



# Participation Sponsorship

Program Guidelines

2024/25



## Contents

Program Overview .....	3
Program Objectives.....	3
Important things to know before you start.....	3
Grant Funding .....	4
General Guidelines .....	4
Grant Conditions.....	4
Who is eligible to apply?.....	4
What will not be supported? .....	5
Submitting you application .....	5
What is the process once your application is submitted?.....	5
Mandatory attachments .....	5
Acquittal.....	5
Further information and assistance.....	<b>Error! Bookmark not defined.</b>

### Program Overview

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. The Participation Sponsorship Program aims to support the inclusion of preschool and school aged Latrobe City Council residents in disadvantaged circumstance to participate in recreation activities where participation costs are leveraged on the participant.

The program provides support to individuals by paying funds directly to sporting clubs to cover participation fees.

### Program Objectives

This program builds capacity and strengthens the region's potential of its most valuable resource – its citizens. The Latrobe City Council's philosophy behind this program is about:

- Providing opportunities for enhanced participation in public life;
- Providing benefits to individuals and therefore the broader community;
- Contributing to the wellbeing of Latrobe City;
- Inspiring participation;
- Nurturing leadership and capacity; and
- Enabling creativity and innovation.

### Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- Applicants must hold a Health Care or Pension Concession card.
- Fees are paid directly to the Latrobe municipality recreation club on receipt of invoice.
- Assistance can be provided for more than one family member per financial year.
- Applications must be submitted prior to your activity commencing.
- Applicants are eligible to receive one Participation Sponsorship per financial year.
- If you have previously received a grant from Latrobe City Council, you will need to complete any outstanding acquittal requirements before being eligible to apply for another grant.
- Funding must not be regarded as a recurrent commitment from Latrobe City Council.
- The Participation Sponsorship Program is limited to the amount of funds allocated in Council's annual budget. Once funds are expended, the program will close for that financial year.

### Sponsorship Funding

Participation Sponsorship Program	
Description	The Participation Sponsorship Program aims to support the inclusion of preschool and school aged Latrobe City Council residents in disadvantaged circumstance to participate in recreation activities.
Application dates	Applications open all year or until funds are exhausted
Maximum grant amount	\$250
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices.

### General Guidelines

#### Sponsorship Conditions

- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct application form.
- Be applying to a recreation club that is a not-for-profit, and based in Latrobe City.
- Applicants must agree that Council will pay fees directly to the recreation club.
- Applications must be submitted by the Assessment Date prior to the activity.
- Latrobe City Council may request additional information to assist in assessing an application for funding.
- Additional funding conditions may be applied during assessment.
- Latrobe City Council must be notified of any significant changes to the application by submitting a written request for a funding variation. This includes requests for extensions of time to acquit the activity.
- Latrobe City Council shall be given prior notice if invited to participate in any public relations activities associated with the activity.
- Funds must be expended within 3 months of receiving funding and acquitted within 2 months of beginning participation in the recreation activity, unless written approval has been given for an extension.
- Applicants who have an outstanding acquittal will not be able to apply for further funding.
- Funding must not be regarded as a recurrent commitment from Council.

#### Who is eligible to apply?

To be eligible individuals must:

- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications;
- Reside in Latrobe City; and
- Hold a Health Care or Pension Concession card.

### What will not be supported?

- Requests for support that aren't directly associated with participation.
- Uniform or equipment that is not considered compulsory for participation.
- Participation at activities considered to be general volunteer opportunities.
- Requests which are considered the responsibility of the State or Commonwealth Government departments to support.
- Applications for support which are not compatible with adopted Council strategies and plans.
- Proposals associated with participation in activities that deliver a religious or partly political message, irrespective of what those beliefs or positions might be.
- Applications to cover retrospective costs, debts or loans.
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums.
- Projects located at venues where there are gaming machines, gambling and betting.

### Submitting your application

All grant applications must be completed online and submitted on a current and correct application form. When you complete an application form you will be asked to sign up for a Latrobe City Council SmartyGrants account. This grant account will be used to send you reminders and allow you to complete your application, funding agreement and acquittal form.

### Application Process

1. Club/organisation identifies individuals to apply for funding
2. Individual completes the Application Information Collection Form and provides this to the club/organisation to complete their section
3. Once completed, the club/organisation representative will complete the online application form, entering all the information provided on the Application Information Collection Form.

### What is the process once your application is submitted?

1. Applications are checked for eligibility against the sponsorship program guidelines.
2. Applicants will receive an email notifying them of the outcome of their application. If further information is requested, you will need to provide this prior to funding being paid.
3. If your application is successful, funding will be deposited into your sporting clubs nominated bank account within 6 weeks.

**NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated sporting clubs bank account.**

### Mandatory attachments

You will be asked to upload the following mandatory attachment when completing your application:

- a) Application Information Collection Form; and
- b) Health Care or Pension Concession Card.

### Acquittal

You will be required to include the following in your acquittal;

- a) Acquittal Information Collection Form;
- b) An actual income and expenditure budget, including proof of purchase invoices and/or receipts for items purchased using Latrobe City Councils funding; and

- c) Evidence of how Council's support was acknowledged.

### Further information and assistance

For all project submission enquiries, including assistance and support available to help you submit your application, please contact the Grant team:

**Phone:** 1300 367 700

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)