



CommBank



FOOTBALL  
AUSTRALIA

# Growing Football

## Community Grant Program

Grant Guidelines

2024/2025

### **ACKNOWLEDGEMENT**

Football Australia recognises, respects and celebrates the cultural distinctions of First Nations people and values their rich and positive contribution to not only football but also to the broader Australian and global society.

In the spirit of reconciliation, Football Australia acknowledges Aboriginal and Torres Strait Islander peoples as the first inhabitants of Australia and that sovereignty was never ceded. We extend this respect and honour to acknowledge all elders past, present and future generations as we continue to grow with their guidance and wisdom.

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# 1. OVERVIEW

## 1.1 Background

Following the success of the FIFA Women’s World Cup 2023™, Football Australia has launched the Growing Football Fund in partnership with CommBank to support the continued growth of women’s football across Australia.

The Growing Football Fund has an ambitious goal of attracting and retaining 50,000 female participants over two years.

For more information on the Growing Football Fund, please visit:  
<https://www.footballaustralia.com.au/growingfootballfund>.

## 1.2 About the Community Grant Program

This document sets out the application guidelines for the Growing Football Community Grant Program.

The primary objective of the Community Grant Program is to provide tangible support to clubs and associations, with a focus on initiatives that look to attract or retain women and girls in football.

The Community Grant Program will also aim to:

- provide quality experiences for new and returning football participants that encourage ongoing participation in football.
- support the education and development of community coaches that improve the skills and knowledge of coaches to provide quality football experiences.
- support clubs and associations in developing inclusive and safe environments to support the retention of women and girls at their club.

## 1.3 Important dates

MILESTONE	DATE
Applications Open	10am AEST, Wednesday 21 August 2024
Applications Close	10pm AEST, Monday 16 September 2024
Announcement of successful Applicants	November 2024

## **2. ELIGIBILITY**

The Community Grants are targeted at both clubs and associations.

### **2.1 Eligible Clubs**

To be eligible for a Community Grant, clubs must:

- be located in Australia;
- have at least one women's or girls team or program;
- be registered on Football Australia's Club Changer Program and achieve 1-Star rating;
- be registered as a club with Football Australia;
- be a registered incorporated association or a company limited by guarantee;
- not be named by the National Redress Scheme for Institutional Child Sexual Abuse on its list of "Institutions that have not joined or signified their intent to join the Scheme";
- not have previously received Growing Football Community Grant Program funding;
- not have any outstanding debts with Football Australia or relevant Member Federation; and
- be able to provide evidence, to Football Australia's satisfaction, that the club meets all of the above criteria.

### **2.2 Eligible Associations**

To be eligible for a Community Grant, associations must:

- be located in Australia;
- have at least one women's or girls division/competition;
- be registered on Football Australia's Club Changer Program and achieve 1-Star rating;
- be registered as an association and affiliated with a Member Federation;
- be a registered incorporated association or a company limited by guarantee;
- not be named by the National Redress Scheme for Institutional Child Sexual Abuse on its list of "Institutions that have not joined or signified their intent to join the Scheme";
- not have previously received Growing Football Community Grant Program funding;
- not have any outstanding debts with Football Australia or relevant Member Federation; and
- be able to provide evidence, to Football Australia's satisfaction, that the association meets all of the above criteria.

### **2.3 Ineligible Applicants**

The following organisations are not eligible to apply for a Community Grant:

- A League Clubs;
- Member Federations and State Sporting Organisations;
- For-profit entities;
- health and recreation service providers; and
- any other entity or organisation that Football Australia, in its sole discretion, determines does not meet the eligibility criteria set out in Sections 2.1 and 2.2 above.

## 3. GROWING FOOTBALL COMMUNITY GRANT

**Grant Amount:** clubs and associations are eligible to apply for one Community Grant of up to \$5,000 AUD (excluding GST).

Clubs or associations must complete the application form, including a budget, for their proposed activities. The application must include:

- an outline of the project, including key activities, evaluation approach and a budget that represents value for money;
- how the project will meet grant program objectives; and
- how the project aligns to your club or associations align to your Club Changer Action Plan and how the projects impact will be sustained beyond the grant period.

The amount a club or association receive will be determined as part of the assessment process and may not be the same amount applied for. Amounts will be allocated by Football Australia in its sole discretion to make the most effective use of the Growing Football Fund.

A copy of the application template can be found on the Growing Football Fund webpage here: <https://www.footballaustralia.com.au/growingfootballfund>.

It is recommended that applicants initially fill out the provided application template and subsequently then transfer the information to the application form. This precaution is taken to account for any potential technical difficulties and to prevent the loss of your work/answers.

### 3.1 Types of activities that will be funded:

Community Grants may be used to fund the following types of future activities:

- activities that support the **education and development of female coaches** (eg. coaching courses);
- initiatives that **explore and drive new participation opportunities** for women and girls in football (eg. come & try days, school visits or engagements, recruitment drives, digital promotion);
- activities that **foster a better participant experience** for women and girls (eg. female fitting uniforms, replacement of white playing shorts, cultural training, mental health first aid training for club members, social media training);
- projects or activities that foster the development of new policies, practices or processes that **looks to improve gender parity** (eg. board evaluations or governance courses);
- activities that look to provide **development opportunities** for women and girls (eg. mentorship programs, leadership training, inspirational speaker series);
- initiatives that **address barriers to entry** for women and girls (e.g. subsidised player registration fees for disadvantaged women or girls); and
- other activities, programs or events which Football Australia considers, in its sole discretion, are consistent with the aims and objectives of the Growing Football Fund to provide tangible support to clubs and associations, with a focus on initiatives, programs and activities that look to attract or retain women and girls in football.

### **3.2 Types of activities that will not be funded**

Community Grants will not be provided to fund the following activities:

- general playing equipment for existing teams – balls, cones, bibs, goals, uniforms;
- salaries of players, coaches or existing administrators;
- flights, travel or accommodation for players, coaches or administrators;
- competition fees;
- building works, renovations or extensions;
- expenses that are deemed as part of a Club’s everyday usage – for example, ground costs, canteen items (food and drinks), electricity or other utilities;
- maintenance equipment – for example, sprinklers, mowers;
- recouperation of costs or expenses that the club or association has already occurred; and
- other activities, programs or events which Football Australia considers, in its sole discretion, are not consistent with the aims and objectives of the Growing Football Fund to provide tangible support to clubs and associations, with a focus on initiatives, programs and activities that look to attract or retain women and girls in football.

## **4. ASSESSMENT AND APPROVAL**

### **4.1 Assessment Process**

All eligible applications which are received before **10pm (AEST), Monday 16 September 2024** will be assessed. Football Australia may agree to assess applications received after that date / time in its sole discretion.

Football Australia will consider whether the relevant club or association is an eligible applicant in accordance with the criteria set out in Sections 2.1 and 2.2 above. Any club or association which Football Australia determines, in its sole discretion, as not being eligible to receive a Community Grant will be excluded from the assessment process. Clubs and associations must provide Football Australia with any information Football Australia requests as part of the assessment process.

Eligible applications will be evaluated based on their alignment with the assessment criteria set out in Section 4.2 (“**Assessment Criteria**”). The assessment process will consider all responses provided in the application form, and any supplementary attachments.

Clubs and associations should note that meeting the Assessment Criteria does not guarantee approval, as the anticipated number of applications may exceed the available funds.

Following the grant open period, Football Australia will convene an assessment panel which will consist of football stakeholders selected by Football Australia to review and assess the applications.

All decisions as to:

- the eligibility (or otherwise) of an applicant;
- whether (or not) an application meets the Assessment Criteria; and/or
- whether a Community Grant is provided to an applicant and if so, the value of the Community Grant,

will be made by Football Australia at its sole discretion and will be final.

In the event of an unsuccessful application, applicants can request feedback from Football Australia.

## 4.2 Assessment Criteria

Applications will be assessed against the following Assessment Criteria below:

CRITERIA
The application includes a detailed outline of the project and how it will be evaluated. It is based on a realistic budget and represents value for money.
The application outlines how the project, meets one or more of the objectives of the Community Grant and how it contributes to attracting or retaining women and girls in football.
The application outlines the how the project aligns with the applicant’s strategic long-term plans or outcomes, including alignment with its Action Plan via Club Changer and how impacts will be sustain after grant funding.

## 4.3 Notification and Agreement

All applicants will be notified by email on the outcome of their application. Successful applicants will be notified of the project that will be funded and the amount of funding Football Australia will provide, and asked to sign and return to Football Australia a Funding Letter in form of the template Funding Letter set out in Appendix 1 to these Guidelines.

# 5. APPLICATION PROCESS

## To Apply

### 5.1 Step 1: Check your eligibility

Check the information contained in these Guidelines to see if your club or association is eligible (Section 2 – Eligibility).

### 5.2 Step 2: Gather Information

Ensure you have gathered all the required information for your application, with answers to the templates shared in section 3, and any requested supporting documentation.

Football Australia strongly recommends that you fill out the answers in the templates in the first instance, then copy the answers across when filling out the application.

### 5.3 Step 3: Apply online

The link to apply online can be found on the Growing Football Fund website: <https://www.footballaustralia.com.au/growingfootballfund>. Once on the webpage, head to the Community Grant section, where you can hit on the ‘apply now’ button to access to the application form.

## Attaching required information or supporting documentation

You are able to attach documents to your online application – files must be:

- Word, Excel, PDF or JPEG
- Not larger than 5MB

## 6. ACQUITTAL PROCESS

Successful applicants will be required to complete all activities funded by the Growing Football Fund grant within 12 months of successful grant notification.

As set out in the Funding Letter, successful applicants will be required to provide:

- a. on request from Football Australia, reports, information and materials regarding the applicant's performance of the funded activities;
- b. within 30 days of completing the funded activities, in the form required by Football Australia:
  - i. a statement and accompanying evidence verifying that the funded activities have been successfully completed and the grant has been spent in accordance with the Funding Letter; and
  - ii. a report which sets out the outcomes and impact of the funded activities.

Recipients will be required to repay to Football Australia any part of the grant not spent or committed to be spent on the funded activities in accordance with the Funding Letter.

## 7. GRANT CONDITIONS

### 7.1 Conditions that apply

By submitting an application, applicants agree to comply with these Grant Guidelines.

Successful applicants (clubs or associations) will be required to enter into a Funding Letter with Football Australia in the form of Appendix 1 to these Guidelines.

A club or association should not submit an application if it is not willing to agree to the terms set out in the Funding Letter. By submitting an application, each applicant agrees and acknowledges that it is making an offer to Football Australia to enter into a Funding Letter on the terms set out in Appendix 1.

### 7.2 Post Program Evaluation

By submitting an application, all applicants agree to comply with any evaluation Football Australia undertakes with respect to the Growing Football Fund. Successful applicants will receive an evaluation form within 12-months following the Program completion.

Evaluation is mandatory for all successful applicants in the Program.



Successful applicants may also be required to contribute information on the Growing Football Fund outcomes for use in Program evaluation reviews and Football Australia’s marketing and promotional materials.

### **7.3 Privacy**

All applications will be processed by Football Australia in accordance with Football Australia’s Privacy Policy which is available - <https://www.footballaustralia.com.au/privacy>.

The details of successful applicants (including club or association name, state, the value of the grant awarded and a brief description of the funded activities) may be published by Football Australia for any purpose connected to the Growing Football Fund. By submitting an application, each applicant consents to the publication of such information.

## **8. CONTACT:**

For any questions about the Growing Football Community Grant Program:

Email: [growingfootballfund@footballaustralia.com.au](mailto:growingfootballfund@footballaustralia.com.au)

Website: <https://www.footballaustralia.com.au/growingfootballfund>

## APPENDIX 1 – FUNDING LETTER FOR THE 2024/2025 GROWING FOOTBALL COMMUNITY FUND

### Funding Letter – CommBank Growing Football Program (Community Grants)

I am pleased to confirm that [NAME OF RECIPIENT] (“**Recipient**”) has been selected by Football Australia Limited (“**FA**”) to receive a grant of [AMOUNT] (ex GST) (“**Grant**”) as part of the Football Australia Growing Football Fund (“**Fund**”).

This Funding Letter sets out the terms and conditions on which FA will provide, and the Recipient must use, the Grant.

For the purposes of this Funding Letter, the “**Funded Activities**” are the activities set out in Attachment 1.

1. The provision of the Grant to the Recipient is conditional on the Recipient providing to FA:
  - a. signed copy of this Funding Letter; and
  - b. a valid tax invoice for the amount of the Grant,

by no later than [DATE]. The Recipient must email the signed Funding Letter and tax invoice to [EMAIL ADDRESS]
2. When this Funding Letter is signed by the Recipient, it forms a binding and enforceable agreement between FA and Recipient. The terms of this Funding Letter will remain in effect until the Recipient has complied with its obligations set out below, unless FA terminates this Funding Letter earlier in accordance with paragraph 9 (“**Term**”).
3. Subject to the Recipient performing the Funded Activities in accordance with this Funding Letter, FA will pay the Grant in one instalment to the Australian bank account nominated on the tax invoice within 30 days of receipt of the signed Funding Letter and tax invoice.
4. The Recipient must:
  - a. comply with the terms of this Funding Letter, and any lawful directions of FA from time to time;
  - b. only use the Grant to undertake the Funded Activities;
  - c. undertake the Funded Activities as set out in Attachment 1, including as to any performance dates or timelines specified in Attachment 1, unless otherwise agreed by FA in writing;
  - d. complete the Funded Activities within 12 months of the date on which the Recipient receives this Funding Letter;
  - e. promptly notify FA of anything reasonably likely to affect the completion or execution of the Funded Activities in whole or in part;
  - f. liaise with and co-operate with FA and its personnel;
  - g. comply with all FA rules and regulations, including but not limited to FA’s Member Protection Framework and the Safeguarding Policy;
  - h. comply, and must ensure its personnel comply, with all applicable Commonwealth, State and Territory laws and regulations in conducting the Funded Activities (including but not limited to laws and regulations regarding working with children and vulnerable people), and provide evidence of compliance with this paragraph if requested by FA;
  - i. obtain and maintain at its cost all rights, consents, license, permits, registrations, clearances and authorisations necessary to perform the Funded Activities;
  - j. obtain and maintain at its cost appropriate insurances in respect of any risks arising out of the performance of the Funded Activities, and provide evidence to FA on request;

- k. not do, or fail to do, anything that may cause detriment to the good standing and reputation of the Recipient, the Fund and FA; and
  - l. keep adequate records in sufficient detail of the use and expenditure of the Grant and performance of the Funded Activities, and provide those records to FA on request.
5. The Recipient grants to FA a non-exclusive, perpetual, royalty free licence to use, in connection with the Fund and Funded Activities:
    - a. the name and/or logo of the Recipient; and
    - b. any photo or video footage produced in connection with the Funded Activities that the Recipient provides to FA for the purposes of this Funding Letter.
  6. FA grants to the Recipient a non-exclusive, non-transferrable, royalty free licence to use during the Term the name and/or logo of FA and the Fund in connection with the Funded Activities, provided the Recipient complies with all instructions issued by FA regarding such use.
  7. The Recipient:
    - a. must, if requested by FA, acknowledge the support of the Fund in marketing and promotional materials related to the Funded Activities; and
    - b. acknowledges that the Funded Activities are supported by FA and CommBank, and the Recipient must not display or refer to any other third party name, logo or image in connection with the Funded Activities.
  8. The Recipient must provide:
    - a. on request from FA, reports, information and materials regarding the Recipient's performance of the Funded Activities;
    - b. by no later than [DATE], in the form required by FA:
      - i. a statement and accompanying evidence verifying that the Funded Activities have been successfully completed and the Grant has been spent in accordance with this Funding Letter; and
      - ii. a report which sets out the outcomes and impact of the Funded Activities
  9. Without limitation to any other rights FA may have, FA may terminate this Funding Letter by written notice to the Recipient if:
    - a. the Recipient breaches any term of this Funding Letter not capable of remedy, or the Recipient breaches any term of this Funding Letter capable of remedy and fails to remedy the breach within the time specified by FA; or
    - b. FA believes, in its sole and absolute opinion, that the Recipient:
      - i. provided false or misleading information during the application process; or
      - ii. the Recipient is insolvent or is unable to pay its debts as they become due.
  10. If FA terminates the Agreement in accordance with paragraph 9, FA may, at its sole and absolute discretion, require the Recipient to repay to FA all or part of the Grant. The amount notified must be repaid within 30 days of any such notice.
  11. On termination or expiration of this Agreement, the Recipient must repay to FA any part of the Grant not spent or committed to be spent on the Funded Activities in accordance with this Funding Letter. The relevant amount must be repaid within 30 days of expiration or termination.
  12. The Recipient must each ensure that when it collects, transfers, stores or otherwise handles personal information in the performance of the Funded Activities or otherwise under this Funding Letter, it complies with any applicable legislation including but not limited to *Privacy Act 1988* (Cth).
  13. To the extent permitted by law, the Recipient:
    - a. agrees and acknowledges that FA will not be liable for any loss or damage suffered or incurred by the Recipient or any third party in connection with the Funded Activities; and
    - b. indemnifies FA and its officers, employees and contractors against any claim, loss or damage arising out of or in connection with the performance of the Permitted Activities.

14. Paragraphs 5, 8, 10, 11 13 and 18, and each other paragraph required to make these clauses effective, continue to bind the parties after expiry or termination of this Funding Letter for any reason.
15. This Funding Letter does not create a relationship of employment, partnership or agency between the Recipient and FA.
16. This Funding Letter sets out the entire agreement between FA and the Recipient with respect to the Grant and Funded Activities.
17. Any amendment or variation to this Funding Letter must be agreed in advance in writing by both FA and the Recipient.
18. The Recipient may not sub-contract, transfer, novate or assign any of its rights or obligations under this Funding Letter.
19. This Funding Letter is governed by the laws of New South Wales. FA and the Recipient submit to the jurisdiction of courts exercising jurisdiction there.

By signing this Funding Letter, the Recipient agrees and acknowledges that it has read and understood the terms and conditions set out above, and agrees to comply with them.

- end -