

# Individual or Group Assistance Fund (IAF) 2024-25 Guidelines

**National or international sporting event grants are delivered by Warrnambool City Council to provide opportunities for residents to support individuals participating at an elite level to achieve their sporting goals.**

As part of Council's vision for a healthy and active city, grants are available for resident individual athletes competing at elite levels, as part of an affiliated state or national event or international activity or event (e.g. national championships, world championships).

Grants are available for one-off events and not for on-going competitions.

## Funding levels

**Applications for Individual or Group Assistance Fund is open annually until the grant allocation is expended.**

- Funding for national competitions is up to \$300 for an Individual and up to \$500 for a Team.
- Funding for international competitions is up to \$700 for an Individual or up to \$1,000 for a Team.

Where more than one individual application is received for the same event by members of the same club or organisation, the application will be considered a team. All individuals that receive funding through the team category must meet the Individual Participation Grant eligibility criteria.

## Eligibility criteria

**To be eligible to apply for an Individual assistance fund grant, applicants must meet the following criteria:**

- Applications must be received at least six weeks before the start of the competition.
- Applicants must be a resident of Warrnambool City.
- Applicants must be supported by an eligible organisation officially recognized by the **Australian Sports Commission Sports Directory**
- Applicants must have fully acquitted previous completed grants and have no outstanding debts to Warrnambool City Council.
- Activities must take place within 12 months of receiving the grant.
- Individual applicants are only be eligible to apply for assistance every second year.
- Officials / referees / coaches are ineligible.

## Essential assessment information required

**Applicants must provide the following information with their application:**

- Proof of residency within the City of Warrnambool.
- Proof of selection i.e. letter from governing association confirming competitive selection in national or international competition.
- Details of the event or competition.
- Reference from an organisation representative on organisation letterhead.
- An outline of costs to participate in the event including travel, accommodation, entry fees, uniform costs and other associated costs.
- A broad outline of how this activity is critical to your development or ongoing success.

## What will be funded

- Competition and tournament entry fees.
- Travel, accommodation and uniform costs associated with event participation.

## What will not be funded

- Activities, projects, programs and events that have already taken place.
- Activities, projects, programs and events that have already been funded through other Warrnambool City Council programs or activities or grant programs.
- Current Warrnambool City Council staff.
- Ongoing competitions. Individual or Group Assistance Fund grants are for one off competitions or events i.e. National or World Championships.
- Tours and competitions that are friendship/exposure competitions, including international and interstate tours organised by schools and private tour groups.

- Participation in tournaments that are not recognized by the relevant National or State Sporting organization as part of their athlete development pathway.
- Any tournaments or competitions where the participants are not selected based on merit with a fair and transparent selection process available to all residents.
- Australian University Games (and their qualifying events) will not be funded.
- Expenses associated with the travel costs of accompanying family members.

## Assessment

### The grants program is a competitive application process.

Warrnambool City Council receives more funding applications than it can support. Applications are assessed against the assessment criteria. Therefore, successful applications are those that best respond to the assessment criteria.

Warrnambool City Council reserves the right to decline any application that does not meet the assessment criteria and reserves the right to request further information in considering applications.

To give your application the best chance, ensure the application addresses the eligibility criteria and you include everything listed in the essential attachments section.

## Assessment process

### After Council has received your application:

- Your submitted application is kept confidential. Only relevant Council staff will have access to your application. Its contents will not be disclosed to any other person.
- Council officers review all applications for eligibility. Ineligible applicants will be notified.
- Council staff will assess the application and make recommendations to the Manager of Recreation & Culture.
- The Manager of Recreation & Culture makes the final decision on each application.
- Following this approval the applicant is notified of the outcome.
- All applicants will receive a letter with the result of their application within six weeks of submission.
- Information about grant decisions will not be released over the telephone.

## Lobbying

### Canvassing or lobbying of councillors, employees of Warrnambool City Council in relation to any funding application is prohibited during the application process.

No further consideration will be given to an application submitted by an applicant that canvasses or lobbies a councillor or Warrnambool City Council employee in relation to their application.

## Completing your application:

### Applications will be submitted and managed online via SmartyGrants. Application forms are available from the Warrnambool City Council website.

When your application is fully submitted you will receive an automated email containing a PDF copy of your application and confirmation that it has been received.

If you experience technical issues with the SmartyGrants system contact them directly by email at [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or by phone on (03) 9320 6888.

For all other enquiries relating to completing your application, please contact the Recreation Team by email: [recreation@warrnambool.vic.gov.au](mailto:recreation@warrnambool.vic.gov.au)

## Grant terms and conditions

### If your application is successful, you will be required to:

- Sign a funding agreement or a letter of agreement with the Warrnambool City Council that outlines the terms and conditions of funding.
- Provide an acquittal report at the end of the project.
- In some instances, meet or discuss your project with Council and provide revised information.
- Complete a Name and Address Form (NAR) for Council to provide the grant amount.
- Compete or participate in the approved competition/activity within 12 months of grant approval.

## Please note:

- Grants will not be paid until all requested information has been supplied.
- Funding is allocated from specific financial year budgets. If paperwork is not submitted within the allocated timeframe, then funding is forfeited by the funded organisation.
- Grants may not be used for any purpose other than for which it is granted, without the written permission of the Warrnambool City Council.
- Warrnambool City Council will not be responsible for shortfalls in if the applicant is unable to meet the event costs.

