

VET Funding Local Grants Program Guidance Notes 2018/19

Opening Date: 2 July 2018

Closing Date: 2 September 2018



SURF LIFE SAVING
NEW SOUTH WALES



Introduction

Surf Life Saving NSW's volunteers put their lives on the line to patrol our beaches, saving the lives of locals, visitors and tourists. In addition to their hours spent patrolling our beaches, our volunteer trainers and assessors spend an estimated 50,000 hours each year training new and existing volunteers to ensure their Clubs' sustainability into the future.

We rely on the skill and passion of our volunteer trainers and assessors to motivate and engage new and existing members and this vital injection of funding will help to ensure they have the support and recognition they need to do their important work.

I'm excited to confirm that as part of Surf Life Saving NSW's allocated funding for Vocational Education and Training (VET) the organisation has committed close to \$1 million over the next two years to local projects delivered by Surf Life Saving Clubs and Branches to improve outcomes in Member Training & Education.

This funding will complement national and state-led projects and will enable a localised approach to tackling the challenges associated with recruiting and retaining volunteers to assist with the delivery of training and education.

Please take the time to read these guidance notes and, if you believe your project is eligible, submit an application by midnight on Sunday 2nd September 2018.

Steven Pearce AFSM

SLSNSW Chief Executive Officer



About the program

The primary focus of this program is to assist with the development of training and education services provided by local Surf Life Saving Clubs.

The program aims to increase the availability, standard and quality of member training and education in Surf Life Saving NSW for the benefit of their members and the wider community.

Objectives

The VET Funding Local Grants Program is part of a broader funding agreement entered into between Surf Life Saving Australia and the Federal Government. The broader objectives of this funding are:

- To update technology to enhance training and reduce internal red tape.
- To improve management support for volunteer training managers at Clubs.
- To upskill existing volunteer trainers and assessors.
- **To expand opportunities for recruitment, retention and recognition of trainers, assessors and mentors.**

The focus of the Local Grants Program is to assist with the achievement of the final objective above.



Funding available

Grants are available from **\$3,000 - \$15,000**

The program will run over two years with an additional round of applications opening in July 2019 should funds still be available following the 2018 round. Over the lifespan of the program, a funding cap of \$25,000 applies. An individual Surf Life Saving Club or Branch will not be awarded more than \$25,000 in total.

Clubs and Branches are encouraged to collaborate on projects which aim to meet similar objectives. Where Clubs and Branches are collaborating, the upper range of the available grant amount increases to reflect this. For example:

- 2 collaborating: \$3,000-\$30,000
- 10 collaborating: \$3,000-\$150,000

Branches and/or Clubs may only receive Surf Life Saving funding once for the same project or component of a project from this program or any other Surf Life Saving funded grant program.

Administration costs are to be covered by the applicant and should not be included in the project budget.

All programs regardless of their start date will need to be completed by 30 June 2020.

Only Surf Life Saving Clubs affiliated with Surf Life Saving NSW are eligible to apply.



What type of projects may be funded?



Projects or programs which attract new volunteers into Education Teams or seek to increase the diversity of Education Teams



Projects or programs that will retain or recognise Education Teams (which may include upgrading training facilities or equipment)



Priority will be given to those clubs identified as being in greatest need of trainers and assessors



What will not be funded?

- Projects that have been commenced or completed at time of application
- General education e.g. Bronze Medallion, Advanced Resuscitation, IRB courses.
- General annual maintenance e.g. clubhouse upkeep.
- Applications that do not have the support of the Club or Branch Executive.
- Projects that duplicate national or state-based initiatives, specifically those related to technology* and the delivery of generic Training Officer training.**
- Projects that require reviewing by Surf Life Saving NSW for adherence to Registered Training Organisation (RTO) compliance e.g. the development of course resources.
- Wages for administrative staff – Surf Life Saving is working to implement sustainable technology which will reduce the need for administrative staff in the future.

**Surf Life Saving Australia (working closely with Surf Life Saving NSW) are delivering a technological solution to streamline the Member Training & Education paperwork. This will include functionality which will enable users to:*

- *Set-up courses/skills maintenance sessions*
- *Enroll into courses/skills maintenance sessions*
- *Communicate with participants and trainers/ assessors*
- *Manage attendance*
- *Manage assessments*
- *Manage evaluations*

***Training Officer training where the course is being delivered differently to meet the needs of a specific target audience will be considered, but will require Surf Life Saving NSW's involvement to ensure course compliance. Assessor courses and Certificate IV TAE courses delivered by external RTOs will be considered as this need is not currently being met by Surf Life Saving NSW.*



Assessment process

An initial eligibility assessment will be undertaken to determine that:

- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$5 million cover.
- The application is complete, submitted by the closing date and meets program requirements in regards to project commencement and completion dates and amount of funds requested.
- The application has received support from the Club or Branch Executive.

An advisory panel with representatives from SLNSW will then assess all eligible applications against predetermined criteria.

Applications will be assessed on merit and scored against the following criteria:

1. The project will effectively deliver on the program's objective.
2. The project will effectively meet an identified need.
3. The project has been well thought through and planned, with consideration given to sustainability and opportunities for collaboration.
4. The budget is cost effective.

NB: Where possible, Surf Life Saving NSW will facilitate effective spend (e.g. bulk purchasing equipment where requested in multiple Clubs/Branches).

The Assessment Criteria that will be used by the assessment panel is available to applicants on request.

How to apply

There are five steps in the application process:

1

Visit the Surf Life Saving NSW website: www.surflifesaving.com.au. Check that you are eligible to apply and **download or print the Guidelines and the Grant Application Form**.



2

Read the Guidelines and Grant Application Form to familiarise yourself with the program and information required to apply.



3

Consult with your members to determine the recruitment / retention needs of your Club or Branch.



4

Complete the application, ensuring that you have gained the support of the Club or Branch Executive.



5

Submit your application by the closing date/time to vetgrants@surflifesaving.com.au.



Terms and Conditions

Notification

Applicants will receive a system generated email when their grant application has been submitted successfully. If you do not receive a confirmation email check your junk mail. If not received please call Tiffany Chapman (02) 9471 8000 to verify. Unsubmitted applications will not be assessed. Once the recommendations have been made all applicants will be notified in writing of the outcome.

Terms and conditions

To receive funds successful Clubs will be required to formally accept the terms and conditions of the grant that include the following conditions:

- The project must be completed by 30 June 2020.
- Clubs/Branches will be required to complete and return progress reports.
- Clubs/Branches will be required to provide information and imagery for media opportunities if requested.
- Any variation to the project as detailed in your application form must be agreed to in writing by Surf Life Saving NSW.
- If, for whatever reason, Clubs/Branches are unable to proceed with a project, Surf Life Saving NSW must be informed in writing as soon as possible.
- Surf Life Saving NSW reserves the right to reduce proportionally the amount of the grant, if the total cost of the project is less than the amount stated in the application.
- A financial acquittal and project report will be required within one month of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant in the submitted application. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future Surf Life Saving NSW grants until this is provided.
- Clubs/Branches must provide appropriate public acknowledgment of the provision of grant monies for projects supported under this program.

If a Club/Branch breaches any of the terms and conditions of the grant program Surf Life Saving NSW reserves the right to reclaim the grant in part or in whole at its discretion.

If you require further details of the terms and conditions please contact vetgrants@surflifesaving.com.au or (02) 9471 8000.

Payment of grants

After accepting the terms and conditions, successful applicants will be required to provide an invoice for the total amount of the grant to Surf Life Saving NSW. Grant payments are GST exclusive.

Clubs that do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn>.

Insurance requirements

Clubs/Branches applying for funding via this program are required to have a minimum Public Liability Insurance cover of \$5 million.

It is recommended, but not a condition of funding, that applicant organisations have Personal Accident, Professional Indemnity and Directors and Officers insurance. Organisations that employ staff must comply with the Workers Compensation Act 1987 and Workplace Injury Management and Workers Compensation Act 1998.

Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

Privacy policy

Surf Life Saving NSW will collect and store the information you voluntarily provide to enable processing of this grant application.

Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Surf Life Saving NSW is required to comply with the Privacy and Personal Information Protection Act 1998. Surf Life Saving NSW collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that Surf Life Saving NSW is being supplied with this information and how this information will be used.

Terms and Conditions (continued)

Disclosure of project information

Should your application be successful, Surf Life Saving NSW may provide certain information to the Federal Government and Members of Parliament for promotional purposes. This information will include project name and description, Surf Life Saving Club, and amount of the grant. The contact details supplied by the person submitting the application may also be provided to Members of Parliament for promotional purposes.

Important notes

Surf Life Saving NSW's capacity to efficiently assess your application is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all required information is not provided.

Apart from project contact details, no information provided in applications may be changed after the closing date.

An applicant may commence their project after the advertised closing date for applications. This is on the understanding that if unsuccessful the applicant is responsible for the full cost of the project.

Further information

Surf Life Saving NSW staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice on the online application process. Please direct enquiries to vetgrants@surflifesaving.com.au.





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