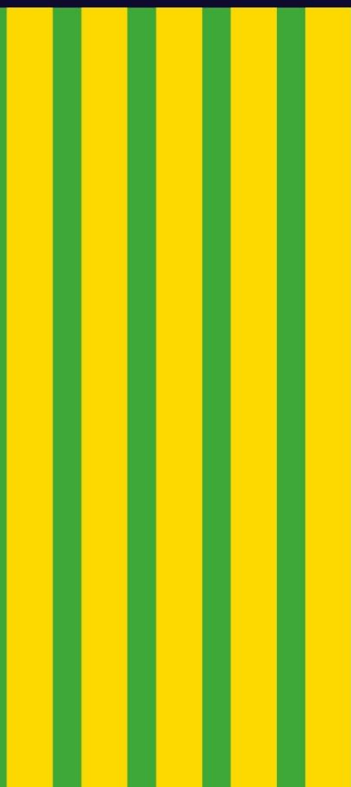




**Australian Government**  
**Australian Sports Commission**

# Local Para Champions

Grant Guidelines – May 2024



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**Opening and closing dates and times:****Round 1, 2024-25 Applications:**

Open: 12am AEST on Monday 3 June 2024

Close: 11.59pm AEST on Wednesday 31 July 2024

**Round 2, 2024-25 Applications:**

Open: 12am AEST on Thursday 1 August 2024

Close: 11.59pm AEDT on Thursday 31 October 2024

**Round 3, 2024-25 Applications:**

Open: 12am AEDT on Friday 1 November 2024

Close: 11.59pm AEDT on Friday 31 January 2025

**Round 4, 2024-25 Applications:**

Open: 12am AEDT on Saturday 1 February 2025

Close: 11.59pm AEST on Wednesday 30 April 2025

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**Responsible entity:**

Australian Sports Commission (ASC)

**Enquiries:**

If you have any questions, contact:

**Local Para Champions team**[lsc@ausport.gov.au](mailto:lsc@ausport.gov.au)

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**Type of grant opportunity:****Open competitive**

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# 1. Local Para Champions overview

## Grants open

3 June 2024 (Round 1), 1 August 2024 (Round 2), 1 November 2024 (Round 3), 1 February 2025 (Round 4).  
Grant guidelines will be published on the Australian Sports Commission website



## Submit application

To be considered for a grant, applicants must meet the eligibility criteria, complete an application form, and agree to the terms and conditions of the program.



## Grants close

31 July 2024 (Round 1), 31 October 2024 (Round 2), 31 January 2025 (Round 3), 30 April 2025 (Round 4).



## Assessment

Grant applications will be assessed against the assessment criteria



## Approval

The Director of Sport Programs will approve all grants.



## Notification of outcome

Applicants will be notified via email of the outcome of their application.



## Payments processed

Grant payments will be made to successful applicants.



## Program reporting

Applicants may be required to complete an audit, including providing evidence of expenditure e.g. tax invoices, receipts.



## 2. Introduction

These guidelines set out the funding requirements for the Local Para Champions grant program. You must read this document before applying for a grant.

This document sets out:

- the purpose of the LPC program
- the eligibility criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the LPC program.

This Program will be administered by the Australian Sports Commission (ASC).

## 3. About the Local Para Champions grant program

Local Para Champions is an Australian Government initiative designed to provide financial assistance for participants aged 12 to 24 attending an eligible state/territory, national or international championships, where the championship is specifically for athletes with a disability. A total of \$500,000 is available in the 2024 – 2025 financial year.

The Australian Government recognises that junior sportspeople, and their families, find it difficult to meet ongoing costs associated with participating in state/territory, national and international sporting championships. The LPC program aims to support these junior sportspeople to participate in eligible sporting championships and reduce the financial burden on families involved in these competitions.

In addition to athletes with disability, the LPC program supports coaches, officials and other distinct support roles, such as guides and assistants who enable the sportsperson to participate.

### 3.1 Program objectives

The objectives of the LPC program are to:

- provide financial support to junior sportspeople to assist with the costs associated with competing in events for athletes with a disability at the elite or sub elite level
- provide financial support to families so that financial considerations are not a barrier for junior sportspeople to continue participating in sport
- acknowledge the importance of support staff that enable and enhance the experience of participation for junior athletes with a disability



## 4. Grant amounts and grant periods

If successful, applicants will receive between \$750 and \$1,000 towards the cost of attending their nominated championships.

- Base Grant: **\$750**
- Applicants travelling 800km - 1999km to their nominated championships: **+ \$100**
- Applicants travelling internationally or greater than 2,000km to their nominated championships: **+ \$200**
- Applicants residing in a rural electorate: **+ \$50.**

Key dates for the application process are as follows:

Activity	Key Dates
Application open and closing times and dates	<p><b>Round 1, 2024-25 Applications:</b> Open: 12am AEST on Monday 3 June 2024 Close: 11.59pm AEST on Wednesday 31 July 2024</p> <p><b>Round 2, 2024-25 Applications:</b> Open: 12am AEST on Thursday 1 August 2024 Close: 11.59pm AEDT on Thursday 31 October 2024</p> <p><b>Round 3, 2024-25 Applications:</b> Open: 12am AEDT on Friday 1 November 2024 Close: 11.59pm AEDT on Friday 31 January 2025</p> <p><b>Round 4, 2024-25 Applications:</b> Open: 12am AEDT on Saturday 1 February 2025 Close: 11.59pm AEST on Wednesday 30 April 2025</p>
Notification of outcome	Applicants will be notified of the outcome of their application within six weeks after round closing date.

## 5. Eligibility criteria

To be eligible to receive funding through the LPC program, applicants must satisfy the following eligibility criteria:

- Be turning 12 to 24 years of age in the same calendar year as the nominated championships.
- Be an Australian citizen or have been granted permanent resident status and be residing in Australia.
- Be a participant in an event, division or competition open only to athletes with a disability which is:
  - an official state/territory championships endorsed by the relevant ASC recognised national sporting organisation (NSO), national sporting organisation for people with disability (NSOD) or a School Sport Australia member body; or
  - an official national championship endorsed by the relevant ASC recognised NSO, NSOD or School Sport Australia; or



- an international competition, where only athletes with a disability can be selected, as a member of an official Australian team representing an ASC recognised NSO, NSOD or School Sport Australia.

A participant is anyone involved in an official capacity in the event or competition such as an athlete, coach or official, and where appropriate, guides or assistants.

- Applicants attending a state/territory championship must be living more than 125km from the championships venue and travelling greater than 250km return to participate in the nominated championships\*.
- May receive a maximum of two grants in the same allocation year (3 June 2024 – 30 April 2025) for attending either:
  - one state or national championships and one international competition; or
  - two different international competitions.
- Must incur out-of-pocket expenses equal to, or greater than, the grant amount they are eligible to receive.
- Must not receive a Local Para Champions grant or a Local Sporting Champions grant in the same or a previous round to attend the same championship or competition.
- Applications must be submitted within timeframes indicated in the 'When can I apply?' section of this document.

\*People attending a national championships or international competition do not need to be travelling a minimum distance to be eligible.

## 6. When can I apply?

Applications can be submitted at any time during the round opening and closing date for competitions that occur within the relevant timeframes below:

Round	Eligible competition dates (Eligible competitions must have at least one day of competition during this timeframe)
Round 1 (Applications open June-July 2024)	Eligible competitions held between 1 March 2024 and 30 November 2024
Round 2 (Applications open August- October 2024)	Eligible competitions held between 1 July 2024 and 28 February 2025
Round 3 (Applications open November 2024-January 2025)	Eligible competitions held between 1 October 2024 and 30 May 2025
Round 4 (Applications open February-April 2025)	Eligible competitions held between 1 January 2025 and 31 August 2025

Applications for competitions held during the eligible competition dates can be submitted at any time during the round.

Saved applications must be completed and submitted prior to the end of the round to be eligible. Applications submitted in incorrect rounds will be ineligible.



## 7. What competitions are eligible?

The following are examples of eligible championships:

- An official state/territory championship where the event, a division or competition is open only to athletes with a disability and it is endorsed by the relevant ASC recognised national sporting organisation (NSO), national sporting organisations for people with disability (NSODs) or a School Sport Australia member body:
  - e.g. *Special Olympics NSW State Equestrian Championships*
  - e.g. *attending the QLD School Sport Swimming 13-19 years State Championships in a Multi Class event.*
- An official national championship where the event, a division or the competition is open to only athletes with a disability and endorsed by the relevant ASC recognised NSO, NSOD or School Sport Australia:
  - e.g. *Basketball Australia – Ivor Burge Championships or Kevin Coombs Cup*
  - e.g. *Australian National Goalball Championships.*
- Attending an international competition as a member of an Australian team, where only athletes with a disability can be selected and you are representing an ASC recognised NSO, NSOD or School Sport Australia:
  - e.g. *attending the Boccia World Championships as part of the Boccia Australia team.*
  - e.g. *attending the Wheelchair Rugby World Championships as part of the Wheelchair Rugby Australian team.*

## 8. What competitions are not eligible?

Applications for participation in the following are **not** eligible:

- Any competition/division or individual event where that competition/division/event is not specifically for athletes with a disability, such as attending the NSW All Schools Cross Country which is open to any athlete that is able bodied or has a disability.
- A club team attending an international competition or travelling overseas.
- A state sporting team attending an international competition or travelling overseas.
- Development or training squads and camps.
- Ongoing seasonal competitions.
- Local and regional competitions.
- Competitions delivered by organisations not affiliated with an ASC recognised NSO or NSOD.
- Competitions delivered by associations not affiliated with School Sport Australia.

## 9. Use of grant funds

### 9.1 Eligible use of grant funds

If successful, you can use the grant on any associated cost for you and a carer (if required) to attend the nominated championships.

Examples of expenses which are eligible include, but are not limited to:

- competition entry fees/levies
- transport costs (e.g. airfares, petrol)





- accommodation
- uniform
- sporting equipment

## 9.2 Ineligible use of grant funds

Examples of expenses which are ineligible include (but are not limited to):

- costs to attend training for the approved competition
- costs not associated with attending the approved competition

## 10. How to apply

To apply, you must submit an online [application form](#) and provide all requested information to ensure your application can be assessed.

If you are under 18 years of age you must obtain the agreement of your parent or guardian to submit an application, these Program Guidelines and the terms and conditions prior to submitting an application.

To complete an application, you will need:

- your personal/contact details
- details of the championship and event you are attending
- for international events - details of a contact (e.g. coach) from the recognised NSO/D or School Sport Australia to confirm your selection
- contact details of your parent(s)/guardian(s), and
- personal bank account details for you or your parent(s)/guardian(s).

Applications are to be submitted:

- once you have been selected to attend the championships and your participation has been confirmed; and
- within the relevant round dependent on when the competition is being held.

Please ensure your application is complete and the information is accurate, prior to submitting it. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). The ASC will investigate information provided that is false or misleading and may not consider your application for a grant.

If you find an error in your application after submitting it, you should notify us immediately at [lsc@ausport.gov.au](mailto:lsc@ausport.gov.au). **Please note the ASC may not accept any additional information, nor requests from you, to correct your application after applications have closed.**

If you have any technical difficulties using the system, please contact the ASC immediately at [lsc@ausport.gov.au](mailto:lsc@ausport.gov.au). **Please note, the ASC will not accept any late requests to assist with technical issues that arise in attempting to submit an application where the issue has not been reported to the ASC prior to the application closing time.**

If you require further guidance with the application process, are unable to submit an online application or wish to withdraw a submitted application, please contact the Local Para Champions team at [lsc@ausport.gov.au](mailto:lsc@ausport.gov.au).



# 11. Application assessment and approval

## 11.1 Application assessment

All applications will initially be assessed by the ASC against the eligibility criteria.

If applications exceed the level of available funding, eligible applications will proceed to assessment by the ASC against the selection criteria as follows.

Eligible applications will be assessed and grants will be allocated, on a local area basis to facilitate a geographic spread of funding based on the overall number of applications received and the number of grants available.

Applications within a local area will be ranked in order of priority for funding, by applying each of the following criteria in order:

1. Applicants with a disability – Applicants with a disability will be prioritised above able-bodied applicants.
2. Level of competition – International events will be prioritised above National events and National events will be prioritised above State events.
3. Distance travelled – Applicants required to travel a greater distance to their competition will be prioritised. Special consideration may apply to applicants from the same local area who are attending the same competition.

## 11.2 Grant approval

The 'Grant Approver' for the LPC program, is the ASC's Director of Sport Programs. They will make the final decision as to the grant recipients and funding amounts, after considering the recommendations from the assessment process and the availability of grant funds for the purpose of the LPC program.

Please note that anticipated high demand and the limited total funding available for this Program, may see unsuccessful applications through the grant approval process.

# 12. Notification of application outcomes

If successful, you may be notified of the outcome by the ASC and potentially by your local Federal Member of Parliament. The ASC will advise you of any special conditions attached to the grant including Terms and Conditions and timeframes for payment.

If unsuccessful, you will be notified via email by the ASC.

Please note that the Grant Approver's decision is final in all matters, including:

- approval of the grant
- the grant amount to be awarded, and
- the terms and conditions of the grant.

There will be **no** review or appeals process after the Grant Approver's final decision.

# 13. How the ASC monitors your grant activity

If successful, you may be asked to provide evidence of the use and expenditure of the approved grant through an audit process. Successful applicants will be contacted by the ASC if they have



been selected for an audit and will be required to submit appropriate documentation, including receipts for expenditure of the grant. The ASC may request evidence of the use of expenditure up to two years from receiving the grant.

## 14. Probity

The ASC will ensure the grant opportunity process is fair, according to the published guidelines, and incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

### 14.1 Conflict of interest

Any conflicts of interest could affect the performance of the LPC program. There may be a conflict of interest, or perceived conflict of interest, if ASC staff, any member of the Assessment Panel, a committee or advisor, and/or you, for example, has a professional, commercial, or personal relationship with a party who is able to influence the application selection process, such as an ASC officer.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest. If you later identify an actual, apparent, or potential conflict of interest, the ASC must be informed in writing immediately.

Conflicts of interest for ASC staff will be handled in accordance with the ASC's Conflict of Interest Policy. Prior to the Assessment process, panel members will also be required to declare any conflict of interest.

### 14.2 How the ASC will use your information

As the LPC program is funded by the Australian Government, the ASC may share your information with your local Member of Parliament and their representatives, and with other government agencies for a relevant Australian Government purpose, such as (but not limited to):

- improving the effective administration, monitoring and evaluation of Australian Government programs;
- research, and
- announcing grant recipients.

### 14.3 Treatment of confidential information

The ASC will treat the information provided by applicants as confidential if it meets all conditions below:

- It is clearly identified as confidential with an explanation as to why it should be treated as confidential.
- The information is commercially sensitive.
- Disclosing the information would cause unreasonable harm to you or someone else.

### 14.4 When we may disclose confidential information

The ASC may disclose confidential information to:



- the ASC Board and/or our employees and contractors, (and to other Commonwealth employees and contractors as required) to help us manage the grant program effectively.
- the ASC Board and/or our employees and contractors (and to other Commonwealth employees and contractors as required) so we can research, assess, monitor, and analyse our programs and activities.
- the Minister or Parliamentary Secretary.
- the Auditor-General, Ombudsman or Privacy Commissioner.
- a House or Committee of the Australian Parliament.

The ASC may also disclose confidential information if required or authorised by law, or if someone other than the ASC has made the confidential information public.

## 14.5 Personal information

The ASC must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988*. This includes informing you:

- what personal information the ASC collects
- why the ASC collects your personal information, and
- who the ASC may give your personal information to.

The details of the [ASC's Privacy Policy](#) can be found at:

[https://www.sportaus.gov.au/legal\\_information/privacy\\_policy](https://www.sportaus.gov.au/legal_information/privacy_policy)

The ASC may give personal information collected, to our Board, employees and contractors, Federal Members of Parliament and their representatives, and other Commonwealth employees and contractors as required, so we can:

- manage the grant program, and
- research, monitor, and analyse our programs and activities.

The ASC may also:

- announce the names of successful applicants to the public, and
- publish personal information on the ASC website.

## 14.6 Reporting

Effective disclosure and reporting of administered grants are essential for public accountability. The ASC publishes details of grant recipients, (including but not limited to applicant name, state, and grant amount) and funding details on its website.

## 14.7 Freedom of information

All documents in the possession of the Australian Government and its entities, including those about this grant opportunity, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government and its entities. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All FOI requests must be referred to the ASC FOI Officer at [foi.officer@ausport.gov.au](mailto:foi.officer@ausport.gov.au).



## 15 Enquiries and feedback

For further information or clarification on the assessment process, including your application status and outcome, please contact [lsc@ausport.gov.au](mailto:lsc@ausport.gov.au).

The ASC may publish answers to your questions on our website as '[Frequently Asked Questions](#)'.

Any complaints or feedback about the program can be lodged using the [ASC complaints form](#) on our website at [www.sportaus.gov.au/complaints](http://www.sportaus.gov.au/complaints).





**Australian Government**  

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**Australian Sports Commission**

[ausport.gov.au](http://ausport.gov.au)



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