Get Out, Get Active

Round 3
Guidelines
Assistance

Interpreting services are available for people who are hearing impaired or have difficulty communicating in English. Sport and Recreation Services will engage an interpreter to talk with clients. Information on how to access interpreter services is located here: www.qld.gov.au/gov/interpreter-and-translator-services.

What is Get Out, Get Active?

The Get Out, Get Active program provides funding for community-based sport and recreation opportunities aimed at women and girls who are either currently inactive or would otherwise benefit from further participation.

Get Out, Get Active was developed by the Department of National Parks, Sport and Racing (the department) in response to recommendations from Start Playing, Stay Playing: A plan to increase and enhance sport and active recreation opportunities for women and girls—such as to ‘work with key partners to ensure a coordinated effort to improve women’s and girls’ sport and active recreation opportunities’.


Round 3 is building on the success of previous rounds, with $1 million in grants available to councils.

As part of the Embracing 2018 Legacy Program for the Gold Coast 2018 Commonwealth Games, $700 000 in one off additional funding is also available. This additional funding allows for a new category which expands the program from councils to include not-for-profit sport and recreation organisations in communities across Queensland.

By widening the range of organisations that can access the Get Out, Get Active program, the partnership with the Office of the Commonwealth Games within the Department of Tourism, Major Events, Small Business and Commonwealth Games creates more accessible, enjoyable and affordable participation opportunities before, during and after the Games.

Objectives
The objectives of Get Out, Get Active Round 3 are to:

• provide enjoyable, accessible and affordable activities aimed at increasing sport and active recreation participation of inactive women and girls
• facilitate sport and active recreation projects that encourage innovation and partnerships that meet the needs of inactive women and girls
• improve the sport and active recreation experiences of women and girls to encourage a culture of life-long participation.

Important dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9 March 2017</td>
<td>Application process opens</td>
</tr>
<tr>
<td>28 April 2017</td>
<td>Application process closes</td>
</tr>
<tr>
<td>June 2017</td>
<td>Funding announced</td>
</tr>
<tr>
<td>1 July 2017</td>
<td>Project start date</td>
</tr>
<tr>
<td>30 June 2018</td>
<td>Project end date and acquittal</td>
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Project applications
The department invites applications across two categories for a one-off funding contribution of up to $40,000 (GST exclusive) for initiatives that clearly align to the Get Out, Get Active objectives as follows:

• **Category 1** Queensland Local Government Authorities (councils)
• **Category 2** Queensland local and regional not-for-profit sport and recreation organisations.

Organisations may apply for either one project up to $40,000 (GST exclusive), or two projects up to $40,000 (GST exclusive) as a combined total.

Two separate applications are required if applying for two projects.

Councils are required to financially co-contribute to their project/s (detailed under the ‘Applicant information’ section in these guidelines). Sport and recreation organisations will need to meet any costs higher than the maximum funding amount of $40,000 (GST exclusive).

Partnerships with other key organisations (such as a state level sport and recreation organisations, community organisations and other key stakeholders) are encouraged to ensure that projects meet the needs of the target group.
Potential projects
Projects considered to be of the greatest value will be those that are innovative, community-based, linked to the program objectives and capitalise on a partnership approach.

In addition, projects should more explicitly encourage sustainable behavioural change and opportunities to get involved. This will need to address local barriers to participation. For example consideration could be given to skills development in the local area so that the activity can continue to be provided beyond the term of the grant.

Complete the project planning checklist to assist with activity and project planning available at: www.qld.gov.au/recreation/sports/funding/organisations/getoutgetactive/

Also refer to the ‘Support and resources’ section in these guidelines for assistance in meeting the needs of female participants, such as the Women and Girls Sport and Active Recreation Participation Principles and Women and Girls Sport and Recreation Checklist.

Project examples

<table>
<thead>
<tr>
<th>The following are project examples that link to the Get Out, Get Active objectives:</th>
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<tbody>
<tr>
<td>• provide new sport and recreation opportunities for women and girls that would otherwise not be readily available in the community, for example in a rural community</td>
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<tr>
<td>• if targeting ‘Mums and Bubs’, partner with childcare providers to offer a free or low-cost service that enables women to participate in activities</td>
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<tr>
<td>• conduct an introductory program for women and girls e.g. a cycling program partnering with a local cycling club, which is augmented by more advanced classes as participants’ progress, i.e. the shift from a basic ‘how to ride’ program over to a ‘ride to work’ program in order to encourage long-term participation</td>
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<tr>
<td>• conduct come and try fitness classes, aqua aerobics and walking opportunities to support inactive women and girls, e.g. modified to suit participants who are usually inactive by shortened or low impact sessions</td>
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<tr>
<td>• bushwalking program for inactive women that aims to improve self-esteem through a specialised hiking program based on physical capacity, combined with a supportive friendship group</td>
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<tr>
<td>• a swimming club conducting a program specifically to address the barriers to participation, such as scheduling the program outside of peak periods to allow inactive females to participate and build their confidence to continue swimming on a regular basis</td>
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<tr>
<td>• a netball club program that allows inactive women to become involved by integrating activities based on the skill levels of participants to graduate them into playing netball in a social setting</td>
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<tr>
<td>• conduct a women’s walking challenge and two six-week blocks of activities for inactive women in regional communities</td>
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<tr>
<td>• conduct a 40-week fitness program for women and girls including tai chi, yoga and aqua aerobics.</td>
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For councils funded in previous rounds, it is not essential to apply for a completely new project, especially if a previously funded activity has been successful. However, there must be differences in the delivery, such as varying the age group, or targeting a particular demographic that will benefit from a program tailored to meet their needs e.g. a specific cultural group. Alternatively, catering to females in a new geographic location so that there is a new target audience.
Barriers to, and enablers of, participation
The following barriers to, and enablers of, the participation of women and girls are provided as a guide and reference to applicants.

<table>
<thead>
<tr>
<th>Barriers to participation</th>
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<tbody>
<tr>
<td>• High cost of participation.</td>
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<tr>
<td>• Poor access to, or availability of:</td>
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<tr>
<td>o activities</td>
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<tr>
<td>o venues and places to participate</td>
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<tr>
<td>o appropriate facilities for females</td>
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<tr>
<td>o child care / child minding.</td>
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<tr>
<td>• Lack of coordinated sport and active recreation opportunities.</td>
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<td>• Feeling unsafe—not a female friendly environment.</td>
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<table>
<thead>
<tr>
<th>Enablers of participation</th>
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<tr>
<td>• Activities that are zero cost or low cost to participate.</td>
</tr>
<tr>
<td>• Providing safe, comfortable and culturally appropriate facilities and culturally targeted information about activities and facilities.</td>
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<tr>
<td>• Linking sport and active recreation activities with existing community initiatives.</td>
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<tr>
<td>• Providing assistance with child care / child minding for women who may not otherwise have access to it, or are unable to afford it.</td>
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<tr>
<td>• Providing safe environments for sport and active recreation.</td>
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Support and resources
The department’s Regional Advisors are available to assist with developing achievable project plans, as well as acting as a liaison point and providing access to other departmental resources, where appropriate.

The following resources, may be useful in identifying the needs of women and girls and the potential barriers to participation:

- Active Queensland Study – refer to the participation barriers for females
- Girls Make Your Move campaign:
- Gold Coast 2018 Commonwealth Games and the Embracing 2018 Legacy Program
  [www.embracing2018.com](http://www.embracing2018.com)
- Women and Girls Sport and Active Recreation Participation Principles
- Women and Girls Sport and Recreation Checklist to support female participation
# Application information

<table>
<thead>
<tr>
<th>Element</th>
<th>CATEGORY 1</th>
<th>CATEGORY 2</th>
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<tbody>
<tr>
<td></td>
<td>Queensland Local Government Authorities (councils)</td>
<td>Not-for-profit local and regional sport and recreation organisations</td>
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</table>
| Who is eligible to apply? | Councils constituted under the:  
  - Local Government Act 2009 (Qld)  
  - City of Brisbane Act 2010 (Qld)  
  - Commonwealth Aluminium Corporation Pty Ltd Agreement Act 1957 (Qld). | Organisations eligible to apply for funding are local or regional level Queensland not-for-profit sport or recreation organisations or a not-for-profit community organisations (with a primary objective of sport or recreation) incorporated under the:  
  - Associations Incorporation Act 1981 (Qld)  
  - Corporations Act 2001 (Cwlth)  
  - Cooperatives Act 2002 (Cwlth)  
  - Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth), or  
  - a sport or recreation club formed within a Queensland university. |
| Contribution | Councils are required to make a financial contribution towards the total eligible project cost. Percentages apply to the total eligible project cost (GST exclusive). | Financial contributions are not mandatory but required if project costs are more than funding available for eligible costs. |

<table>
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<tr>
<th>Council population*</th>
<th>Contribution</th>
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<tr>
<td>&gt;250,000</td>
<td>50%</td>
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<tr>
<td>&gt;40,000</td>
<td>33%</td>
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<tr>
<td>&gt;10,000</td>
<td>20%</td>
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<tr>
<td>&lt;10,000</td>
<td>10%</td>
</tr>
</tbody>
</table>

*Estimated resident population by local government area (LGA) 2015 (preliminary) is available for reference:  

Councils are to provide evidence in their application that the financial contribution is secured. Evidence will be accepted in the form of a letter from the Chief Executive Officer or Chief Financial Officer, or other persons within the council (responsible for finance or nominated as the delegated authority), confirming the commitment.
Application information (cont.)
The following criteria must also be met by organisations approved for funding by the department:

- be compliant with all requirements for projects funded by the department. Contact your nearest Sport and Recreation Services office to determine whether the organisation has any outstanding compliance issues with the department before applying for this program. Contact details are available at: www.npsr.qld.gov.au/contactus/offices.html.
- if an organisation applies for a grant and SRS records indicate a bad debt, then as part of the assessment process the department can request information from the organisation as to why they should not be deemed ineligible based on past conduct relating to the bad debt. The organisation will not be eligible until they provide evidence to the department that they have appropriate measures and governance structures in place.
- be compliant with all requirements for the Office of Fair Trading. Contact the Office of Fair Trading to determine whether the organisation has any outstanding issues. Go to www.qld.gov.au/law/fair-trading/ or telephone 13 QGOV (13 74 68).

Who is not eligible to apply?
Individuals and the following organisations are NOT eligible to apply for either category:

- not-for-profit organisations that do not have a primary objective relating to sport or recreation
- schools and Parents and Citizens Associations
- religious groups
- state or national sport and recreation bodies
- political organisations
- government departments
- for-profit groups
- TAFE colleges
- universities
- unincorporated organisations.

Out of scope
The following items are regarded as out of scope as they do not contribute to the overall objectives of the program:

- project costs incurred outside the project start and end dates stipulated in the ‘Important dates’ section of these guidelines
- projects scheduled to be conducted outside of the project start and end dates stipulated in the ‘Important dates’ section of these guidelines
- initiatives not specifically targeted at women and girls who are inactive or participating at low physical activity levels
- employment costs not directly associated with the delivery of the project (employment costs must be clearly linked to project delivery and not for ongoing staff wages)
- normal operation costs or own hire fees, grant administration, catering and office equipment costs
- feasibility study or research, unless a relatively small component of the project (no greater than 10 per cent)
- capital works and fixed structures
- purchase of prizes, gifts or alcohol
- annual venue hire, rent expenses or insurance costs
- coaching or instructing wages of continual or seasonal nature
- project costs already supported through other local, Queensland or Federal Government funding
- providing access to a facility free of charge and listing this as in-kind support.

The department reserves the right to determine what constitutes an out of scope item.
Application process

Step 1 – contact your local Sport and Recreation Services office

Once you have completed the project planning checklist available at www.qld.gov.au/recreation/sports/funding/organisations/getoutgetactive/, potential applicants are to contact their nearest departmental sport and recreation regional office on 1300 656 191 or refer to the website at www.npsr.qld.gov.au/contactus/offices.html.

Note: Please contact the relevant region, and not Head Office. A map of Sport and Recreation Services regions is provided at Appendix 2.

A Regional Advisor will be able to provide advice on the project and also issue the application form. By liaising with a Regional Advisor, applicants will receive advice to inform their applications. The Regional Advisor is a conduit to local information and research, potential strategic partnerships and can assist with any gaps in the project plan. For example, a project may be based on the needs of the community, but another organisation may be submitting a similar project, which will impact assessment. Regional Advisors can help ensure that a project will not duplicate existing projects or projects which have not worked.

Step 2 – complete and submit the application form

The application will need to:
- demonstrate the need for the project
- demonstrate how the project aligns with the Get Out, Get Active objectives
- outline the outcomes expected
- detail a project plan, including a budget, for the duration of the project.

Application forms can be submitted via email, in person or by post to the nearest Sport and Recreation Services office by 5pm, Friday, 28 April 2017. If delivering in person, check the office closing time. A list of the department’s offices available online at www.npsr.qld.gov.au/contactus/offices.html.

Assessment process

The assessment process will consider the following aspects.

Need
- Consultation process used to establish need in the community.
- Involvement of community groups that will contribute to, or are potentially affected by, the project.
- Clear identification of the needs that would be met by the project.
- Activities that align with specific program performance measures.

Ability to deliver
- Effective project planning and identification of milestones that are within the Get Out, Get Active program delivery timeframes.
- Appropriate qualifications and/or level of experience of volunteers or service providers delivering activities.
- Outline of budget and contributions from the organisation and/or partners.
  - Category 1 - project costs should be determined in line with council existing procurement requirements, as applicable
  - Category 2 – project costs should be determined in line with best practice and value for money.
Assessment process (cont.)
The application must be supported by an accurate cost for the project, to ascertain value for money. Organisations are advised to undertake a competitive process, where appropriate. Three quotes for each component valued at $10,000 or more is required for the application (unless there is clear justification for not obtaining these). For example, a component may be coaching fees that cost $10,500, or an item of equipment that costs $15,000.

The department will assess whether the project costs are eligible, sufficiently detailed, appear reasonable, and represent value for money.

In selecting projects to receive funding, should the program be oversubscribed, the department may consider other factors, including departmental priorities, to differentiate high quality projects.

Notification of assessment outcome
All organisations submitting an application will be advised in writing of the assessment outcome.

Additionally, successful organisation details will be made available online: www.qld.gov.au/recreation/sports/funding/approved/.

Project delivery
Project delivery timeframes
Applicants are to demonstrate that the project can be delivered within the Get Out, Get Active program timeframes as outlined in the ‘Important Dates’ section of these guidelines.

Delivering your project
Successful organisations are required to meet the terms and conditions of a grant deed with the department, including submission of a project plan. Approved organisations will need to submit a project plan before receiving payment. This will need to detail key milestones, budget and responsibilities for the project.

If organisations are unable to meet the conditions within the grant deed, the department will issue a notice to comply within one month, or steps will be taken to terminate the grant deed.

Payment arrangements
Successful organisations will receive one upfront payment for the approved funding amount, upon execution of a grant deed, including submission of a project plan.

Reporting and monitoring
Successful organisations will be required to provide a final report and financial acquittal at the completion of the project. This will include data collection and information to support evaluation of the funded project. The data collection includes the collation of results of a participation survey. The survey will be supplied by the department.

Successful applicants will need to determine the best method in which to have participants fill in the survey, how to collate results and provide back to the department. For example, taking participant’s email addresses during registration and emailing them the survey link. Participants only need to fill in the survey once when the project activities are completed, not every time they participate.
Project delivery (cont.)
The Office of the Commonwealth Games manages a number of channels that aim to build Queenslanders understanding of the positive legacy of hosting the Gold Coast 2018 Commonwealth Games. These include social media, newsletters and the website, www.embracing2018.com.

Successful organisations are encouraged to contribute to promoting Get Out, Get Active by submitting information and stories about the positive impact of the project on individuals or the community. If doing so, please ensure written consent is provided for the Queensland Government to use any images that include individuals.

Privacy disclaimer
The Department of National Parks, Sport and Racing is collecting the information in the Get Out, Get Active program application form to assess applications for funding under the Get Out, Get Active program. Information will also be used to help the department monitor and evaluate programs and resources. This information will only be accessed and used by authorised employees within the department and approved contractors appointed by the department to conduct a program evaluation, or within the Department for Tourism, Major Events, Small Business and the Commonwealth Games (Category 2).

The department will disclose details of approved funding and details of accountable officers (such as name, position in the organisation, and telephone number) to local members of Parliament. Information on approved organisations and details of approved projects, such as funding approved and location of the project will also be made available on the department’s website and may be provided to local governments and relevant sport and recreation organisations for the purpose of advice on approved project information. Your information will not be disclosed to any other parties unless authorised or required by law, subject to the above. If you have any further questions regarding privacy, please contact the department’s Privacy Contact Officer at privacy@npsr.qld.gov.au.

Definitions
Definitions for the program are provided at Appendix 1 and apply to all references in these guidelines and the application form.
APPENDIX 1: Definitions

**(Active) recreation**
Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity. For the purpose of this program, any reference to ‘recreation’ is defined as ‘active recreation.’

**Inactive**

**Partnership**
Relationship between two or more entities that are not affiliated, sharing responsibility to achieve a common goal.

**Organisation**
Is interchangeable with a ‘club’, ‘association’ or eligible ‘local government’ and includes those bodies that meet the eligibility criteria for the program as outlined in Section 6, and provides sport and/or recreation programs and services at the local community level.

**Sport**
Is a human physical activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.
APPENDIX 2: Sport and Recreation Services regions map