

Junior Sporting Club Equipment Grant – Round 2

Guidelines



Contents

Contents	1
Program Overview	2
Grant Objectives	2
Funding Rounds	2
Important things to know before you start	2
General Guidelines	3
Who is eligible to apply?	3
Who is not eligible to apply?	3
What will be funded?	3
What will not be funded?	4
How to apply	4
Lobbying	4
Grant Conditions	4
What is the process once your application is submitted?	4
Supporting Documents	5
Acquittal	5
Support for applicants	5

Program Overview

The Junior Sporting Club Equipment Grant program is a one off and non-recurrent funding program open to Latrobe City based junior sporting clubs to purchase club equipment that will support participation and development.

The grant program has been developed by Council and funded through the Victorian Government's Council Support Package.

A maximum funding amount of \$1,000 excluding GST will be provided to successful applicants. No co-contribution is required from applicants.

The total value of the grant program, including Round One, is \$20,000. No further grants will be available once these funds are exhausted.

Grant Objectives

The Junior Sporting Equipment Grant aims to support sports clubs to increase participation and development of new and returning members by improving access to essential equipment.

The funding can be utilised for the purchase of new equipment:

- That will directly support players during game day.
- To replace/update old, worn and/or non-compliant equipment.
- To support training and development for junior players.

Consideration will be given to applications that demonstrate how their club supports underrepresented or inactive communities.

Funding Rounds

The Junior Sporting Club Equipment grant program will open for Round Two on 21 April 2026 and remain open until all funds are exhausted.

Assessments for this round will occur weekly on a Monday, or at the discretion of Council dependent on the number of applications received. No further funding will be available once funds are exhausted.

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.
- All eligible applicants are limited to receiving one Junior Sporting Club Equipment Grant per round.
- Grant funding must not be regarded as a recurrent commitment from Latrobe City Council.
- The Grant program will contribute funds to equipment purchases up to \$5,000, however the maximum grant amount of \$1,000 excluding GST applies to all projects.

Junior Sporting Club Equipment Grants	
Description	Financial assistance to junior sporting clubs for the purchase of equipment to support participation and development.
Maximum Grant Amount	\$1,000 (excluding GST)
Application Dates	Opening Date: 21 April 2026 Closing Date: Once funds are exhausted

Junior Sporting Club Equipment Grants	
Assessment Date	Weekly (on a Monday) or at the discretion of Council dependent on the number of applications received.
Outcome Notification Date	In accordance with the Assessment Date.
Acquittal Date	30 June 2026
Application Process	Online application via SmartyGrants https://latrobe.smartygrants.com.au/JuniorSportingEquipment
Reporting Requirements	<ul style="list-style-type: none"> • Signed acquittal. • A summary of income and expenditure, including copies of invoices. • Acknowledgement of support.

General Guidelines

Who is eligible to apply?

To be eligible to apply, applicants must:

- Be a junior sporting club or a sporting club that includes participants under the age of 16 years old based in Latrobe City.
- Have a valid Australian Business Number (ABN)
- Be a not-for-profit organisation that is an incorporated body, and that is not within the categories of ineligible applicants.
 - An applicant that is not an incorporated body but is otherwise eligible may arrange an auspice agreement with an eligible organisation that is willing and able to accept legal and financial responsibility for the project.
- Be able to provide evidence of public liability insurance.
- Submit professional quotes for the activity.
- Be free of debt to Latrobe City Council and have no overdue acquittals from any other previous Latrobe City Council grant applications.

If you answered no to any of the above criteria, you are *ineligible* to receive funding. However please contact our team to discuss.

Who is not eligible to apply?

- Applicants that have an overdue debt with Latrobe City Council or that have failed to comply with the terms and conditions of any previous Latrobe City funding agreement.
- Sporting clubs that do not have participants under the age of 16 years old.
- Universities, technical colleges, or schools.
- Government departments or agencies, foundations or grant making bodies.
- Political organisations or organisations that have a political purpose.
- Current Latrobe City employees, immediate families, and contractors.
- Entities that denigrate, exclude, or offend parts of the community.

What will be funded?

All applicants are required to demonstrate how their application supports participation and development opportunities.

Eligible expenditure includes the purchase of new equipment that:

- Directly supports players during game day; and / or
- Support players during training or development.

What will not be funded?

- The purchase of canteen equipment.
- The purchase of equipment for use by participants over the age of 16 years old.
- The purchase of equipment that does not directly support participants during games, training or development.
- The reimbursement (or retrospective costs) for equipment purchases made prior to the application being approved by Council.

How to apply

Check your eligibility against the outline criteria.

Applications for grants are completed online using SmartyGrants. Applicants must address the eligibility, assessment criteria, answer all questions and submit all required documentation prior to program closing.

<https://latrobe.smartygrants.com.au/JuniorSportingEquipment>

Lobbying

Canvassing or lobbying of Councillors, employees of Latrobe City Council or the assessment panel members in relation to the grant's application is prohibited.

No further consideration will be given to an application submitted by an applicant who has canvassed or lobbied a Latrobe City Council Staff, Councillors, or assessors in relation to their application.

Grant Conditions

Successful applicants will be required to:

- Provide Latrobe City Council with any additional information requested to assist in assessing your application within the timeframe specified in the request.
- Enter into a funding agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your grant during the assessment phase.
- Spend the grant money for the purpose stated in the original application.
- Submit a written request to Council for any variation to the purchase including changes to the original scope, dates, or requests for extensions of time. Approval must be received by Council prior to any changes commencing.
- Spend the funds and acquit the grant by 30 June 2026 unless otherwise specified in the funding application and written approval has been given. Applicants who have an overdue acquittal form will not be able to apply for further Council funding.
- Return any underspent and excess funding to Latrobe City Council when submitting the acquittal form.
- Publicly acknowledge Latrobe City Council's and the Victorian Government's contributions. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council and Victorian Government, 'Supported by' logos and guidelines on correct use when you receive your outcome notification.
- Consent to Council using non-confidential information in public forums, Council meetings and all other forms of communications.
- Comply with grant acquittal requirements. Overdue, or insufficiently acquitted grants will deem the current application ineligible. Applicants with open Latrobe City Council grants are eligible to apply, provided the above acquittal requirements are met.

What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.

2. Applications are assessed by an assessment panel consisting of Latrobe City Council Officers and weighted out of 100 using the below assessment criteria:

Assessment Criteria	Weighting
Organisation Eligibility	Pass / Fail
Assessment Panel Scoring Criteria (100)	
Benefit to the community and alignment with the grant objectives.	50
Demonstrated support for underrepresented or inactive communities.	30
Sustainability and longevity of the purchase for future participation.	20

3. Recommendations will be developed by the assessment panel. Applications that do not score more than 50% may be removed from consideration at the discretion of the assessment panel.
4. Applicants will receive an email notifying them of the outcome of their application.
5. Successful applicants are required to complete a funding agreement and provide any further information requested.
6. Upon receipt of your funding agreement and any further information requested, funding will be deposited into your nominated bank account within 4 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 bank account. No grant funds should be spent until you have completed all relevant documentation, and you have received your funding.

Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council.

Supporting Documents

You will be asked to provide the following attachments when completing your application:

- One written quote from a supplier.
- Proof of current Public Liability Insurance.

Acquittal

The applicant must acquit their purchase 30 June 2026. You will be required to attach:

1. An income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
2. Evidence of how Council's and the Victorian Government's support for the project was recognised.

Support for applicants

For grant enquiries, including assistance and support available to help you submit your application, please contact the:

Sports Legacy & Activation Team

Phone: 1300 367 700

Email: latrobecitysportslegacy@latrobe.vic.gov.au

Technical Assistance

Refer to the [SmartyGrants help guide](#) for technical assistance related to submitting your application. The SmartyGrants support desk is open 9am – 5pm Monday to Friday on 03 9320 6888 or by email service@smartygrants.com.au.

Interpreter & Translation services

To contact us in your own language through the Translating and Interpreting Service (TIS) phone 13 14 50 and ask them to contact the Latrobe City Council on **1300 367 700**

If you are deaf, or have a hearing impairment or speech impairment:

- Contact us through the [National Relay Service](#);
- TTY users phone 133 677 then ask for 1300 367 700;
- Speak and Listen users phone 1300 555 727 then ask for 1300 367 700;
- Internet relay users connect to the NRS then ask for 1300 367 700