

# WORKSAFE CLUB SAFETY FUND GUIDELINES

## 2020 WorkSafe AFL Victoria Country Season

### Aim

The WorkSafe Club Safety Fund has been established to provide financial assistance to football and netball clubs to make improvements to the safety of their grounds or provide added safety for both players, volunteers and spectators.

### Objective

The objective of the WorkSafe Club Safety Fund is to provide financial support at a local level to assist with occupational health and safety initiatives at a club level.

### Who Can Apply?

Football Clubs affiliated with WorkSafe AFL Victoria Country.

### How Much Are the Grants?

- The WorkSafe Club Safety Fund provides grants up to the value of \$5,000 per application.
- Clubs are required to demonstrate co-contribution (of up to 50%) of the total project cost as part of its application. This co-contribution can be a combination of club, sponsor or council contributions
- Funds will be dispersed upon approval by WorkSafe AFL Victoria Country.

Please note: Special consideration may be made (at the discretion of WorkSafe AFL Victoria Country) to projects requiring additional financial support. Please make this known via the online application form.

### Eligibility

- All clubs applying, must provide evidence that a grant is needed to improve the safety of their grounds and surrounding buildings.
- Clubs must show that they have the appropriate WorkSafe signage around the club and that there is an Occupational Health and Safety, or Risk Management Program being implemented.
- Quotes will be necessary in order to assess the amount of money needed for the improvements.

### Funding Categories

Funding is available for safety initiatives including, but not limited to:

- Equipment to be purchased by the Club that has the purpose of protecting the individual participants while actively engaged in the sport. (i.e. goal post padding, first aid kits, defibrillators)
- Permanent or portable structures that provide shelter and or safety. (i.e. behind goal netting, shelter shed, shade sails, fireplace guards, fencing for walkways)
- Minor facility maintenance which presents an occupational health and safety hazard.

### How to Apply

- Applications must be submitted via <https://aflvic.smartygrants.com.au/CSF2020Rd1>
- Copies of all relevant documentation must be attached when submitting your application.
- Approved projects must be completed within the current funding period.
- WorkSafe AFL Victoria Country staff may be contacted for advice when preparing project outline.

### Clubs successful in receiving funding are required to:

- Use the funds for the specified activity.



- Show that either council or club is providing at least 50% of the quoted amount.
- Notify WorkSafe AFL Victoria Country if the project has been cancelled and return all grants paid within 14 days.
- Be responsible for ensuring adequate insurance cover for any equipment purchased.
- Provide photographic evidence of WorkSafe signage at your club with completed application form. Complete any evaluation required by the WorkSafe AFL Victoria Country.
- Organise an Invoice for your successful grant to AFL Victoria.

**Clubs will be required to document and capture the funded project through a variety of formats including:**

- Photographs (before and after shots)
- Film of the new equipment in use
- Written feedback by relevant stakeholders
- Telephone call with a WorkSafe stakeholder to discuss the usage of the new equipment.
- Commitment by club to promote Club Safety Fund grant via club communication channels.
- Acknowledgement Summary – A statement confirming the allocated funds have successfully been used for their desired purpose including:
  - How the funds have been spent
  - The purpose of the new project
  - Completion date
  - How the project will benefit the club and community

**Please note – Any club who submits an application for Club Safety Funding thereby consents for WorkSafe to use any provided content and information for marketing purposes.**

**Expected Timeline**

- Commences **18<sup>th</sup> May 2020** and concludes **28<sup>th</sup> June 2020**.
- Applications will only be assessed if all relevant information has been provided.
- Once you have submitted your application, you will be notified that your application has been received within 24 hours.
- All applicants will be advised of the outcome of their applications within three weeks of the closing date.

**Payments, Tax Invoices and GST**

- Funding grants are subject to GST.
- Payment will be made upon completion of and successful acquittal of the project.
- The Association/Club will need to supply WorkSafe AFL Victoria Country with a valid tax invoice (receipt) with ABN for the approved funding amount including GST (if registered for GST), upon completion. If not registered for GST please supply WorkSafe AFL Victoria Country with a valid tax invoice (receipt) with ABN with no GST upon completion.
- Grants will be paid within 30 days of receipt of a valid tax invoice.

**Contact**

Please contact your AFL Victoria Regional Commission for support: <https://aflvic.com.au/about-us/contact-us/commissions/>

If you have any questions or queries around the process feel free to contact Rick Bell from AFL Victoria at [ricky.bell@afl.com.au](mailto:ricky.bell@afl.com.au)