance with agreement 	<p>4 weeks</p>
<p>Equitable access policy</p>	<ul style="list-style-type: none"> • Implement Equitable Access Policy that improves outcomes for women and sports • Provide equitable facility access to the best facilities available, • Ensure equity in the allocation for training and competition and address other elements of inequality in program design and delivery • Monitor and evaluation of equitable access policy 	

s 47G



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§ 47G



Risk Management Plan

Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage 2: Invitation to Apply

Caves Beach Netball Club AEN 20 136 613 159

Lighting Upgrade and New Clubhouse at Caves Beach Netball Courts

Guidance: Complete the following table for risk associated with the activities you are applying for under this grant opportunity. Please use the "Risk Information & Help" tab (next tab) for further guidance and examples. Complete/add more rows as needed.

Risk Reference	Risk Identification <i>What event(s) can happen and how it can happen?</i>	Risk Impact <i>What are the effects if it does happen?</i>	Risk Controls <i>What controls are currently in place?</i>	Likelihood	Consequence	Current risk rating	Acceptable/Unacceptable?	Mitigation Strategy
1	Inability to manage and deliver grant resulting in debt to Commonwealth	Potential liabilities for CBNC office bearers	CBNC Project Team members appropriately qualified with the skills and knowledge required to deliver the project	Unlikely	Major	Medium	Unacceptable	Roles and responsibilities of grant delivery clearly identified within organisation. Ongoing reporting of deliverables and management of expenses so funds are not misappropriated
2	Delays in receiving funding, resulting in planning and designing delays	Delay in commencement of the project requiring a new timeline. Delay to completion date. Potentially impact facility availability for start of 2026 netball season.	Realistic timeframes and flexibility of construction commencement date to coincide with end of netball season	Possible	Moderate	Medium	Acceptable	Ensure project deliverables are achieved in line with project plan and reported to the department in a timely fashion.
3	Delayed delivery of design and engineering	Delays in contracting arrangements and construction. Poor decisions made in haste to reduce delays and possible impact to project timeline including completion date.	Realistic and flexible timeframes for design and engineering. CBNC Project Manager monitoring project plan and communicating with consultants in a timely manner, including following up.	Possible	Minor	Medium	Acceptable	Communication with contractors/specialists is incorporated into management plan.
3	Delays in contracting arrangements	Delays to construction starting. Poor decisions made in haste, potentially impacting the budget and quality of final product.	Realistic and flexible timeframes for contract arrangements. CBNC Project Manager monitoring project plan and communicating with consultants in a timely manner, including following up.	Possible	Minor	Medium	Acceptable	Realistic understanding of what can be achieved within a limited timeframe and budget.
3	Delays with building approvals	Delays to construction starting.	CBNC Project Manager regularly communicating with LMCC Community Project Officer.	Unlikely	Minor	Low	Acceptable	Communication with LMCC is incorporated into management plan.
3	Delays during construction due to hazardous materials, weather delays, design variations	Project milestones not met	Realistic timelines accounting for likely delays.	Likely	Moderate	High	Acceptable	Detailed project plan, including contingency planning. Effective communication and regular progress monitoring. Adaptable project management.

4	Budget shortfalls	Incomplete project, and inability to deliver intended outcomes	Project has been appropriately scoped to cover all known contingencies.	Unlikely	Major	Medium	Project team member (Treasurer) allocated to monitor expenditure. Prioritise expenditure, implement cost saving measures, revise project scope.
5	Budget underspends	Grant agreement may need to be varied or unspent funds recovered as a debt.	Project has been appropriately scoped to cover all known contingencies	Unlikely	Minor	Low	Project team member (Treasurer) allocated to monitor expenditure. Accurate cost forecasting, continuous cost tracking, adjust resource allocation, identify additional project needs.
6	Final building outcome doesn't align with CENC expectations	Project outcome to increase participation in sport for women and girls at a satisfactory facility not achieved.	Clearly defined roles and responsibilities of CENC project team, communicated with Project Manager and consultants. Agreed process for decision-making during detailed design, contracting and construction.	Unlikely	Minor	Low	Clear communication methods agreed. Regular team meetings.
11	Delay in reporting and acquiting any funding received	Recipient obligations not met. Funding jeopardised.	Project team member (Grant co-ordinator) allocated to ensure compliance with grant terms	Rare	Minor	Low	Grant co-ordinator to monitor reporting dates, obtain relevant report templates and ensure completion well prior to deadlines. Regular communication between CENC project team and contractors
8	Target populations do not respond to project	Project outcome to increase participation in sport for women and girls at a satisfactory facility not achieved.	Proposed project is based on thorough needs assessment, and designed within LMCC Sports Infrastructure Hierarchy. Design promoted to club members. Flexible project delivery.	Unlikely	Major	Medium	Clear communication and engagement with stakeholders throughout the process to foster positive relationships and ensure buy-in.
12	<insert>	<insert>	<insert>	Choose an item.	Choose an item.	Choose an item.	<insert>

Risk Information & Help	
<u>RISKS</u>	A risk is defined as the effect of uncertainty on objectives. A risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence. Where possible, try to combine similar risks to consolidate the number of potential risks.
<u>RISK IDENTIFICATION (SOURCE)</u>	The purpose of risk identification is to find, recognise and describe risks that might prevent an organisation achieving its objectives. When identifying risks the following questions should be considered; <ul style="list-style-type: none"> • What event(s) can happen that will have an adverse effect on the activity? • How can it happen?
<u>RISK IMPACT</u>	The impact identifies the consequence of each risk (i.e. what are the effects to your organisation if it risk does happen?).
<u>RISK CONTROL</u>	A control is a current process, policy, device, practice or any other action designed to modify risk. Examples of controls include: checklists, meetings, procedures manual, contingency plans, audits and agreements in place.
<u>RISK TREATMENT</u>	A risk treatment is an additional activity being developed to manage and/or reduce the risk. Examples of risk treatments include the creation of new guidelines, the introduction of a review process etc. Once the proposed treatment has been implemented it becomes a control.
<u>EFFECTIVENESS OF RISK IDENTIFICATION</u>	An adequate control implies that the risk is well managed and no further treatments are required. A marginally effective control implies that a treatment is not necessary however this may depend on the level of risk. An inadequate control implies that treatments are necessary.
<u>LIKELIHOOD</u>	Likelihood is the chance that something might happen. Likelihood can be defined, determined, or measured objectively or subjectively and can be expressed either qualitatively or quantitatively (using mathematics). Rate the likelihood of the identified risk occurring with the controls in place. Ratings are: Almost certain, Likely, Possible, Unlikely or Rare.
<u>CONSEQUENCE</u>	A consequence is the outcome of an event and has an effect on objectives. Rate the consequence to the Project outcomes of the identified risk occurring with the controls in place. Ratings are: Insignificant, Minor, Moderate, Major or Catastrophic.

CURRENT RISK RATINGS

	Likelihood	Insignificant Consequences	Minor Consequences	Moderate Consequences	Major Consequences	Catastrophic Consequences
Almost Certain	Low	Low	Medium	High	Extreme	Extreme
Likely	Low	Low	Medium	High	High	Extreme
Possible	Low	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium	Medium

EXAMPLES OF RISK

Risk	Likelihood Low/Medium/High (comments)	Impact Low/Medium/High	Mitigation Strategies
Inability to manage and deliver grant resulting in debt to Commonwealth		High/Med/Low	Roles and responsibilities of grant delivery clearly identified within organisation. Ongoing reporting of deliverables and management of expenses so funds are not misappropriated
Delays in receiving funding	e.g. Low	High/Med/Low	Ensure project deliverables are achieved in line with project plan and reported to the department in a timely fashion.
Delays in contracting arrangements	May depend on nature, complexity and size of project.	High/Med/Low	Realistic understanding of what can be achieved within a limited timeframe and budget and awareness of what staff are likely to be available.
Budget shortfalls	Project has been appropriately scoped to cover all known contingencies.	High/Med/Low	Develop budgets to fully plan for known likelihoods and factor in relevant contingencies. Take a competitive approach to the market
Budget underspends	Where project is not rolled out in a timely fashion or has been inappropriately scoped in relation to expenditure.	High/Med/Low	Ensure a realistic project plan, timeline and budget are in place.
Operational demands lead to delays to the timely delivery of project	May depend on scope of project; availability of appropriate staff, unforeseen circumstances, inadequate planning, unrealistic goals.	High/Med/Low	Ensure project manager/coordinator is fully capable and is working to a realistic project plan, timeline and budget, to be enshrined in the Funding Agreement.
Communication with staff and/or target population	Inadequate or inappropriate methods of communication leads to breakdown in roll out of project.	High/Med/Low	Communication with staff is incorporated into management plan along with a stakeholder engagement plan
Target populations do not respond to project	Low uptake of project by target population	High/Med/Low	Thorough needs assessment and evidence of both need and adequacy of response is identified in project plan. Ongoing marketing and flexible project delivery.

*do we want to remove this sentence in case confusion is leading people to think we'll fully fund all grants?

From: [PlayOurWay](#)
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]
Date: Thursday, 17 October 2024 2:59:20 PM
Attachments: [image001.png](#)
[image002.png](#)
[Updated GO6763 - Play Our Way - Attachment Pack.xlsx](#)

Please see attachment pack from Caves Beach Netball Club.

The letter will be provided on Monday 21 Oct

Kind regards

s 22(1)

(a)(ii)

[Play Our Way Programs | Policy and Programs Branch](#)

Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: s 47F <cbnc.grants@gmail.com>
Sent: Thursday, October 17, 2024 1:27 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Cc: cavesbeachnetball@gmail.com; s 47F
Subject: Re: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]

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Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § 47E(d)
 [REDACTED] - Additional Information Request [SEC=OFFICIAL]

Dear § 47F [REDACTED]

I am contacting you regarding the Play Our Way Program GO6763 – Application § 47E(d) [REDACTED] (Application ID), § 47E(d) [REDACTED] (Submission Reference) from Caves Beach Netball Club Incorporated.

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Kind regards

§ 22(1) [REDACTED]

Play Our Way Programs | Policy and Programs Branch

Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



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From: § 22(1)
To: § 22(1)
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]
Date: Thursday, 17 October 2024 3:11:08 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Hi §
 Confirming I spoke to Steven today and he will supply a letter from council by Monday that outlines;

- Club's history at the site
- How Lake Macquarie council 'lease/hire' their council land to sporting clubs
- The council support the clubs being there into the future

Cheers,
 §

From: § 22(1)(a)(ii)
Sent: Wednesday, October 16, 2024 3:59 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]
 I tried to buzz him today and left a message.
 While try again tomorrow.

From: PlayOurWay <PlayOurWay@health.gov.au>
Sent: Tuesday, October 15, 2024 9:41 AM
To: § 22(1)(a)(ii) § 22(1)(a) N@Health.gov.au
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]
 Thank you
 Did you want me to organise a time with him?

§
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care

From: § 22(1)(a)(ii) § 22(1)(a)(ii) @Health.gov.au
Sent: Tuesday, October 15, 2024 9:41 AM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]

Hi §
 Yes I can buzz him.
 Cheers,
 §

From: PlayOurWay <PlayOurWay@health.gov.au>
Sent: Tuesday, October 15, 2024 9:21 AM
To: § 22(1)(a)(ii) § 22(1)(a)(ii) @Health.gov.au
Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]

Hey §
 Are you able to provide Steven a phone call to discuss the below about evidence of tender.
 We have sought approve from the primary contact (attached) to discuss their application with him.
 Thank you

§
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care

From: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Sent: Monday, October 14, 2024 1:23 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]

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Dear §
 Lake Macquarie City Council is trying to assist Caves Beach Netball club with their Play our Way grant application.
 The email trail below suggested more evidence is required on 'evidence of tenure', is there a way I can talk with you to discuss how sports clubs in Lake Macquarie access community sports facilities and the structures we have around this.
 Simply put, there is no 'lease' for any club within the LGA to use sports facilities. They are hirers of the facility with a management responsibility.
 I would like to discuss the nature of a document that will satisfy your requirements.
 Please call me on § 22(1)(a) or email. If you provide a number, I'm happy to call.

Kind Regards
Steven Cowen
 Community Land Planner (Sports)
 T +61 2 4921 0139
 E SCowen@lakemac.nsw.gov.au
 lakemac.com.au

Dhumaan ngayin Awabakurlangu kirraanan barayidin
 We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Monday, 14 October 2024 12:57 PM
To: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Subject: Fwd: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - § - Additional Information Request [SEC=OFFICIAL]

Kind Regards,
 CBNC Executive Member

----- Forwarded message -----

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

From: PlayOurWay <PlayOurWay@health.gov.au>

Date: Thu, 10 Oct 2024 at 10:00 AM

Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]

To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>

Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear s 47F

I am contacting you regarding the Play Our Way Program GO6763 – Application s (Application ID), s (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

Incorrect attachment provided

Applicants are required to provide "Evidence of Tenure" for the project location to be considered compliant and for it to proceed to assessment.

It appears you have provided a second copy of the "Owners Approval" letter for the project in place of your evidence of tenure (lease etc.). Could you please provide a copy of the lease agreement etc. for the project.

Indicative Budget

In the attached "Attachment Pack (budget tab)", you have outlined the budget breakdown in the 2024/2025 column, however analysis of the AWP timelines (AWP tab) indicates the project expenditure is likely to run past this financial year. Could you please review the attached Attachment Pack and align the budget cost items (FY) in line with the timelines provided in the AWP.

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Note this is a request for clarification and not an opportunity to include any new or additional information to your organisation's application.

Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

S
Play Our Way Programs | Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care



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From: Steven Cowen
To: PlayOurWay
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S [REDACTED] - Additional Information Request [SEC=OFFICIAL]
Date: Friday, 18 October 2024 10:17:21 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
 s 22(1)(a)(i)
 s 22(1)(a)(i) - Play Our Way Grant - Caves Beach Netball - Arbitration and Lighting Project.PDF

S [REDACTED]

Thankyou for your assistance on this matter.
 The clubs will send the evidence of tenure letter to your department.
 However, I have just attached them to this email to make sure you had them at the earliest possible time.
 Regards

Steven Cowen
 Community Land Planner (Sports)



T +61 2 4921 0139
 E SCowen@lakemac.nsw.gov.au
lakemac.com.au



Dhumaan ngayin Awabakurlangu kirraanan barayidin
 We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

From: PlayOurWay <PlayOurWay@health.gov.au>
Sent: Thursday, 17 October 2024 10:18 AM
To: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S [REDACTED] - Additional Information Request [SEC=OFFICIAL]

Hi Steven
 Thank you for your time yesterday. I can confirm someone will be in contact with you today to discuss both Caves Beach Netball club and Lake Macquarie City Football Club requirements.

Kind regards
 S [REDACTED]
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Sent: Monday, October 14, 2024 1:23 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S [REDACTED] - Additional Information Request [SEC=OFFICIAL]

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Dear S [REDACTED]
 Lake Macquarie City Council is trying to assist Caves Beach Netball club with their Play our Way grant application.
 The email trail below suggested more evidence is required on 'evidence of tenure', is there a way I can talk with you to discuss how sports clubs in Lake Macquarie access community sports facilities and the structures we have around this.
 Simply put, there is no 'lease' for any club within the LGA to use sports facilities. They are hirers of the facility with a management responsibility.
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Kind Regards
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Kind Regards,

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CBNC Executive Member

----- Forwarded message -----

From: **PlayOurWay** <PlayOurWay@health.gov.au>

Date: Thu, 10 Oct 2024 at 10:00 AM

Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S 47E(d) - Additional Information Request [SEC=OFFICIAL]

To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>

Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear S 47F

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Kind regards

S
Play Our Way Programs | Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care



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18 October 2024

s 47F

Secretary
Caves Beach Netball Club
2/17 Caves Beach Road
Caves Beach NSW 2281

Dear s 47F

Subject: Evidence of Tenure - Play Our Way Grant - Caves Beach Netball - Amenities and Lighting Project.

This letter provides confirmation of the ongoing tenure of Caves Beach Netball Club at Caves Beach Netball Courts located at 104 Park Avenue, Caves Beach.

Lake Macquarie City Council empowers our community to assist in the management of sports facilities utilising a delegated authority model. Under Section 355 of the Local Government Act 1993, Council delegates community groups authority to undertake the care, control, and operation of sports facilities. The Lake Mac Facility Manager website, [Home: Facility Manager - Lake Macquarie City Council](#), provides all the details of Council and Club responsibilities under this management model.

Caves Beach Netball Club have been the delegated authority for the Caves Beach Netball Courts since this model was implemented approximately 20 years ago. The clubs use of the facility predates this with the club operating for over 50 years initially using grass netball courts, then the current asphalt netball courts when they are provided in the mid 1990's.

Lake Macquarie City Council do not anticipate that Caves Beach Netball clubs' operation will change in the foreseeable future and the club will continue management and use of the Caves Beach Netball Courts.

Lake Macquarie City Council fully support for the Caves Beach Netball Club's Play Our Way Program Stream 1: Facilities Stage Two application for funding for the construction of a new amenities building and court lighting at Caves Beach Netball courts. Council is working closely with the club on this grant application and will be support the club with the delivery of the project, if the grant is successful.

Council is appreciative of the clubs' initiatives to improve facilities, acknowledging the proposed projects will be of great benefit to both your club members and the broader

Our Ref: F2014/01197/32 Your Ref:

126-138 Main Road T 02 4921 0333
Speers Point NSW 2284 E council@lakemac.nsw.gov.au
Box 1906 HRMC NSW 2310 W lakemac.com.au

lakemac lakemaccity ourlakemac

ABN: 81 065 027 868

Lake Macquarie sporting community.

Should you require further information, please contact Community Land Planner - Steve Cowen on +61 2 4921 0139 or s 22(1)(a)(ii)

Yours faithfully,

s 47F

Jen Lojszczyk
Coordinator Community Facilities Management
COPA - Community Facilities Management

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From: s 47F
To: [PlayOurWay](mailto:PlayOurWay@cavesbeachnetball@gmail.com)
Cc: cavesbeachnetball@gmail.com; s 47F
Subject: TRIM: Re: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]
Date: Friday, 18 October 2024 10:47:12 AM
Attachments: [Evidence of Tenure - Play Our Way Grant - Caves Beach Netball - Ammenities and Lighting Project.PDF](#)

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Hi s 22(1)(a)
(ii)

Please find attached a letter provided by Lake Macquarie City Council as evidence of tenure.

Warm regards,
s 47F

On 17 Oct 2024, at 2:56 PM, PlayOurWay <PlayOurWay@health.gov.au> wrote:

Hi s 47F

Thank you for your email and sending through the attachment pack.

A member of the team has spoken to Steven Cowen and he has advised that he will have the letter for evidence of tenure on Monday 21 October.

Kind regards

s 22(1)
(a)(iii)

Play Our Way Programs | Policy and Programs Branch
<[image001.png](#)>

Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care

<[image002.png](#)>

From: s 47F <cbnc.grants@gmail.com>

Sent: Thursday, October 17, 2024 1:27 PM

To: PlayOurWay <PlayOurWay@health.gov.au>

Cc: cavesbeachnetball@gmail.com; s 47F

Subject: Re: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]

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Hi ^{s 22(1)}
(a)(ii)

Please find attached the “Attachment Pack”, noting the amendments in the budget tab to align budget cost items to the relevant financial year.

Regarding the other outstanding matter relating to evidence of tenure, I am aware you have spoken with Steven Cowen from Lake Macquarie City Council and he is awaiting clarification of what’s required from your manager. It is my understanding that you have extended the respond by date for this matter.

Warm regards,
s 47F

Caves Beach Netball Club
Grants Coordinator

From: PlayOurWay <PlayOurWay@health.gov.au>
Date: Thursday, 10 October 2024 at 10:00 am
To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>
Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - ^{s 47E(d)} - Additional Information Request [SEC=OFFICIAL]

Dear ^{s 47F},

I am contacting you regarding the Play Our Way Program GO6763 – Application ^{s 47E(d)} (Application ID), ^{s 47E(d)} (Submission Reference) from Caves Beach Netball Club Incorporated.

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s 22(1)

(g)(iii)

Play Our Way Programs | Policy and Programs Branch

<image001.png>

Office for Sport | Health Strategy, First Nations and Sport Group
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<image002.png>

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From: PlayOurWay
To: Steven Cowen
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]
Date: Friday, 18 October 2024 11:06:26 AM
Attachments: [image005.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Hi Steven

Thank you for sending them through.

Kind regards

S
 Play Our Way Programs | Policy and Programs Branch
 Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Sent: Friday, October 18, 2024 10:15 AM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S - Additional Information Request [SEC=OFFICIAL]

S

Thankyou for your assistance on this matter.

The clubs will send the evidence of tenure letter to your department.

However, I have just attached them to this email to make sure you had them at the earliest possible time.

Regards

Steven Cowen
 Community Land Planner (Sports)
 T +61 2 4921 0139
 E SCowen@lakemac.nsw.gov.au
 lakemac.com.au


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Hi Steven

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 Australian Government Department of Health and Aged Care



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E SCowen@lakemac.nsw.gov.au
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Sent: Monday, 14 October 2024 12:57 PM
To: Steven Cowen <SCowen@lakemac.nsw.gov.au>
Subject: Fwd: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S [REDACTED] - Additional Information Request [SEC=OFFICIAL]

Kind Regards,

CBNC Executive Member

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Date: Thu, 10 Oct 2024 at 10:00 AM
Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - S 47E(d) - Additional Information Request [SEC=OFFICIAL]
To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>
Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Dear S 47F,

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Kind regards

S [REDACTED]
Play Our Way Programs | Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care

play our way >>>

CREATING GREATER OPPORTUNITIES FOR WOMEN AND GIRLS IN SPORT

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From: [PlayOurWay](#)
To: s 47F
Cc: cavesbeachnetball@gmail.com; s 47F
Subject: RE: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]
Date: Friday, 18 October 2024 11:20:44 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi s 47F

Thank you for your email. Confirming receipt of attachment and response.

Kind regards

s 22(1)

(a)(iii)

Play Our Way Programs | Policy and Programs Branch

Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care



From: s 47F <cbnc.grants@gmail.com>
Sent: Friday, October 18, 2024 10:46 AM
To: PlayOurWay <PlayOurWay@health.gov.au>
Cc: cavesbeachnetball@gmail.com; s 47F
Subject: Re: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]

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(a)(ii)

Play Our Way Programs | Policy and Programs Branch

<image001.png>

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<image001.png>

Office for Sport | Health Strategy, First Nations and Sport Group

Australian Government Department of Health and Aged Care

<image002.png>

"Important: This transmission is intended only for the use of the addressee and may contain confidential or legally privileged information. If you are not the intended recipient, you are notified that any use or dissemination of this communication is strictly prohibited. If you receive this transmission in error please notify the author immediately and delete all copies of this transmission."

From: [PlayOurWay](#)
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: FW: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]
Date: Friday, 18 October 2024 11:22:51 AM
Attachments: [image001.png](#)
[image002.png](#)
[Evidence of Tenure - Play Our Way Grant - Caves Beach Netball - Ammenities and Lighting Project.PDF](#)

Please see evidence tenure from Caves Beach Netball Club

Kind regards

s 22(1)

(a)(ii)

[Play Our Way Programs | Policy and Programs Branch](#)

Office for Sport | Health Strategy, First Nations and Sport Group
 Australian Government Department of Health and Aged Care



From: s 47F <cbnc.grants@gmail.com>
Sent: Friday, October 18, 2024 10:46 AM
To: PlayOurWay <PlayOurWay@health.gov.au>
Cc: cavesbeachnetball@gmail.com; s 47F
Subject: Re: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - s 47E(d) - Additional Information Request [SEC=OFFICIAL]

REMINDER: Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi s 22(1)

(a)(ii)

Please find attached a letter provided by Lake Macquarie City Council as evidence of tenure.

Warm regards,

s 47F

On 17 Oct 2024, at 2:56 PM, PlayOurWay <PlayOurWay@health.gov.au> wrote:

H s 47F

Thank you for your email and sending through the attachment pack.

A member of the team has spoken to Steven Cowen and he has advised that he will have the letter for evidence of tenure on Monday 21 October.

Kind regards

s 22(1)

(a)(ii)

Play Our Way Programs | Policy and Programs Branch

<image001.png>

Office for Sport | Health Strategy, First Nations and Sport Group

Australian Government Department of Health and Aged Care

<image002.png>

From: s 47F <cbnc.grants@gmail.com>

Sent: Thursday, October 17, 2024 1:27 PM

To: PlayOurWay <PlayOurWay@health.gov.au>

Cc: cavesbeachnetball@gmail.com; s 47F

Subject: Re: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - 4-KZXQZU6 - Additional Information Request [SEC=OFFICIAL]

REMINDER: Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi s 22(1)

(a)(ii)

Please find attached the “Attachment Pack”, noting the amendments in the budget tab to align budget cost items to the relevant financial year.

Regarding the other outstanding matter relating to evidence of tenure, I am aware you have spoken with Steven Cowen from Lake Macquarie City Council and he is awaiting clarification of what’s required from your manager. It is my understanding that you have extended the respond by date for this matter.

Warm regards,

s 47F

Caves Beach Netball Club

Grants Coordinator

From: PlayOurWay <PlayOurWay@health.gov.au>

Date: Thursday, 10 October 2024 at 10:00 am

To: cavesbeachnetball@gmail.com <cavesbeachnetball@gmail.com>

Cc: cbnc.grants@gmail.com <cbnc.grants@gmail.com>

Subject: Play Our Way Program GO6763 – Caves Beach Netball Club Incorporated - 4-KZXQZU6 - Additional Information Request [SEC=OFFICIAL]

Dear s 47F

I am contacting you regarding the Play Our Way Program GO6763 – Application s47E(d) (Application ID), s47E(d) (Submission Reference) from Caves Beach Netball Club Incorporated.

The Department of Health and Aged Care requires clarification of submitted information before the application can be progressed.

Incorrect attachment provided

Applicants are required to provide “Evidence of Tenure” for the project location to be considered compliant and for it to proceed to assessment.

It appears you have provided a second copy of the “Owners Approval” letter for the project in place of your evidence of tenure (lease etc.). Could you please provide a copy of the lease agreement etc. for the project.

Indicative Budget

In the attached “Attachment Pack (budget tab), you have outlined the budget breakdown in the 2024/2025 column, however analysis of the AWP timelines (AWP tab) indicates the project expenditure is likely to run past this financial year. Could you please review the attached Attachment Pack and align the budget cost items (FY) in line with the timelines provided in the AWP.

The application may be assessed as ineligible if the required information is not provided.

Note this is a request for clarification and not an opportunity to include any new or additional information to your organisation’s application.

Please provide a respond by return email by COB 17 October 2024 to allow consideration of your application to progress.

Kind regards

s 22(1)

(a)(iii)

Play Our Way Programs | Policy and Programs Branch

<image001.png>

Office for Sport | Health Strategy, First Nations and Sport Group

Australian Government Department of Health and Aged Care

<image002.png>

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ASSESSOR WORKBOOK – STREAM 1: Invitation to Apply: Facilities

Application ID:	E24-428198	Applicant name:	Caves Beach Netball Club Incorporated
Project name:	Lighting Upgrade and New Clubhouse at Caves Beach Netball Club		
Project Location Address:	Caves Beach, Strathmore Road, CAVES BEACH NSW 2281	Multiple Locations	N/A
Sport/Physical Activity:	Netball	MMM (1-7):	s47E(d) IRSAD Ranking (1-5): s47E(d)
ASSESSMENT SUMMARY			
Assessor name:	s 22(1)(a)(ii)	Date completed:	19/10/2024
Eligible:	Yes	Reason:	All eligibility requirements have been met.
Compliant:	Yes	Reason:	All compliance documentation requirements have been met.
Consistent Scope to EOI:	Yes	Reason:	Identical project.
PRIORITY COMPONENTS AND DATA CAPTURE			
<input checked="" type="checkbox"/> Women are the core project focus		<input checked="" type="checkbox"/> First Nations	<input type="checkbox"/> Interconnected application
<input checked="" type="checkbox"/> Girls are the core project focus		<input type="checkbox"/> Cultural and Linguistic diversity	<input type="checkbox"/> Co-funded
<input type="checkbox"/> MMM 3-7		<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Consortium application
<input checked="" type="checkbox"/> Low Socioeconomics		<input checked="" type="checkbox"/> LGBTIQA+	<input type="checkbox"/> Advanced in Planning
Moderator name:	s 22(1)(a)(ii)	Date moderated:	30/10/2024
Summary of project:	<p>Caves Beach Netball Club Incorporated is requesting \$1,358,020.35 in funding to upgraded lighting and construct a new clubhouse at Caves Beach, Strathmore Road, CAVES BEACH NSW 2281.</p> <p>The total project is valued at \$1,358,020.35 and will demolish the existing old floodlighting and clubhouse; and construct new LED floodlighting and a new clubhouse building comprised of a canteen, clubroom, 3 storerooms, accessible toilet, 3 unisex toilets and a large veranda.</p> <p>Proposed grant funding will go towards:</p>		
	<p>s 47G</p>		
	<p>Lake Macquarie City Council is the owner of the facility and have provided approval of the project and evidence of tenure. No co-contributions are being provided for the project.</p>		

The project is expected to benefit current, predominately female members, in terms addressing current barriers experienced due to lack of appropriate facilities at the Caves Beach Netball club.

The project is anticipated to commence 1 January 2025, with completion expected by 4 June 2026.

- Reason for score:**
- The application addresses all criterion to a strong and convincing level based on the scope, size and value of the grant.
 - The project aligns with the Play Our Way program and demonstrates alignment with delivering on grant objectives and outcomes, by upgrading floodlighting infrastructure and constructing a new clubhouse, to address outdated and inadequate facilities (toilets, storage, space to change ect) for the current and future predominantly women and girl members.
 - The applicant has referenced supportive data and evidence throughout their criteria responses. This included AusPlay Game Plan, census data; and member survey results.
 - The applicant has demonstrated active involvement, awareness and implementation of larger affiliate organisations, programs, strategies and policies that align with National, State and local governments, around equality, inclusiveness and addressing barriers to women and girls participation.
 - Project AWP, RMP, Budget and Quotes are all well prepared and reasonable for the scope, size and value of the project.
 - Council is the owner of the facility and has provided a letter of support for the project. The applicant has also stated that the proposed works have been developed in close consultation with Council’s Sports Community Land Planner; and that the applicants grants co-ordinator will continue to work with council for the duration of the project.

The application could have been strengthened by addressing the following:

- No co-contributions are being provided for the project.
- Data on current members numbers or anticipated future members numbers has not been evidenced, making grant impact challenging.
- Whilst the applicant has outlined low socioeconomic, LGBTQ+, Disability and Indigenous populations for the area. Specific data or numbers of members have not been provided.

Requested funding	\$1,358,020.35	2024/25 FY:	\$50,000.00	2025/26 FY:	\$1,308,020.35	2026/27 FY:	\$0.00
Recommended funding:	\$1,358,020.35	Eligible amount:		\$50,000.00	Ineligible amount:		\$0.00
			\$1,358,020.35				\$0.00

Reasons of change to requested funding: Due to a known rounding error cents was not submitted in the application; therefore the assessment has been conducted on the amount submitted in the Activity Budget (\$1,358,020.35).

Co-contribution/s: N/A

ASSESSMENT AGAINST INDIVIDUAL CRITERION (committee sees each response)

Assessment Criterion 1: Alignment with the Grant Opportunity Objectives	Rating (0-10):
-------------------------------------------------------------------------	----------------

<p>Assessor comments:</p> <p>Strengths:</p> <ul style="list-style-type: none"> The project aligns with the Play Our Way program and demonstrates alignment with delivering on grant objectives and outcomes, by upgrading floodlighting infrastructure and constructing a new clubhouse, to address outdated and inadequate facilities (toilets, storage, space to change ect) for the current predominantly women and girl members. The applicant has also outlined that the proposed project will help the club accommodate future increase in members but supporting estimates have not been provided. The applicant has referenced supportive data and evidence throughout their criteria responses. This included AusPlay and census data and community players survey results. The applicant has outlined low socioeconomic, LGBTQ+, Disability and Indigenous populations for the area. Council is the owner of the facility and has provided a letter of support for the project. The applicant has also stated that the proposed works have been developed in close consultation with Council's Sports Community Land Planner; and that the applicants grants co-ordinator will continue to work with council for the duration of the project. The new facility will address unsafe and inappropriate toilet, storage and changing facilities at the existing facility. Current facility is only a single toilet doubling as a bin storage room and a single room for canteen/storage. However, noting that dedicated changerooms are not part of the build, but rather four larger toilet facilities will be used or the new clubroom. New floodlighting enable safer night training and also cover entry and exit to the facility enhancing safety for women and girls. Detailed information on how the organisation will measure or evaluate impact (short and long term) was provided in response to criteria 2. <p>Weaknesses:</p> <ul style="list-style-type: none"> No co-contributions are being provided for the project. Data on current members numbers or anticipated future members numbers has not been evidenced, making grant impact challenging. Whilst the applicant has outlined low socioeconomic, LGBTQ+, Disability and Indigenous populations for the area. Specific data or numbers of members have not been provided. 	<p>s47E(d)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Align with Grant Opportunity and Outcomes <input checked="" type="checkbox"/> Ausplay data or other evidence <input checked="" type="checkbox"/> Women/girls unmet need explained <input checked="" type="checkbox"/> Engagement at local level identified <input type="checkbox"/> Address/reduce discrimination <input type="checkbox"/> Address/reduce inequality <input type="checkbox"/> Address/reduce barriers <input checked="" type="checkbox"/> Focuses on a priority population <input checked="" type="checkbox"/> Promotes safety <input type="checkbox"/> Promotes inclusion <input type="checkbox"/> Has sustainable access <input checked="" type="checkbox"/> Identifies long-term impact on participation <input checked="" type="checkbox"/> Requirements for women and girls understood <input type="checkbox"/> Activity demonstrates value for money <input checked="" type="checkbox"/> Direct and enduring impact on women and girls <input checked="" type="checkbox"/> Used research and evidence <input checked="" type="checkbox"/> Meaningful engagement and commitment to women and girls
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Assessment Criterion 2: Organisation capacity and project viability

Rating (0-10):

Assessor comments:

Strengths:

- Volunteer organisation established in 1968, the applicant has evidenced detailed skills and appropriate experience for its management committee, regarding the management of the grant and funding agreement.
- The applicant has referenced their “developed” rating against “Game Plan”, “excelling “in finance and “developing” for infrastructure, which are the aim of this application.
- Detailed information on how the organisation will measure or evaluate impact (short and long term) has been provided.
- AWP, RMP, Budget and Quotes are sufficiently detailed for the scope, size and value of the works.
- Council is the owner of the facility and has provided a letter of support for the project. The applicant has also stated that the proposed works have been developed in close consultation with Council’s Sports Community Land Planner; and that the applicants grants co-ordinator will continue to work with council for the duration of the project.

Weaknesses:

- Application is unclear on engagement of external project management, or experience and skill of staff managing the construction project.

- Relevant experience, skills, resources identified to implement and manage proposed activities.
- Long term commitment/ Endurance evident
- Project Viability and sustainment
- Organisational capability in ‘Game Plan’
- Identifies how impact will be measured and evaluated beyond the funding period
- AWP attached and suitable
- Budget attached and suitable, eligible, value for money
- Co-contributions
- Risk Management Plan attached and suitable
- Consortium details attached and suitable

Assessment Criterion 3: Inclusion

Rating (0-10):

Assessor comments:

Strengths:

- The applicant demonstrates an understanding of gender equality and bias.
- The applicant has highlighted that the inherent nature of the netball club means members are mainly women and girls.
- The proposed works would address barriers of the current facilities and enable more suitable infrastructure to support current and future members.
- The project aligns with the Play Our Way program and demonstrates alignment with delivering on grant objectives and outcomes, by upgrading floodlighting infrastructure and constructing a new clubhouse, to address outdated and inadequate facilities (toilets, storage, space to change ect) for the current predominantly women and girl members.
- The applicant has provided a suitably detailed Equitable Access Policy for the organisation. The policy is inclusive and anti-discriminatory.
- In response to criteria 1 & 2 the applicant has highlighted inclusion of other priority cohorts.

Weaknesses:

- Data on current members numbers or anticipated future members numbers has not been evidenced, making grant impact challenging.
- Whilst the applicant has outlined low socioeconomic, LGBTQ+, Disability and Indigenous populations for the area. Specific data or numbers of members have not been provided.

- Project addresses discrimination
- Project addresses inequality
- Project drives gender equality at community level
- Org has an established fair and equitable access policy/procedure/strategy
- Support broader equity goals
- Project promotes safety for participants
- Org has undertaken engagement with participants
- Cultural competency in working with First Nationals peoples and communities



§47E(d)

Rating (0-10):

Assessment Criterion 4: Strategic alignment and engagement

Assessor comments:

Strengths:

- The project aligns with the Play Our Way program and demonstrates alignment with delivering on grant objectives and outcomes, by upgrading floodlighting infrastructure and constructing a new clubhouse, to address outdated and inadequate facilities (toilets, storage, space to change ect) for the current predominantly women and girl members.
- The applicant has demonstrated the project aligns with the national strategy for *Closing the Gap*.
- The applicant has demonstrated active involvement, awareness and usage of larger affiliate organisations, programs, strategies, policies, and online e-learning modules that align with National and State policies.
- Council is the owner of the facility and has provided a letter of support for the project. The applicant has also stated that the proposed works have been developed in close consultation with Council's Sports Community Land Planner; and that the applicants grants co-ordinator will continue to work with council for the duration of the project.
- Community engagement and consultation has been addressed by the applicant across numerous criteria responses.

Weaknesses:

- Data on current members numbers or anticipated future members numbers has not been evidenced, making grant impact challenging.

ATTACHMENTS REVIEWED

Land Owner Agreement	Suitable	Comments:	Yes, Letter of agreement provided.
Evidence of Tenure	Suitable	Comments:	Yes, council has confirmed through RFI of the ongoing tenure of the applicant at the site; and provided their support again for the project.
Attachment Pack			
Activity work plan	Suitable	Comments:	A suitable detailed document has been provided by the applicant.
Budget	Suitable	Comments:	A suitable detailed document has been provided by the applicant.
Risk management plan	Suitable	Comments:	A suitable detailed document has been provided by the applicant.
Equitable access policy	Suitable	Comments:	A suitable detailed document has been provided by the applicant.
Co-contributions evidence	N/A	Comments:	N/A
Letter of consortia:	N/A	Comments:	N/A
Construction quotes and plans (these are non-mandatory)			
Quotes	Suitable	Comments:	A suitable detailed quotes have been provided by the applicant.
Plans	Suitable	Comments:	A suitable professional plan has been provided.
Other attachments:	N/A	Comments:	
REQUEST FOR INFORMATION			
Sent to:	§ 47F	Date email sent:	10/10/2024
		Date RFI response due:	17/10/2024
Information requested: Evidence of tenure & budget clarification.			
Outcome: Evidence of tenure and budget update provided.			

- Project aligns with National policy and programs
- Project aligns with State/Territory policy and programs
- Project aligns with local policy and programs
- Consortium arrangement
- Application details identification and engagement with key stakeholders during all stages of the project
- Application identifies a strong and effective delivery to the target community
- Project does not overlap with existing programs but complements or amplifies
- Aligns with a National Strategy for a Priority Population e.g. Closing the Gap, Disability Strategy 2021-2031, equity

MODERATOR

Overall Score Agreement: Agree

Comments:

I agree with the assessment of this application and its above-average score. Overall, there is strong evidence that the proposed activities will deliver meaningful outcomes for girls and women, as well as for First Nations, Disability, and LGBTIQ+ priority cohorts of low SES, aligning well with the program's objectives. The response demonstrates a good understanding of participation barriers. The applicant appears to have the skills and experience necessary to manage the grant with minimal risk.

However, data and evidence to support the projected reach and impact would have been beneficial to better assess value for money.

Green – this application is suitable and recommended for consideration under Stream 1 funding.

Overall Score Agreement:

Agree

Comments:

I agree with the assessment of this application and its above-average score. Overall, there is strong evidence that the proposed activities will deliver meaningful outcomes for girls and women, as well as for First Nations, Disability, and LGBTIQ+ priority cohorts of low SES, aligning well with the program's objectives. The response demonstrates a good understanding of participation barriers. The applicant appears to have the skills and experience necessary to manage the grant with minimal risk.

However, data and evidence to support the projected reach and impact would have been beneficial to better assess value for money.

Green – this application is suitable and recommended for consideration under Stream 1 funding.

Eligibility Decision Tree- Hard Barrier: Assessment Support/Hub

Question	Answer - Comment	Section of GoGs
Eligible – Invited to Apply	Yes	4
Previous Commonwealth Funding	No	4
Redress Scheme	Yes	4
WGEA	Yes	4
Multiple Applications	No	4
Maximum/Minimum \$	Yes - \$1,358,020	3.1

Eligibility and Compliance Decision Tree - Assessors

	Question	Answer - Comment	Section of GoGs	
Eligible	Eligible Entity Type	Yes	4.1, 4.2	
	For Women and Girls	Yes	5.3.1	
	Not for commercial use	Correct	5.3.1	
	Projects Not on Private Land	Correct	5.3.1	
	Proof of Entity Type	Yes	7.2.2	
	Evidence of Tenure	Yes	7.2.2	
	Letter of Agreement	Yes	7.2.2	
	Equitable Access Policy/Plan/Strategy	Yes	7.2.2	
	Activity Work Plan	Yes	7.2.2	
	Activity Budget	Yes	7.2.2	
Compliant	Construction Quotes	Yes	7.2.2	
	Risk Management Plan	Yes	7.2.2	
	Evidence of co-contributions (if applicable)	N/A	7.2.2	
	Letter of Support for Consortium members (if applicable)	N/A	7.2.2	
	Same Project Location Address	Yes	FAQ 5.2, 5.15	
	Same project facility/activity type (Project Description)	Yes	FAQ 5.2, 5.15	
	Consistent Project Scope to EO1	Same Project Location Address	Yes	FAQ 5.2, 5.15
		Same project facility/activity type (Project Description)	Yes	FAQ 5.2, 5.15

Pages 1 – 4 removed

section 22 - irrelevant

Pages 6 – 33 removed

section 22 - irrelevant

TO: Blair Comley PSM, Secretary, Department of Health and Aged Care

SUBJECT: COMMITMENT APPROVAL TO FUND MULTIPLE ORGANISATIONS UNDER GRANT OPPORTUNITY (GO6763) - PLAY OUR WAY – STREAM 1 – FACILITIES

Recommendation

As the Commitment Approver, under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) that you:

Approve:

- Separately, the expenditure of each of the commitment proposals listed in **Attachment A** under s23(3) of the PGPA Act. These total up to \$135,877,051 (GST exclusive). We seek your approval for the full amount of \$136,000,000 (GST exclusive), \$149,600,000 (GST inclusive). This will ensure that all funds are appropriately expensed, utilising the 'Reserve' list as outlined in the Assessment Report (Attachment D).

Note:

- The proposed activity(s) is a grant, for the purposes of the Commonwealth Grants Rules and Guidelines 2017 (CGRGs) and subsequent Commonwealth Grant Rules and Principles (CGRPs – introduced 1 October 2024) and in accordance with Department of Finance guidance.
- The legislative authority for the grant is:
 - Section 32B of the *Financial Framework (Supplementary Powers) Act 1997* and the *Financial Framework (Supplementary Powers) Regulation 1997*, Schedule 1AB, under Item number 649 Women and Girls in Sport – Play Our Way.
- The Office for Sport (Ofs) will submit a movement of funds request through the 2025-26 Budget to reallocate funding across financial years to match approved recipients' funding profiles in 2025-26 and 2026-27.
- The Organisation Risk Assessment summary at **Attachment B**.
- The Letters of Offer will be signed by the Community Grants Hub delegate upon completion of negotiations (if required) on the draft grant agreement schedule.

And Sign:

- The Commitment Approval Declaration below.

Commitment Approval Declaration

I declare that I have made all reasonable enquiries and as a result I am satisfied that:

- I am an authorised delegate for this commitment proposal and the separate approval of each amount listed is within the limits of my delegation as specified in the Financial Delegations
- This proposal is consistent with the policies of the Australian Government
- This proposal is an efficient, effective, economical and ethical use of relevant money
- Beyond Forward Estimates approval (where required) has been obtained
- There is sufficient funding available to meet the commitment proposal.

Signature: s 22(1)(a)(ii)

Date: 15 / 11 / 2024

Blair Comley PSM
Secretary
Department of Health and Aged Care

Contacts and timing

Approval timing: Approval required by 18 November 2024 to enable grant negotiations to commence.

Division: Office for Sport

Program area contact: Greg Perrett, Assistant Secretary, Policy and Programs Branch

Finance Business Partner: s 22(1)(a)(ii)

Source of Funds / Outcome / Appropriation Bill: PR1030.AM – Sport Participation and Integrity in Sport / Outcome 4: Sport and Physical Activity / Appropriation Bill 1

Program Group: Play Our Way Program

Description

On 19 August 2023, the Prime Minister; Minister for Finance, Women and the Public Service; and the Minister for Aged Care and Sport announced \$200 million for the Play Our Way Program Grant Opportunity over three years from 2024-25 to 2026-27.

This grant opportunity will promote equitable access, build suitable facilities, and support grassroots initiatives to engage women and girls in sport and physical activity throughout their lives.

Funding for this grant opportunity is available through two Streams:

Stream 1 – Facilities - \$136 million

Stream 2 – Participation and Equipment - \$55.8million.

Stream 1 has been assessed in two stages, through an Expression of Interest (EOI) followed by an Invitation to Apply (ITA). On 7 August 2024, you as the Delegate, approved the outcomes of the EOI, inviting 271 organisations to apply. This commitment approval relates to the outcomes of these invitations - Stream 1: Facilities – ITA (Stage 2).

Grant Opportunity Guidelines Status

This is a new granting activity (including grant programs) and the Grant Opportunity Guidelines were made publicly available on [GrantConnect](#). The Play Our Way program Grant Opportunity Guidelines are at **Attachment C**. The Grant Opportunity ID is GO6763.

Grant Funding Round Justification

The Stream 1 – ITA was a competitive grant process open only to those invited to apply following a successful EOI. This is the preferred method of the Commonwealth Grants Rules and Guidelines (CGRGs) and subsequent Commonwealth Grant Rules and Principles (CGRPs – introduced 1 October 2024), because competitive, merit-based selection processes can maximise value for money.

Recommended Applicant/s

A summary of the recommended applicants is provided at **Attachment A**. More details on each applicant can be found within the Attachments of the Assessment Report at **Attachment D**.

2024-2025	2025-2026	2026-2027	Total
\$53,644,606.91 (GST exclusive)	\$74,998,421.33 (GST exclusive)	\$7,234,023.50 (GST exclusive)	\$135,877,051.74 (GST exclusive)
\$59,009,067.60 (GST inclusive)	\$82,498,263.46 (GST inclusive)	\$7,957,425.85 (GST inclusive)	\$149,464,756.91 (GST inclusive)

As per 10.4 of the Grant Opportunity Guidelines, grants are assessable income for taxation purposes, unless exempted by a taxation law. As per the Australian Taxation Office applicants must register for GST if:

- their business or enterprise has a GST turnover (gross income from all businesses minus GST) of \$75,000 or more (the [GST threshold](#))
- they start a new business and expect the turnover to reach the GST threshold (or more) in the first year of operation.
- they are already in business and have reached the GST threshold.
- they are a non-profit organisation and have a GST turnover of \$150,000 per year or more.

Based on these requirements and considering the recommended grant amounts, we anticipate that most applicants who are currently unregistered for GST (60) will seek registration. Consequently, for the purpose of this commitment approval we have listed all applicants as GST inclusive. Details regarding GST applicability are included in the list of recommended organisations in **Attachment A**.

Assessment Report

A copy of the Assessment Report is at **Attachment D**.

Risk Assessment

As part of the whole of government grant management process, the Community Grants Hub within the Department of Social Services completes regular organisational risk assessments for all grant-funded organisations. These assessments consider organisational performance under a range of grant agreements, programs and portfolios. Of the recommended applicants, 6 applicants had a risk rating of **medium**, all others were assessed as low.

Notably, only 7 applicants have an organisational risk assessment in the Grant Payment System (GPS), indicating a previous grant payment. An Organisation Risk Assessment has been conducted for the remaining applicants, with an overview of the identified ratings provided in **Attachment B**. These assessments were based solely on the information available within their applications.

OfS sought information internally and from the following areas to ensure no duplication of activity or funding from another Commonwealth agency:

- Australian Sports Commission, and
- Department of Infrastructure, Transport, Regional Services, Communications and the Arts.

OfS also asked State and Territory governments to supply details on the applicants' organisational capabilities and to highlight any known risks from previous business interactions with the applicant. This information was provided to the committee to help inform their decision making.

OfS did not conduct individual referee or commission separate due diligence checks in preparing this Report.

As is the case with any capital works project, there is always the risk of delays that are outside the control of grantees and the department which lead to slippages and underspends. To lessen this risk as much as possible, the assessment process aimed to draw out any issues or concerns around organisational capacity/capability and identify potential major barriers such as inadequate costings or no land tenure. Broadly, the majority of risks will be mitigated through requirements in the funding agreement, such as additional performance reporting or requiring the grantee to seek additional project management support.

Proposal Timeframe

Each funded activity/project will commence on the execution of the respective grant agreement and must be concluded by 30 June 2027. Subject to funding availability and timing, there may be capacity to vary activity end dates on a case-by-case basis to account for any project slippages.

Funds Availability

Funds are allocated under Outcome 4: Sport and Physical Activity, within Program Number PR1030 and Cost Centre 1606. The Finance Business Partner has only confirmed the availability of funds for the fiscal year 2024-25.

The OfS will request a Movement of Funds, to align with the approved recipients' funding profiles for the fiscal years 2025-26 and 2026-27. The risk associated with a Movement of Funds request to secure funds for financial year 2025-26, will be managed by OfS Executive.

Grant-Connected Policy: Australian Industry Participation Plan

The total value of any individual grant does not exceed \$20 million and therefore the department is not required to determine the need for an Australian Industry Plan for those grantees in consultation with the Department of Industry, Science and Resources.

Assessment of Value with Relevant Money

Broadly, the \$136 million (GST exclusive) in funding to support the 166 recommended projects is considered to be an efficient, effective, economical and ethical use of Commonwealth funding on the basis that these projects and their anticipated benefits and outcomes:

- aligns with aims and objectives of the program and this opportunity.
- will meet a demonstrated need.
- will not occur (in part or in full) without the assistance of grant funding.

The Committee's overall value with relevant money assessment took into consideration how the recommendations would achieve:

- the overall objective/s to be achieved in providing the grant,
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives,
- a comparison of the costs and benefits of the application, both financial and non-financial,
- the relative value of the grant sought, and
- how the grant activities will target groups or individuals that have been listed as a priority in the grant opportunity, such as those who:
 - o is part of culturally and linguistically diverse communities,
 - o are First Nations peoples,
 - o have a disability,
 - o reside in regional, rural and remote areas (MMM3-7),
 - o reside in a low socioeconomic area, and/or
 - o identify as belonging to the LGBTQI+ community.

Grant Agreement

The Health Capital grant agreement will be used, and the type (HC1, HC2 or HC3) will be dependent on the value, scope of the works and organisation risk consideration.

Custom terms and conditions relevant to the agreement will be included in the grant agreement. Grant Advice and Assurance Section will continue to be consulted regarding these inclusions. The Designated Use Period will be set for all agreements and will align with the department's Designated Use Period Framework.

External Reporting Requirements

The grant agreement execution will be reported on [GrantConnect](#) no later than 21 calendar days after the grant agreement takes effect, which is in line with the mandatory reporting requirements in the Commonwealth Grants Rules and Guidelines 2017 (CGRGs) sections 5.3 and 5.4. The grant will also be included in the Department's response to Senate Order 16 (Minchin Motion) and reported online in accordance with the Senate Order 13 (Murray Motion) where appropriate.

Once executed, the activity will be managed on the Grant Payment System (GPS) by the Community Grants Hub.

Grant Agreement Evaluation

At the end of the activity period for each project, a financial acquittal will be completed by the Community Grants Hub and recorded in GPS.

Documentation

All relevant documentation pertaining to the grant agreement including this Commitment Approval will be filed (in accordance with Corporate Business Rule 2: Records Management) in TRIM PH23/1571.

Beyond Forward Estimates Approval

As the duration of the expenditure proposal does not extend beyond the forward estimates period, Beyond Forward Estimates Approval is not required.

Contingent Liability Approval

This commitment proposal does not contain contingent liabilities and therefore does not require s60 of the PGPA Act approval.

Attachments

Attachment A: List of separate commitment/spending proposals that are the subject of this Minute

Attachment B: Organisation Risk Assessment

Attachment C: Grant Opportunity Guidelines

Attachment D: Assessment Report

Contact officer: Greg Perrett

Phone: s 22(1)(a)(ii)

TRIM ref: D24-4421261

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Assessment Report for the Play Our Way Program
Grant Opportunity – GO6763
Stream 1: Facilities Invitation to Apply
(Funding Recommendations)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

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1 Purpose

This Assessment Report (the Report) details the outcome of the Play Our Way Program Grant Opportunity (POW) – GO6763 assessment process for the **Stream 1: Facilities – Invitation to Apply**.

It outlines the process used to assess all applications against the selection criteria including value with relevant money considerations, in accordance with the Grant Opportunity Guidelines (the Guidelines) and the approved Assessment Plan (the Plan) at **Attachments A and B**. The Report also outlines how applications were recommended.

2 Grant opportunity

2.1 Overview

On 19 August 2023, the Prime Minister; Minister for Finance, Women and the Public Service; and the Minister for Aged Care and Sport announced \$200 million for the Play Our Way Program Grant Opportunity over three years from 2024-25 to 2026-27.

This grant opportunity will promote equitable access, build suitable facilities, and support grassroots initiatives to engage women and girls in sport and physical activity throughout their lives.

Funding for this grant opportunity will be made available through two streams:

- Stream 1 – Facilities
- Stream 2 – Participation and Equipment.

Stream 1 has been assessed in two stages, through an Expression of Interest (EOI) followed by an Invitation to Apply (ITA). On 7 August 2024, you as the Delegate, approved the outcomes of the EOI, inviting 271 organisations to apply. ***This report relates to the outcomes of these invitations - Stream 1: Facilities – ITA (Stage 2).***

2.2 Grant funding round justification

The Stream 1: Facilities – Stage 2 was a competitive grant process open only to those invited to apply following an Open Competitive EOI. This method is consistent with the Commonwealth Grants Rules and Guidelines (CGRGs) and subsequent Commonwealth Grant Rules and Principles (CGRPs – which commenced on 1 October 2024), because competitive, merit-based selection processes can maximise value for money.

2.3 Application period – engagement with applicants

The Stream 1: Facilities – Stage 2, application portal was made available on 12 August 2024 and closed on 23 September 2024 at 2:00pm. Throughout that period:

- The Department issued 3 sets of clarification questions and answers through Frequently Asked Questions (FAQs).
- Prior to the grant closing, 4 applicants requested and were granted an extension by the Department.
- 6 other applicants submitted their application late and provided an explanation which was accepted by the Assessment Committee Chair.

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2.3.1 Inadvertent Handling Error

On 13 October, the Department discovered a handling error that meant one applicant thought they had successfully submitted their application, but it had not been received. The Department sought probity advice, following which it was determined by the First Assistant Secretary of the Office for Sport that the team would contact the applicant and offer a path to assessment.

Following discussion with the POW team the applicant commenced filling in their application. The team provided the applicant with as much time as possible to submit - 2.5 weeks due to timing of Committee meetings. Ultimately the applicant decided to withdraw their application as they were unable to complete it in time. On the information known to us, we are unable to say whether the applicant would likely have progressed past the EOI stage. The department apologised to the applicant for the miscommunication on several occasions. This message was received graciously, and the applicant appreciated the Department's honesty and effort to assist them once the error was discovered.

2.4 Applications received

As per your decision on 7 August 2024, 271 applicants were invited to make a full submission following their successful EOI. A total of 255 applications were received totalling \$217,652,553 (GST exclusive), exceeding the amount available by \$81,652,553 (GST exclusive).

Of the 16 organisations that did not apply, some advised that they had subsequently received funding through another program, and others noted that they were unable to obtain the required landowner support and/or tenure at the project location.

3 Probity

The Office for Sport (OfS) managed all elements of the program according to best practice probity principles. This included assessment, moderation and Committee deliberations. Probity was enhanced by the assessment structure and layered decision making.

3.1 Managing probity risks

In addition to using expertise from the Department's Grants Branch, the OfS sourced additional probity support through O'Connor Marsden and Associates (OCM). OCM oversaw and advised on administration of the grant opportunity, including the assessment process, communication, probity risks and controls. OCM had knowledge of the Guidelines, the [Commonwealth Grants Rules and Guidelines 2017](#), the [Public Governance, Performance and Accountability Act 2013](#), and other related guidance published on the department's intranet. OCM provided a Probity Certificate for Stream 2: Participation and Equipment and have done the same for Stream 1: Facilities – Stage 2 (see Attachment C).

All officers involved in the program received a probity briefing from OCM and viewed the Department's training video: [Probity in a grants process](#) prior to commencing work on Play Our Way.

3.2 Assessment Plan

As per the Department's grant processes, the Assessment Chair approved an Assessment Plan (the Plan – **Attachment B**) prior to the receipt of any applications. Section 4 explains how the OfS implemented the Plan.

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3.3 Managing conflicts of interest

In line with the Plan, all staff members working on Play Our Way (Assessors, Assessment support, Moderators and Committee members) signed [Conflict of Interest Declaration](#) forms prior to the start of the assessment process and declared any conflicts of interest that arose during the process. The Assessment Committee Chair confirmed that all staff involved in the program signed and understood the declaration prior to accessing any application and assessment information.

The OfS managed pre-identified conflicts of interest appropriately. Where a conflict became apparent during assessment, OfS applied appropriate treatments in line with the Plan. The Team Leader noted the conflict in an email to the Assessment support team and Funding Round Manager then reassigned the application to an alternative Assessor. The Assessment support team filed the email as a corporate record and updated the Conflict of Interest register.

4 Selection process

The key task of Stream 1 is to identify applications to receive funding. This selection process had four phases, captured in this Report and its attachments:

1. Eligibility and compliance checking (see section 4.2).
2. Initial assessment (see section 4.3.1).
3. A second review or 'moderation' by a senior officer to ensure consistency and assessment quality (see section 4.3.2).
4. Final review and recommendation by the Assessment Committee or Chair (see section 4.3.3).

Other than minor adjustments noted in section 4.1.1, assessments proceeded as per the Plan.

4.1 Deviation from the Assessment Plan

Through the assessment process for Stream 1: Facilities – Stage 2, one decision was made by the Assessment Chair/Committee that addressed a situation not accounted for in the Plan.

4.1.1 Applications outside of funding parameters

The Guidelines note the following in relation to funding for the program:

- Stream 1: Facilities – Applicants will be able to apply for a minimum of \$50,000 up to a maximum of \$1,500,000.
- For projects in small rural towns, remote communities and or very remote communities as defined by the Modified Monash Model (MMM 5-7), the maximum will be \$2,000,000 to reflect increased costs in rural and remote areas.

The Department received 2 applications in the ITA that requested funding above the eligible funding amounts outlined in the Grant Opportunity Guidelines.

Probity advice noted that each application needed to be treated in the same manner and any decision made needed to be applied to both. The two applicants were contacted and afforded an opportunity to amend their budget to meet the funding limits. Both accepted this opportunity.

OFFICIAL**4.1.2 Changes to Assessment Committee members**

The Plan names the Assessment Committee members for each phase of the program. Ms Yuile withdrew from the Assessment Committee for the Stream 1: Facilities – Stage 2 as she was unavailable for 2 of the 3 meetings. As part of her role as funding round manager, Ms Yuile assisted the moderation team where there were resourcing gaps.

The Chair approved this change of role prior to the Committee meeting, noting that the Committee still had quorum with the 4 other members.

4.2 Eligibility and compliance

The Community Grants Hub checked completeness and compliance for each application. This check included the provision of mandatory attachments as specified in the Grant Opportunity Guidelines.

The OfS Assessment Support Team reviewed the results of this compliance check and, where appropriate, removed applications from the selection process. The Committee Chair approved the outcomes of this initial screening, which removed 8 applications from the assessment process due to:

- duplicating another application from the same organisation;
- the applicant withdrawing after submission; or
- failing to meet the compliance and eligibility requirements in the Guidelines.

No applicants were on the list of 'Institutions that have not joined or signified their intent to join the Scheme' on the [National Redress Scheme's website](#).

No applicants were on the non-compliant organisations list on the [Workplace Gender Equality Agency website](#).

Requirements consistent with the Commonwealth Child Safe Framework will be included in grant agreements as required.

4.3 Assessment process

Assessments were allocated to individual Assessors. The task for each Assessor was to assign scores for each application against criteria in the Plan, with reasons to justify these scores.

4.3.1 Assessment Team/s (assessors)

The Play Our Way program team delivered training for Assessors and provided an Assessor Guide and Scoring Matrix. The guide demonstrated what would be a strong or weak response for each of the merit criterion.

Assessors were placed in a team with a Team Leader/Moderator available to provide further guidance and support. The leadership team established a 'questions register' for Assessors, as well as twice weekly 'virtual drop in' sessions for Assessors to ask questions and discuss policy issues.

4.3.2 Assessment Methodology

Assessors used a 10-point scale for each Assessment Criterion, and completed a written assessment for each application, including commentary to support their scores.

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Assessment Criteria Scoring

Rating (for individual criterion)	Score
Excellent – response to this criterion, addresses all criterion including all sub-criteria, provision of data, evidence and documentation that exceeds expectations.	9-10
Good – response to this criterion, addresses all or most sub-criteria to a higher-than-average standard.	7-8
Average – response to this criterion, meets most sub-criteria to an average but acceptable level.	5-6
Poor – poor claims against this criterion but may meet some sub criteria.	2-4
Does not meet criterion at all – response to this criterion does not meet expectations or, insufficient or no information provided to assess this criterion.	0-1

Consistent with the Plan, the following weightings applied to each Assessment Criterion being reviewed by the Assessors.

Stream 1: Facilities only:

Criterion	Criterion Description	Weighting %
Criterion 1	Alignment with the Grant Opportunity Objectives	25
Criterion 2	Organisation capacity and project viability	25
Criterion 3	Inclusion	25
Criterion 4	Strategic alignment and engagement	25
Total		100%

4.3.3 Quality assurance

Senior officers in the Play Our Way team ('Moderators') reviewed the initial assessment of each application. Their task was to make sure that scores and justifications were fair, defensible and consistent with the Grant Opportunity Guidelines (as outlined in the Plan).

Moderators met as a group twice a week to compare applications and promote consistency.

Assessors and Moderators assigned a category for each application as part of their analysis to assist Committee decision-making:

- Green applications had 'Excellent or Good' ratings based on moderated scores. In general, they are highly likely to have positive impacts for priority cohorts, with acceptable risk and cost.
- Amber applications had 'Good or Average' ratings based on moderated scores but were worthy of Committee consideration. For example, the application could be innovative or offer a specific benefit to a priority cohort or could be improved with more information ('Rough Diamonds'). The Amber category served as an Assessment team recommendation for specific consideration by the Committee.

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- Yellow ratings indicated an overall 'average' score only (with no specific recommendation for further consideration by the Committee).
- Red ratings applied to ineligible applications and/or those that had 'Did not meet criterion at all' scores (including those that did not sufficiently or convincingly address the needs of women and girls).

Moderators made further quality assurance checks on data reports as they were collated for the Assessment Committee.

4.3.4 Assessment Committee

The Committee convened three times between 6-8 November 2024 to consider the assessment summaries of applications that were rated Green, Amber and Yellow as stated in the Assessment Plan. The Chair also reviewed 39 applications in the red category: either ineligible (9) or scoring below average on any criterion (Section 8.2.1 of the Grant Opportunity Guidelines) (30).

An independent probity advisor (OCM – Nick Sellars CF FRSA) was present at each Committee meeting to provide advice and ensure the Committee was following the process as set out in the Assessment Plan. A Probity Certificate for Stream 1 is provided at **Attachment C**.

A total of \$136,000,000 is available under Stream 1: Facilities, and the total funding requested through eligible applications (Green, Amber, Yellow) is \$173,871,694. In this context, the Committee's first task was to review assessments and confirm whether they agreed or disagreed with ratings. Following this, applications were allocated sequentially to the limit of the funding envelope.

Consistent with the Stream 2 approach, the Committee decided to recommend a 'reserve' list that could be drawn from should funding become available. For instance, the Committee anticipated that additional grants could be approved if:

- successful organisations choose not to enter into an agreement for funding, or
- the OfS chooses to offer a reduced amount of funding to a grantee due to changes in project scope or identification of ineligible components.

The Committee was mindful of selecting the best proposals in terms of value for money and alignment to policy intent. This carried to the 'reserve' list and probity advice supported this approach.

As Delegate, you may approve the Stream 1 'reserve' list and delegate any further action with this list to the First Assistant Secretary (or Assistant Secretary noting delegation limits) OfS. This will ensure the total amount of funding is utilised. The list will not be ranked and will be a pool of applications to be drawn on as needed based on funding available, value for money, and contribution to the overall collection of recommended applications.

The Chair guided the Committee through the evaluation of applications, drawing upon the following resources:

- **Grant Opportunity Guidelines:** These guidelines provided a framework for assessing eligibility and alignment with the program's objectives.
- **Assessment criteria:** The Assessors used specific criteria to evaluate the quality and relevance of each application.

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- Preliminary scores and analysis from the Assessor and Moderator for all applications: These scores and insights informed the Committee's deliberations, helping them make sound decisions.

The Committee reviewed applications with consideration to the preceding Stream 1: Facilities - EOI assessment process, the number of applications deemed as eligible and suitable, and the total funding amount requested.

Each member reviewed applications offline before bringing input to the group for consideration. Amber applications were considered first, with the Committee agreeing to actively review applications line by line.

Through this process the Committee identified applications that carried acceptable risk and cost, as well as those that would require conditions if funded.

A small number (9) were agreed as not recommended to the Delegate at this stage.

Green applications were then discussed by exception, to identify any risks or value for money issues. None were identified by Committee members as requiring reassessment in the meeting and were therefore confirmed as 'Green' (recommended for funding).

Yellow applications were discussed line by line. When reviewing yellow applications, the Committee aimed to promote stronger proposals (those that might merit a higher score and/or those that offered collective benefit to the set of grants already recommended for funding).

In its deliberations, the Committee considered preliminary scores, moderator comments and the following principles when making its judgements:

- Applications that had a direct connection to women and girls' participation and demonstrated a clear link between the project/activity and the retention or growth in participation of women and girls in sport and physical activity.
- Applications that targeted a priority cohort, as per the grant opportunity guidelines (culturally and linguistically diverse groups, people with a disability, first nations communities and rural/remote communities).
- Direct value for money – applications which showed how their costs directly benefited participation, were reasonable for the location, and proportionate to the anticipated benefit (impact) of the activity.
- Applications where the activity would likely have an enduring impact (legacy) beyond the funding period.
- Community support - where the applicant has provided evidence of consultation and collaboration with the local community.

These factors are consistent with the expression of value for money in the Grant Opportunity Guidelines.

The Assessment support team compiled the outcomes of all meetings and produced a draft list of recommended applications. This was compared to the overall funding envelope, and the Committee then decided which applications to recommend for funding and which would be placed on the reserve list.

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4.3.5 Summary of Committee Recommendations

From the assessment process, 207 applications were presented to the committee for consideration, categorised as either Green, Amber or Yellow.

The Committee recommended 87 Green applications proceed to the Delegate for funding consideration.

The Committee recommended 65 Amber applications proceed to the delegate for funding consideration. 5 were placed on the 'reserve list', 9 were not recommended to the Delegate.

The Committee recommended 14 Yellow applications proceed to the delegate for funding consideration. 9 were placed on the 'reserve list', 18 were not recommended to the Delegate.

4.3.6 Overall assessment of value with relevant money

The Committee's overall value with relevant money assessment considered how the *collective* set of recommendations would achieve:

- the overall objective/s to be achieved in providing the grant,
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives,
- a comparison of the costs and benefits of the application, both financial and non-financial,
- the relative value of the grant sought, and
- how the grant activities will target groups or individuals that have been listed as a priority in the grant opportunity, such as those who:
 - are part of culturally and linguistically diverse communities,
 - are First Nations peoples,
 - have a disability,
 - identify as belonging to the LGBTQI+ community,
 - reside in regional, rural and remote areas (MMM3-7), and/or
 - reside in a low socioeconomic area.

4.3.7 Other considerations and referee checks

OfS sought information internally and from the following areas to ensure no duplication of activity or funding from another Commonwealth agency:

- Australian Sports Commission, and
- Department of Infrastructure, Transport, Regional Services, Communications and the Arts.

OfS also asked State and Territory governments to supply details on the applicants' organisational capabilities and to highlight any known risks from previous business interactions with the applicant. This information was provided to the committee to help inform their decision making.

OfS did not conduct individual referee or commission separate due diligence checks in preparing this Report.

4.3.8 Financial viability, governance and risk assessment

During deliberations the Committee identified some potential risks that would need to be managed through the grant negotiation process. These have been recorded and will be shared with the Grants Hub to support grant agreement discussions.

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5 Selection outcomes

5.1 Recommendations

The Committee recommends 166 applications for funding, with an aggregate funding request of \$135,877,051 (GST exclusive).

The Committee also recommends 14 applications, totalling \$9,741,109 (GST exclusive) to remain on a Stream 1 'reserve list' for potential approval should funds become available.

The Assessment Committee Outcomes Spreadsheet at Attachments D, E and F outline:

- Attachment D – Applications **Recommended** for funding and **Reserve** list:
 - Applications are sorted alphabetically by legal entity name.
 - Column L shows applications that target a priority cohort (with pink highlight).
 - Column K shows applications that target rural and remote MMM 5-7; purple highlight).
 - Column AH shows applications recommended to fund and those on the reserve list.
- Attachment E – **Eligible but not recommended**.
- Attachment F – **Deemed non-eligible or not compliant for funding**.

As Decision Maker for the Grant Opportunity, you should also consider whether the recommendations achieve proper use of relevant money (that is: an efficient, effective, ethical and economical use of resources) as required by the PGPA Act.

5.2 Notification of outcomes

Subject to your approval of this Report, all applicants will receive an outcome notification in line with the 'Notification of application outcomes' section of the Grant Opportunity Guidelines.

6 Declaration by Chair of Assessment Committee

Declaration by the Chair of the Assessment Committee:

I certify that this Report accurately reflects the conduct of the assessment process and the conclusions of the Assessment Committee members.

s 22(1)(a)(ii)

.....
 Greg Perrett
 Assistant Secretary – Policy and Programs Branch
 Office for Sport

13 November 2024

Assessment Committee Members:

- Melony Czajor Assistant Secretary, Targeted Infrastructure Programs Branch, Department of Infrastructure, Transport, Regional Development, Communications and the Arts
- s 22(1)(a)(ii), Director, Programs Section, Policy and Program Branch, Office for Sport
- s 22(1)(a)(ii), Director, Sport, Capability and Community, Australian Sports Commission

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7 Decision Maker Approval

Recommendations

It is recommended that you:

1. **APPROVE** the outcome of the assessment process for the 166 recommended applicants and 14 Reserve list applications at Attachment D.
2. **AGREE** that should the Department decide to fund an approved application from the Reserve list within the existing Play Our Way funding envelope, this decision can be made by the First Assistant Secretary or Assistant Secretary (within delegation limits), Office for Sport.
3. **NOTE** that following your approval of the assessment outcome, successful applicants will be notified of their outcomes for Play Our Way Stream 1- Facilities.
4. **NOTE** that 27 applications were compliant and eligible but not recommended for funding at this time (Attachment E). Should there be occasion to recommend any of these projects for funding the Department would need to form a new Committee to go through the process.
5. **NOTE** that 39 applications were deemed non-compliant or not eligible for funding (Attachment F).

R1: ~~APPROVED~~ / NOT APPROVED / PLEASE DISCUSS

R2: ~~AGREE~~ / NOT AGREED / PLEASE DISCUSS

R3: ~~NOTED~~ COMMENTS

R4: ~~NOTED~~ COMMENTS

R5: ~~NOTED~~ COMMENTS

In approving this Assessment Report, I confirm that I do not have any conflict of interest to declare.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Blair Comley PSM
Secretary
Department of Health and Aged Care

15 November 2024

8 Attachments

- A. Grant Opportunity Guidelines
- B. Assessment Plan
- C. Assessment Outcomes Spreadsheet
- D. Probity Report

Attachment A - Play Our Way - Stream 2 - GST Inclusive - Recommended applicants

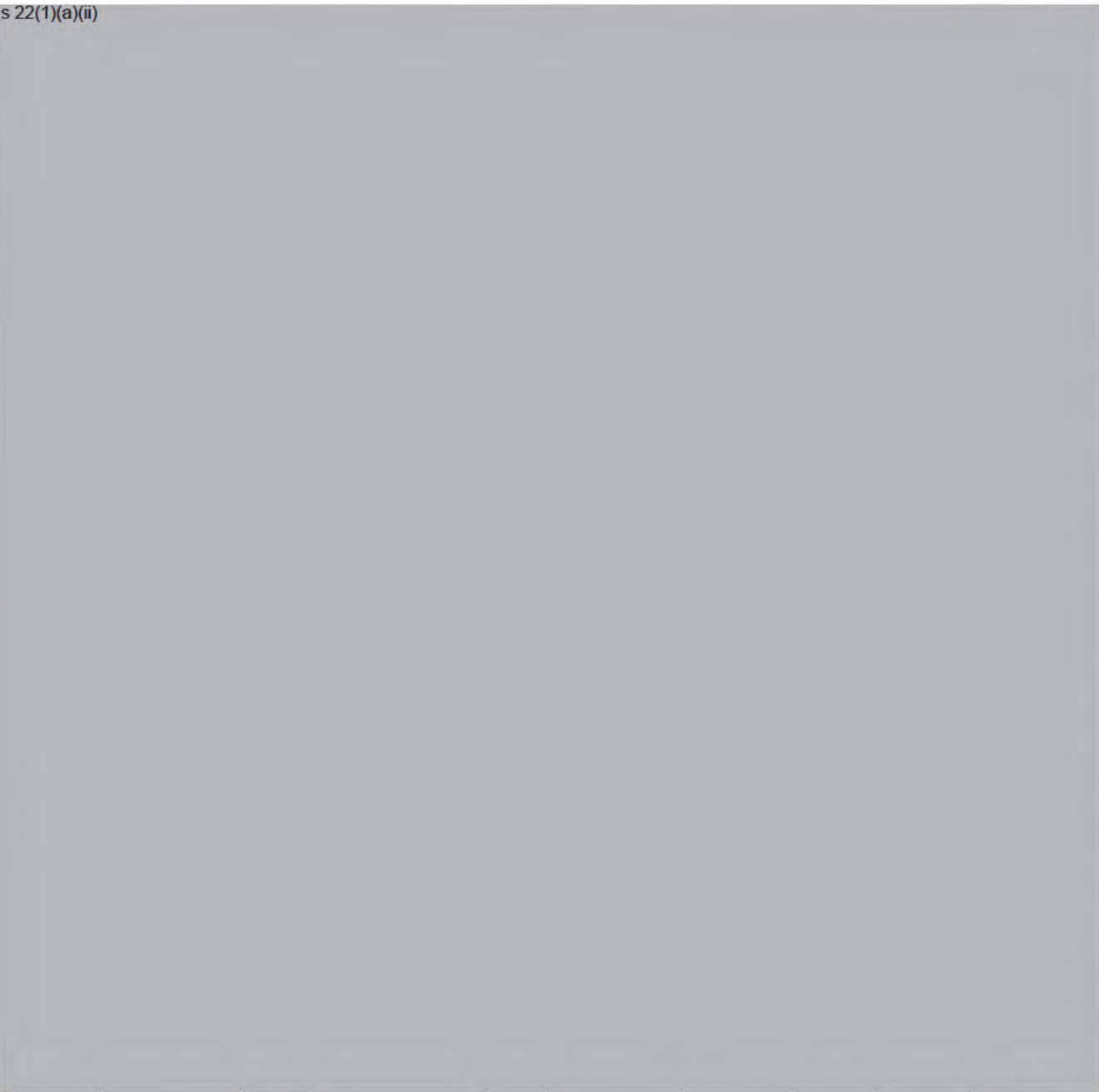
Application ID	Legal Entity Name	ABN	Submitted Entity Type	GST Registered	2024 - 2025 Funding Recommended	2025 - 2026 Funding Recommended	2026 - 2027 Funding Recommended	Total Amount Recommended (GST exclusive)	Total Amount Recommended (GST inclusive)
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s 22(1)(a)(ii)



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s 22(1)(a)(ii)



4-K2XQZU6	Caves Beach Netball Club Incorporated	20136613	Incorporated Association	N	\$ 50,000.00	\$ 1,308,020.35	\$ -	\$ 1,358,020.35	\$ 1,493,822.39
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s 22(1)(a)(ii)



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Pages 3 – 12 removed

section 22 - irrelevant

Attachment B - Play Our Way - Stream 1 - Organisational Risk Assessments

Application ID	Legal Entity Name	ABN	Submitted Entity Type	Risk Rating	Date Created
s 22(1)(a)(ii)					
s 47E(d)	Caves Beach Netball Club Incorporated	20136613159	Incorporated Association	Low	9/10/2024
s 22(1)(a)(ii)					

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Pages 2 - 6 removed
section 22 - irrelevant



Australian Government

Department of Health and Aged Care

Play Our Way Program Grant Opportunity Guidelines GO6763

Opening date:	18 March 2024
Closing date and time:	2:00pm (Canberra time) on 29 April 2024
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact the department via email: Grant.ATM@health.gov.au Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date.
Type of grant opportunity:	Open Competitive

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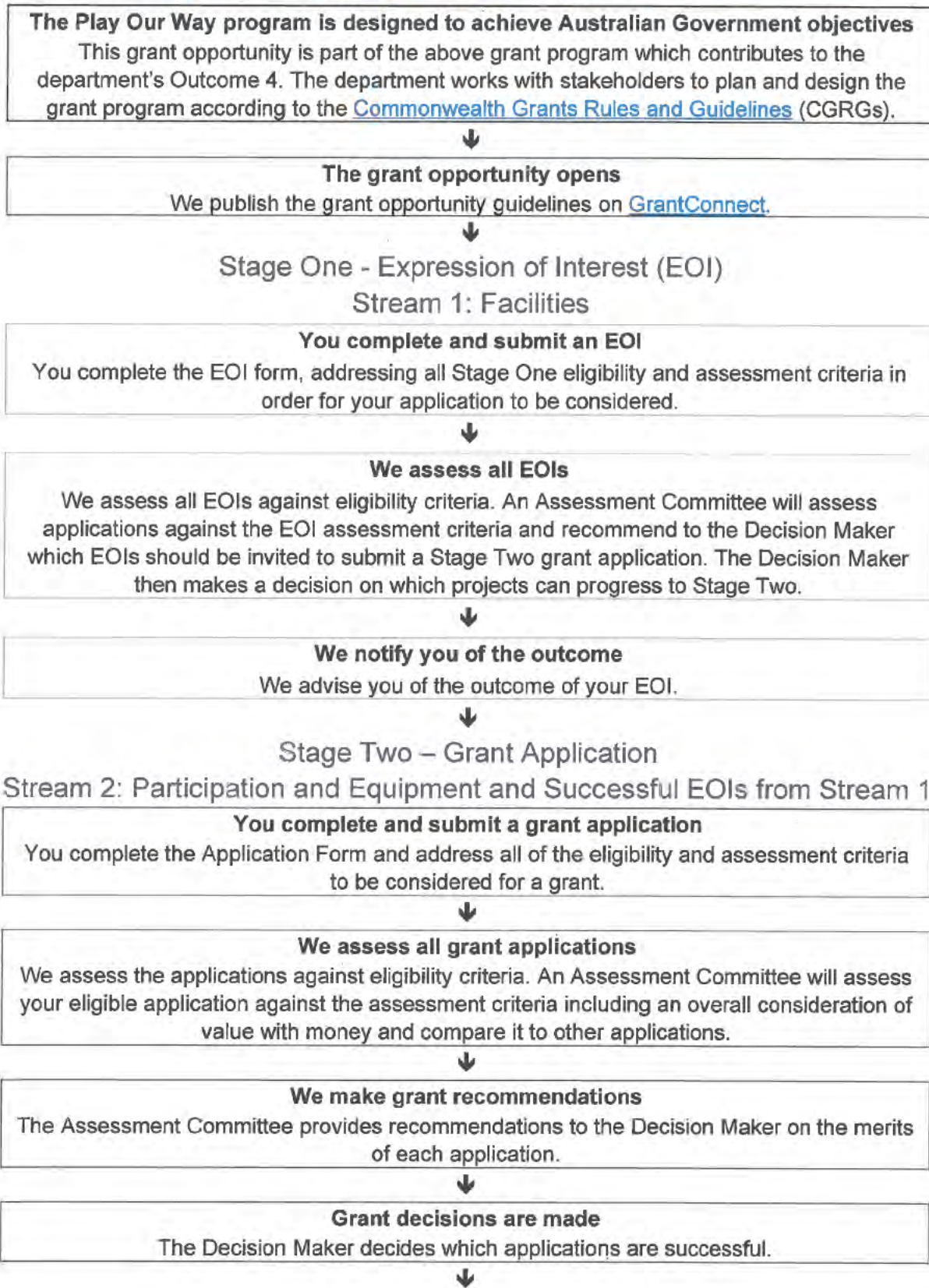
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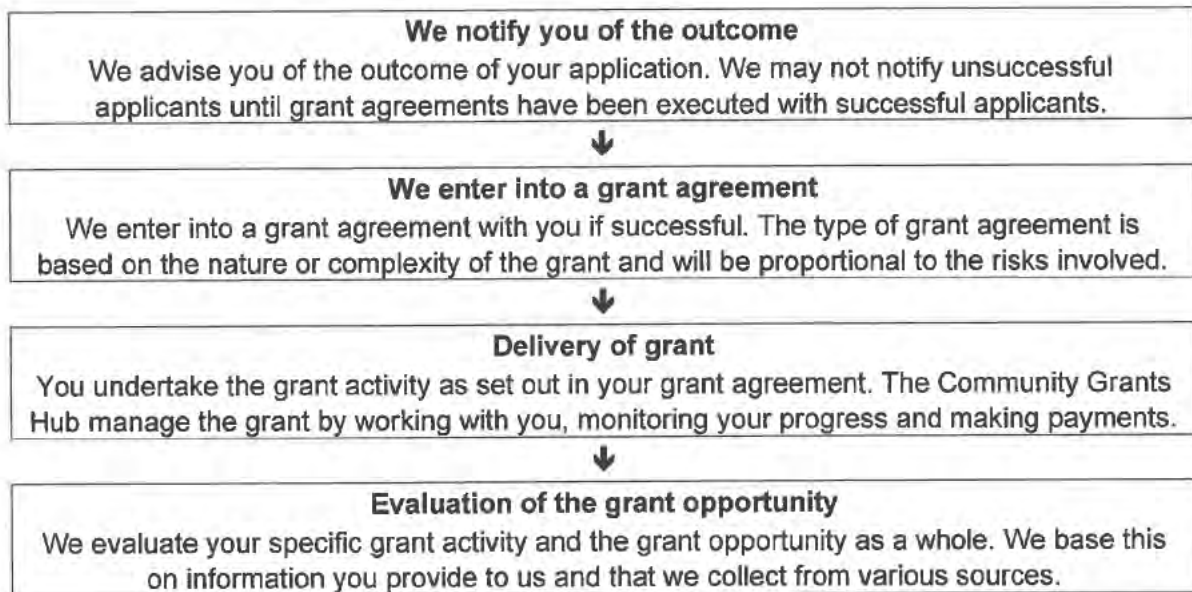
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1. Play Our Way program grant opportunity processes



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1.1 Introduction

These guidelines contain information for the *Play Our Way* grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated, and
- responsibilities and expectations in relation to the opportunity.

2. About the grant program

On 19 August 2023, the Prime Minister; Minister for Finance, Women and the Public Service; and Minister for Aged Care and Sport announced the \$200 million¹ *Play Our Way* program (the program) to promote equitable access, build more suitable facilities, and support grassroots initiatives to engage women and girls² in sport and physical activity throughout their lives.

The design of the *Play Our Way* program has been assisted by experts across sport and government, inclusive of an Advisory Panel who have lived experience navigating community sport through to professional sport, supporting *Play Our Way* to address discrimination and inequality and invest in the most needed facilities and programs in the most needed areas.

The media release is available at <https://www.health.gov.au/ministers/the-hon-anika-wells-mp/media/securing-a-sporting-legacy-for-women-and-girls>.

¹ \$200 million includes Government administration costs.

² See glossary for the Inclusive approach to the phrase 'women and girls' intended in these guidelines.

The program contributes to the Department of Health and Aged Care's Outcome 4: Sport and Physical Activity, Program 4.1: Sport and Physical Activity.

The *Play Our Way* program will run over three years from 2024-25 to 2026-27.

The objectives of the program are to:

- build and upgrade sport and physical activity facilities to better meet the needs of women and girls, and prioritise equitable and enduring access and use of these facilities for the purposes of women and girls' participation in sport and physical activity
- foster positive experiences for women and girls through quality sport and physical activity participation initiatives, including equipment, that are modern, inclusive, welcoming, safe³, and tailored to the needs of women and girls, including those experiencing intersectional disadvantage⁴
- provide enduring programs and initiatives that address barriers for women and girls to participate in sport and physical activity and build a culture of equality, respect and inclusion in sport and physical activity
- address discrimination and inequality that women and girls encounter and provide opportunities to participate in, contribute to, and remain involved in, all aspects of sport and physical activity for life.

The intended outcomes of the program are to decrease the discrimination and inequality women and girls experience through:

- improved sport and physical activity facilities and equipment that are safe, modern, and tailored to meet the needs of women and girls, in the areas where the need is greatest
- increased and sustained access, satisfaction and use of facilities for sport and physical activity that follow universal design principles (including inclusivity and accessibility) for women and girls
- increased participation, retention, engagement and sense of belonging of women and girls in sport and physical activity in the community, with a focus on priority populations⁵, and addressing intersectional disadvantage
- successful delivery of safe, inclusive, quality and sustainable programs and initiatives that promote the engagement of women and girls in sport and physical activity; and create new and innovative opportunities for the community to come together through women and girls' involvement in sport and physical activity.

The program will complement and strengthen existing state and territory government activities to improve facilities for sport and physical activity and increased engagement of women and girls in sport and physical activity; and will not duplicate existing Australian Government-led community infrastructure and participation programs.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

³ See glossary for definition of 'safe'.

⁴ See glossary for definition of 'intersectional disadvantage'.

⁵ See glossary for definition of 'priority populations'.

2.1 About the grant opportunity

Funding for this grant opportunity will be made available through two Streams.

2.1.1 Stream 1: Facilities

Funding to support modifying, upgrading or building facilities and playing areas or spaces for sport and physical activity, specifically for women and girls that:

- are located where the need is greatest and/or addresses unmet need
- maximises the opportunity for women and girls to participate in sport and physical activity
- are inclusive, safe, accessible, innovative and sustainable, and
- support sustained equitable access (e.g. scheduling and priority) over the short, medium and long term.

Projects may be funded on a single or multi-year basis. The grant amount will be up to 100 per cent of total project costs (noting that co-contributions will provide additional funding to whole-of-project costs), up to the maximum grant amount and only for eligible expenditure. Whilst no minimum co-contribution is required, co-contribution and consortium arrangements are strongly encouraged and, in most instances, required for larger-scale projects, and will be viewed favourably during the grant assessment process.

The Activity will be measured against the below Performance Indicators in proportion to grant amount and complexity of the project.

Table 1: Performance Indicators – Stream 1: Facilities

Performance Indicator	Measure
Availability of safe, accessible, inclusive, welcoming facilities for sport and physical activity that meet the need of women and girls	<ul style="list-style-type: none"> • Subjective (e.g. participant surveys) assessment of experience and satisfaction with facilities such as feeling: <ul style="list-style-type: none"> ○ safe, supported, included, and welcome to participate in sport and physical activity ○ facilities are appropriate for needs (Measured before (baseline), during and after project, disaggregated by priority populations⁶ and by whether new/existing participants).

⁶ See glossary for definition of 'priority populations'.

Performance Indicator	Measure
Availability and use of facilities for women and girls to participate in sport and physical activity	<ul style="list-style-type: none"> • Increased average number of hours of facility use by women and girls (measured before (baseline), during and after project, disaggregated by priority populations) • Increased proportion of space (including prioritised space) used by women and girls (measured before (baseline), during and after project, disaggregated by priority populations) • Increased number of women and girls participating in sport and physical activity (measured before (baseline), during and after project, disaggregated by priority populations and by whether new/existing participants).

2.1.2 Stream 2: Participation and Equipment

Funding to support modifying and/or developing new, sustainable and enduring programs to reduce discrimination and inequality, and increase women and girls' participation in sport and physical activity, that:

- deliver quality experiences for women and girls, where the need is greatest and/or addresses unmet need and/or
- promote increased women and girls' engagement in various sport roles (e.g. coaching and officiating) and/or
- contribute to addressing intersectional disadvantage⁷ (e.g. by tailoring engagement strategies for women and girls from priority populations) and/or
- are innovative and overcome barriers to the participation and retention of women and girls in sport and physical activity.

Funding to support new and/or upgraded equipment that:

- enable women and girls to participate in sport and physical activities safely, without fear of judgement, and that are culturally appropriate.

Projects may be funded from any single financial year. Project delivery may occur over a single or multi-year basis. Projects can be for both Participation and Equipment initiatives, or one component only.

The grant amount will be up to 100 per cent of total project costs, up to the maximum grant amount and only for eligible expenditure. No co-contribution is required however co-contribution and consortium arrangements are strongly encouraged and will be viewed favourably during the grant selection process.

The Grant Activity will be measured against the below Performance Indicators in proportion to grant amount and complexity of the project.

⁷ See glossary for definition of 'intersectional disadvantage'.

Table 2: Performance Indicators – Stream 2: Participation and Equipment

Performance Indicator	Measure
Improvements in organisational delivery and participant experience of women and girls in sport and / or physical activity	<ul style="list-style-type: none"> • Objective (e.g. organisational reporting) and subjective (e.g. participant surveys) assessments of perceived improvements, experience and satisfaction with, as examples: <ul style="list-style-type: none"> ○ Culture of equality and respect for women and girls including fair and equitable treatment, and access to participation outcomes ○ Equitable representation of women and girls as participants, and across the organisational leadership and governance <p>(Measured before (baseline), during and after project, disaggregated by gender as well as priority populations).</p>
Improvement in the quality of programs; and quality of support to access and remain engaged in sport and physical activity	<ul style="list-style-type: none"> • Subjective (e.g. participant surveys) assessments of the perceived quality, access/availability of, and experience with, as examples <ul style="list-style-type: none"> ○ sport and physical activity programs ○ equipment and other supports <p>(Measured before (baseline), during and after project, disaggregated by priority populations).</p>
Access to sport and physical activity	<ul style="list-style-type: none"> • Increased average number of hours women and girls access sport and physical activity, (measured before (baseline), during and after project, disaggregated by priority populations) • Increased proportion of space (including prioritised space) used by women and girls (measured before (baseline), during and after project (disaggregated by priority populations) • Increased number of women and girls participating in sport and physical activity (measured before (baseline), during and after project, disaggregated by priority populations and by whether new/existing participants).

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Performance Indicator	Measure
Involvement of women and girls across all aspects of sport and physical activity	<ul style="list-style-type: none"> Increased number/percentage of women and girls involved in roles including as Board members, coaches, officials, administrators, participants (measured before (baseline), during and after project, disaggregated by priority populations).

3. Grant amount and grant period

3.1 Grants available

For this grant opportunity a total of up to \$191.8 million is available over three years. The grant opportunity will run from August 2024 (indicative start date) to 30 June 2027. Funding for this grant opportunity will be split across the two Streams as per Table 3 below.

Table 3: Grant Opportunity Funding Available (GST exclusive)

	2024-25 FY	2025-26 FY	2026-27 FY	Total
	\$ M	\$ M	\$ M	\$ M
Stream 1: Facilities	60.0	54.0	22.0	136.0
Stream 2: Participation and Equipment	30.0	16.0	9.8	55.8

3.1.1 Stream 1: Facilities

Applicants will be able to apply for a minimum of \$50,000 up to a maximum of \$1,500,000 for projects that support new and upgraded facilities, playing areas and spaces for sport and physical activity specifically for women and girls.

For Facility projects in small rural towns, remote communities or very remote communities as defined by the Modified Monash Model (MMM 5-7⁸), the maximum will be \$2,000,000 to reflect increased costs in rural and remote areas. Projects may be assessed and offered a lower amount than applied for.

3.1.2 Stream 2: Participation and Equipment

Applicants will be able to apply for a minimum of \$50,000 up to a maximum of \$1,000,000 for projects that support modifying and/or developing sustainable and enduring programs to promote women and girls' participation in sport and physical activity, and/or new or upgraded equipment, specifically for women and girls. Projects may be assessed and offered a lower amount than applied for.

⁸ The Modified Monash Model (MMM) is how we define whether a location is metropolitan, regional, rural, remote or very remote. See, for example: <https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm>.

3.2 Project period

The maximum grant period is three years.

You must complete your project by 30 June 2027.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

We cannot provide a grant if you receive funding from another Commonwealth government source for the same eligible grant activities.

Each eligible organisation can only submit one application per Stream. Where more than one application is received in each Stream, the latest application received before the closing date and time will be the one assessed.

Please note that lead organisations of consortiums cannot submit a separate application.

4.1 Who is eligible to apply for a grant?

Applications are expected from local governments, community organisations, not-for-profits, and sporting organisations.

To be eligible you must be one of the following entity types:

- Indigenous Corporation (*registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)*)
- company
- local government
- cooperative
- incorporated association
- unincorporated association.

If you are applying as a Trustee on behalf of a Trust, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable and encouraged, providing there is a lead organisation that is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above, (see Section 7.3 for further details).

Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. Eligible organisations can form a consortium with ineligible organisations, with the exception of those organisations deemed ineligible because they are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you are an:

- organisation, or your project partner(s) is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- organisation, or your project partner(s) is an organisation, included on the [Workplace Gender Equality Agency website](#) on the non-compliant organisations list
- international entity

- corporate Commonwealth entity
- non-corporate Commonwealth entity
- non-corporate Commonwealth statutory authority
- corporate state or territory entity
- non-corporate state or territory entity
- non-corporate state or territory statutory authority
- sole trader
- statutory entity
- partnership
- person
- school, TAFE, university
- parent and community councils.

4.2.1 Unincorporated Associations

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association, can enter into a legally binding agreement on its behalf.

4.3 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following qualifications/ skills/ accreditation/ registration/checks:

- Working with Vulnerable People registration (or equivalent)
- Working with Children check.

The department recognises the Australian Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse, and the [Commonwealth Child Safe Framework](#). As such, the department expects that all grant recipients comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting; and the department may request an annual statement of compliance with this requirement. If successful, these details will be outlined in the grant agreement.

4.3.1 Stream 1: Facilities

You are required to be compliant with all relevant laws and regulations. You may also be requested to demonstrate compliance with the following legislation/policies/ industry standards:

- [Australian Building Code](#)
- [National Construction Code](#).

To be eligible for a grant, you must declare in your application that you will comply with these requirements. You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

You must ensure that the work carried out, where appropriate, is undertaken by licensed and/or properly qualified persons. You must also ensure that works carried out are fit for purpose and comply with the regulatory requirements of the relevant state and territory and local governments.

5. What the grant money can be used for

5.1 Eligible grant activities

To be eligible, your grant activity must deliver activities directly related to the grant opportunity.

Examples of eligible projects and activities include, but are not limited to:

5.1.1 Stream 1: Facilities

- Construction of new and/or modified facilities, playing areas and spaces for sport and physical activity to make them more inclusive, safe, and accessible, and provide equitable and enduring opportunities for women and girls to train and compete.
- Construction of new and/or upgraded amenities (e.g. change rooms, showers, toilets) at facilities for sport and physical activity that improve access, safety and use by women and girls and are financially sustainable.

5.1.2 Stream 2: Participation and Equipment

- Modification of and/or new participation programs that deliver quality sport and physical activity experiences for women and girls facing barriers to participation.
- Modification of and/or new sport and physical activity programs that provide more opportunities for women and girls to engage across a variety of sport roles (e.g. coaching and officiating).
- Enduring programs that consider and overcome the barriers to sport and physical activity participation among women and girls including:
 - increasing equitable access opportunities for participation
 - flexible program delivery to better meet the needs of women and girls
 - reducing costs associated with sport and physical activity participation
 - building a culture of equality, respect and inclusion in sport and physical activity.
- New and/or upgraded equipment that allows women and girls to participate in sport and physical activity safely, without fear of judgment, and is culturally appropriate.

5.2 Eligible expenditure

You will only be allowed to spend the grant on eligible expenditure you have incurred for eligible grant activities.

Eligible expenditure items must be directed to initiatives supporting women and girls' participation in sport and physical activity and could include:

5.2.1 Stream 1: Facilities

- Construction-related activities (for example, final design, project management, construction and fit out costs) which occur after the execution of the grant agreement and result in the delivery of the project before 30 June 2027.

5.2.2 Stream 2: Participation and Equipment

- Materials and other support reasonably required to modify or create new programs to increase participation and deliver quality sport and physical activity experiences for women and girls, particularly those experiencing intersectional disadvantage.
- Equipment that meets the needs of women and girls to safely participate in sport and physical activity.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities between the start date and end or completion date of your grant activity for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for:

5.3.1 Stream 1: Facilities

- activities that do not have a primary or exclusive focus towards women and girls
- activities or facilities that are provided on a commercial (for-profit) basis
- activities that have already received government funding and are duplicative in nature
- purchase of land
- projects on private land
- general maintenance of existing facility that is being modified, or future maintenance costs of new facility
- repair of damage that can be covered by insurance
- upgrading or redeveloping public toilet facilities or the maintenance or construction of car parks
- retrospective costs (where projects have already commenced construction or are completed prior to execution of a grant agreement)
- costs incurred in the preparation of a grant application or related documentation, feasibility studies, business cases and masterplans
- projects that do not meet relevant Australian Standards
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- IT equipment including one-off or ongoing fees for use of computer software
- paying ransom for ransomware, cyber-attack or any other type of cybercrime
- wages/salaries
- administration costs with the exception of direct external / independent project management costs, limited to 10 per cent of the grant amount requested
- purchasing or leasing of motor vehicles
- travel and accommodation, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

5.3.2 Stream 2: Participation and Equipment

- activities that do not have a primary or exclusive focus towards women and girls
- major capital expenditure, major construction/capital works
- IT equipment, including one-off or ongoing fees for use of computer software that is not directly related to the delivery of grant activities

- design and delivery of websites and other marketing that is not directly related to the delivery of grant activities
- paying ransom for ransomware, cyber-attack or any other type of cybercrime
- administration costs with the exception of direct external / independent project management costs, limited to 10 per cent of the grant amount requested
- retrospective costs where projects have commenced or are completed prior to execution of a grant agreement
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- purchasing of motor vehicles
- international travel and accommodation
- domestic travel and accommodation that is not directly related to the delivery of the grant activities, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

6. The assessment criteria

Applicants should detail how their proposal provides value for money and will result in enduring change for women and girls facing barriers to participation in sport and physical activity, particularly those in priority populations who:

- are First Nations peoples
- are culturally and linguistically diverse
- have a disability
- reside in regional, rural and remote areas (MMM3-7⁹)
- reside in a low socioeconomic area and/or
- identify as belonging to the LGBTIQ+ community.

In making recommendations for funding the assessment panel will consider how priority populations are represented, including at a whole-of-program level. Sections 6.1 to 6.3 provide further detail on assessment criteria.

6.1 Stream 1: Facilities: Stage One – Expression of Interest

The application form to submit an EOI will ask you a series of questions about your organisation and proposal.

You must also address the following assessment criteria in your EOI. All criteria below are weighted equally.

The amount of detail you provide in your EOI should be relative to the project size, complexity and grant amount requested. The application form displays size limits for answers.

⁹ The Modified Monash Model (MMM) is how we define whether a location is metropolitan, regional, rural, remote or very remote. See, for example: <https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm>.

Stage One EOI applications that are assessed as having addressed the assessment criteria and score average or higher for each criterion will be considered for shortlisting to proceed to the Assessment Committee. The Assessment Committee will then conduct a merit ranking to provide a recommendation on who to proceed to Stage Two (see Section 8 of these guidelines for the Grant Selection Process). The Decision Maker will approve the organisations invited to submit an application under Stage Two where you will be asked to provide more detailed responses and evidence to support your Stage One application.

EOI Assessment Criterion 1: What is your project purpose and how much will it cost? [3500 character limit]

Briefly describe the project that is the subject of your EOI application.

In responding to this criterion, a strong application will provide:

- a description of the proposed works – noting that plans/detailed proposals are not required for this Stage One EOI
- the geographic location and a description of the proposed site
- evidence of tenure over the proposed premises/site (where available) or details of the process that will be undertaken to secure tenure
- if funds are sought for replacement infrastructure, provide details of the existing facility, including when it was built, and the reasons for seeking its replacement.

Along with your EOI application you must complete the indicative activity budget (template on GrantConnect) outlining the anticipated costs of the project. The indicative activity budget does not count towards the word/character limit for this criterion. Other required attachments can be found in 7.2.1.

EOI Assessment Criterion 2: Why is your project needed? [3500-character limit]

Demonstrate how your Organisation and the proposed project will improve and sustain equitable access and participation of women and girls in sport and physical activity in your community/communities.

In responding to this criterion, a strong application will detail:

- the population for which services are provided that will benefit from this project (for example, the local population of women and girls disaggregated by priority populations)
- the current infrastructure related issues that discriminate and create barriers to attracting and retaining women and girl participants
- why this project is considered the best option to address local need and how this need has been assessed.

EOI Assessment Criterion 3: Why you believe your organisation should get funded to deliver this project [3500 character limit]

Demonstrate how the proposed project is an efficient use of grants funds in achieving grant opportunity outcomes.

In responding to this criterion, a strong application will detail:

- why grant funding is necessary for the project to be delivered
- why you are the best-placed organisation to lead this project, including evidence of community support, such as endorsement and engagement with local entities, and your connection to fostering women and girls' activity

- any co-contributions or cost saving measures you are bringing to the project – whether from reserves or other sources of funding (such as other government grants or sponsorship) or volunteer contributions
- how your organisation has sufficient staffing and/or access to other resources to identify and manage key risks, undertake the proposed work and deliver this project for a sustained benefit.

6.2 Stream 1: Facilities: Stage Two – Grant Application

Applications for Stage Two are by invitation only, based on your Stage One EOI application.

If invited to submit an application under Stage Two, you must address the following assessment criteria in your grant application. These require more detail than provided in your EOI and you will be asked to provide evidence to support your answers.

You must address all of the following assessment criteria in the application. All criteria have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes character limits.

We will only award funding to applications that score Average/Good/Excellent against all assessment criteria, in the first instance (see Section 8.2.1).

Assessment Criterion 1: Alignment with grant opportunity objectives [6000 character limit]

Describe how the grant activity contributes to the objectives and outcomes of the grant opportunity as described in Section 2 – About the Program. You should demonstrate this through identifying:

- how the activities proposed in your application align with the grant opportunity's objectives and outcomes, supported by available data, such as [AusPlay](#)
- your understanding of local women and girls' unmet need in sport and physical activity
- your meaningful engagement with local women and girls
- how your proposed activities can address and reduce discrimination, inequality and barriers for women and girls to access, participate and remain engaged in sport and physical activity at a local level, with a focus on priority populations
- how your proposed activities can promote safe, inclusive, equitable and sustained access for women and girls to participate in sport and physical activity at a local level, with a focus on priority populations
- how you have understood women and girls' requirements and preferences for sport and physical activity facilities and good practice approaches to address these
- how your proposed activities demonstrate value for money.

Assessment Criterion 2: Organisational capacity and project viability [6000 character limit]

Describe your organisation's capability to administer the grant activity. You should demonstrate this through identifying:

- details of your organisation's relevant experience, skills, adequate infrastructure and resources to successfully implement and manage proposed grant activities. This may include reference to organisational capability as identified by the Australian Sports Commission's [Game Plan](#) platform

- the viability of the project in terms of long-term impact and commitment to women and girls' participation in sport and physical activity
- how your organisation will sustain the project and its impact on supporting women and girls beyond the funding period
- how your organisation will measure and evaluate impact during and beyond the funding period.

Along with your response to this criterion you must complete the activity work plan, activity budget (inclusive of construction quotes) and risk management plan (templates on GrantConnect). These attachments do not count towards the character limit for this criterion.

If a consortium is delivering this grant application, provide detail of the consortiums capacity to administer programs in an efficient, outcome focussed manner and your experience working and communicating with the other participating organisations.

Assessment Criterion 3: Inclusion [3500 character limit]

Describe how your organisation, if successful in your grant application, will address discrimination and inequality, drive gender equality in sport and physical activity at the community level.

In providing your response to this criterion you should include, but are not limited to:

- your organisation's policies, procedures and strategies that reflect:
 - fair and equitable access (e.g. facility schedules that include all training and competition times)
 - commitment to gender equity at all levels of the organisation
 - inclusion
 - cultural competency in working with First Nations peoples and communities
 - member protection
 - safeguarding
 - anti-discrimination, and
 - harassment
- your organisation's (and/or partnership's and/or consortia's) existing connection to, understanding of, and commitment to women and girls.

Assessment Criterion 4: Strategic alignment and engagement [3500 character limit]

Describe how your grant activity aligns with local and national policies and programs and how your organisation will engage with key stakeholders.

In providing your response to this criterion you should include, but are not limited to:

- how your organisation/consortium can ensure effective delivery of the grant objectives and outcomes
- your organisation's/consortium's strategies to:
 - work with local government and the community, and
 - identify, engage and collaborate with relevant stakeholders
- how your proposed activity will complement and/or amplify, and not duplicate, existing local initiatives

- how your proposed activity aligns with local and other strategic plans, including for instance, measures associated with the National Agreement on Closing the Gap¹⁰ and National Strategy to achieve gender equality¹¹.

6.3 Stream 2: Participation and Equipment

Stream 2 (Participation and/or Equipment) applications do not have an EOI process and will occur in a single stage. Projects may be funded from any single financial year. Project delivery may occur over a single or multi-year basis. In either case, your funding request cannot exceed the maximum amount (\$1,000,000) permitted per application.

You must address all the following assessment criteria in the application. All criteria have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes character limits.

We will only award funding to applications that score Average/Good/Excellent against all assessment criteria, in the first instance.

Assessment Criterion 1: Alignment with grant opportunity objectives [6000 character limit]

Describe how the grant activity contributes to the objectives and outcomes of the grant opportunity as described in Section 2 – About the Program. You should demonstrate this through identifying:

- how the activities proposed in your application align with the grant opportunity's objectives and outcomes, supported by available data, such as [AusPlay](#)
- your understanding of local women and girls' unmet need in sport and physical activity
- your meaningful engagement with local women and girls
- how your proposed activities can address and reduce discrimination, inequality and barriers for women and girls to access, participate and remain engaged in sport and physical activity at a local level, with a focus on priority populations
- how your proposed activities can promote safe, inclusive equitable and sustained access for women and girls to participate in sport and physical activity at a local level, with a focus on priority populations
- the activities long term-impact on women and girls' participation in sport and physical activity
- how you have understood women and girls' requirements and preferences for sport and physical activity equipment/participation programs and best practice approaches to meet these
- how your proposed activities demonstrate value for money.

Assessment Criterion 2: Organisational capacity and project viability [6000-character limit]

Describe your organisation's capability to administer the grant activity. You should demonstrate this through identifying:

¹⁰ [National Agreement on Closing the Gap | Closing the Gap](#)

¹¹ <https://www.pmc.gov.au/office-women/national-strategy-achieve-gender-equality>

- details of your organisation's relevant experience, skills, adequate infrastructure and resources to successfully implement and manage proposed grant activities (this may include reference to organisational capability as identified by the Australian Sports Commission's [Game Plan](#) platform)
- how your organisation will sustain the project and its impact on supporting women and girls beyond the funding period
- how your organisation will measure and evaluate impact during and beyond the funding period.

Along with your response to this criterion you must complete the activity work plan, activity budget and risk management plan (templates on GrantConnect). These attachments do not count towards the character limit for this criterion.

If a consortium is delivering this grant application, provide detail of the consortiums capacity to administer programs in an efficient, outcome focussed manner and your experience working and communicating with the other participating organisations.

Assessment Criterion 3: Inclusion [3500-character limit]

Describe how your organisation, if successful in your grant application, will address discrimination and inequality, and drive gender equality in sport and physical activity at the community level.

In providing your response to this criterion you should include, but are not limited to:

- your organisation's policies, procedures and strategies that reflect:
 - fair and equitable access (e.g. facility schedules that include all training and competition times)
 - commitment to gender equity at all levels of the organisation
 - inclusion
 - cultural competency in working with First Nations peoples and communities
 - member protection
 - safeguarding
 - anti-discrimination, and
 - harassment
- your organisation's (and/or partnership's and/or consortia's) existing connection to, understanding of, and commitment to women and girls.

Assessment Criterion 4: Strategic alignment and engagement [3500-character limit]

Describe how your grant activity aligns with local and national policies and programs and how your organisation will engage with key stakeholders.

In providing your response to this criterion you should include, but are not limited to:

- how your organisation/consortium can ensure effective delivery of the grant objectives and outcomes
- your organisation's/consortium's strategies to:
 - work with local government and the community, and
 - identify, engage and collaborate with relevant stakeholders
- how your proposed activity will complement and/or amplify, and not duplicate, existing local initiatives

- how your proposed activity aligns with local and other strategic plans, including for instance, measures associated with the National Agreement on Closing the Gap¹² and National Strategy to achieve gender equality¹³.

7. How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#). Any alterations and addenda¹⁴ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information, however the department takes no responsibility if a registered user fails to become aware of any addendum notices or of other published material. Registered users are encouraged to regularly check GrantConnect for updates.

You can only submit one application for this grant opportunity per Stream. If more than one application is submitted, the application submitted latest, and within closing time and date, will progress to the next stage.

We will not provide application forms or accept application submissions for this grant opportunity by email.

If you need assistance with the application process, submitting an application, have any technical difficulties or find an error in your application after submission but before the closing date and time, you should contact us via email Grant.ATM@health.gov.au.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

The department does not have to accept any additional information, or requests from you to correct your application after the closing time. If you find an error in your application after submitting it, you should contact us immediately at Grant.ATM@health.gov.au.

If we find an error or information that is missing, we may ask for clarification or additional information from you. However, we can decline to accept any additional information from you that would materially alter your submission after the application closing time. However, we may ask you to consider a reduced amount or scope as part of the assessment process.

You should keep a copy of your application and any supporting documents. You will receive an automated email notification acknowledging the receipt of your application. If you do not receive a confirmation email within 48 hours, contact the department at Grant.ATM@health.gov.au.

¹² [National Agreement on Closing the Gap | Closing the Gap](#)

¹³ <https://www.pmc.gov.au/office-women/national-strategy-achieve-gender-equality>

¹⁴ Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

7.1.1 Stream 1: Facilities

To apply, you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete the **Stage One EOI Form** on GrantConnect
- be invited to apply for Stage Two application
- complete the application form sent in your invitation email
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and
- submit your application by the closing date and time using the **Stream 1 Online Application Form** sent to you in your invitation email.

7.1.2 Stream 2: Participation and Equipment

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete the application form on GrantConnect
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and
- submit your application by the closing date and time using the **Stream 2 Online Application Form** document on GrantConnect.

7.2 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided on GrantConnect with the grant opportunity documents where applicable.

7.2.1 Stream 1: Stage One: EOI attachments

We require the following documents with your Stage One EOI application:

- proof of entity type
- bank verification¹⁵ (acceptable forms of verification include a recent bank statement, issued in the last 6 months, in a non-editable format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.)
- an indicative activity budget
- letter of agreement from facility and landowner to all aspects of proposal (e.g. support for equity, access and sustainability measures)

¹⁵ You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

- evidence, such as a letter or funding agreement, of any other funding sources (co-contributions) for the same initiative as this grant opportunity.

7.2.2 Stream 1: Stage Two: Grant Application attachments

We require the following documents with your application:

- proof of entity type
- bank verification¹⁶ (acceptable forms of verification include a recent bank statement, issued in the last 6 months, in a non-editable format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.)
- unincorporated organisations are to provide proof of entity type by their 'legal parent' organisation
- equitable access policy/plan/strategy
- letter of agreement from facility and landowner to all aspects of proposal (e.g. support for equity, access and sustainability measures)
- evidence of any other funding sources (co-contributions) for the same initiative as this grant opportunity (if not already supplied or has changed since Stage One)
- letter(s) of support (if applying through a consortium). Letters should be scanned together and uploaded as a single document
- activity work plan
- activity budget which includes the proposed financial year funding allocation sought, co-contribution amounts and sources, construction quotes, and whole-of-lifecycle costs
- risk management plan.

7.2.3 Stream 2: Application attachments

- proof of entity type
- bank verification¹⁷ (acceptable forms of verification include a recent bank statement, issued in the last 6 months, in a non-editable format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.)
- unincorporated organisations are to provide proof of entity type by their 'legal parent' organisation
- equitable access policy/plan/strategy
- evidence of any other funding sources (co-contributions) for the same initiative as this grant opportunity
- letter(s) of support (if applying through a consortium). Letters should be scanned together and uploaded as a single document
- activity work plan

¹⁶ You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

¹⁷ You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

- activity budget which includes the proposed financial year funding allocation sought, co-contribution amounts and sources, and whole-of-lifecycle costs
- risk management plan.

If you do not attach the requested documents, your application may not progress further in the process.

You must attach supporting documentation to your application in line with the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.3 Joint (consortium) applications

We recognise that some organisations may want to join as a group to deliver a grant activity. In these circumstances, you must appoint a lead organisation. Please note that lead organisations of consortiums cannot submit a separate application.

Only the lead organisation can submit the application and enter into a grant agreement with the department. The application must identify all other members of the proposed group. The lead organisation must have the authority to submit an application on behalf of the group. The grant agreement will outline the lead organisation's obligations with regard to the group members.

The lead organisation must fulfil the eligibility requirements, but it is not a requirement of other members of the group. This is with the exception that all members of the consortium must not be included on the;

- [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme', or
- [Workplace Gender Equality Agency website](#) on the non-compliant list.

If your application is successful, you must have a formal arrangement in place with all parties prior to execution of the agreement in the form of a letter of support.

The department will request copies of each letter of support prior to execution of the grant agreement.

Each letter of support should include:

- details of partner organisation(s)
- an overview of how the partner organisation will work with the lead organisation, and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation(s) will bring to the group
- the roles/responsibilities of the partner organisation(s) and the resources they will contribute (if any)
- outline how partner organisation(s) will demonstrate to the lead organisation that they comply with all Australian law relating to employing or engaging people who work or volunteer with children, in line with the Commonwealth Child Safe Framework, and
- details of a nominated management level contact officer.

Where you have multiple letters, they should be scanned together and uploaded as a single attachment.

7.4 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

If you are successful, we expect you will be able to commence your grant activities within the financial year you have received funding for.

7.4.1 Stream 1: Facilities

Table 4: Expected timing for this grant opportunity

Activity	Expected Timeframe
EOI opens on GrantConnect	[6] weeks
Assessment of Stage One EOI	[4] weeks
Outcomes of EOI process	[2] weeks
Preparation and submission of Stage Two grant application (invited applicants only)	[6] weeks
Assessment of Stage Two applications	[6] weeks
Approval of outcomes of selection process	[4] weeks
Negotiations and award of grant agreements	[1-4] weeks
Notification to unsuccessful applicants	[2] weeks
Anticipated start date of grant activity	10/2024
End date of grant activity or agreement	30/06/2027

Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.

7.4.2 Stream 2: Participation and Equipment

Table 5: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	[6] weeks
Assessment of applications	[6] weeks
Approval of outcomes of selection process	[4] weeks
Negotiations and award of grant agreements	[1-4] weeks
Notification to unsuccessful applicants	[2] weeks
Anticipated start date of grant activity	08/2024
End date of grant activity or agreement	30/06/2027

Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.

7.4.3 Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application.

Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control, and/or
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to Grant.ATM@health.gov.au with "Late Application Request - GO6763" in the subject line, no later than one week after the closing date.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The assessment committee Chair or their appointed representative will determine whether a late application will be accepted. Once the outcome is determined, the department will advise the applicant if their request is accepted or declined.

7.5 Questions during the application process

If you have questions relating to the grant, technical issues or process during the application period, contact Grant.ATM@health.gov.au. The department will respond to emailed questions within five working days.

Questions close at 5.00pm (Canberra time) five business days before the application period closes. This allows a reasonable period for the department to respond with information that applicants can consider for their application. The department will continue to assist with technical related enquiries regarding the submission of applications beyond the question close deadline.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in the Frequently Asked Questions document relating to this grant opportunity. All questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the GrantConnect website.

The department cannot assist you to address assessment criteria, determine eligibility or complete your application.

8. The grant selection process

8.1 Assessment priorities

The following will be favourably considered during assessment where relevant data, demographic detail, evidence and documentation are provided.

Projects that:

- demonstrate local need and how the grant activity will deliver outcomes to the people and in the places with the greatest need (e.g. priority populations)

- use the latest research and evidence for creating welcoming and inclusive spaces for women and girls
- support broader equity goals, including across leadership and employment in organisations (for example, growing the proportion of women involved in leadership and delivery of programs, First Nations employment)
- include a co-contribution(s) to the total project costs by the eligible organisation or other funding sources (e.g. state or territory or local government grants)
- will have direct and enduring impact on women and girls' access to and participation in sport and physical activity (for example, a sustained increase in participation numbers or demonstration of how funding would address a lack of capacity or circumstances which limit increasing access to participation)
- are advanced in planning and obtaining the required development and building approvals to complete the proposed project.

Organisations that can:

- demonstrate evidence of a commitment to, and/or progress towards broader systemic changes that aim to:
 - achieve gender equality
 - enhance the inclusion of all women and girls, and
 - foster a safe and welcoming environment for all women and girls
- demonstrate an existing connection to, and understanding of, the target population of women and girls, or partner with an organisation that does. For example:
 - child safe organisations
 - cultural organisations, and
 - Aboriginal Community Controlled Organisations
- Commitment to engaging with women and girls in project design and delivery
- Demonstrate completion of relevant modules from the Australian Sports Commission's [Game Plan platform](#) (for example, one focused on women and girls).

8.2 Assessment of grant applications

8.2.1 Stream 1: Facilities: Stage One – EOI

For Stream 1 you first submit an EOI. We review your EOI against the eligibility criteria in Section 4 of these guidelines. Only eligible applications will move to the next stage of assessment.

We will then assess your application against the EOI assessment criteria (see Section 6.1) using a 10-point numerical scoring scale (Table 6 below). We consider your application on:

- how well your application meets the criteria
- how it compares to other applications, and
- whether your application provides value with relevant money.¹⁸

We will rate your application using the Assessment Criteria Scoring Matrix.

¹⁸ See Glossary for the definition of 'relevant money'

Table 6: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, addresses all criterion including all sub-criteria, provision of data, evidence and documentation that exceeds expectations.	9-10
Good – response to this criterion, addresses all or most sub-criteria to a higher-than-average standard.	7-8
Average – response to this criterion, meets most sub-criteria to an average but acceptable level.	5-6
Poor – poor claims against this criterion but may meet some sub criteria.	2-4
Does not meet criterion at all – response to this criterion does not meet expectations or, insufficient or no information provided to assess this criterion.	0-1

A score out of 10 will be applied to each of the 3 EOI assessment criteria. A total of 30 is the highest score any application can receive.

Only applications that score Average or above against each of the 3 EOI assessment criteria (based on the above rating scale) will be shortlisted for consideration by the assessment committee who will make recommendations to the delegate on who to invite to apply for Stage Two.

8.2.2 Stream 1: Facilities: Stage Two – Grant Application

Applications for Stage Two are by invitation only, based on your Stage One EOI application. If invited to, you submit a grant application. We will assess that application against the assessment criteria at Section 6.2 using a 10-point numerical scoring scale (Table 6 above) and compare it to other applications. When assessing the extent to which the application represents value with money¹⁹, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities, and
- how the grant activities will target groups or individuals, where there is the greatest need (e.g. priority populations).

8.2.3 Stream 2: Participation and Equipment

You submit a grant application for Stream 2. We will assess that application against the assessment criteria at Section 6.3 using a 10-point numerical scoring scale (Table 6 above)

¹⁹ See Glossary for the definition of 'value with money'

and compare it to other applications. When assessing the extent to which the application represents value with money²⁰, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities, and
- how the grant activities will target groups or individuals, where there is the greatest need (e.g. priority populations).

8.3 Who will assess applications?

The department will establish an assessment team to review applications against the eligibility criteria and assessment criteria. An assessment committee will be established to conduct a merit ranking and value with money assessment.

The assessment team and the assessment committee will be made up of staff within the Office for Sport Division of the department and may include personnel from other areas of the department and from outside of the department, as appropriate.

We may ask external experts/advisors to inform the assessment process, including the Play Our Way Expert Advisory Panel. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you that is available through the normal course of business.

The assessment committee recommends to the Decision Maker which Stream 1 EOIs are to progress to Stage Two, and which applications to approve for grant funding. Whole or partial funding may be recommended.

8.4 Who will approve grants?

The Secretary, Department of Health and Aged Care (the Decision Maker) decides which Stream 1 EOIs are to progress to Stage Two and which grant(s) across both Streams to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

The Decision Maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

There is no specific appeal mechanism established for decisions to approve or not approve an application for the grant opportunity.

²⁰ See Glossary for the definition of 'value with money'.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

We will publish general feedback relating to this grant opportunity on the Department of Health and Aged Care website <https://www.health.gov.au/topics/sport> within 30 days of the outcome being finalised.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole-of-government grant agreement templates in this program and will select the most appropriate depending on the size and complexity of your grant activities.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#). We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk. You must not start any grant activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

10.2.1 Stream 1: Facilities

- [Australian Government Building and Construction WHS Accreditation Scheme \(WHS Scheme\)](#).

Where the Australian Building Code or WHS Accreditation Scheme applies, an accredited builder must undertake construction activity as specified under the Australian Building Code and WHS Accreditation Scheme.

10.2.2 Stream 2: Participation and Equipment

- Commonwealth Child Safe Framework
- Annual police checks
- Working With Vulnerable People checks
- Working with Children Check

To be eligible for a grant, you must declare in your application that you comply with these requirements.

You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

The grant agreement will include a clause on child safety which binds your organisation to implement the National Principles for Child Safe Organisations and other actions for the safety of children. More information is available at: [National Principles for Child Safe Organisations | National Office for Child Safety](#).

10.2.3 The Multicultural Access and Equity Policy

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

10.2.4 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the [Commonwealth Child Safe Framework \(CCSF\)](#).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children, and/or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

10.2.5 National Redress Scheme

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse that do not join the Scheme, ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

10.2.6 Workplace Gender Equality Act 2012

The Australian Government has a commitment to effectively support cultural change in Australian workplaces and drive improved gender equality outcomes. Requirements have been implemented for fairer and more consistent measures to ensure the Government deals with organisations who comply with the [Workplace Gender Equality Act 2012](#) (the WGE Act).

Applicants may need to satisfy a requirement to be compliant with the WGE Act.

Applicants with 100 or more employees who are registered with the Workplace Gender Equality Agency (WGEA) and have been issued with a compliance letter are eligible to apply for a grant.

Applicants with 100 or more employees who are not registered with WGEA will need to register to be issued with a compliance letter prior to applying for a grant.

Applicants with less than 100 employees across their entire structure are not required to submit a report to WGEA; however, you are required to complete the registration form on the login page of the [WGEA Portal](#). WGEA will use the details provided in the registration form to issue your organisation with a tender letter, which must be attained prior to applying for a grant.

For your grant application to be deemed compliant:

- your organisation must not be included on the WGEA website on the non-compliant list, or
- you must be able to provide your compliance or tender letter to the department if and when requested.

If you are unable to provide your compliance or tender letter and appear on the non-compliant list, you will be deemed non-compliant and withdrawn from the grant process.

More information regarding reporting requirements can be found at the [Workplace Gender Equality Agency website](#).

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement.

10.4 Grants Payments and GST

Payments will be GST Exclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details, and
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.1.1 COVID-19

As a result of COVID-19, organisations may need to identify alternative methods of grant activities/service delivery. The department will support flexibility in the delivery of planned activities/services to enable contracted organisations to adapt to the changing environment. The department will be considered in its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

12.2 Reporting

You must submit reports in line with the grant agreement. We may provide sample templates for these reports as appendices in the grant agreement.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to

re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1 Stream 1: Facilities

There is an additional requirement to provide ongoing reporting on construction activity following the execution of a grant agreement.

12.3 Financial reporting

You must submit financial reports in line with the grant agreement.

We will ask you to report on the expenditure of the grant using a financial declaration and/or an income and expenditure statement and/or an audited income and expenditure statement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager (FAM) listed on the agreement.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview or survey you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to three years after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

The Australian Government logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

'Play Our Way – An Australian Government initiative'.

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This activity received grant funding from the Australian Government.'

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

These guidelines may be amended periodically by the department. When this happens, the revised guidelines will be published on GrantConnect.

13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to Grant.ATM@health.gov.au.

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: [Home - Commonwealth Ombudsman](#)

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee, an advisor, and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, and
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Australian Public Service Commission's website](#).

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information, and
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* (the Act) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time require you to arrange for you, your employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive, and
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and/or
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
 FOI Unit
 Department of Health and Aged Care
 GPO Box 9848
 CANBERRA ACT 2601

By email: foi@health.gov.au

14. Consultation

Applicant information sessions may occur following the release of these Guidelines. Further information will be made publicly available via media release, updates on Grant Connect and at <https://www.health.gov.au/topics/sport>.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the Commonwealth Child Safe Framework (CCSF) . A whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration
completion date	the expected date that the grant activity must be completed, and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who decides to award a grant. For this grant opportunity it is the Secretary of the Department of Health and Aged Care
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money²¹ or other Consolidated Revenue Fund (CRF) money²² is to be paid to a grantee other than the Commonwealth; and which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program
grantee / grant recipient	the individual/organisation which has been selected to receive a grant
intersectional disadvantage	refers to the experience of overlapping forms of discrimination or disadvantage based on attributes such as Aboriginality; age; disability; ethnicity; gender identify; race; religion; and sexual orientation.

²¹ Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

²² Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.

Term	Definition
National Redress Scheme	the National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.
Priority populations	refers to women and girls who face barriers to participation, such as those who: <ul style="list-style-type: none"> • are culturally and linguistically diverse • are First Nations peoples • have a disability • reside in regional, rural and remote areas (MMM3-7²³) • reside in a low socioeconomic area and/or • identify as belonging to the LGBTIQ+ community.
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the PGPA Act establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
relevant money	a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or b. money that is held by the Commonwealth of a corporate Commonwealth entity.
Safe/safety	refers to all aspects of safety embedded into all aspects of the activity(s), including cultural, personal/physical, emotional/mental, and industrial/professional safety.
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

²³ The Modified Monash Model (MMM) is how we define whether a location is metropolitan, regional, rural, remote or very remote. See, for example: <https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm>.

Term	Definition
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources, and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.
women and girls	<p>These guidelines take a broad, inclusive approach to 'women and girls'. It recognises that individuals may identify and be recognised within the community as the gender other than the sex they were assigned at birth, or as a gender which is not exclusively male or female and that there is diversity in our bodies, sex characteristics, sexualities and gender identities. Although the terminology used throughout the guidelines generally refers to women and girls, this is not intended to exclude females with diverse sexualities, intersex women, and women with a transgender experience. Where appropriate and when describing the needs of lesbian, bisexual, transgender and intersex Australians, the guidelines adopt the acronym LGBTIQ+. It is acknowledged, however, that this acronym does not describe a single category of people but rather communities of sometimes overlapping but distinct groups. Where the acronym LGBTIQ+ is used, it is with a sensitivity to the diverse needs it represents.</p>



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12 November 2024

Mr Travis Haslam PSM
First Assistant Secretary
Office for Sport Division
Department of Health and Aged Care
Australian Government

Dear Mr Haslam

**Probity Certificate—Grant Opportunity 6763—
Play Our Way Program—Stream One: Facilities (ITA Stage)**

Thank you for engaging OCM to provide independent probity advice in relation to the above Grant Opportunity administered by your department.

The purpose of this letter is to inform you about any probity risks relevant to the department's deliberations on applications being considered for funding by the decision-maker—in this case, the Secretary.

Summary—Probity risk assessment

OCM confirms that the final selection process was undertaken in accordance with the published Grant Opportunity Guidelines, and in a manner consistent with the *Commonwealth Grant Rules and Principles 2024* (CGRPs). Our conclusion is based on our direct observations of the Assessment Committee's final stage deliberations, our review of governance materials and our experience.

Note that OCM was not present for Committee deliberations at the initial Expression Of Interest stage, and therefore is unable to give assurance of those outcomes, beyond noting our contribution to the Assessment Plan, Assessment Matrix and probity training.

No probity issues (such as material conflicts of interest) have been brought to OCM's attention by departmental officials that have not otherwise been satisfactorily dealt with.

Scope

As part of this engagement, OCM staff variously:

- Prepared and/or reviewed governance material relating to the assessment and advised on selection strategy
- Provided a Probity Briefing to Assessment Committee members and support staff
- Attended 100% of the final deliberative meetings, held 6-8 November 2024
- Provided ad-hoc advice on probity issues as they arose, and
- Maintained records relevant to our role.

Specific grant assurance

This Probity Certificate applies only to the Assessment Committee's deliberations about the applications for this Grant Opportunity (and not to the decisions themselves, which are a matter of policy judgement, about which reasonable minds may differ).

Based on our observations and experience, we consider that a fair, consistent and transparent selection process was used, with appropriate access to officers with relevant subject matter expertise. The Committee's reasoning was observed to be evidence-based and criteria-led, having regard only to relevant and permissible policy factors.

Furthermore, the applications the Committee has subsequently recommended for grant funding, as well as those identified as Reserves, are each aligned to the published grant objectives and adhere to the key finance principle of achieving value with relevant money.

Approval framework

We note that this grant is administered under the requirements of the Finance Law—principally the *Public Governance, Performance and Accountability Act 2013* (the PGPA Act), with reference to the *Commonwealth Grants Rules and Principles (2024)*.

If legislative authority for a grants program has been established pursuant to Regulations made under the *Financial Framework (Supplementary Powers) Act 1997*, please note that the decision-maker will also be exercising a power under section 32B of that Act. Nevertheless, we note that the PGPA Act applies simultaneously—see Department of Finance *Resource Management Guide 400* for further details.

Achieving value with relevant money

We draw the decision-maker's attention particularly to the PGPA Act requirement to use public resources in a proper (i.e. effective, efficient, economical and ethical) manner. In practice, this requirement means that the decision-maker must be satisfied that all decisions to commit relevant money will achieve value, with reference to the policy objectives and evaluation criteria in the Grant Opportunity Guidelines, including abiding by the published eligibility criteria. In this regard, we note that the decision-maker is entitled to make decisions on a risk basis, subject to being properly informed.

The decision-maker must bring an independent mind to decision-making and, therefore, may disagree with recommendations provided by officials. While permissible, we note there is an elevated probity risk if a decision-maker were to approve funding not recommended by the Assessment Committee. In such circumstances, consideration ought to be given to seeking independent probity advice before a final decision is taken.

Conflicts of Interest (COI)

All officials are required to declare potential conflicts of interest relating to applications. OCM has not been made aware of any potential conflicts that have not been mitigated in an appropriate and proportionate manner.

As decision-maker, the Secretary must also meet these obligations. To manage risk, it is preferable that the decision-maker should complete a COI Declaration specifically for the purpose of this grants process, or to otherwise indicate in writing that he has no COI's to declare.

Limitations

OCM has not been required to conduct a fraud risk assessment in relation to this engagement.

OCM has also not conducted a Constitutional (Williams/Pape) review of the projects recommended for funding, or independently verified the appropriation authority or scope.

We have also not specifically compared decision-making elements against the department's Accountable Authority Instructions, nor provided (or purported to provide) audit services or legal advice.

Further advice

OCM's engagement provides scope that we are available to provide probity advice to the Decision Maker, upon request. Please do not hesitate to contact us should that be the case.

Yours sincerely

s 47F



Engagement Partner

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**Assessment Plan for the 2024 Play Our Way
Program Grant Opportunity - GO6763**

Version	Approved	Approver	TRIM
1.0	24/4/24	Greg Perrett, AS Policy & Programs, Office	D24-1533206

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1 Purpose

This Assessment Plan (the Plan) describes key governance arrangements, broad processes and organisational structures that, together with the Grant Opportunity Guidelines (GoGs), will be used to assess all applications against compliance, eligibility, assessment criteria, and value with relevant money considerations (including policy alignment and risk).

The purpose of the Plan is to ensure:

- the selection process supports and gives confidence to the decision-maker – namely, that the relevant requirements of the [Financial Framework \(Supplementary Powers\) Act 1997](#) (the FF(SP) Act),¹ the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act) and the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs) have been adhered to, particularly in respect of the proposed commitment of resources.²
- the effective, efficient, ethical and timely administration of the grant round.

To the extent possible (and proportional to risk), the Plan seeks to anticipate key issues that are likely to be encountered in administration of the grant. However, since not all issues can be foreseen, supplementary arrangements or “Business Rules” will be developed on an ad hoc basis (and a record made), based on probity advice (as needed).

2 Grant Opportunity

2.1 Overview

Grant opportunity type	Open Competitive
Anticipated open date	Stream 2 – 18 March 2024 Stream 1 EOI – 18 March 2024 Stream 1 ITA – 11 June 2024
Anticipated close date and time	Stream 2 – 29 April 2024, 2pm Canberra time Stream 1 EOI – 29 April 2024, 2pm Canberra time Stream 1 ITA – 22 July 2024, 2pm Canberra time
Risk level agreed by Department of Finance	Medium

The Australian Government has made available \$191,800,000 (GST exclusive) as per the Grant Opportunity Guidelines for addressing participation barriers through safe, inclusive and sustainable facilities and programs that support the enduring engagement of women and girls in sport and physical activity under the Play Our Way Program.

The objectives of the *Play Our Way* program are to:

- build and upgrade sport and physical activity facilities to better meet the needs of women and girls, and prioritise equitable and enduring access and use of these facilities for the purposes of women and girls’ participation in sport and physical activity
- foster positive experiences for women and girls through quality sport and physical activity participation initiatives, including equipment, that are modern, inclusive, welcoming, safe, and tailored to the needs of women and girls, including those experiencing intersectional disadvantage

¹ Section 32B refers to grants administration.

² The FF(SP) Act and PGPA Act operate simultaneously in respect of commitment of money for a grant – see [RMG400](#).

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- provide enduring programs and initiatives that address barriers for women and girls to participate in sport and physical activity and build a culture of equality, respect and inclusion in sport and physical activity
- address discrimination and inequality that women and girls encounter and provide opportunities to participate in, contribute to, and remain involved in, all aspects of sport and physical activity for life.

The intended outcomes of the program are to decrease the discrimination and inequality women and girls experience through:

- improved sport and physical activity facilities and equipment that are safe, modern, and tailored to meet the needs of women and girls, in the areas where the need is greatest
- increased and sustained access, satisfaction and use of facilities for sport and physical activity that follow universal design principles (including inclusivity and accessibility) for women and girls
- increased participation, retention, engagement and sense of belonging of women and girls in sport and physical activity in the community, with a focus on priority populations, and addressing intersectional disadvantage
- successful delivery of safe, inclusive, quality and sustainable programs and initiatives that promote the engagement of women and girls in sport and physical activity; and create new and innovative opportunities for the community to come together through women and girls' involvement in sport and physical activity.

The program will complement and strengthen existing state and territory government activities to improve facilities for sport and physical activity and increased engagement of women and girls in sport and physical activity; and will not duplicate existing Australian Government-led community infrastructure and participation programs.

2.2 Grant funding round justification

This grant opportunity was advertised for funding using an open competitive grant process. The approach was selected because competitive, merit-based selection processes can achieve better outcomes and value with relevant money and is the preferred method of the Commonwealth Grants Rules and Guidelines (CGRGs).

2.3 Timeframes and resourcing

The tables below identify key steps and indicative milestone dates (which may change depending on the number of applications received and any unforeseen delays). Note: *Stream 1 Facilities* grant process has two stages- Expression of Interest (EOI) and Invitation to Apply (ITA).

Stream 1- Facilities

Step	Milestone	Date(s)	Undertaken by
1	EOI- Applications submission period	18/3/24- 29/4/24	Applicants
2	EOI- Initial screening (compliance & error of application form checks)	30/4/24 -27/5/24	Community Grants Hub (CGH)
3	EOI- Eligibility & Assessment against criteria	6/5/24 -26/5/24	Assessment Team
4	EOI- Data and reports prepared for Assessment Committee (Committee)	31/05/24	Assessment Support
5	EOI- Committee meeting	TBC* -- Depending on assessment workload, the Committee may	Committee

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		evaluate in tranches.	
6	EOI Committee Assessment Report (outcomes for Decision Maker)	4/6/2024	Committee
7	EOI- Selection Decision	10/06/24	Secretary - DOHAC
8	EOI- Applicants notified	10/06/24	Assessment Support
9	ITA- Applications submission period	11/6/24-21/7/24	Applicants
10	ITA- Initial screening (compliance & error of application form checks)	22/7/24-19/8/24	CGH
11	ITA- Eligibility & Assessment against criteria	22/7/24-1/9/24	Assessment Team
12	ITA- Data and reports prepared for Assessment Committee (Committee)	2/09/2024	Assessment Support
13	ITA- Committee meeting and conduct value with relevant money determination	11/09/2024	Committee
14	ITA- Committee Assessment Report (outcomes for Decision Maker)	22/09/2024	Assessment Support
15	ITA- Selection Decision	29/9/24	Secretary - DOHAC
16	ITA- Data template for grant agreement creation	13/10/24	Assessment Support
17	ITA- Successful Applicants notified	30/9/24	Assessment Support
18	ITA- Establish Agreements	1/12/24	CGH
19	ITA- Agreements executed	3/1/25	CGH
20	ITA- Unsuccessful Applicants notified	4/1/25	Assessment Support
21	Publication of General Feedback	30 Days post outcome	Assessment Support

*Supplementary Budget Estimates 28/5/24-7/6/24

Stream 2- Participation and Equipment

Step	Milestone	Date(s)	Undertaken by
1	Applications submission period	18/3/24- 29/4/24	Applicants
2	Initial screening (compliance, eligibility, error of application form checks)	30/24 -27/5/24	Community Grants Hub (CGH)
3	Assessment against criteria	6/5/24 - 9/6/24	Assessment Team
4	Data and reports prepared for Assessment Committee (Committee)	10/6/24	Assessment Support
5	Committee meeting and conduct value with relevant money determination	19/6/24 -- Depending on assessment workload, the Committee may evaluate in tranches.	Committee
6	Committee Assessment Report (outcomes for Decision Maker)	26/6/24	Assessment Support
7	Selection Decision	7/07/24	Secretary - DOHAC
8	Data template for grant agreement creation	21/07/24	Assessment Support
9	Successful Applicants notified	8/7/24	Assessment Support
10	Establish Agreements	8/8/24	CGH
11	Agreements executed	6/10/24	CGH
12	Unsuccessful Applicants notified	7/10/24	Assessment Support
13	Publication of General Feedback	30 Days post outcome	Assessment Support

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Roles and responsibilities of each team/member involved in the process is at **Attachment A**.

Team (role)	Resource requirements
Assessment Support	Approx 5 staff, OfS and DoHAC
Assessors (assessment team)	Approx 30 assessors that will consist of a pool of contractors and APS staff from OfS, DoHAC and ASC,
Assessment Committee (Committee)	<ul style="list-style-type: none"> • Assistant Secretary, Program and Policy Branch, Office for Sport, DoHAC (Greg Perrett) • Director- Play our Way Program, Program and Policy Branch, Office for Sport, DoHAC s 22(1)(a)(ii) • Director- Programs Section, Program and Policy Branch, Office for Sport, DoHAC s 22(1)(a)(ii) • Assistant Secretary, Targeted Infrastructure Programs Branch, DITRDCA (Melony Czajor) • Director, Participation Growth, Australian Sports Commission s 22(1)(a)(ii)
Technical Expert(s)	On an as needed basis, advice from Expert Advisory Panel (EAP), ASC, DITRDCA, Office for Women at PMC, NIAA
Probity Adviser	O'Connor Marsden & Associates s 47F

3 Probity

Probity refers to the evidence of good-decision-making and aims to provide a basis for confidence in the integrity of a process. It refers to a principles-based governance framework, as well as to the roles, responsibilities and approaches of individuals involved in the process.

3.1 Probity principles

The principles underpinning any probity framework are:

- Fairness, including
 - Accessibility
 - Achieving an appropriately competitive process that ensures the interests of all applicants are protected by a merit-based process
 - Impartiality (such as controlling the risk of bias, Conflicts of Interest (COI), and political interference)
 - Equitable treatment, including consistent application of rules and standards across similar cohorts
 - Fraud control
 - Following published guidance
 - Using a selection strategy that is policy-aligned, evidence-based, and criteria-led
 - Ensuring judgements are made at a sufficiently senior level by properly informed people
- Accountability and Transparency, including
 - Delegations
 - Record-keeping (including the process and any approved deviations)
 - Comprehensive reasons for decision
 - Contestability (such as the handling of complaints, judicial challenge, audit or parliamentary review)
 - Respect for Freedom of Information and Public Interest Disclosure arrangements.

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- Confidentiality, including
 - Protecting commercial, market-sensitive, private, and referee information relating to applications
 - Enabling deliberative processes of government to occur in-confidence, within accepted norms, and
 - Ensuring no applicant receives an unfair advantage.
- Achievement of Value for money
 - Effectiveness, efficiency, economy and ethics of the spend
 - Public value and additionality

3.2 Managing probity risks

This is a medium risk grant opportunity involving elevated levels of administrative and design complexity, and sensitivity (likely to attract formal external scrutiny and/or political interest). Probity, accountability and ethics are managed through adherence to the Grant Opportunity Guidelines, this Assessment Plan, the [Commonwealth Grants Rules and Guidelines 2017](#), the [Public Governance, Performance and Accountability Act 2013](#), and any other related guidance published on the department's intranet.

The department has procured external Probity Advisory Services from O'Connor Marsden and Associates (OCM), to mitigate probity risks. OCM have been procured for the 3-year program lifespan to:

- review and provide guidance on grant design (GOGs) and CGRG alignment
- review and provide advice on key program and grant artefacts, including:
 - stakeholder communication materials
 - assessment strategies and risk advice
- provide ad hoc probity advice, including managing conflicts of interest during consultation with stakeholders across lifespan of program
- provide a final report outlining CGRGs/probity principle alignment, and a summary of key issues and probity risk (for the information of the decision-maker).

Attachment B sets out OCM's general Risk and Control Matrix, with key issues and controls additionally highlighted in the sections below.

3.3 Expectations of conduct

Achieving high levels of integrity for this grant round relies on the contribution of all participants in the grant selection phase, particularly in relation to safeguarding fairness, being accountable and maintaining appropriate confidentiality. These objectives have their basis in legislation (and other contractual arrangements):

- The merit principle underlying the CGRGs
- The ethical considerations of the *Public Service Act 1999* ([Code of Conduct](#) and [APS Values](#)) and [Public Service Commissioner's Directions 2022](#)
- The specific duties of officials (see [RMG 203](#)), drawn from the [PGPA Act](#)
 - Care and diligence (s 25)
 - Act honestly, in good faith and for a proper purpose (s 26)
 - Use of position (s 27)
 - Information handling (s 28)
 - Disclose interests (s 29)
- (for contractors) Obligations in the relevant supplier contract
- (for Expert Advisory Panel) Expectations in the agreed *Terms of Reference*.

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To ensure staff involved in the selection process understand their responsibilities and standards of conduct expected, they are required to comply with the requirements of this Plan and indicate their understanding and agreement by signing **Attachment C – Agreement to this plan**.

Staff will be further supported in meeting their probity obligations by viewing the department's training video [Probity in a grants process](#). All individuals involved in the assessment process will also receive Probity documentation and a probity briefing to support processes of dealing directly with applicants, application assessment and grant selection/recommendation functions.

3.4 Conflicts of interest

To manage this key risk, all staff involved in the selection process must complete a [Conflict of Interest Declaration](#) prior to accessing any application and assessment information in line with paragraphs 13.6-13.8 of the [Commonwealth Grants Rules and Guidelines 2017](#)

Further, staff must update their declarations should their circumstances change (including if they become aware of a potential conflict once the details of applications are known). Until a decision is made by the Assessment Committee Chair (Committee Chair) on any COI treatment required, the staff member must cease any activity directly relating to the conflict.

The Committee Chair will (with support from Assessment Support) maintain a register of all actual and perceived conflicts, and, where there is a material conflict of interest, the Chair will document an appropriate management strategy in consultation with the Probity Adviser.

3.5 Confidentiality

Another key risk relates to the potential mishandling of confidential information. To manage this risk, contractors and other non-APS staff must have completed a [Deed of Confidentiality](#) before gaining access to applications. This additional safeguard is not generally required for APS staff as they are bound by the confidentiality requirements of the APS Code of Conduct. However, any APS staff or others attending Assessment Committee (Committee) meetings must complete the Confidentiality Deed.

In addition, the department institutes a range of protocols, such as work-from-home agreements, ICT controls, audited electronic storage, and awareness training.

It is important to note that confidentiality protocols are not just about maintaining secrecy during the process, but also about ensuring no applicant received an unfair advantage (information inequity). For this reason, all direct contact with applicants must flow through a centralised mailbox and/or phone number, other than "business as usual" communications (for which probity advice should be sought on a case by case basis).

It is likely that requests for information (progress reports and the like) will also be sought by Ministers' Offices, as part of the normal functions of government. Where a request might carry elevated risk in the context of the grant program, the department may seek independent probity advice on a case by case basis.

3.6 Reasons for decision

A suitably comprehensive record of assessment deliberations – the strengths and weakness of an application, compared against objective criteria in a consistent manner – assists a decision delegate to understand the logical basis for a recommendation, and provides a basis for audit or review. Accordingly, good records provide assurance that a diligent process of evaluation has taken place,

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with selections based on criteria, evidence and sound judgement (linked to policy objectives and achieving value with relevant money).

Further, the [Administrative Decisions \(Judicial Review\) Act 1977](#) (the ADJR Act) at section 13 provides that a person entitled to apply for review of a decision may obtain a statement of reasons for that decision. Although litigation in grant-making is rare, a challenge could arise at any point. In such instances, appropriate records support the department to meet its legal obligations.

For these reasons, the quality of records and the articulation of clear reasons for decision – primarily recorded in the Assessment Report are a keen focus of probity review. The use of templates supports consistency.

4 Selection Process

4.1 Assessment training

Staff involved in the assessment of applications will receive material to support them through the process including information about probity requirements, access to the [Commonwealth Grants Rules and Guidelines 2017](#), the [Public Governance, Performance and Accountability Act 2013](#), and the Grant Opportunity Guidelines applicable to this Plan.

The Play Our Way team will deliver policy specific training to ensure all staff involved in the process understand the policy intent and how to apply it throughout the assessment process.

4.2 Assessment support

The Play Our Way Program will establish an Assessment Support team with responsibility for coordination and support for the overall process. This team will ensure that clear security procedures for handling and storage of all assessment related information, including the sending and receiving of emails are in place, and that the department's records management processes are followed, in line with [Corporate Business Rule 2.0 Records Management](#).

Staff will receive training on how to use the Grant Payment System (GPS) before assessment commences. The assessment support team will be responsible for recording all scoring, analysis and decisions in GPS.

4.3 Initial Screening, Eligibility and compliance

Due to the timeframes for assessment, initial eligibility and merit assessments by the Assessment Team will occur at the same time the Community Grants Hub (CGH) is doing compliance checks. Prior to the Committee receiving the assessment summaries, any ineligible or non-compliant applicants found through CGH processes, will be withdrawn by the Assessment Support Team.

Compliance

The CGH will undertake a completeness and compliance check to ensure the requirements are met by each applicant. This check includes the provision of any attachments to the application as specified in the Grant Opportunity Guidelines. Outcomes of the initial screening are recorded in writing for the Committee's Chair's approval.

Ineligible entities

The assessment team will check whether an applicant is an eligible entity type as per 4.1 & 4.2 of the GOGs. The assessment team may seek probity advice when determining whether an application satisfies these requirements. Ineligible applicants will be sent to the Committee Chair for agreement they are ineligible and, if approved, be removed with no merit assessments conducted. In

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exceptional cases, consideration may also be given to exercising discretion, or to provide an opportunity to remedy.

Ineligible Grant Activity

The assessment team will check whether an applicant is proposing to undertake an activity as per 5.1 that is aligned to the Objectives and Outcomes of the grant opportunity. A key consideration to determine alignment is whether the activity is targeted at women and girls. Applications not sufficiently aligned with this key consideration will be deemed ineligible and sent to the Committee Chair for agreement they are ineligible and, if approved, be removed with no merit assessments conducted.

Scoring threshold

Only a compliant application that meets the eligibility criteria, as well as scoring average and above for all criteria will progress to the Committee (unless an exemption is provided by the Committee Chair).

Advising ineligible applicants

An applicant that has submitted an application deemed ineligible and/or not compliant will be notified in writing at the time unsuccessful applicants are notified.

4.4 Errors of Form

The Assessment Support team may contact an applicant to correct errors and/or omissions, or ask them to explain and/or clarify information in their application. All contact made with the applicant will be recorded in writing and referred to the Committee for noting in the Assessment Report. An applicant will not be able to make material alterations or additions to their application without the department's agreement.

When determining Errors of Form probity advice may be sought from the Probity Adviser, either from within Streamlining Grants Branch or OCM. The outcome will be recorded in writing and noted in the Assessment Report.

4.5 Duplicate or Multiple applications

The Grant Opportunity Guidelines section '*How to apply*' outlines how applications will be managed where more than one is submitted per Stream, namely:

"You can only submit one application for this grant opportunity per Stream. If more than one application is submitted, the application submitted latest, and within closing time and date, will progress to the next stage."

Where an application is an exact replica of another application, the earlier submitted application in that stream will be removed from the assessment process.

Where an application is not an exact replica of another application, but submitted by the same organisation for the same stream, the earlier submitted application will be removed from the assessment process.

4.6 Entities part of multiple applications

Generally, each applicant (an Entity) may only submit one application per Stream. However, there can be circumstances where the one Entity could be a beneficiary in multiple applications, or be auspicing on behalf of other (ineligible) organisations/people. In consortia arrangements, applicants can only be the lead entity for one application per stream, and can not submit a separate application.

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Where multiple applications of this kind (as opposed to duplicates) are identified, these will undergo a review to determine how each should be treated, subject to the requirements of the Grant Opportunity Guidelines and probity advice.

4.7 Withdrawn applications

Where an applicant withdraws an application after submission, the Assessment Support team will record the withdrawal.

4.8 Late application/s

The Grant Opportunity Guidelines section 'How to apply' outlines the general way in which late applications will be managed, namely:

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- *reasonably unforeseeable*
- *beyond the applicant's control, and/or*
- *unable to be managed or resolved within the application period.*

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants will need to document the explanation and/or provide evidence to support their claims regarding the late submission no later than one week after the closing date. The department may seek probity advice on the exercise of administrative discretion.

The Committee Chair will determine whether a late application will be accepted, with a view to balancing probity (fairness) issues, program accessibility, and fostering strong policy outcomes. Once the outcome is determined, the department will advise the applicant if their request is accepted or declined. The outcome will be recorded in writing and noted in the Assessment Report.

4.9 Assessment process

The Play Our Way Team, Policy and Programs Branch, Office for Sport Division will establish Assessment Teams to assess eligible and compliant applications for both streams. The Assessment Team may comprise departmental staff and other APS staff who will undertake training to ensure consistency in assessment.

Applications for both streams will undergo eligibility and compliance checks and will be scored against all assessment criteria listed in the Grant Opportunity Guidelines using the scoring methodology outlined in this Plan. Assessment teams will only assess based on the assessment criteria. Both streams will be reviewed by the Committee ahead of progressing to the delegate.

In addition to assigning a score to each of the assessment criteria, assessors will include a justification for the score, identifying any strengths and/or weaknesses of the applicant's response in an Assessor Workbook.

Following assessment against the criteria, applications may undergo a quality assurance review by a moderator.

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4.9.1 Numerical scoring scale

The following scoring method is considered the most appropriate scoring methodology for this grant opportunity. Scores using the following scale are allocated to each criterion. Totalling the numerical scores for each criterion provides an overall rating for the application based on the numerical scoring scale used.

Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
Excellent – response to this criterion, addresses all criterion including all sub-criteria, provision of data, evidence and documentation that exceeds expectations.	9-10
Good – response to this criterion, addresses all or most sub-criteria to a higher-than-average standard.	7-8
Average – response to this criterion, meets most sub-criteria to an average but acceptable level.	5-6
Poor – poor claims against this criterion but may meet some sub criteria.	2-4
Does not meet criterion at all – response to this criterion does not meet expectations or, insufficient or no information provided to assess this criterion.	0-1

Guidance on which elements may combine to form a score of Excellent / Good / Average etc is provided in the Assessor Workbook and Assessor Guide.

4.9.2 Weightings

The following weightings apply to each Assessment Criterion being assessed by the Assessors. In making recommendations for funding the assessment panel will consider how priority populations are represented, including at a whole-of-program level.

Stream 1: Facilities only: EOI Application

Criterion	Criterion Description	Weighting %
Criterion 1	What is your project purpose and how much will it cost?	33.3
Criterion 2	Why is your project needed?	33.3
Criterion 3	Why you believe your organisation should get funded to deliver this project	33.3
Total		100%

Stream 1: Facilities only: Invitation to Apply

Criterion	Criterion Description	Weighting %
Criterion 1	Alignment with Grant Opportunity Objectives	25%
Criterion 2	Organisational capacity and project viability	25%
Criterion 3	Inclusion	25%
Criterion 4	Strategic alignment and engagement	25%
Total		100%

Stream 2: Participation and Equipment – Grant Application

Criterion	Criterion Description	Weighting %
Criterion 1	Alignment with Grant Opportunity Objectives	25%

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Criterion 2	Organisational capacity and project viability	25%
Criterion 3	Inclusion	25%
Criterion 4	Strategic alignment and engagement	25%
Total		100%

4.9.3 Colour coding

Assessors are also asked to provide a colour-coded recommendation to the Committee, to aid in directing workflow, as follows:

- Green applications are those which are rated as 'Excellent or Good' based on preliminary scores and confirmed by initial policy analysis. In general, they would likely provide impactful grant activities to priority cohorts, with acceptable risk and cost.
- a. Amber applications are those which were scored as 'Average', but with conditions imposed, budget amendment or activity modification could warrant funding (for instance, because the proposed activities are innovative or address hard-to-reach cohorts). These 'Rough Diamond' applications are recommended for further consideration by the Committee.
- Yellow ratings indicate an overall 'average' score' only (with no specific recommendation for further consideration by the Committee) and
- Red ratings are those which are deemed not eligible or 'Does not meet criterion at all' (including those that don't sufficiently or convincingly address the needs of women and girls).

4.9.4 Quality assurance

Each application will be assessed by one assessor. These assessors will be part of a team, with a team leader to moderate their scores with others within their team before providing a final preliminary score to the Committee. Having a moderator will provide assurance that scores and commentaries are fair, defensible and consistent with the requirements of the grant opportunity and this Assessment Plan.

Applications with any criteria that scores below average (4 or less out of ten) following assessment will be reviewed by the Moderator/Quality Assurer who will either:

- confirm that the application will not proceed to the Committee by confirming the low preliminary score
- adjust the score (for consistency/ comparative reasons, or additional information), or
- propose that an application be progressed to the Committee for a policy reason and assigned an amber colour (for instance, it could fill an identifiable policy "gap" if reasonable adjustments could be made to reduce risk and/or improve value for money).

In addition, consistent with the Commonwealth Child Safe Framework (CCSF), the Assessment Support Team will remove from the shortlist any applicants deemed not to have an appropriate child safety regime in place and will include this information in the Assessment Report for the Decision Maker.

Accordingly, only a shortlist of eligible, sufficiently meritorious and policy-compliant applications will be forwarded to the Committee for deliberations.

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4.9.5 Assessment Committee

An Assessment Committee (the Committee) will be established and make recommendations to the First Assistant Secretary, Office of Sport before proceeding to the Decision Maker on which application/s are suitable to fund, and the value of the grant to be recommended in each case.

The Committee will be chaired by SES Band 1, and other members of the Committee will be EL2s at a minimum. A quorum consists of any three members, and decisions are by majority of those present (noting that the final Assessment Report must be endorsed by all members).

The Committee may seek strategic-level advice from the Expert Advisory Panel, other Commonwealth Agencies and State or Territory Governments regarding any application (including information seeking to avoid duplication or to coordinate joint funding arrangements).

4.9.6 Assessment Committee—Process

For each Stream, the Committee will be provided with the assessment summary for each application that rated average quality or above, as stated in the Grant Opportunity Guidelines, or where the application has been called out for special consideration by an Assessment Moderator and coded as 'Amber' (on policy grounds—see 4.9.3).

In making recommendations for funding the assessment panel will consider how priority populations are represented, including at a whole-of-program level.

Using this preliminary assessment and any other information – including: attachments to the application (such as an activity work plan, indicative budget and risk management plan); any State/Territory or other relevant feedback; avoiding duplication – the Committee will consider which combination of applications best demonstrates achievement of value with relevant money, as follows:

- In respect of Stream 1, the Committee will first recommend the organisations invited to submit an application and, following final submission, identify the applications that are to be recommended for funding. The Committee may also identify reserve projects that are suitable, subject to availability of funding.
- For Stream 2, the Committee will identify applications preferred for funding among suitably ranked applications, and a set of priority reserve projects that can be chosen should funding be available.

Where the Committee recommends a lesser (or greater) amount than applied for – to reduce risk, or to improve value for money or impact – the Assessment Report will set out the reasoning. Any points for negotiation and/or establishment of the grant agreement will be included in the Assessment Report as well.

4.9.7 Assessment Committee—Prioritisation factors

In carrying out its functions, the Committee will review applications in line with GOG section 8.1 *Assessment Priorities*, and will use these as the basis for their recommendations. The following will be favourably considered during assessment where relevant data, demographic detail, evidence and documentation are provided:

Projects that:

- demonstrate local need and how the grant activity will deliver outcomes to the people and in the places with the greatest need (e.g. priority populations)

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- use the latest research and evidence for creating welcoming and inclusive spaces for women and girls
- support broader equity goals, including across leadership and employment in organisations (for example, growing the proportion of women involved in leadership and delivery of programs, First Nations employment)
- include a co-contribution(s) to the total project costs by the eligible organisation or other funding sources (e.g. state or territory or local government grants)
- will have direct and enduring impact on women and girls' access to and participation in sport and physical activity (for example, a sustained increase in participation numbers or demonstration of how funding would address a lack of capacity or circumstances which limit increasing access to participation)
- are advanced in planning and obtaining the required development and building approvals to complete the proposed project.

Organisations that can:

- demonstrate evidence of a commitment to, and/or progress towards broader systemic changes that aim to:
 - achieve gender equality
 - enhance the inclusion of all women and girls, and
 - foster a safe and welcoming environment for all women and girls
- demonstrate an existing connection to, and understanding of, the target population of women and girls, or partner with an organisation that does. For example; mod
 - child safe organisations
 - cultural organisations, and
 - Aboriginal Community Controlled Organisations
- Commitment to engaging with women and girls in project design and delivery
- Demonstrate completion of relevant modules from the Australian Sports Commission's [Game Plan platform](#) (for example, one focused on women and girls).

4.9.8 Overall assessment of value with relevant money

In settling its final funding recommendations for each Stream, the Committee will make an overall assessment of value with relevant money across all applications, to be included in the assessment summary in line with GOG section 8.2 *Assessment of grant applications*. The assessment will include such considerations as how the recommendations achieve:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- a comparison of the costs and benefits of the application, both financial and non-financial
- the relevant experience, performance, and risk history; and how that predicts future performance
- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities, and
- how the grant activities will target groups or individuals that have been listed as priority in the grant opportunity of women and girls who face disadvantage, such as those who:
 - are culturally and linguistically diverse
 - are First Nations peoples
 - live with disability

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- reside in regional, rural and remote areas ([MMM3-7](#)³)
- reside in a low socioeconomic area and/or
- identify as belonging to the LGBTQ+ community.

4.9.9 Financial viability, governance and risk assessment

The Grant Opportunity Guidelines require an applicant to respond to an assessment criterion that includes risk considerations.

Applicants recommended as suitable for funding will have an organisation risk rating applied through a risk assessment using the [Organisation Risk Tool](#) or, where available, through the current risk rating recorded on the Grants Payment System (GPS).

The results of the risk assessments and/or current risk ratings will be included in the Assessment Report for the Decision Maker.

4.9.10 Other considerations and referee checks

At its discretion, for the purpose of reducing risk relating to a funding decision, the Committee may seek additional information about an applicant or application. They may do this from within the Commonwealth, even if the sources are not nominated by the applicant as referees. The Committee may also consider information about applicant/s that is available through the normal course of business.

Where a referee check is undertaken, referees will respond to questions developed by the Committee and approved by the Probity Adviser (where used). Referee responses will be recorded in writing and provided as an attachment to the Assessment Report for the Decision Maker.

The Assessment Support team will gather grant data from Australian Sport Commission (ASC) Play Well Grant Program, and other similar programs administered by the ASC in the past Financial Year to ensure commonwealth funding has not been duplicated.

The Assessment support team will also receive data from the Department of Infrastructure, Transport, Regional Development, Communication and the Arts (DITRDCA) for their grant programs listed below to also check for duplicate grants awarded:

- Growing Regions Program Round 1
- Investing in Our Communities
- Priority Community Infrastructure Program
- Stronger Communities Programme Round Eight
- Local Roads and Community Infrastructure Program

This list is not an exhaustive list of programs that data will be sourced from.

This data will be provided to the Committee to ensure no duplication of Commonwealth money is awarded.

5 Selection outcomes

5.1 Assessment report

The Committee will prepare an Assessment Report (the Report) for the Decision Maker. The Report will provide an overview of the selection process and sufficient information for the Decision Maker to make funding decisions. The Report will:

³ The Modified Monash Model (MMM) is how we define whether a location is metropolitan, rural, remote or very remote. See, for example: <https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm>.

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- summarise the selection process
- identify the applications received
- identify any late applications and whether they were accepted
- identify if other information was considered in line with this Assessment Plan
- include an overall value with relevant money assessment
- include a risk rating for applicants recommended as suitable for funding
- make recommendations including funding amounts, and any specific conditions for the grant agreement
- note risks, issues, and probity advice.

5.2 Decision maker

For the purposes of this grant opportunity, the Decision Maker is the Secretary of the Department of Health and Aged Care.

The Decision Maker, informed by the Report, makes the final decision to approve EOIs, and fund or not to fund the applicant/s, recording the decision in writing. Any decision to deviate from the Report recommendations will be clearly documented.

When considering the Report's recommendations, the Decision Maker will consider whether the recommendation will make an efficient, effective, ethical and economical use of resources, as required by legislation, and whether any specific requirements will need to be imposed as a condition of funding.

Funding decisions made under this grant program are made under section 32B of the FFSP Act, having regard to the PGPA Act requirements to achieve a proper use of relevant money, the Duties of Officials, and the obligation to manage risk.

The Assessment Report must be approved before Commitment Approval is sought. The [Commonwealth Grants Rules and Guidelines](#) (s.11) outlines how an official should properly consider [value with relevant money](#) before making a commitment of public funds.

Following approval of the Report, a [Commitment Approval minute](#) will be prepared for the Decision Maker. A signed copy of the Commitment Approval must be provided to the Community Grants Hub to allow for handover for agreement creation.

Following the Decision-maker's approval, all further decisions (such as variations) will be delegated as appropriate (ie as per PGPA Act requirements) within the department to administer each grant agreement.

5.3 Notification of outcomes

5.3.1 Advice to applicants

After the Decision Maker's approval of the Report and subsequent Commitment Approval, all applicants will receive an outcome notification in line with the '*Notification of application outcomes*' section of the Grant Opportunity Guidelines. Successful applicants will be advised of any specific conditions attached to the grant.

5.3.2 Feedback to applicants

The Grant Opportunity Guidelines section '*Notification of application outcomes*' outlines how applicants can access feedback. Feedback will not be provided to individual applicants, instead general feedback will be published on the Department of Health and Aged Care's website.

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6 Related documents forming part of the Assessment Plan

This Assessment Plan aligns with the documents listed below, which form part of the Plan:

- Grant Opportunity Guidelines
- Frequently Asked Questions
- Assessment Committee Terms of Reference
- Community Grants Hub Compliance and Eligible Plan

In addition to the above, the following documents, processes and procedures will be followed when selecting grant recipients.

- Department of Finance Commonwealth Grants Rules and Guidelines 2017
- Any standard operating procedures and/or Business Rules developed for this grant opportunity process
- Administrative processes within the department as outlined in the [Grant Toolkit](#).

7 Approval of this Plan

The approved Assessment Plan authorises your Grant Liaison Officer (GLO) to provide access to application information when the grant opportunity has closed. When the Plan has been signed by the delegate you must update the [Grant Pipeline Manager \(GPM\)](#) (Assessment Plan status column) to identify that it has been approved and send a copy to Grant.ATM@health.gov.au and DesignandSelect@health.gov.au.

I confirm by approving this Plan that all staff involved in the selection process will sign and understand the [Conflict of Interest Declaration](#) prior to accessing any application and assessment information, including through the Grants Payment System (GPS).

This Assessment Plan is approved.

Signature: s22(1)(a)(ii)

Name: Greg Perrett
 Title: A/g First Assistant Secretary
 Branch/Division: Office for Sport
 Date: April 2024

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Attachment A - Roles and Responsibilities

All Staff

All staff, irrespective of their role in the process will:

- sign the approved Assessment Plan as an understanding and acceptance of the process identified in this Plan (**Attachment C**)
- undertake probity training by attending OCM's training and viewing the [Probity in a Grants Process video](#)
- declare any conflict of interest and complete the [Conflict of Interest Declaration](#) before receiving/reviewing any applications

Community Grants Hub

The Community Grants Hub will perform their functions as per Compliance and Eligibility Plans:

- perform initial screening of all applications received to identify:
 - Identify duplicates
 - Verify presence of attachments
 - Compliance with National Redress Scheme
 - Compliance with Workplace Gender Equality Agency (WGEA)
 - Vendor and Bank account checks
- Provide the department with a report on compliant and eligible applications
- Provide the department with individual applications to assess

Assessment Support

Assessment Support will;

- coordinate and manage the logistics of the assessment process, including security procedures for handling and storage of assessment information and emails (e.g., TRIM)
- provide documentation and materials including this Assessment Plan, Grant Opportunity Guidelines, probity requirements, training materials, and templates to staff involved in the process
- record the submission of all applications (in a spreadsheet or similar where GPS is not used)
- compile a list (noting the outcome of the initial screening) and provide it to the Committee Chair as appropriate
- Source data from other areas within the department and/or other Commonwealth agencies to provide to the Committee
- assign eligible and compliant applications to Assessment Teams (assessors) and manage conflict of Interest processes (in conjunction with Moderators)
- perform secretariat tasks related to the Committee
- ensure all relevant documentation is filed appropriately in TRIM
- maintain the Assessment Summary spreadsheet where required
- send grant opportunity outcome letters
- publish results and generic feedback on the department's website and GrantConnect (as appropriate)

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Assessment Team (Assessors)

All assessors will:

- assess eligible applications in accordance with the assessment criteria and methodology as described in this Assessment Plan
- ensure assessment is based on information provided in the application,
- record each assessment outcome
- assess allocated applications within the timeframe and to the quality expected
- discuss matters with the Moderator
- identify if clarifying information is required from an applicant and liaise with the Moderator; all contact made with an applicant must be recorded in writing
- comply with requests made to confirm previous experience of applicants by undertaking referee checks or other financial viability or risk assessments; all relevant enquiries and outcomes must be recorded in writing

Moderator/ Quality assurance.

The role of the Moderator/quality assurer is to review assessed applications to ensure that preliminary scores and commentaries are fairly made, have a logical basis, and are consistent with the frameworks and undertakings specified in the grant opportunity and Assessment Plan.

The Moderator/quality assurer will discuss any issues with assessors and may brief the Committee, if necessary.

In conjunction with Assessment Support, moderators will

- Train Assessors
- Review applications as part of quality assurance
- Assign eligible and compliant applications to Assessment Teams (assessors) and manage conflict of Interest processes

Assessment Committee

Committee members will:

- consider value with relevant money and assessment priorities, in accordance with the methodology as described in this Assessment Plan
- identify if clarifying information is required from an applicant and discuss with the Committee Chair before approaching the applicant; all contact made with an applicant must be recorded in writing
- agree rankings, distribution, EOI approvals and allocation of funds, and record decisions on an [Assessment Summary spreadsheet](#) (or similar)
- participate in the preparation of the [Assessment Report](#) ensuring any risks and/or special arrangements are included for the Decision Maker
- ensure the recommended grant amount does not exceed the amount of funding available

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Committee Chair

The Committee Chair will:

- confirm all staff, including technical experts, have declared any conflict of interest, will review and in consultation with the Probity Adviser and People Branch and, if required, decide the appropriate management strategy
- ensure the response to any actual or perceived conflict of interest is documented, all parties understand their responsibilities, and be responsible for the record-keeping requirements in relation to these matters
- ensure the assessment process is carried out in accordance with the grant opportunity and the approved Assessment Plan; seek internal probity advice if required for any matters relating to the process, or liaise with the external Probity Adviser if one is used
- convene and chair meetings of the Committee
- provide information on the outcome of the initial screening process to Committee Members
- invite attendance by or consult with technical experts on matters relevant to the Committee deliberations
- ensure contact with any applicant is documented in writing, chair any face-to-face meetings with applicants and be responsible for the recording of meeting notes (probity advice may be sought)
- ensure Committee Members are given the opportunity to express any dissenting views or concerns raised throughout the process and that these are documented
- prepare an [Assessment Report](#) with the assistance of Committee Members ensuring any risks and/or special arrangements are included for the Decision Maker
- review applicant [outcome letters](#) and provide clearance, if required

First Assistant Secretary

The First Assistant Secretary is the policy owner for this Program, and is responsible for ensuring its proper administration and achievement of objectives. Primary roles include:

- Supporting the decision-maker to meet all of their obligations in respect of grant decision-making and achieving value with relevant money
- Liaising with the Expert Advisory Panel to ensure it is able to fulfill its Terms of Reference and related functions
- Providing policy guidance to the Committee, to best supports its proper function
- Overseeing and approving the governance arrangements for the Grant Opportunity.

Technical Expert- Expert Advisory Panel and Commonwealth Agencies

Technical Experts include ongoing members of the Expert Advisory Panel (EAP) established by the Prime Minister and Minister for Sport to support the design of the Play Our Way program and ensure integrity and transparency. The expert advisory panel includes:

- Ms Tal Karp, former Australian footballer
- Ms Liz Ellis AO, former Australian netballer
- Ms Madison de Rozario OAM, current Australian Paralympian.

The EAP's role in assessment will be to:

- Upon request from the Committee to provide strategic-level advice to the Committee on how programs/ applicants under assessment may best meet program expectations and direct funding to where it will have the greatest impact.

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- Provide input to materials for the assessment team, for instance outlining what a strong application would include or refer to, to ensure the assessment priorities are realised)
- To perform its functions effectively, while balancing probity issues, the EAP may be provided with a deidentified summary of the average and above applicants (at the discretion of the First Assistant Secretary).

Technical Experts will also include representatives from the Commonwealth Agency Working Group (CAWG):

- Department of Infrastructure, Transport, Regional Development, Communications and the Arts;
- the Office for Women;
- the National Indigenous Australians Agency; and
- the Australian Sports Commission

The CAWG's role in assessment will be to:

- Provide strategic advice to the Committee on duplicative programs/funding, provide subject matter expertise – for example on infrastructure or factors that impact priority populations.
- Provide input to materials for the assessment team, outlining what a strong application would include, refer to, attach etc particularly with an Infrastructure focus
- Provide high level advice to the Committee as required/requested in response to strategic questions related to lived experience that arise during the assessment process. -

Prior to providing information about any application, the Assessment Support Team will make a judgement about whether sufficient risk controls exist to safeguard the integrity (fairness, impartiality and confidentiality) of the grant program. Additional mitigations may involve requiring a person to complete a [Conflict of Interest Declaration](#) and/or Confidentiality Deed, prior to being provided with confidential information pertaining to the grant and its applicants.

When relevant on a risk (proportionality) basis, a Technical Expert may be required to familiarise themselves with the assessment process and related documentation including the Commonwealth Grants Rules and Guidelines 2017 when providing advice within their area of expertise.

Probity Adviser

A Probity Adviser, if used, provides advice to the Committee to ensure that the process complies with the requirements of the Grant Opportunity Guidelines and Assessment Plan, is procedurally sound and underpinned by robust and ethical decision-making. A Probity Adviser must be familiar with the assessment process and related documentation including the Commonwealth Grants Rules and Guidelines 2017. A [Conflict of Interest Declaration](#) must be completed.

Fulfil requirements of contract with Play Our Way and provide a probity certificate/ report at the end.

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Attachment B – Risk and control matrix

Probity Risk Assessment – Play Our Way Program**Project Background**

On 19 August 2023, the Prime Minister, Minister for Finance, Women and the Public Service; and Minister for Aged Care and Sport announced a \$200 million *Play Our Way* program (**POW Program**). The purpose of the POW Program involves promoting equitable access, building more suitable facilities and supporting grassroots initiatives to engage women and girls in sports and physical activities throughout their lifetime.

The POW Program has been carefully designed to reflect the input from experts across sport and government, including an Expert Advisory Panel (**EAP**) who have lived experience navigating from community sport through to the professional levels. As one of Australia's largest comprehensive investments in women's sports, the POW Program aims to create new opportunities for families and communities to unite by constructing and fostering a safer and more modern environment for women and girls to participate in a wide range of sports nationwide.

The POW Program provides a grant opportunity with funding available in two distinct streams: Stream One – Facilities (**Stream One**) and Stream Two – Participation and Equipment (**Stream Two**). The grant opportunity will run from 1 July 2024 to 30 June 2027 (**Grant Period**). Each eligible organisation can only submit one application per stream. The Assessment Committee will provide recommendations on the grant applications to the Secretary, Department of Health and Aged Care (**Department**) who will serve as the final decision-maker on the grant funding amounts awarded to the successful applicants. The POW Program will be administered in accordance with the Commonwealth Grant Rules and Guidelines 2017 (**CGRC**) and it will be run as an open competitive grant type.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

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General Risk Assessment Matrix

Probity Principle – Accountability and Transparency in Procurement/Encouraging Competition		
Probity Risks	Mitigation Strategies	Reference to Key Documents
<p>POW grant application documents are not clear on the eligibility requirements, the evaluation process employed across phases or the information required from grant applicants</p>	<ul style="list-style-type: none"> • Maintain all documents and information relating to the POW Grant Opportunity on GrantConnect to ensure accessibility for all applicants is streamlined on a single platform. <ul style="list-style-type: none"> ◦ Any alterations and addenda are to be published on GrantConnect for all applicants to view concurrently. • Ensuring the GrantConnect platform includes an appropriate mechanism for applicants to raise questions relating to the grant, technical issues or the process during the application period. These questions may form part of the Frequently Asked Questions document relating to the POW Program. • The Assessment Committee and the program's assessors are made aware that they cannot individually assist, comment or provide specific guidance to any potential grant applicant regarding how to shape or describe their project or how to complete the application form. • EAP members were also provided with earlier probity guidance on not directly assisting applicants and removed themselves from continued input to the program if they or their organisations were interested in submitting applications. • The POW Grant Opportunity application form will be designed to only elicit information from prospective applicants that will be decisive in nature to distinguish between grant applications to reduce chances for potential bias. • It will be important to clearly communicate to prospective grant applicants that an expression of interest (EOI) will only be required for Stream One and not Stream Two. 	<ul style="list-style-type: none"> • GrantConnect • EAP ToR • POW Assessment Plan • POW Grant Opportunity Guidelines • CGRGs

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	<ul style="list-style-type: none"> • Consider providing a POW Grant Opportunity briefing session(s) (online) a short period after POW Grant Opportunity opening to enable key messages on requirements and policy intent to be promoted 	
<p>The evaluation criteria as used in evaluation do not accurately reflect the established POW Grant objectives</p>	<ul style="list-style-type: none"> • Ensure the evaluation criteria being used for the grant process is reviewed and signed off by the Delegate • Workshop the evaluation criteria to confirm leading indices to support the evaluation and check connection back to the POW Grant Opportunity objectives. • Align the POW Grant Opportunity criteria with the POW Assessment Plan and have this reviewed by Departments grant support team and external advisers as required. • Provide an assessment training/awareness aligned to the above points. 	<ul style="list-style-type: none"> • POW Grant Opportunity Guideline • CGRGs • POW Assessment Plan
<p>Relevant key information is not made equally available to the grant applicants throughout the process</p>	<ul style="list-style-type: none"> • Ensure there are clear communication steps embedded within the POW Grant Opportunity Guidelines to manage the information dissemination process to the successful EOI grant applicants for Stream One to prevent any information asymmetry arising. <ul style="list-style-type: none"> ◦ It is paramount that communication to Stream One grant applicants is open, fair and can be accommodated within the resources of all applicants. • The Department should regularly seek guidance from its grant support team and external advisors regarding their communications with the grant applicants in both streams to ensure that the information and dissemination practices employed are fair and non-discriminatory at each stage of the POW grant process. • Use the GrantConnect platform to streamline all information in relation to the POW Program, its eligibility requirements and the application process to prevent miscommunications or misunderstandings arising during the process. 	<ul style="list-style-type: none"> • GrantConnect • POW Grant Opportunity Guidelines • CGRGs • POW Assessment Plan

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	<ul style="list-style-type: none"> • Consider regular program coordination meetings during the grant open period so coordination of communication with stakeholders and potential applicants can readily occur and is then communicated through the approved single contact point. 	
<p>...the Committee and other members (including advisors) assessing the grant applications do not have a clear understanding of their roles and responsibilities during the grant assessment process</p>	<ul style="list-style-type: none"> • The Probity Advisor will deliver a probity briefing to the Committee and also to the assessors regarding their probity obligations, responsibilities and duties during the decision-making process for the POW grant. <ul style="list-style-type: none"> ○ The Probity Advisor will also be available to assist Committee members and assessors on probity issues at any stage of the process should any queries arise. ○ The Probity Advisor will also be available to assist EAP members on probity issues at any stage of the design process should any queries arise. • Utilising the Assessment Plan for the EAP to reference during their assessment of the grant applications prior to providing any advice or recommendations to the Department. 	<ul style="list-style-type: none"> • Assessment Plan • CGRG • EAP TOR
<p>Risk of a claim of misleading and/or adverse conduct arising during the POW Grant process by the grant applicants</p>	<ul style="list-style-type: none"> • Consider providing a POW Grant Opportunity briefing session(s) (online) a short period after POW Grant Opportunity opening to enable key messages on requirements and policy intent to be promoted. This can be recorded and available online to promote fair communication, which is transparent and accessible to all interested applicants. • Establishing clear steps and conditions within the POW Grants application form that address the degree to which information provided by the grant applicants can be relied upon to safeguard the Department's interests. • Ensuring an appropriate point of complaint mechanism is accounted for regarding the handling of any complaints of misleading and/or adverse conduct during the grants process with the application via a Department representative and the Probity Advisor (as required). 	<ul style="list-style-type: none"> • POW Grant Opportunity Guidelines • CGRG

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	<ul style="list-style-type: none"> Request and receive from all grant applications, an applicant acknowledgement, including a statement of compliance with the POW Program's terms and conditions and a statement regarding their own due diligence reliance (standard in GOGs and application forms) 	
<p>A failure to adequately and accurately maintain an audit trail of the decision-making process for the POW grant assessments, which is unable to justify the recommendations made to the Department</p>	<ul style="list-style-type: none"> Ensure a document trail is maintained regarding the responsibilities of individuals required to conduct decisions or provide recommendations in relation to the POW grants and provide these documents to the responsible individuals. During all committee meetings, ensure that all decision-making is clearly documented by the Secretariat as per the Committee TOR. During all EAP meetings, ensure that all decision-making is clearly documented by the Secretariat as per the Member Guidelines (December 2023). Check alignment of the POW Grant Opportunity Assessment Report with the approved plan, including the agreed ToRs for all involved in the assessment and advice. Ensure that all key decisions made during the POW grants process are documented and that, where required, appropriate delegate sign-off is recorded. Maintain secure record-keeping processes and mechanisms to ensure the documentation trail is commensurate with the scale, scope and risk of the grant awarded to the successful applicant/s, in accordance with Australian Government legislative requirements. 	<ul style="list-style-type: none"> Archives Act 1983 (Cth) CGRG POW Assessment Plan Committee ToR EAP TOR
<p>POW Grant applications are not assessed against the evaluation criteria prescribed to the grant applicants in the application forms and documents on GrantConnect</p>	<ul style="list-style-type: none"> Confirming that the evaluation criteria are clearly outlined in the POW Grant Opportunity Guidelines and the POW Assessment Plan so that the Department assessors have a clear understanding of how the evaluation criteria is to be applied. 	<ul style="list-style-type: none"> CGRC GrantConnect POW Grant Opportunity Guidelines POW Assessment Plan

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	<ul style="list-style-type: none"> o Each evaluation criterion for Stream One and Stream Two are equally weighted and therefore assessors must be aware that they cannot place greater emphasis on a specific criterion during their assessment process to favour a particular grant application over others. • Ensuring that the Committee and its technical advisors (EAP and CAWG) understand the extent and limitations of their advisory role through a briefing. o It is important to make clear to the advisors that no other factors are to be considered except for those in the evaluation criteria during their assessment of the grant applications. ▪ Ensuring the POW Grant application forms and the Assessment Plan are aligned and signed off by the Department's grant support team. 	<p>Committee TOR</p>
<p>The team assessing the grant applications do not possess the necessary skills and/or experience to make recommendations to the Committee</p>	<ul style="list-style-type: none"> ▪ Ensuring the sufficiency and expertise of the assessors and advisors to provide advice and recommendations to the Committee regarding the grant applications submitted. • The assessors are supported by a Chair and Secretariat from the Office of Sport. • Ensuring the composition of the assessors and advisors is approved by the appropriate Department delegate in the Assessment Plan. • Maintaining a mechanism where the Delegate can make changes to the Assessment Plan if assessors or advisors need to be replaced (subject to probity onboarding and offboarding) to enhance the necessary skills and experience. 	<ul style="list-style-type: none"> • CGRCG • POW Assessment Plan • Committee TOR
<p>Risk of improperly influencing grant allocations towards an advisors or other forms of affiliations</p>	<ul style="list-style-type: none"> ▪ Committee members, assessors and any technical advisors must complete a Conflict of Interest Declaration Form which will ensure their affiliations are known prior to commencing the grant application recommendation process to the Department. This will allow appropriate safeguards to be put in place if required. 	<ul style="list-style-type: none"> • POW Grant Opportunity Guidelines • CGRGs • POW Assessment Plan • Committee TOR

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	<ul style="list-style-type: none"> • Manage stakeholder briefings during the assessment period to protect the evaluation and applicant status under the evaluation. 	
Probity Principle – Appropriate Security and Confidentiality Arrangements		
Probity Risks	Mitigation Strategies	Reference to Key Documents
<p>Security of confidential information was not maintained appropriately during the grant process where open office arrangements and technologies presented a risk of information disclosures</p>	<ul style="list-style-type: none"> • If an assessor or advisor is unable to attend a meeting, limit proxies attendance in their absence in order to maintain the confidentiality of the process. If proxies allowed probity onboarding to occur first. <ul style="list-style-type: none"> ○ Rather, the absent advisor or assessor can be provided with the opportunity to provide written comments and feedback on agenda items. • Ensuring that the processes for receiving and managing information outline the security and confidentiality of intellectual property, proprietary and commercial information, or otherwise sensitive information, in physical and electronic forms within the POW Grant Opportunity Guidelines. These controls can include measures such as: <ul style="list-style-type: none"> ○ Security labelling relevant documents to indicate their confidential status ○ Implementing password control for documents shared electronically ○ Limiting access to grant applications to assessors, advisors and the relevant (assigned) Department personnel to support the evaluation process only ○ Establish a Conflict of Interest Register so that all relevant POW grant assessors and advisors sign the Confidentiality, Privacy and Secrecy Deed Poll and the Conflict of Interest Declaration Forms (or similar as approved in the Assessment Plan). 	<ul style="list-style-type: none"> • APS Code of Conduct • POW Grant Opportunity Guidelines • CGRGs • POW Assessment Plan • Committee TOR

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	<ul style="list-style-type: none"> This measure is advised as a pre-requisite prior to accessing any confidential information regarding the POW grants program. 	
Inadvertent disclosure of confidential information during grant application settings and/or any clarifications with grant applicants.	<ul style="list-style-type: none"> Ensuring that communication strategies are implemented, including a single point of contact for the grant application information process to minimise any miscommunications. Clearly outlining the grant applicant communication process and points within the POW Grants Opportunity Guidelines and the POW Assessment Plan. 	<ul style="list-style-type: none"> POW Grant Opportunity Guidelines CGRGs POW Assessment Plan Committee TOR
Probity Principle – Identification and Management of Actual and Potential Conflicts of Interest		
Probity Risks	Mitigation Strategies	Reference to Key Documents
Failure to establish an appropriate process to identify and address actual and/or potential conflicts on a timely basis	<ul style="list-style-type: none"> In accordance with the ToR, the EAP must disclose any situation to the Chair that may give rise to a conflict of interest or a potential conflict of interest. <ul style="list-style-type: none"> The EAP member must then seek the Minister for Sport/Chair's agreement to retain the position giving rise to the actual or perceived conflict of interest. Applying the above point to all Department personnel and advisors to be used with the approval to remain in a role being from the Delegate or the relevant senior nominee. Providing guidance and probity briefings to assessors and assessment committee. Maintaining a conflicts of interest register (COI Register) to ensure all declarations and disclosures are maintained in one location. The details of the nature of the disclosure, how the conflict was disclosed and the subsequent actions taken should be documented on the COI Register. <ul style="list-style-type: none"> This will be particularly pertinent considering the EAP members will likely have connections in their relevant sporting industries, including potential commercial advantages such as possessing strategic information. 	<ul style="list-style-type: none"> APS Code of Conduct POW Grant Opportunity Guidelines EAP ToR CGRGs POW Grant Selection Strategy PowerPoint 5 December 2023 Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll Form POW Assessment Plan Committee TOR

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	<ul style="list-style-type: none"> o Prior to assessment, all assessors must declare conflict. • Establishing a program register (Program Register) outlining the key EAP and Department personnel and Advisors involved, including their signed Deeds of Confidentiality and Conflict of Interest Declaration Forms on an annual basis at a minimum. o A positive confirmation, recognising their conflict of interest obligations under the APS Code of Conduct is recommended as an additional safeguard. 	
Failure to regularly revisit the Conflict of Interest Declarations Register during the assessment of the grant applications	<ul style="list-style-type: none"> • Regularly reviewing the Conflict of Interest Declarations provided on the COI Register during the grants process to determine their continued applicability and relevance to each grant application. o It is recommended that this is a standing agenda item at the commencement of every assessment meeting to ensure it is upheld during the process as a priority. o Expired Conflict of Interest Declarations can be moved into another section of the COI Register to ensure it is as up to date and reader-friendly as possible. 	<ul style="list-style-type: none"> • CGRGs • POW Grant Opportunity Guidelines • EAP ToR • Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll Form • POW Assessment Plan • Committee TOR
Probity Principle – Value for Money/Efficient, Effective and Ethical Procurement		
Probity Risks	Mitigation Strategies	Reference to Key Documents
Risk of not selecting the appropriate applicants for the grant/s that are capable of delivering the outcomes and objectives of the POW Program by 30 June 2027	<ul style="list-style-type: none"> • Adequate training of the Programs assessors and advisors in the Commonwealth grant approach and the relevant probity considerations for the process is recommended. • Monitoring compliance with the evaluation criteria during the assessment of the POW grant applications – consider use of moderation and down-select health checks 	<ul style="list-style-type: none"> • POW Grant Opportunity Guidelines • CGRGs • POW Assessment Plan • Committee TOR

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	<ul style="list-style-type: none"> The Community Grants Hub will manage grants provided to successful applicants and monitor their progress over time. The Commonwealth Government may recover grant funds if there is a breach of the POW grant agreement, providing a safeguard. 	
<p>The POW grant applicants were limited and it was not conducted as an open competitive process</p>	<ul style="list-style-type: none"> The POW Program is anticipated to be an open competitive grant opportunity. The publishing of the POW grant opportunity on GrantConnect will ensure all applicants who are eligible have the opportunity to apply. Briefings and alerts were provided on Grant Connect. 	<ul style="list-style-type: none"> GrantConnect
<p>Risk of the POW grant being provided to an applicant that is already receiving funding from another Commonwealth (or other government) Government source for the same eligible grant activities or assessment favours co-contributions</p>	<ul style="list-style-type: none"> Ensure a clause is inserted within the POW grant application form that requires the applicant to disclose whether they are receiving any funding from any Commonwealth Government source and if so, for what activities. <ul style="list-style-type: none"> This can be used as a mechanism to eliminate applicants that have already received other Commonwealth funding. Consider use of existing department information and due diligence activities to capture all relevant other grants an applicant is receiving. Carefully consider the value of co-contributions to the overall value for money assessment noting for regional and economic differences. 	<ul style="list-style-type: none"> POW Grant Opportunity Guidelines POW Assessment Plan
<p>The POW Grant Opportunity process did not comply with the CGRGs</p>	<ul style="list-style-type: none"> Ensure the POW Grant Opportunity documents on GrantConnect and the process for selection of successful applicants abides by the CGRG mandatory requirements and the better practice guidelines outlined. Prior to providing the Departments recommendations on the grant applications to the Department, it should be confirmed with the Departments grant support team and the Probity Advisor that the CGRGs have been complied with to date. 	<ul style="list-style-type: none"> CGRGs POW Assessment Plan

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Attachment C – Record of Agreement to Plan

This attachment provides a record of agreement that all staff involved in the assessment and selection process will comply with the requirements of this Plan, however the composition of team(s) may not be known when an Assessment Plan is prepared. When staff are identified, this information should be completed and attached to the approved Assessment Plan as a record. Assessment process – agreement to this plan

All staff participating in this assessment process, including technical expert(s) and the Probity Adviser where applicable, must agree to comply with this Assessment Plan by signing in the appropriate place below.

I understand and agree to comply with the process documented in this Assessment Plan:

Full Name	Role in this process	Signature	Date
Greg Perrett	Committee Chair	s 22(1)(a)(ii)	24/04/2024
s 22(1)(a)(ii)	Committee Member		
Melony Czajor	Committee Member		
s 22(1)(a)(ii)	Committee Member		
s 22(1)(a)(ii)	Funding round manager/Committee Member		
s 22(1)(a)(ii)	Assessment team oversight/Quality assurer		
s 22(1)(a)(ii)	Moderator/Quality assurer		
s 22(1)(a)(ii)	Moderator/Quality assurer		
s 22(1)(a)(ii)	Moderator/Quality assurer		
s 22(1)(a)(ii)	Moderator/Quality Assurer		
s 22(1)(a)(ii)	Assessment Team		
s 22(1)(a)(ii)	Assessment Team		
s 22(1)(a)(ii)	Assessment Team		
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s 22(1)(a)(ii)	Assessment Team		

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s 22(1)(a)(ii)	Assessment Team		
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s 22(1)(a)(ii)	Assessment Team		
s 22(1)(a)(ii)	Assessment Support		
s 22(1)(a)(ii)	Assessment Support		
s 22(1)(a)(ii)	Assessment Support		
s 22(1)(a)(ii)	Assessment Support		
s 22(1)(a)(ii)	Assessment Support		
s 22(1)(a)(ii)	Assessment Support		
s 22(1)(a)(ii)	Probity Adviser		
s 22(1)(a)(ii)	Probity Adviser		

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s 22(1)(a)(ii)



SPORT HORIZON

Australia's National Sport Strategy 2024-2034



The Department of Health and Aged Care acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

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From: [PlayOurWay](#)
To: cavesbeachnetball@gmail.com; cbnc.grants@gmail.com
Subject: Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage Two – outcome of grant application [SEC=OFFICIAL]
Date: Wednesday, 4 December 2024 10:24:35 AM
Attachments: [image002.png](#)
[image003.png](#)

Dear s 47F

Thank you for applying for the Play Our Way Program Grant Opportunity GO6763 under Stream 1: Facilities for Caves Beach Netball Club Incorporated.

I am pleased to advise that your application was **successful**.

What happens next?

This letter is not a funding offer. Please do not spend any money on your project before a grant agreement is executed. Play Our Way Program funding cannot be used to reimburse money you have already spent.

The next step is for us to negotiate and execute a formal grant agreement. The grant agreement will be based on the Department of Finance's standard terms and conditions, and will include some things that are specific to your project, such as:

- a set of project activities and expenditure items (based on your approved proposal), and
- reporting arrangements that will help us follow the implementation of the project and its impacts.

The Australian Government Community Grants Hub (the Hub) at the Department of Social Services will reach out to you directly with a proposed grant agreement for your review. Please note this process can take anywhere up to **8 weeks** to complete, excluding annual close down of Government Departments. This means you may not have an agreement in place before February 2025. As noted above, please do not spend any money on your project before a grant agreement is executed.

A formal funding offer by the Commonwealth is subject to successful negotiation of a formal grant agreement.

Once we have agreed the details of the formal grant agreement, you will be invited to sign and return it. The Commonwealth will also sign. When this step is complete, we will transfer funds into your nominated bank account as per the terms and conditions of the agreement. No legal obligations shall arise unless and until a grant agreement is signed by the Commonwealth.

Prior to signing a formal grant agreement, we recommend you consider your GST obligations as per the Australian Taxation Office (ATO). As per 10.4 of the Grant Opportunity Guidelines, grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the ATO. While we cannot provide individual tax advice, as a general guide you must register for GST if:

- your business or enterprise has a GST turnover (gross income from all businesses minus GST) of \$75,000 or more (the [GST threshold](#)) – to find out how this is calculated see [Working out your GST turnover](#)
- You start a new business and expect your turnover to reach the GST threshold (or more) in the first year of operation.
- You are already in business and have reached the GST threshold.
- Your non-profit organisation has a GST turnover of \$150,000 per year or more.

Please ensure you are aware of your GST obligations, especially in light of the recommended grant amount. If your circumstances change after the execution of an agreement a variation will be required, this can be a time consuming process.

Once we have the signed grant agreement, the Hub will work with you to formalise your activity work plan. This will help us to understand the details of your project and its objectives and will give you clear authority for using grant funds.

If you have any questions, noting the above, please contact Grant.ATM@health.gov.au. Please ensure that you include GO6763, 'Legal Entity Name' and 'Stream 1' in the subject line of your email and provide a contact name and telephone number.

Congratulations on your successful Play Our Way application, I look forward to seeing the positive impact of your project for women and girls in sport and physical activity in Australia.

Regards



Greg Perrett
Assistant Secretary
Policy & Programs Branch
Office for Sport Division



From: [redacted]
To: [redacted]
Cc: [redacted]
Subject: Re: Play Our Way Stream 1 Invitation to Apply application - GST Confirmation [SEC-OFFICIAL]
Date: Tuesday, 10 December 2024 5:36:59 PM
Attachments: [redacted]

REMINDER: Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Dear [redacted]

I can confirm that Caves Beach Netball Club will register for GST and will advise the Department as soon as the registration is active.

Warm regards,
[redacted]
Grant Coordinator

On 9 Dec 2024, at 12:37 pm, PlayOurWay <PlayOurWay@health.gov.au> wrote:

Good morning,
Following the success of your Play Our Way Stream 1 Invitation to Apply, I am writing to inform you about your GST obligations as per the Australian Taxation Office (ATO). As per 10.4 of the Grant Opportunity Guidelines, grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the ATO. We do not provide advice on your taxation circumstances.
You must register for GST if:
- [redacted] -> [redacted] -> your business or enterprise has a GST turnover (gross income from all businesses minus GST) of \$75,000 or more (the GST threshold) - to find out how this is calculated see Working out your GST turnover
- [redacted] -> [redacted] -> You start a new business and expect your turnover to reach the GST threshold (or more) in the first year of operation.
- [redacted] -> [redacted] -> You are already in business and have reached the GST threshold.
- [redacted] -> [redacted] -> Your non-profit organisation has a GST turnover of \$150,000 per year or more.
Please ensure you are aware of your GST obligations, especially in light of the recommended grant amount.
Could you please confirm by COB Friday, 13th December, whether your organisation will register for GST. This information is crucial for finalising your grant agreement.
If you do intend to register for GST, please do so as soon as possible, as we will not be able to enter into a grant agreement until this has been achieved. Please advise the Department, via PlayOurWay@health.gov.au as soon as the registration is active.
Thank you for your prompt attention to this matter.
Kind regards,

Play Our Way Program
Policy & Programs Branch
Office for Sport Division | Health Strategy, First Nations & Sport Group
Australian Government Department of Health and Aged Care
T: (02) [redacted] | E: [redacted] | [redacted]
[redacted]

The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.



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From: [PlayOurWay](#)
To: [S](#)
Subject: TRIM: Re: Play Our Way Stream 1 Invitation to Apply application - GST Confirmation [SEC-OFFICIAL]
Date: Monday, 17 March 2025 9:40:28 AM
Attachments: [playourway.png](#)

Hi [S](#) - below response to your email.

Thanks [S](#).

From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Friday, 14 March 2025 6:33 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: Re: TRIM: Re: Play Our Way Stream 1 Invitation to Apply application - GST Confirmation [SEC-OFFICIAL]

Hi [S](#)

Thanks for your email and letting us know.

We apologise for the time it has taken for us to register. It took a bit of time to discover who our ATO contact was as it's been a while since we registered with them. We have discovered this and a change of details form was lodged a little over 2 weeks ago now. I have since spoken to the ATO but they have informed me that this change will take approx. 28 days to process, so we are waiting for this to happen. Once I am able to speak on behalf of the club to the ATO, I will register straight away for GST. I am hoping to have us registered by 1st April.

Please let me know if there is anything else you require or if you can help us speed up this process in anyway.

Regards,

[S](#)

On Fri, 14 Mar 2025 at 16:31, PlayOurWay <PlayOurWay@health.gov.au> wrote:

Good afternoon [S](#).

I just wanted to check in and see how your application to register for GST is going? As you know we are working to get grant agreements in place as quickly as possible prior to a Federal Election being called. A Federal election affects the progress of grants during the caretaker period which begins when the Government is dissolved for an election and continues until the new Government is appointed. Caretaker conventions mean that the Government avoids entering into grant agreements during this period. The Secretary issues specific instructions on the categories of grants that are paused at this time. Should an election be called prior to the execution of your grant agreement the work to establish your agreement may be put on pause. Should this occur the Department will provide advice on what this means for you. If you could please let us know the status of your GST registration as soon as possible that would be very helpful.

Regards,
Kathryn

[Play Our Way Program](#)
Policy & Programs Branch
Office for Sport Division | Health Strategy, First Nations & Sport Group
Australian Government Department of Health and Aged Care
This email comes to you from Nganawal Country
Location: Sirius 5 South
PO Box 9848, Canberra ACT 2601, Australia

The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.



From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Wednesday, 11 December 2024 8:15 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: TRIM: Re: Play Our Way Stream 1 Invitation to Apply application - GST Confirmation [SEC-OFFICIAL]

REMINDER: Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi [S](#).

We confirm that we will be registering for GST.

Kind Regards,
[S 47F](#)
CBNC Treasurer

On Mon, 9 Dec 2024 at 12:37 pm, PlayOurWay <PlayOurWay@health.gov.au> wrote:

Good morning,
Following the success of your Play Our Way Stream 1 Invitation to Apply, I am writing to inform you about your GST obligations as per the Australian Taxation Office (ATO).
As per 10.4 of the Grant Opportunity Guidelines, grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the ATO. We do not provide advice on your taxation circumstances.

- You must register for GST if:
- your business or enterprise has a GST turnover (gross income from all businesses minus GST) of \$75,000 or more (the GST threshold) – to find out how this is calculated see [Working out your GST turnover](#)
 - You start a new business and expect your turnover to reach the GST threshold (or more) in the first year of operation.
 - You are already in business and have reached the GST threshold.
 - Your non-profit organisation has a GST turnover of \$150,000 per year or more.

Please ensure you are aware of your GST obligations, especially in light of the recommended grant amount.
Could you please confirm by **COB Friday, 13th December**, whether your organisation will register for GST. This information is crucial for finalising your grant agreement.
If you do intend to register for GST, please do so as soon as possible, as we will not be able to enter into a grant agreement until this has been achieved. Please advise the Department, via [PlayOurWay@health.gov.au](#) as soon as the registration is active.

Thank you for your prompt attention to this matter.
Kind regards,

[Play Our Way Program](#)
Policy & Programs Branch
Office for Sport Division | Health Strategy, First Nations & Sport Group
Australian Government Department of Health and Aged Care
T: (02) 9251 1533 | [E: \[playourway@health.gov.au\]\(#\)](#)

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--

Kind Regards,

CBNC Executive Member

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

From: [redacted]
To: [redacted]
Subject: [redacted] - DMAC Update Org Request - TRIM: Play Our Way Stream 1 Invitation to Apply application - GST Confirmation [SEC=OFFICIAL]
Date: Friday, 21 March 2025 3:17:32 PM
Attachments: [redacted]

Dear [redacted],

Your request update the GST Status on the organisation below has been completed as follows:

Organisation Id: [redacted]
Organisation Name: Caves Beach Netball Club Incorporated

GST Registered: Selected
RCTI Agreement: Selected

According to the ABR website that organisation is currently GST Registered. Therefore you may need to verify the tax code on the Agreement Schedule or COB Approval to ensure it is accurate.

If you have any questions or encounter any issues please contact Organisation Data Management.

Regards,

[redacted]
Community Grants Hub
Organisation Data Management
Hub Operations
P: (02) [redacted] | E: [redacted]@communitygrants.gov.au
communitygrants.gov.au
The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.



From: PlayOurWay [redacted]@health.gov.au
Sent: Friday, 21 March 2025 9:22 AM
To: [redacted]@communitygrants.gov.au
Cc: PlayOurWay [redacted]@health.gov.au; [redacted]@health.gov.au
Subject: FW: TRIM: Re: Play Our Way Stream 1 Invitation to Apply application - GST Confirmation [SEC=OFFICIAL]

Good morning

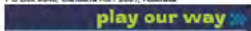
In relation to the Play Our Way Program Stream 1, could you please change the GST status to 'registered' for the following organization in GPS please

Table with 4 columns: Application ID, Legal Entity Name, ABN, Drg ID. Row 1: [redacted], Caves Beach Netball Club, 20 136 613 159, [redacted]

Please let me know once completed at the org level so I can update the application record.

Kind regards

[redacted] (Shailey)
Business Director, Play Our Way Program Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care
T: 02 [redacted] | E: [redacted]@health.gov.au
This email comes to you from Ngurnawal Country
Yarandhang Building, Level 5
PO Box 9848, Canberra ACT 2601, Australia



The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.

From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Friday, 21 March 2025 8:30 AM
To: PlayOurWay <[redacted]@health.gov.au>
Subject: Re: TRIM: Re: Play Our Way Stream 1 Invitation to Apply application - GST Confirmation [SEC=OFFICIAL]

Hi [redacted]

I can confirm that we are now officially registered for GST and we can proceed with the grant.

Thanks

On Fri, 14 Mar 2025 at 18:32, Caves Beach Netball Club <cavesbeachnetball@gmail.com> wrote:

Hi [redacted]

Thanks for your email and letting us know.

We apologise for the time it has taken for us to register. It took a bit of time to discover who our ATO contact was as it's been a while since we registered with them. We have discovered this and a change of details form was lodged a little over 2 weeks ago now. I have since spoken to the ATO but they have informed me that this change will take approx. 28 days to process, so we are waiting for this to happen. Once I am able to speak on behalf of the club to the ATO, I will register straight away for GST. I am hoping to have us registered by 1st April.

Please let me know if there is anything else you require or if you can help us speed up this process in anyway.

Regards,

On Fri, 14 Mar 2025 at 16:31, PlayOurWay <[redacted]@health.gov.au> wrote:
Good afternoon [redacted].

I just wanted to check in and see how your application to register for GST is going? As you know we are working to get grant agreements in place as quickly as possible prior to a Federal Election being called. A Federal election affects the progress of grants during the caretaker period which begins when the Government is dissolved for an election and continues until the new Government is appointed. Caretaker conventions mean that the Government avoids entering into grant agreements during this period. The Secretary issues specific instructions on the categories of grants that are paused at this time. Should an election be called prior to the execution of your grant agreement the work to establish your agreement may be put on pause. Should this occur the Department will provide advice on what this means for you. If you could please let us know the status of your GST registration as soon as possible that would be very helpful.

Regards,

[redacted]
Play Our Way Program
Policy & Programs Branch
Office for Sport Division | Health Strategy, First Nations & Sport Group
Australian Government Department of Health and Aged Care
This email comes to you from Ngurnawal Country
Location: Sillira 5 South
PO Box 9848, Canberra ACT 2601, Australia

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From: Caves Beach Netball Club <cavesbeachnetball@gmail.com>
Sent: Wednesday, 11 December 2024 8:15 PM
To: PlayOurWay <[redacted]@health.gov.au>
Subject: TRIM: Re: Play Our Way Stream 1 Invitation to Apply application - GST Confirmation [SEC=OFFICIAL]

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H S

We confirm that we will be registering for GST.

Kind Regards,
S
CBNC Treasurer

On Mon, 9 Dec 2024 at 12:37 pm, PlayOurWay <PlayOurWay@health.gov.au> wrote:

Good morning,

Following the success of your Play Our Way Stream 1 Invitation to Apply, I am writing to inform you about your GST obligations as per the Australian Taxation Office (ATO).

As per 10.4 of the Grant Opportunity Guidelines, grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the ATO. We do not provide advice on your taxation circumstances.

You must register for GST if:

- your business or enterprise has a GST turnover (gross income from all businesses minus GST) of \$75,000 or more (the [GST threshold](#)) – to find out how this is calculated see [Working out your GST turnover](#)
- You start a new business and expect your turnover to reach the GST threshold (or more) in the first year of operation.
- You are already in business and have reached the GST threshold.
- Your non-profit organisation has a GST turnover of \$150,000 per year or more.

Please ensure you are aware of your GST obligations, especially in light of the recommended grant amount.

Could you please confirm by **COB Friday, 13th December**, whether your organisation will register for GST. This information is crucial for finalising your grant agreement.

If you do intend to register for GST, please do so as soon as possible, as we will not be able to enter into a grant agreement until this has been achieved. Please advise the Department, via PlayOurWay@health.gov.au as soon as the registration is active. Thank you for your prompt attention to this matter.

Kind regards,

Play Our Way Program
Policy & Programs Branch
Office for Sport Division | Health Strategy, First Nations & Sport Group
Australian Government Department of Health and Aged Care
T: (02) | E: | playourway@health.gov.au

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--
Kind Regards,
CBNC Executive Member

--
Kind Regards,
CBNC Executive Member

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From: [PlayOurWay](#)
To: [Sports Capital](#)
Cc: s 22(1)(a)(ii)
Subject: Play Our Way Stream 1: Facilities – Status of Grant Agreement [SEC=OFFICIAL]
Date: Monday, 12 May 2025 12:29:56 PM
Attachments: [image001.png](#)

Hi team,

As discussed at our catchup last week, for your visibility the below email has been sent to the applicants listed in the table.

Caves Beach Netball Club Incorporated s 22(1)(a)(ii)

From: PlayOurWay <PlayOurWay@health.gov.au>
Sent: Monday, 12 May 2025 12:10 PM
To: PlayOurWay <PlayOurWay@health.gov.au>
Subject: Play Our Way Stream 1: Facilities – Status of Grant Agreement [SEC=OFFICIAL]

Good afternoon,

This email is a courtesy follow up to ensure grantees have received their funding agreement offers from the Community Grants Hub. Our records indicate that you have been sent a Standard Grant Agreement for Play Our Way Stream 1: Facilities.

Please let us know if you have not received your grant agreement and we can follow up with the Community Grants Hub on your behalf.

If you have received your grant agreement, we encourage you to sign and return it to the Hub to avoid any further delays. If you have any questions or concerns about signing your agreement, please let us know so that we can assist.

Please disregard this email if you have already signed your agreement.

Regards,

S
22(1)

Play Our Way Program
Policy and Programs Branch

Office for Sport Division | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care
PO Box 9848, Canberra ACT 2601, Australia



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From: [Caves Beach Netball Club](#)
To: [PlayOurWay](#)
Subject: Re: Play Our Way Stream 1: Facilities – Status of Grant Agreement [SEC=OFFICIAL]
Date: Monday, 12 May 2025 12:12:24 PM
Attachments: [image001.png](#)

REMINDER: Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Thanks for the follow up, we are in the process of finalizing the agreement and getting it back to you, you will receive it via email within the next 2 days.

Kind Regards,
 s 47F
CBNC President

On Mon, 12 May 2025 at 12:10 pm, PlayOurWay <PlayOurWay@health.gov.au> wrote:

Good afternoon,

This email is a courtesy follow up to ensure grantees have received their funding agreement offers from the Community Grants Hub. Our records indicate that you have been sent a Standard Grant Agreement for Play Our Way Stream 1: Facilities.

Please let us know if you have not received your grant agreement and we can follow up with the Community Grants Hub on your behalf.

If you have received your grant agreement, we encourage you to sign and return it to the Hub to avoid any further delays. If you have any questions or concerns about signing your agreement, please let us know so that we can assist.

Please disregard this email if you have already signed your agreement.

Regards,

s
 22(1)

Play Our Way Program

Policy and Programs Branch

Office for Sport Division | Health Strategy, First Nations and Sport Group

Australian Government Department of Health and Aged Care

PO Box 9848, Canberra ACT 2601, Australia



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s 22(1)(a)(ii)



From: s 22(1)(a)(ii) <[redacted]@health.gov.au>
 Sent: Tuesday, 20 May 2025 4:27 PM
 To: s 22(1)(a)(ii) <[redacted]@dss.gov.au>
 Cc: s 22(1)(a)(ii) <[redacted]@dss.gov.au>; s 22(1)(a)(ii) <[redacted]@dss.gov.au>; PlayOurWay <PlayOurWay@health.gov.au>
 Subject: Checking status of outstanding Play Our Way Stream 1 Grant Agreements [SEC-OFFICIAL]

Hi team

Grateful for any intel/updates you can provide on the following – we are trying to get all the agreements executed before end of financial year, but don't have visibility outside of Qlik reports

Sent to Recipient/Ready to Send (Qlik report 20/5/2025)

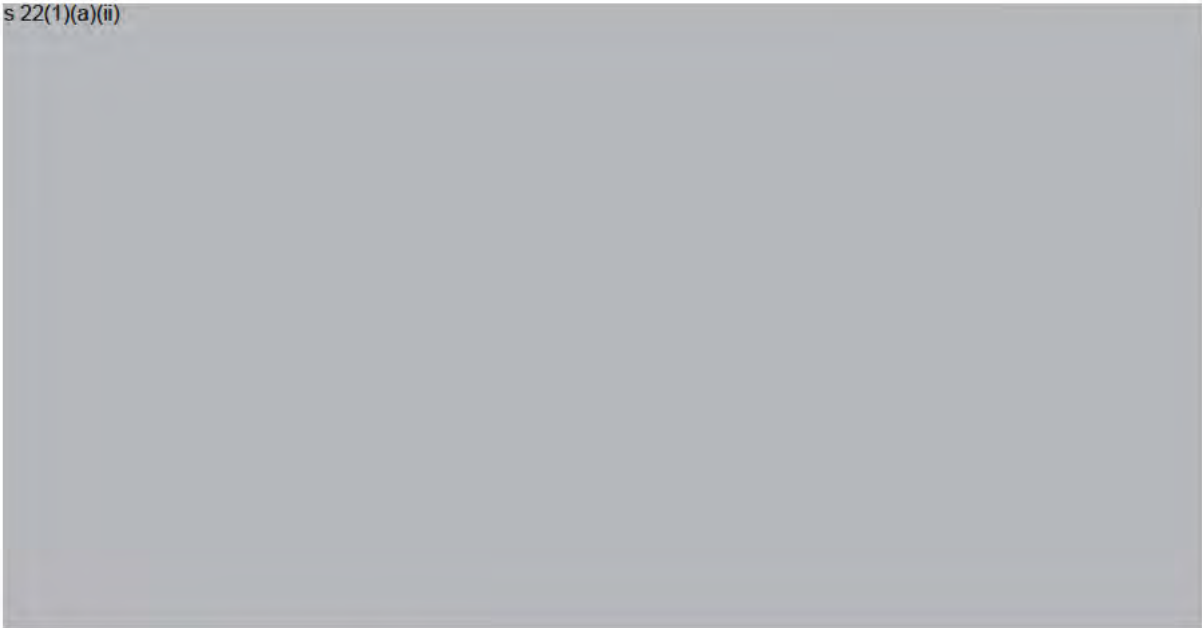
Application ID	Activity ID	Legal Entity Name	Execution status	Comment re execution
s 22(1)(a)(ii)				
s [redacted]	s [redacted]	Caves Beach Netball Club Incorporated	Sent to recipient	On hold - pending bank details. spoke with s 47F 20/5. Extension to Wed

s 22(1)(a)(ii)



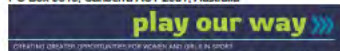
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s 22(1)(a)(ii)



s 22(1) [She/Her]
Assistant Director, Play Our Way Program | Policy and Programs Branch
Office for Sport | Health Strategy, First Nations and Sport Group
Australian Government Department of Health and Aged Care
T: 0-8-8-8-8-8-8 | E: s-@health.gov.au

This email comes to you from Ngunnawal Country
Yaradhang Building, Level 5
PO Box 9848, Canberra ACT 2601, Australia



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From: [Sports Capital](#)
To: [Netball Club Caves Beach](#)
Cc: s 47F ; [Bradley Smith](#); [Steven Cowen](#)
Subject: CM: Approved - Property Details milestone - Play Our Way - Caves Beach Netball Club Incorporated - s 47F [SEC=OFFICIAL]
Date: Thursday, 19 June 2025 12:34:31 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)

Dear s 47F

I would like to advise that you have met the Property Details Milestone in accordance with E. Reporting of Your Grant Agreement.

We have accepted the evidence provided as satisfying the deliverable as stated in your Funding Agreement and draft AWP.

I look forward to meeting with you and your team on Monday 22 June.

If you have any questions in the meantime, please don't hesitate to contact our team at s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

Kind regards

s 22(1)(a)(ii)

Funding Arrangement Manager
Sports and Indigenous Capital - Centralised Performance Team

Client Grants Branch

Community Grants Hub

Department of Social Services

P: s 22(1)(a)(ii) (option 2) | **E:** s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

[National Relay Service](#)

communitygrants.gov.au

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From: Steven Cowen <SCowen@lakemac.nsw.gov.au>

Sent: Monday, 16 June 2025 3:54 PM

To: s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

Cc: Netball Club Caves Beach <cavesbeachnetball@gmail.com>; s 47F <cbnc.grants@gmail.com>; Bradley Smith <bsmith@lakemac.nsw.gov.au>

Subject: RE: CBNC Evidence of tenure

Dear ^{s 22(1)}
(a)(ii),

Thank you for the conversation today.

As discussed, Caves Beach Netball Club has approached Council seeking updated evidence of a lease agreement or tenure to support their grant application (Activity ID: ^{s 47} [REDACTED]) for the *Play Our Way* grant. Specifically, they require confirmation that their access to the facility covers the Designated Use Period — three years from the date of practical completion (to 30 June 2027).

Please note that Lake Macquarie City Council does not issue formal leases to sporting clubs, nor is there a standalone tenure document. As outlined in the original letter of tenure provided with the grant application, Council operates under a delegated authority model. Through Section 355 of the *Local Government Act 1993*, Council empowers community groups to manage sports facilities under a shared responsibility arrangement.

Details regarding this model and the respective roles of Council and sporting clubs can be found on the [Home: Facility Manager - Lake Macquarie City Council](#) website.

Caves Beach Netball Club has held the delegated authority for the Caves Beach Netball Courts since this model was implemented approximately 20 years ago. Their use of the facility predates this, with the club having operated for over 50 years — initially on grass courts and, since the mid-1990s, on the current asphalt courts.

Given the club's long-standing use and current management responsibilities, it is Council's position that Caves Beach Netball Club will continue to have access to and operational responsibility for the Caves Beach Netball Courts — including the new amenities building — through to 30 June 2027.

It is anticipated that the new amenities will support the club in delivering quality netball programs and expanding participation opportunities for girls and women in the region. Please feel free to contact me if further information is required. Council is fully supportive of this project and keen to see it come to fruition.

Kind regards,

Steven Cowen

Community Land Planner (Sports)



T +61 2 4921 0139

E SCowen@lakemac.nsw.gov.au

lakemac.com.au



Dhumaan ngayin Awabakurlangu kirraanan barayidin

We acknowledge and respect the Awabakal people who have cared for and nurtured this country.



From: ^{s 47F} [REDACTED]

Sent: Monday, 16 June 2025 2:11 PM
To: Bradley Smith
Cc: Steven Cowen ; Netball Club Caves Beach
Subject: Re: CBNC Evidence of tenure

Hi Bradley,

They already have that letter and it doesn't meet their requirements because it needs to specify tenure to cover until 30 June 2030, which is 3 years from practical completion.

For further details, the grant provider representative is ^{s 22(1)(a)(ii)} (Funding Arrangement Manager), and can be contacted at ^{s 22(1)(a)(ii)} [@dss.gov.au](mailto: @dss.gov.au) or phone ^{s 22(1)(a)(ii)} (Option 2).

Quote Grant Activity ID ^{ss 47E(d)}

Kind regards,

^{s 47F}

On 16 Jun 2025, at 12:56 pm, Bradley Smith <bsmith@lakemac.nsw.gov.au> wrote:

Hi ^{s 47F},

See attached the previous supplied letter as evidence of tenure.

If for some reason the letter does not meet the requirements, please seek feedback on what they specifically need, or alternatively provide contact details of the grant provider representative.

Thanks

Bradley Smith

Community Planning Project Officer

T [+61 2 4921 0282](tel:+61249210282) M ^{s 22(1)(a)(ii)}

E bsmith@lakemac.nsw.gov.au

lakemac.com.au

Dhumaan ngayin Awabakurlangu kirraanan barayidin

We acknowledge and respect the Awabakal people who have cared for and nurtured this country.

From: ^{s 47F} <cbnc.grants@gmail.com>

Sent: Friday, 13 June 2025 1:51 PM

To: Steven Cowen <SCowen@lakemac.nsw.gov.au>

Cc: Bradley Smith <bsmith@lakemac.nsw.gov.au>; Caves Beach Netball Club <cavesbeachnetball@gmail.com>

Subject: CBNC Evidence of tenure

Hi Steven,

As part of our grant compliance obligations, we are required to provide updated evidence of a lease agreement or tenure to ensure it covers the Designated Use Period (3 years from date of practical completion - 30 June 2027).

I understand this doesn't align with your usual process, so if you require clarification, our Funding Arrangement Manager, ^{s 22(1)(a)(ii)}, can be contacted at

s 22(1)(a)(ii) [REDACTED]@dss.gov.au or phone s 22(1)(a)(ii) [REDACTED] (Option 2). Quote Grant Activity ID - s 47E(d) [REDACTED]

I'll also take this opportunity to provide an update. With the Execution of Agreement, the first payment instalment has been received, and we anticipate quotes for CC design from the relevant specialists next week.

Warm regards,
s 47F [REDACTED]

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From: s 22(1)(a)(ii)
To: [PlayOurWay](#)
Subject: Equitable Access Policy - Play Our Way - Stream 1 - Caves Beach Netball Club s 47E(d) [SEC=OFFICIAL]
Date: Monday, 23 June 2025 2:53:07 PM
Attachments: [CBNC Equitable Access and Usage Policy.pdf](#)

Good Afternoon POW Team

Please find attached Equitable Access Policy for Caves Beach Netball Club - Play Our Way – Stream 1 Facilities – Activity ID s 47E(d)

If you require any further information please don't hesitate to contact me.

Kind regards

s
22(1)

From: s 47F <cbnc.grants@gmail.com>
Sent: Monday, 23 June 2025 2:01 PM
To: s 22(1)(a)(ii) @dss.gov.au>
Subject: Caves Beach Netball Club s 47E(d)

Hi s 22(1),

Please also find the Equitable Access Policy attached.

Warm regards,

s 47F

From: [PlayOurWay](#)
To: s 22(1)(a) [PlayOurWay](#)
Cc: s 22(1)(a)(ii)
Subject: RE: AWP's - Stream 1 (Batch 1) [SEC=OFFICIAL]
Date: Thursday, 26 June 2025 9:12:06 AM
Attachments: [image001.png](#)

Hi^s [redacted],

Thanks for your patience and understanding. Your support is very appreciated as we navigate this.

In terms of sequencing, we're making our way through our reviews of the following six and

s 22(1)(a)(ii) [redacted]

No massive rush on re-sending the below. Mid-next-week would be fine if I'm being honest as we expect disruption with the move (predominantly Mon and Tues) and still have the above to keep us busy

s 22(1)(a)(ii) [redacted]

Once we've made decent ground on the above, we'll let you know so you can send through those listed below (plus any additional you have by then):

s 22(1)(a)(ii) [redacted]

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Caves Beach Netball Club Incorporated

s 22(1)
(a)(ii)

Thanks again.

Rach

s 22(1)(a)(ii)

Assistant Director – Programs

Office for Sport

s 22(1)(a)(ii) @health.gov.au

P: 07 s 22(1)(a)

GPO Box 9848, Canberra ACT 2601, Australia

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

infrastructure.gov.au



I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

From: s 22(1)(a)(ii) @dss.gov.au>

Sent: Thursday, 26 June 2025 8:32 AM

To: PlayOurWay <PlayOurWay@health.gov.au>

Cc: s 22(1)(a)(ii) @dss.gov.au>; s 22(1)(a)(ii) @Health.gov.au>;
s 22(1)(a)(ii) @dss.gov.au>

Subject: RE: AWP - Stream 1 (Batch 1) [SEC=OFFICIAL]

Hey Team,

Not a problem, your request was clear and understood, just a slight error of execution on my part, I was attempting to deliver in the simplest way possible, but it turned out to be not as simple as I'd hoped.

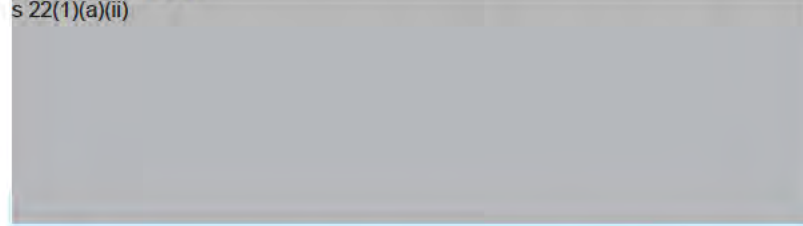
Based on your initial email, I asked the team to resend every AWP email sent to date (your list + the lists below), ensuring that all attachments were included (like s 22(1)(a)(ii) emails), so that I could put them all together in one location for you to access. The intention was that you would have a consolidated list (easier to track) – 1 email, per organisation, with all relevant attachments, but the size limitations on outgoing emails have meant the attachments aren't coming through to you, even when broken down into batches and stored in a Zipped Folder. I got notifications saying the emails I attempted to send yesterday didn't send so I gave up and was going to retry this morning. Had I have known the emails were still coming through to you just without attachments, I would have reached out to explain what had happened and advised to ignore them until I sorted it out this morning.

Given the nature of the request, I thought a consolidated list would help you track them easier, but it doesn't appear that's going to be possible, so I'll send the individual emails later today.

Just as an FYI, see the following:

AWPs that weren't included on your list but were previously sent to the POW team and are awaiting review:

s 22(1)(a)(ii)



AWPs that have been reviewed by me and have not been sent to the POW Team while are await confirmation of POW Teams capacity to review:

s 22(1)(a)(ii)



Caves Beach Netball Club Incorporated

s 22(1)
(a)(ii)

When you provide approval, all future emails will be sent in the format requested: 1 email per organisation, with the AWP, AWP Assessment + all relevant supporting documents attached, and an indication in the email as to whether a variation is required or not.

Also, I've included s 22(1)(a)(ii) in these comms as she will be acting for s 22(1) for the next few weeks and will need to be across these

Sing out if you have any questions.

Cheers,

s 22(1)(a)(ii)

**Team Leader – Sports & Indigenous Capital – Centralised Performance Team
Community Grants Hub**

Client Grants Branch

E: s 22(1)(a)(ii)@dss.gov.au | **P:** +61 s 22(1)(a)(ii)

National Relay Service

communitygrants.gov.au

The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: PlayOurWay <PlayOurWay@health.gov.au>

Sent: Wednesday, 25 June 2025 4:40 PM

Duplicate email chain removed

section 22 - irrelevant

From: s 22(1)
To: [Play Our Way](#); s 22(1)(a)(ii)
Cc: [Sports Capital](#)
Subject: Play Our Way AWP Approvals - Batch Sent [SEC=OFFICIAL]
Date: Wednesday, 9 July 2025 3:29:32 PM

Hey Team,

Just confirming the following list was sent to the new infrastructure inbox today **09/07/2025**:

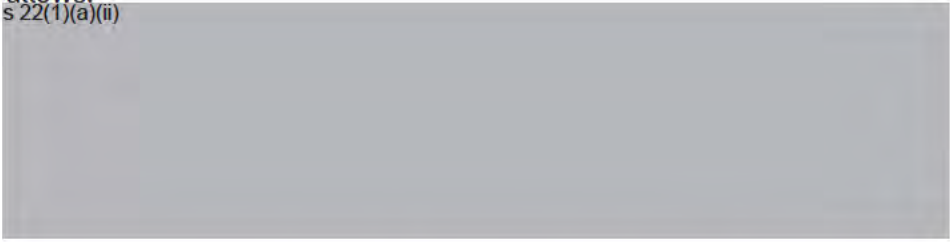
s 22(1)(a)(ii)



Confirming the following have already been sent and POW Team will review when capacity

allows:

s 22(1)(a)(ii)



Confirming I have these saved and am ready to send to POW Team when approval to send is

received:

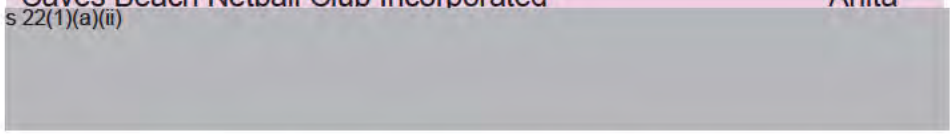
s 22(1)(a)(ii)



Caves Beach Netball Club Incorporated

Anita

s 22(1)(a)(ii)



s 22(1)(a)(ii) will also have a batch of AWPs saved and ready to send. I'll leave this with her and s 22(1)(a)(ii) to coordinate once s 22(1)(a)(ii) returns next week, and once you provide your approval to send.

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Cheers,

s 22(1)(a)(ii)

**Team Leader – Sports & Indigenous Capital – Centralised Performance Team
Community Grants Hub**

Client Grants Branch

E: [s 22\(1\)\(a\)\(ii\)@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au) | **P:** +61 s 22(1)(a)(ii)

[National Relay Service](#)

communitygrants.gov.au

The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)
To: playourway@infrastructure.gov.au
Cc: s 22(1)(a)(ii)
Subject: FOR APPROVAL: Activity Work Plan and Budget - Caves Beach Netball Club Incorporated - Play Our Way - Facilities - s 47E(d) [SEC=OFFICIAL]
Date: Thursday, 24 July 2025 3:47:41 PM
Attachments: [image001.png](#)
[Caves Beach Netball Club Incorporated - Play Our Way - Facilities - s 47E\(d\) - AWP - Final for approval.docx](#)
[Caves Beach Netball Club Incorporated - Play Our Way - Facilities - s 47E\(d\) - AWP - Final AWP checklist for approval.docx](#)

Hi POW Team,

Please see attached.

s 22(1)(a)(ii)

**Team Leader – Sports & Indigenous Capital – Centralised Performance Team
Community Grants Hub**

Client Grants Branch

E: [s 22\(1\)\(a\)\(ii\)@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au) | **P:** +61 s 22(1)(a)(ii)

National Relay Service

communitygrants.gov.au

The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)(a)(ii)@dss.gov.au>
Sent: Wednesday, 25 June 2025 11:17 AM
To: s 22(1)(a)(ii)@dss.gov.au>
Cc: s 22(1)(a)(ii)@dss.gov.au>
Subject: FOR APPROVAL: Activity Work Plan and Budget - Caves Beach Netball Club Incorporated - Play Our Way - Facilities - s 47E(d) [SEC=OFFICIAL]

Sorry s 22(1)

I noticed incorrect org name in the email I sent you yesterday. (correct name highlighted below)

Please use this email as the one to request for approval.

Regards

s 22(1)

From: Sports Capital
Sent: Tuesday, 24 June 2025 12:37 PM
To: s 22(1)(a)(ii)@dss.gov.au>
Cc: s 22(1)(a)(ii)@dss.gov.au>
Subject: FOR APPROVAL: Activity Work Plan and Budget - Caves Beach Netball Club Incorporated - Play Our Way - Facilities - s 47E(d) [SEC=OFFICIAL]

Good afternoon^s
22(1)

Please find attached the **Activity Work Plan (AWP)** and associated **AWP Assessment** for your approval for the below:

Organisation Name:	Caves Beach Netball Club Incorporated
Activity ID:	s 47E(d)
Activity Name:	Caves Beach Netball Club Incorporated

Variation Required: NO

AWP Assessment Attached: YES

Supporting Documents Attached

- AWP Template – Final for approval
- AWP checklist for approval

Recommendation

That you:

1. **Accept** the outcome of **Approved - no further action by signing the AWP assessment,**
2. **Approve and sign the AWP** , and **provide to the Office for Sport for their clearance of approved AWP**
3. **Provide** signed documents and Office for Sport acceptance of AWP to FAM via email to finalise approval
4. **Note** Your approval email and signed documents will be saved in ARC as a record of the AWP Assessment and Approval process.

Please let me know if you approve this AWP or if you have any questions or follow up that you would like me to undertake with the organisation.

-
Kind regards

s 22(1)(a)(ii)

Funding Arrangement Manager
Sport and Indigenous Capital – Centralised Performance Team
Client Grants Branch
Community Grants Hub
Department of Social Services
P: s 22(1)(a)(ii) | E: s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

[National Relay Service](http://NationalRelayService.com.au)
communitygrants.gov.au

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Activity Work Plan – PLAY OUR PROGRAM STREAM 1 FACILITIES (HC2)

Organisation legal name	Caves Beach Netball Club Incorporated	Grant Activity Name	Play Our Way Program - Stream 1 - Facilities	Grant Activity ID	s 47E(d)
ACTIVITY DETAILS					
Activity Start Date	04/06/2025	Activity End Date	30/06/2027	Total Grant Funding	\$1,358,020.36
Designated Use Start	The date you achieve Activity Completion	Designated Use End	3 years from the date you achieve Activity Completion	Total Other Contributions	N/A
Location of the capital works activity	Strathmore Road CAVES BEACH NSW 2281				
Activity description	<p>The Lighting Upgrade and New Clubhouse at Caves Beach Netball Club activities will be carried out in accordance with the Grant Opportunity Guidelines GO6763.</p> <p>Play Our Way Program support will be used to help the Grantee increase participation in sport and physical activity by demolishing the existing clubhouse and construction of a new clubhouse facility comprised of canteen, clubroom, three (3) storerooms, accessible toilet, three (3) unisex toilets, an undercover area and new LED floodlighting.</p> <p>The project will enhance club capability, provide adequate space for modified training due to inclement weather, including a designated supervised area thereby enhancing safety and accessibility for women and girls in netball. Activities will result in enduring change for women and girls facing barriers to participation in sport and physical activity, particularly those who identify as First Nations people and/or identify as belonging to the LGBTIQA+ community.</p>				
Project Manager / Person responsible for overseeing project delivery (Name / Organisation)	<p>Name: s 47F</p> <p>Phone number: s 47F</p> <p>Email address: cbnc.grants@gmail.com</p>				

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In accordance with Item E.2 of the Grant Agreement, the Activity Work Plan must set out the key work activity milestones and deliverables of the Grant, and demonstrate how the Grantee will achieve the Activity objectives specified at Item B. It must include an annual budget and may include other administrative controls intended to help manage Activity risks. Once agreed by the Commonwealth, the Activity Work Plan will form part of the Agreement.

ACTIVITY MILESTONES				
Project Milestone <i>Grantee to achieve key milestones to undertake the capital activity</i>	Deliverables <i>Grantee to describe 'how' they will deliver the project including who is responsible</i>	Evidence requirements to be accepted by the Commonwealth <i>Grantee to provide supporting evidence which demonstrates milestone achievement. Photos to have time and date stamp.</i>	Milestone Due Date <i>Grantee to specify the anticipated timeframe for milestone completion DD/MM/YY – DD/MM/YY</i>	Linked to Milestone Payment under Item D of the Agreement?
Property details	<ul style="list-style-type: none"> Obtained tenure, or other arrangements to obtain tenure, over the Property (this needs to include the designated Use period) Obtain a Letter of Consent and / or Use Agreement, A legal document between the owner and the organisation for the property used for the purpose of the Funding Agreement. 	Written confirmation by an Authorised Officer stating milestone complete including: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Letter of consent from the LMCC and the organisation for the property used for the purpose of the Funding Agreement (including DUP) 	1 July 2025	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>Commencement of Works</p>	<ul style="list-style-type: none"> • Development Approval obtained from Lake Macquarie City Council • Preparation of final working drawings / plans ready to be submitted to Lake Macquarie City Council for Construction Certificate • Construction Certificate obtained from Lake Macquarie City Council • Appointment via tender process of a building contractor / suitable professionals to undertake the Activity TBC • Appointment of project manager with capital works expertise to oversee the project TBC • Obtain all necessary approvals from the relevant authorities, including building permits and council consents. • Ensure certificates of currency for insurances such as public liability and workers' compensation are in place. 	<p>Written confirmation by an Authorised Officer stating milestone complete including:</p> <p>Activity material including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All plans, <input type="checkbox"/> drawings, <input type="checkbox"/> specifications, and <p>other information relating to the works including (but not limited) to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a copy of executed contract with building contractor <input type="checkbox"/> a Gantt Chart which demonstrates anticipated timeframes for each milestone stage <input type="checkbox"/> a copy of the Development Application submission and the Development Application approval notification for the Activity <input type="checkbox"/> Provide of a copy of the Building Approval/Construction Certificate for the Activity <input type="checkbox"/> copies of certificate of currency of relevant insurances for the Activity <input type="checkbox"/> evidence of tendering and procurement process undertaken to procure appropriately qualified subcontractors represents value for money (where applicable) <input type="checkbox"/> copy of approvals obtained to undertake the Activity <input type="checkbox"/> at least three (3) high resolution digital photographs 	<p>1 October 2025</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Demolition, strip out and removal complete</p>	<ul style="list-style-type: none"> • Conduct and complete site mobilisation including site fencing, siltation and erosion control, site • Demolish the existing small building on the site, noting that time and cost has been incorporated to cover the 	<p>Written confirmation by an Authorised Officer stating milestone complete including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> at least three (3) high resolution digital photographs 	<p>31 December 2025</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

ACTIVITY MILESTONES				
Project Milestone	Deliverables	Evidence requirements to be accepted by the Commonwealth	Milestone Due Date	Linked to Milestone Payment under Item D of the Agreement?
Grantee to achieve key milestones to undertake the capital activity	Grantee to describe 'how' they will deliver the project including who is responsible	Grantee to provide supporting evidence which demonstrates milestone achievement. Photos to have time and date stamp.	Grantee to specify the anticipated timeframe for milestone completion DD/MM/YYYY – DD/MM/YYYY	
Base Building Structure Complete (aka Mid-point construction: the point at which you are ready to commence fit-out, finishes and fitting)	<ul style="list-style-type: none"> likelihood of asbestos within the existing building; amenities etc Finalise and test utility connections (water, power, wastewater) Complete all groundworks including excavations, piling (subject to geotechnical requirements), foundations and slab on ground. Complete the building envelope works including (but not limited to) external and internal walls, external columns, roof framing and cladding and window/door installation to achieve lock-up 	<p>Written confirmation by an Authorised Officer stating milestone complete including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> at least three (3) high resolution digital photographs <input type="checkbox"/> inspections from the building certifier and structural engineer <input type="checkbox"/> progress certificate to be issued upon completion of this phase of work 	1 July 2026	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<p>Fit out, Finishes & Fittings complete and assets installed</p>	<ul style="list-style-type: none"> • Complete netball court lighting installation including power reticulation, light pole foundations and lighting, under the supervision of both Council as the relevant authority and the electrical engineer; • Complete the internal services fit-out including electrical, hydraulic (sewer and water) and mechanical works (if required, noting mechanical works may include air-conditioning and/or toilet/bathroom exhaust); • Complete internal and external finishes such as floor/wall finishes (tiling where required), wall linings and ceiling linings; • Complete internal and external painting; • Complete the fit-off of the electrical and plumbing services such as lighting, power outlets, ceiling fans, toilets and tapware • Complete the installation of toilet partitions, storage shelving, canteen facilities, security gates/shutters; • Complete the installation of furniture such as tables, chairs, external seating and canteen equipment (fridge etc); • Obtain supporting documentation to substantiate completion of fit-out 	<p>Written confirmation by an Authorised Officer stating milestone complete including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> copies of the testing and commissioning certificates for the Assets (where applicable) <input type="checkbox"/> at least three (3) high resolution digital photographs 	<p>1 May 2027</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Practical Completion</p>	<ul style="list-style-type: none"> • Authority Inspections undertaken by relevant persons • Obtain certificates of Practical completion and Occupancy 	<p>Written confirmation by an Authorised Officer stating milestone complete including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a copy of the certificate of Practical Completion of the Works 	<p>30 June 2027</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

ACTIVITY MILESTONES				
Project Milestone Grantee to achieve key milestones to undertake the capital activity	Deliverables Grantee to describe 'how' they will deliver the project including who is responsible	Evidence requirements to be accepted by the Commonwealth Grantee to provide supporting evidence which demonstrates milestone achievement. Photos to have time and date stamp.	Milestone Due Date Grantee to specify the anticipated timeframe for milestone completion DD/MM/YY – DD/MM/YY	Linked to Milestone Payment under Item D of the Agreement?
	<ul style="list-style-type: none"> Complete declaration signed by an Authorised Person from Caves Netball Club Incorporated that all works have been completed in accordance with agreement 	<input type="checkbox"/> a copy of the Certificate of Occupancy for the Works <input type="checkbox"/> certification that the Works are free of defects at Practical Completion and any defects identified after Practical Completion will be rectified within a defects liability period <input type="checkbox"/> copies of relevant testing and commissioning certificates <input type="checkbox"/> at least three (3) high resolution digital photographs of the completed Activities		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Equitable Access Policy	<ul style="list-style-type: none"> Implement Equitable Access Policy that improves outcomes for women and girls participating in sport and physical activity Provide equitable facility access to the best facilities available to women and girls Ensure equity in the allocation for training and competition and address other elements of inequality in program design and delivery for women and girls Monitor and evaluation of equitable access policy 	<input type="checkbox"/> Provision of Equitable Access Policy to a standard that addresses the Commonwealth's requirements	4 September 2025 Latest version provided with Final Report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Report against the Performance Indicators	Complete Organisational Survey (template and instructions to be provided by Department)	<input type="checkbox"/> Provide Survey response to a standard that addresses the Commonwealth's requirements	4 September 2025 Complete with Final Report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

ACTIVITY MILESTONES					
Project Milestone <i>Grantee to achieve key milestones to undertake the capital activity</i>	Deliverables <i>Grantee to describe 'how' they will deliver the project including who is responsible</i>	Evidence requirements to be accepted by the Commonwealth <i>Grantee to provide supporting evidence which demonstrates milestone achievement. Photos to have time and date stamp.</i>	Milestone Due Date <i>Grantee to specify the anticipated timeframe for milestone completion</i> <i>DD/MM/YY – DD/MM/YY</i>	Linked to Milestone Payment under Item D of the Agreement?	
Report against the Performance Indicators	Conduct participant survey (template and instructions to be provided by Department)	<input type="checkbox"/> Provision Survey to a standard that addresses Commonwealth's requirements	4 September 2025 Complete with Final Report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Completion of Australian Sports Commission women and girls module Game Plan	Complete module/survey	<input type="checkbox"/> Notification that Survey has been completed as part of performance report.	Completion within 30 days after approval of this Activity Work Plan Complete annually between 1 and 30 June 2026 Complete annually between 1 and 30 June 2027	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

GOVERNANCE DETAILS

Describe the governance arrangements the grantee has in place to oversee the delivery of the Activity including any consortia arrangements. Describe the relevant expertise, skills, qualifications and experience including broad structure of the organisation, as well as operational and business management supported by details of financial management systems, internal policies, procedures and quality improvement mechanisms. Include current accreditations where applicable. Any actual, perceived or potential conflicts of interest between board members/key staff members should also be reported in accordance with the conditions of the grant agreement.

Ensure details of the project manager or project management company responsible for the implementation of the activities are included.

Who	Scope of work they will undertake
s 47F	CBNC President
s 47F	CBNC Grants Coordinator
s 47F	CBNC Treasurer – Chartered Accountant, Bachelor of Management (Sports Management)
Steven Cowen	Lake Macquarie City Council – Community Land Planner (Sports)
Bradley Smith	Lake Macquarie City Council – Community Planning Project Officer
Project Manager	To be advised

RISK MANAGEMENT – ACTIVITY PERIOD

Risk/s description	Risk Level (low, medium, high, extreme)	How the Risk/s will be managed and by whom
Delayed delivery of design and engineering	Medium	Realistic and flexible timeframes for design and engineering. CBNC Project Manager monitoring project plan and communicating with consultants in a timely manner, including following up.
Delays in contracting arrangements	Medium	Realistic and flexible timeframes for contract arrangements. CBNC Project Manager monitoring project plan and communicating with consultants in a timely manner, including following up.
Delays with building approvals	Low	CBNC Project Manager regularly communicating with LMCC Community Project Officer.
Delays during construction due to hazardous materials, weather delays, design variations	High	Detailed project plan, including contingency planning. Effective communication and regular progress monitoring. Adaptable project management.

Budget shortfalls	Med	Project team member (Treasurer) allocated to monitor expenditure. Prioritise expenditure, implement cost saving measures, revise project scope.
Budget overspends	Low	Project team member (Treasurer) allocated to monitor expenditure. Accurate cost forecasting, continuous cost tracking, adjust resource allocation, identify additional project needs.

BUDGET		
The Budget must specify how the Grant and Other Contributions will be expended in the format at Attachment A		
As outlined in the Play Our Way Grant Opportunity Guidelines GO6763, the Grant:		
<p><u>Can be used for the following activities:</u></p> <p>5.2 Eligible expenditure You will only be allowed to spend the grant on eligible expenditure you have incurred for eligible grant activities. Eligible expenditure items must be directed to initiatives supporting women and girls' participation in sport and physical activity and could include:</p> <p>5.2.1 Stream 1: Facilities</p> <ul style="list-style-type: none"> • Construction-related activities (for example, final design, project management, construction and fit out costs) which occur after the execution of the grant agreement and result in the delivery of the project before 30 June 2027. 	<p><u>Cannot be used for the following activities:</u></p> <p>5.3.1 Stream 1: Facilities</p> <ul style="list-style-type: none"> • activities that do not have a primary or exclusive focus towards women and girls • activities or facilities that are provided on a commercial (for-profit) basis • activities that have already received government funding and are duplicative in nature • purchase of land • projects on private land • general maintenance of existing facility that is being modified, or future maintenance costs of new facility • repair of damage that can be covered by insurance • upgrading or redeveloping public toilet facilities or the maintenance or construction of car parks • retrospective costs (where projects have already commenced construction or are completed prior to execution of a grant agreement) • costs incurred in the preparation of a grant application or related documentation, feasibility studies, business cases and masterplans • projects that do not meet relevant Australian Standards • subsidy of general ongoing administration of an organisation such as electricity, phone and rent • IT equipment including one-off or ongoing fees for use of computer software • paying ransom for ransomware, cyber-attack or any other type of cybercrime • wages/salaries • administration costs with the exception of direct external / independent project 	

	<p>management costs, limited to 10 per cent of the grant amount requested</p> <ul style="list-style-type: none"> • purchasing or leasing of motor vehicles • travel and accommodation, and • activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SIGN-OFF AND ACCEPTANCE

This Activity Work Plan and Budget is to be submitted, and reviewed by the due dates specified in **Item E** of the Funding Agreement.

**Caves Beach Netball Club
Incorporated**

Commonwealth Representative

§ 47F

Signed for and on behalf of _____

§ 47F

Name of Authorised Person _____

CBNC Grants Coordinator

Position _____

23/6/2025

Date

Attachment A - Project Budget

Annual Budget GST Exclusive – up to 3 financial years		2024/25 \$ GST Excl.	2025/26 \$ GST Excl.	2026/27 \$ GST Excl.	TOTAL \$ GST Excl.
Income	Grant Funding	\$407,406.11	\$543,208.14	\$407,406.11	\$1,358,020.36
	Total Income	\$407,406.11	\$543,208.14	\$407,406.11	\$1,358,020.36
Expenditure	Grant Funding- What Play Our Way Grant Funding will cover				
	Lighting				
	Detailed Design Architect fees Engineering fees Design contingency				
	Demolition, strip out and removal				
	Construction Site preparation works Decanting costs Construction of new building External works				
	Fit-out Fit-out building (excluding non-fixed assets)				
	Assets (Non-fixed) - Furnishings, fittings and equipment				
	Builder's Contingency Allowance				
	Outdoor Installations				
	Co-Contributions- What your co- contributions will cover				
	Total Expenditure	\$0.00	\$1,132,160.16	\$225,860.20	\$1,358,020.36

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Negotiating an AWP – FAM Assessment

Use this checklist to assist with negotiating and assessing a grant recipient's Activity Work Plan and Budget including any subsequent updates throughout the Activity period.

Grant Activity Title:	Play Our Way Program - Stream 1 – Facilities Lighting Upgrade and New Clubhouse at Caves Beach Netball Club		
Organisation Name:	Caves Beach Netball Club Incorporated		
GPS IDs:	Agreement ID: s47E(d)	Schedule ID: s47E(d)	Activity ID: s47E(d)
AWP Period:	From 4/06/2025 to 30/06/2027		
AWP and Budget ARC ID:	D25/754677		
AWP Milestone Due Date to CGH:	1/06/2025		
Date Received by CGH:	12/06/2025		
Health Policy Section Contact:	s 22(1)(a)(ii)		
Current ORG Risk Rating:	Choose an item.		
Risk Assessment last reviewed:	Risk Assessment Due 04/09/2025		
Version history:	#1		

Key Points to Consider:	Yes No N/A
<p>Administrative</p> <ul style="list-style-type: none"> • Check correct template used • Verify who has submitted the AWP and Budget • A good AWP highlights the elements that will make the service effective and identifies any challenges. • Refer to the AWP Fact Sheet for Grant Recipients – was this sent to GR prior to AWP submission? <p>Note: It is important to consider proportionality when considering an acceptable level of detail in an AWP. Different providers are funded for differing amounts of money, and the detail of the AWP should reflect this.</p>	Yes
<p>Additional supporting comments:</p> <p>The AWP and Budget was submitted by s47F – Grants Coordinator – Caves Beach Netball Club</p>	

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AWP Fact sheet was provided to Grantee prior to submission, as well as detailing at length the expectations of the AWP in the onboarding meeting held.
FAM pre-populated majority of the AWP based on the applicant draft, AWP and advised grantee to amend and or complete where required.

Objectives – the objectives of the grant and the needs the grant is meeting

- Do the activity objectives match the funding agreement objectives?
- Does the AWP address the performance indicators in the agreement?
- Has the POW policy area provided any additional considerations for the AWP development? E.g. POW Policy may have included specific deliverables in the AWP for the grant recipient to report against

Yes

Additional supporting comments:

The activity Project Milestones are consistent with the Grant Agreement and are stepped out in stages which address the performance indicators as per the agreement. Deliverables align with the activity description and budget table at attachment A. Deliverables align to The Lighting Upgrade and New Clubhouse at Caves Beach Netball Club. Including; demolishing the existing clubhouse and construction of a new clubhouse facility comprised of canteen, clubroom, three (3) storerooms, accessible toilet, three (3) unisex toilets, an undercover area and new LED floodlighting.

The final 4 Activity Milestones and associated deliverables contained in the AWP have been provided by the Office for Sport to address the performance indicators contained in the Agreement, to which the Grantee has Agreed to by their acceptance of the AWP.

Deliverables

- Does the grant recipient clearly describe what outputs they will deliver with the funding?
- Do they align with, and directly contribute to meeting the objectives?

Yes

Additional supporting comments:

The AWP clearly describes the output they will deliver with the funding. Deliverables align to the objective of the grant. The project will enhance club capability, provide adequate space for modified training due to inclement weather, including a designated supervised area thereby enhancing safety and accessibility for women and girls in netball. The Activity will result in enduring change for women and girls facing barriers to participation in sport and physical activity.

As above, the final 4 milestones provided by Health clearly describe how the program objectives will be met in addition to the completion of the capital works Facilities themselves.

Timeframes

- Are timeframes/key dates included?
- Are timeframes realistic/achievable?
- No timeframe should be deemed 'Ongoing' – if service delivery is continuous, timeline should be from the start of delivery until the activity ceases. If delivery is once per week, then it should state, 'Weekly until XXX'

Yes

<ul style="list-style-type: none"> Do timeframes clearly outline a timeline/progress towards completing activities i.e. not all will be ongoing 	
<p>Additional supporting comments: Timeframes are per Grant Agreement (Item E reporting milestones)</p>	
<p>Measures of success</p> <ul style="list-style-type: none"> How will targets/measures be achieved? What will the grant recipient do? Is there a timeframe for each target/measure? To achieve client outcomes, what outputs are needed and how will they be measured? Are the activities described clearly? Have additional performance indicators been developed, if required by Policy area? Are the performance indicators specific, measurable and include timeframes? 	Yes
<p>Additional supporting comments: Each project/activity milestone will be measured and assessed through the evidence requirements attached to each deliverable as per the AWP. Anticipated milestone completion date for each stage has also been provided in the AWP.</p> <p>Activity/Project Milestones that are contained in the AWP but not specified on GPS or in the Item E of the Agreement, will be measured through the assessment of the performance report for the period that milestone falls within.</p> <p>The property detail milestone due 1 July has already been completed.</p> <p>As previously mentioned, the performance indicators specific to the Play our Way Program have been included in the AWP, with the role of the Hub to collect the documentation from the Grantee and provide to the Office for Sport for assessment.</p>	
<p>Risk Management (Optional inclusion determined by Policy Division)</p> <ul style="list-style-type: none"> Does the plan have a suitable mitigation strategy for identified risks? <p>FAM to also consider the following:</p> <ul style="list-style-type: none"> Does the activity require specialist skills or experience? Can another organisation take over the service delivery easily if required? Does the activity support vulnerable cohorts (e.g. Indigenous Australians, Aged Care)? Is the organisation the sole provider of a service in a regional or remote area? No Does the organisation have a recent history of delivering outputs and outcomes in line with performance requirements? <p>Tip: for current grant recipients, review their risk assessment to determine what risks have previously been identified with the services delivered by the funding recipient.</p>	Yes
<p>Additional supporting comments: The Risk Management Plan for the Activity period has been provided within the relevant section of the AWP and has been deemed as suitable for the Activity being undertaken. All identified risks provided in the template have satisfactory mitigations plan in place.</p>	
<p>Stakeholder Engagement (Optional inclusion determined by Policy Division)</p>	N/A

- Does the AWP describe other parties involved in or affected by the delivery of the activity?
- Are the key stakeholders named?

Interest or impact

- Has the grant recipient described how the stakeholder has an interest in, or is affected by the activity?

Engagement strategy

- Has the grant recipient considered how they and the stakeholder will interact to mitigate risks? E.g. arranging monthly meetings with stakeholders on progress of activity

Additional supporting comments:

Aside from organisational staff and Contractors being engaged to deliver the Capital Works, there are no other parties directly involved or affected by the delivery of the Activity, as such no key stakeholders named in the AWP, and no interest, impact or engagement strategy required. As expected, the local council has been listed as a stakeholder as per the development application documentation and lodgement processes.

Governance (Optional inclusion determined by Policy Division)

- Did the grant recipient outline their governance arrangements for the Activity and demonstrated good governance principles and processes to support delivery? i.e. organisational chart and identification of key roles skills, qualifications and responsibilities, details of financial systems and internal policies etc.
- Depending on the risk of the activity – FAM to also consider what fraud controls are in place and any identified conflicts of interest between board members/key staff members.

Yes

Additional supporting comments:

Governance Details have been included in the relevant section of the AWP, as per the advice given in the onboarding meeting, the Grantee have included all parties involved in the Activity in this section also. The Project Manager and the appointed builder/contractor are yet to be appointed, as such these details won't be known until the commencement of capital works milestone is due 1 October 2025. FAM is satisfied that the Governance arrangements for this activity are suitable for the project being delivered.

Budget (where applicable e.g. HP6, HP8 & HP9)

- Does the Income Grant Funding Amount match the Agreement value?

Yes

- Are all line items permitted in accordance with the GOGs/ Program Guidelines? If not, list below which line items need clarification. E.g.
 - Item [X]

Yes

- Are any unspent funds from previous financial years recorded?

N/A

- Does the total Budget equal zero?

Yes

- Is any further information required from the organisation to support/finalise your assessment?

No

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Additional supporting comments:

FAM is satisfied that the AWP budget does not differ significantly from that provided as part of the Play Our Way Funding Application, and as such is acceptable. The Total Budget aligns with total amount funded. Expenditure does not align with the total amounts funded per financial year; however, this would be expected given the delay to the execution of the grant agreement (not executed until 4/6/2025). It is likely the grantee will request to rollover unexpended funding from the 2024/2025 financial year. (this won't be known until the financial acquittal is provided 1 August 2025). Commencement of Capital works is not expected until 1 October 2025, therefore you would expect to see the expenditure budget align more to the 2025/26 financial year.

AWP and Budget Assessed by:

FAM Name: s 22(1)(a)(ii)

Date: 24/06/2025

FAM declaration:

- I have checked the GOGs, Program Guidelines and Grant Agreement to ensure the activity deliverables are consistent with the program objectives
- I have referred to the grant application (where available) to ensure deliverables and budget are in line with the application
- I have discussed with Health Policy Division their expectations of quality and level of AWP detail required is proportionate to the organisational risk assessment
- I have assessed and finalised AWP and budget within 30 days of receipt (KPI 1.1) – if not explain why in comments
- I have discussed and resolved issues with grant recipient where necessary

Recommended outcome:
*please highlight*Approved - no further
action requiredApproved - on
conditionOther –
provide comments

Additional supporting comments:

Clearance delegate:

[\[Refer to Clearance Matrix\]](#)

Name/Position:

Date:

Click or tap to enter a date.

AWP Approval sign-off

- AWP has been signed by appropriate Commonwealth Representative delegate [\[refer to Clearance Matrix\]](#)
- Copy of signed AWP has been sent to Grant Recipient
- Copy of signed AWP has been saved in ARC and uploaded to GPS under Activity 'file management' tab

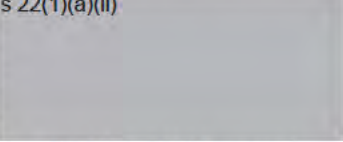
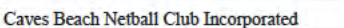


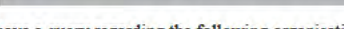
Additional Attachments (where applicable):

From: [Play Our Way](#)
To: [§ 22\(1\)\(a\)\(ii\)](#)
Cc: [§ 22\(1\)\(a\)\(ii\)](#); [Play Our Way](#)
Subject: RE: AWP Batch [SEC=OFFICIAL]
Date: Thursday, 31 July 2025 11:04:48 AM
Attachments: [image001.png](#)

OFFICIAL

Hi Team,

Please be advised that the below Activity Work Plans have been reviewed and we support the approval of these. We note the potential variation requests for some of these. Please provide another batch of AWP's for our review.

- [§ 22\(1\)\(a\)\(ii\)](#)
- 
- 
- 
- 
- 

• Caves Beach Netball Club Incorporated

- [§ 22\(1\)\(a\)\(ii\)](#)

I have a query regarding the following organisation which I will forward separately:

- [§ 22\(1\)\(a\)\(ii\)](#)

Kind Regards

[§ 22\(1\)\(a\)\(ii\)](#)

Play Our Way Program - Office for Sport

[§ 22\(1\)\(a\)\(ii\)](#) [@infrastructure.gov.au](#)

PO Box 594 Canberra, ACT 2601

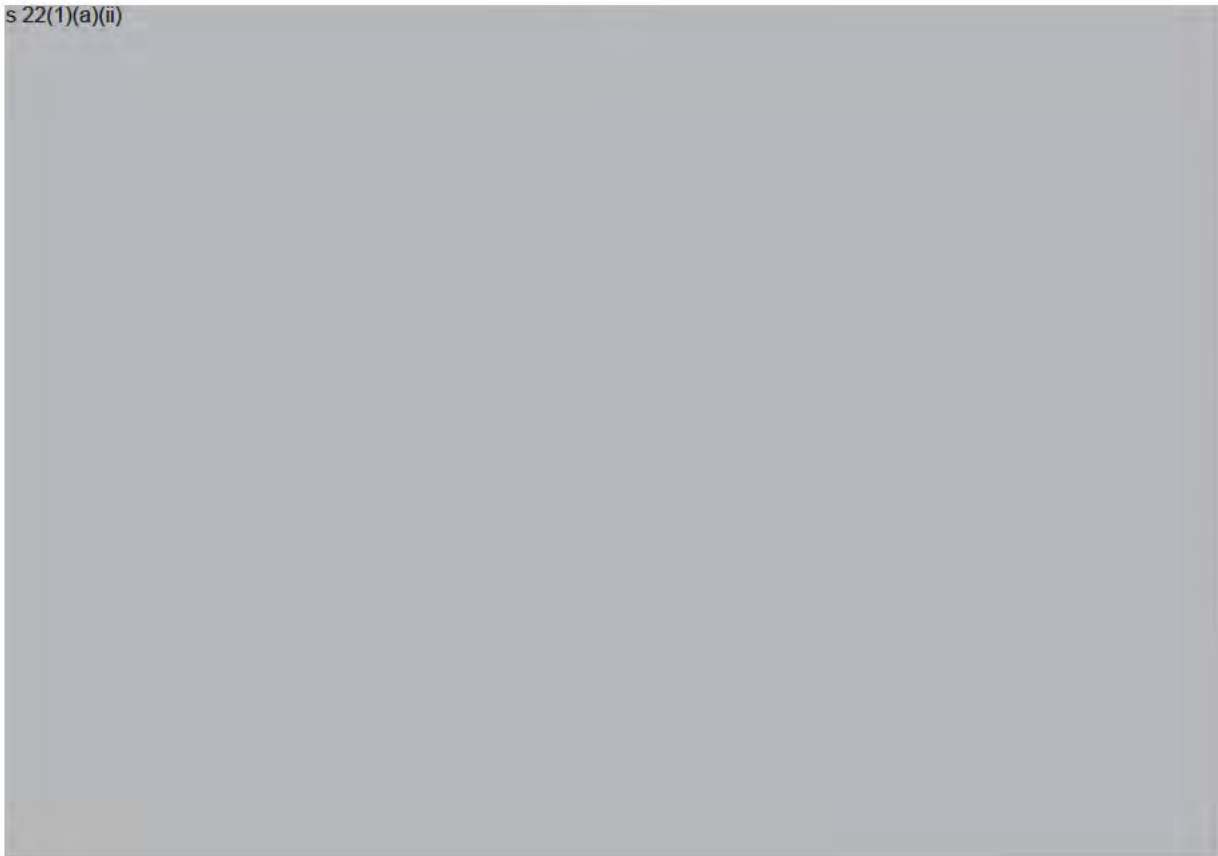
Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts
CONNECTING AUSTRALIANS - ENRICHING COMMUNITIES - EMPOWERING REGIONS



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.
I recognise and respect their continuing connection to the land, waters and communities.
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

[§ 22\(1\)\(a\)\(ii\)](#)



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