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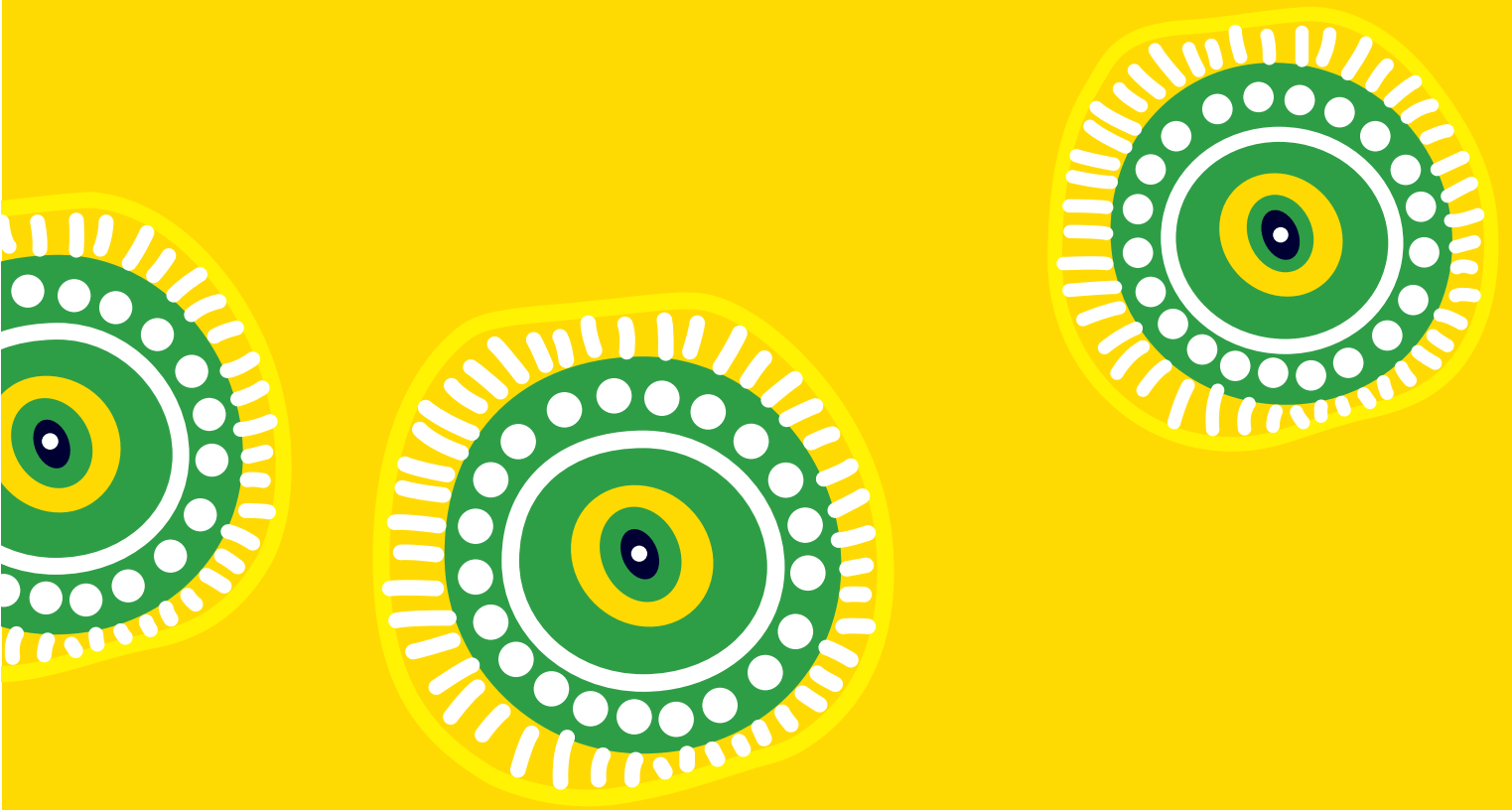
Australian Government
Australian Sports Commission



AIS

2025 Women Leaders In Sport Guidelines Individual Grants





Australian Sports Commission Acknowledgement of Country

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognise any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambah Nation and the Gadigal people of the Eora Nation.

The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations Peoples throughout Australia and would like to pay its respects to all Elders past, present and future.

The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.



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Introduction

Australians have a deep passion for sport, and the Australian Sports Commission (ASC) is committed to ensuring everyone has the opportunity to be involved in sport - as a participant, an official, an administrator or as a volunteer. From grassroots to the elite level, the ASC plays a crucial role in ensuring sport is a safe, welcoming, and inclusive environment for everyone. The ASC has a strong focus on gender equity and continues to strive for equal representation in sport.

The ASC is proud of the Women Leaders in Sport (WLIS) program which began in 2002 and has supported more than 27,000 women and over 800 sporting organisations.

An Australian Government initiative that is managed by the ASC and funded through the Office for Sport, the WLIS program aims to reduce gender inequality and help more women advance into leadership roles within the sport ecosystem.

The WLIS Individual Grants Program, provides women throughout Australia the opportunity to advance in their leadership journey via a range of development programs and training. These guidelines set out the funding requirement for the WLIS Individual Grants Program.

Important Dates

2025 WLIS Grants Program	Timeframe
Applications open	9:00am (AEST) Monday 2 September 2024
Applications close	3:00pm* (AEST) Monday 30 September 2024
Outcomes notified to all applicants	December 2024
Successful grants payment processed	December 2024

*Applications must be submitted before 3:00pm AEST. Late or incomplete applications will not be accepted.

Please note the closing times and time differences for each state below.

- QLD, NSW, ACT, VIC, TAS: 3:00pm
- SA & NT: 2:30pm
- WA: 1:00pm

Contact

For any questions about the WLIS program:

Email: wlis@ausport.gov.au

Phone: 02 6214 1463

Business hours: Monday-Friday: 9:00am-5:00pm (AEST) excluding national and ACT holidays

Website: www.sportaus.gov.au/grants_and_funding/women_leaders_in_sport



Individual Grant Information

Individual Grant Program Funding

In 2025 \$200,000 is available to support professional development and training for eligible women in the sporting sector. This amount will be allocated across the following three tiers:

Tier	Course Level	Total Tier Funds Available	Maximum Grant Amount (excl GST)
Tier 1	Advanced professional development courses	Approx. \$50,000 (approx. 5 grants available)	\$8,000 - \$10,000
Tier 2	Intermediate professional development courses	Approx. \$80,000 (approx. 15 grants available)	\$4,000 - \$7,999
Tier 3	Foundational professional development courses	Approx. \$70,000 (approx. 30 grants available)	\$0 - \$3,999
Total program funds		\$200,000	

Please note the following:

- Only one application per applicant will be accepted. If more than one application is submitted, the last submitted application will be assessed.

Eligibility Criteria

To be eligible to apply, an applicant must satisfy all of the following criteria:

- Identify as a woman
- Aged 18 years or over
- An Australian citizen or have permanent residence status
- Currently involved in a paid or volunteer capacity for either:
 - A National Sporting Organisation (NSO) or National Sporting Organisation for people with Disability (NSOD), recognised by the ASC ([Australian Sports Directory](#))
 - Local Club or State/Territory Sporting Organisations (SSO) affiliated with an NSO or NSOD recognised by the ASC ([Australian Sports Directory](#))
 - Commonwealth Games Association,
 - The National Institute Network (NIN),
 - Australian Sports Foundation
 - A media organisation as a sport journalist/writer
- Not be a current employee of the ASC*



- Not have received support through the WLIS program within the last two years[^] (Please note: This does not include participation in the WLIS Workshops)
- Not have any outstanding debts or reporting requirements through other funding programs or services administered by the ASC.
- Selected course/training must commence in 2025.
- Supporting organisation is not named on the [Workplace Gender Equality Agency website non-compliant organisations list](#).
- Supporting organisation is not named in the [National Redress Scheme for Institutional Child Sexual Abuse](#) on its list of “[Institutions that have not joined or signified their intent to join the Scheme](#)”.

*Current employee also includes consultants contracted to the ASC where this engagement is the only link to the sporting sector. ASC cannot be the supporting organisation.

[^]WLIS Programs refer to; Individual Grants, Athlete Accelerate, Talent Development Programs

Applicants must meet all the above eligibility requirements. The ASC may at its sole discretion, offer an applicant special consideration if an eligibility requirement set out in these guidelines cannot be met due to extenuating circumstances. Please contact wlis@ausport.gov.au if you have any questions about your eligibility or visit our [Frequently Asked Questions](#) (FAQs) page.

Diversity of Applicants

The ASC welcomes applicants that reflect the diversity of the Australian community and encourage women from the following backgrounds to apply:

- Aboriginal and Torres Strait Islander people and cultures
- Culturally, racially, and linguistically diverse
- LGBTIQ+
- living with disability
- living in rural and regional locations

If you have any assistance requirements in completing your identified course, please discuss with the ASC prior to submitting your application email wlis@ausport.gov.au or call 02 6214 1463.

Letter of Support

An endorsed letter of support from your manager, direct report, or colleague within the organisation you are employed at or volunteer with, must accompany the individual grant application (uploaded at time of application).

Please limit the supporting letter to one page and include the following information:

- Confirm the applicants' position within the organisation and length of employment or volunteer period
- Outline how the organisation will support the applicants career development after completing the selected training/ course.
- Be signed and dated by support person

Please note that you cannot be the endorser of your own application.

Example [letter of support](#)



Types of Courses Considered for Funding

The Individual Grants are designed to fund professional development opportunities that both develop skills and/or enhance existing skills, in areas specific to an individual's leadership journey.

We strongly encourage all applicants to do their own research and select courses or training programs that align with their own skill development goals and are relevant to the desired field or area of focus.

Examples of areas of training include, but are not limited to:

- Leadership Skills and Management
- Sports Administration
- Communications and Media
- Coaching and Officiating
- Equity, Diversity, and Inclusion
- Organisational Governance*
- People and Culture
- Integrity
- Finance
- Sport science, technology, engineering, math, medicine (STEMM)

*If applying for an organisational governance course, it is a requirement to have completed the [Australian Sports Commission Director Education Course - The Start Line](#) at time of application. The course is broken down into 5 modules and takes 2 hours to complete.

Examples of institutions who offer these areas of training include, but are not limited to:



- Universities
- Institutes of Technology
- TAFE
- Private Colleges

Course examples are provided as a guide; please undertake your own research to meet your training and development needs.

Consideration may be given to support travel and accommodation costs borne by successful recipients residing in rural/remote areas (greater than 200km) for attending approved course/training. This request will be captured during the application process.

The final grant amount will be determined by the assessment panel as part of the grants process. The amounts may vary between applicants and may not be the full amount applied for.



Important

Short or standalone courses at universities or other institutions are eligible for funding. However, it's important to note that course fees must be paid upfront and cannot be deferred to HECS-HELP loans. Proof of payment will be required as part of the acquittal process.

Eligible Expenditure Items

Eligible expenditure refers to the costs directly related to the approved course for which funding has been approved. This includes course fees and registration fees. The funding must be used exclusively for this purpose.

Ineligible Expenditure Items

Ineligible expenditure items are costs that cannot be covered by the funding.

Funding is not to be used for the following:

- Undergraduate degrees.
- Multiple courses
- Membership fees
- Materials such as stationery/ office supplies, IT equipment, internet costs, laboratory equipment or sporting equipment
- Attendance at conferences
- Competition fees
- Software licenses
- Past courses or training (course must commence in 2025)
- International travel (unless pre-approved)
- Travel costs (unless pre-approved)
- Accommodation (unless pre-approved)



- Food and beverages.

If the funding is used for any ineligible items. Repayment to the ASC will be necessary. If you are unsure, please contact wlis@ausport.gov.au

Reporting Requirements for Successful Applicants

Successful grant recipients will be required to do the following:

- Enter into a grant agreement with the ASC and abide by the terms and conditions of the agreement (Appendix 1)
- Complete an acquittal and evaluation report (via SmartyGrants portal) and provide proof of payment using the template provided by ASC including receipts within 30 days of completing the course/ training
- Provide evidence/certificate of accreditation or qualification within 30 days of completing the course/training (if applicable). This is to be uploaded to the SmartyGrants portal at time of acquittal.
- The funding must go towards the approved course. Course change requests must be submitted in writing to wlis@ausport.gov.au and approved by the ASC.
- You must inform the ASC of any circumstances that may impact the completion of the approved course, including changes in employment or volunteer status, and course completion dates.

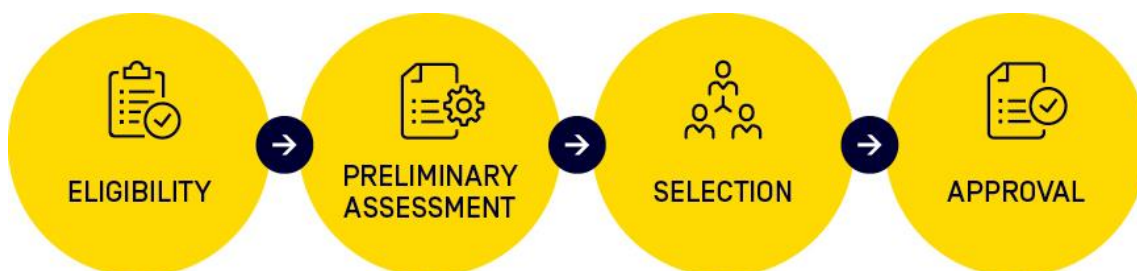
Assessment Criteria

All applications will initially be assessed by the ASC against the eligibility criteria. Assessment of eligible applications will be made against the following criteria:

Individual Grants

- Clearly outline why you have selected the identified course/training and how it aligns to your career goals within the sporting sector.
- Clearly outline how the course/training either develops a specialist skill or enhances your existing skills in areas specific to your leadership journey in the sporting sector.

Assessment and Approvals



All applications will initially be assessed against the eligibility criteria. Applications which do not meet the eligibility criteria will not progress further in the process.



Eligible applications will progress to the preliminary assessment phase where they will be assessed by an internal panel made up of ASC staff, based on responses provided in the application.

Shortlisted applications will proceed to the selection panel which will comprise representatives from a National Sporting Organisation, a National Sporting Organisation for people with a Disability, State and Territory Agencies of Sport and Recreation and the ASC.

The external panel will make their recommendations to the ASC Executive General Manager Diversity, People and Culture who will be responsible for the final decision including:

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

Applicants can increase their chances of success by contributing to the cost of their course and applying for a smaller grant amount.

In the event multiple applications receive the same score, additional considerations such as applicant's current role, the nature and reach of their supporting organisation, and their potential impact on the sporting sector may be taken into account to determine the successful recipients.

All decisions about funding are at the sole and absolute discretion of the ASC. Decisions are final and there is no appeal process.



How to Apply

Before you apply, please read these Individual Grant Program Guidelines to make sure you understand all relevant requirements.

The ASC is committed to ensuring inclusivity in our grant processes. If you are unable to submit the application online, please contact wlis@ausport.gov.au or call (02) 6214 1463 to discuss other options for submission.

Only one application per applicant will be accepted. If more than one application is submitted, the last submitted application will be assessed.

1. Check Your Eligibility

Individuals will need to ensure they have met the eligibility criteria.

2. Application Format

Determine if you will be submitting an online written application or a video submission

3. Gain Letter of Support

Obtain a letter of support from your manager, direct report or person within the organisation you volunteer with. The letter of support must include:

- The endorser's name and job title
- The endorser's organisation (e.g. NSO)
- Identifies the individual as being the applicant for the grant
- Expresses support for the specific course/project/activity being proposed

4. Identify Course

Gather course details including;

- Course Title
- Course Fees
- Course provider
- Course dates
- Website link

5. Prepare Assessment Criteria Response

It is suggested that applicants prepare responses to the assessment criteria in Word, to ensure correct spelling and punctuation

6. Online Application Form

Complete the online application form. You will need to create an online account and login.

7. Submit Application

Applicants are responsible for ensuring they have successfully submitted their application on time. You will receive an automated email receipt once the application is submitted successfully. Please keep a record of this email.

**Please note:**

Individual Grant applicants who submit video responses to address the assessment criteria, will still be required to complete the other components of the online application form and submit responses in line with the process, including the closing date for applications.

The application process will take approximately 30 minutes to complete.

If the application cannot be completed in one session, you can save the application and return to it later using your login details.

You will have access to your application after submitting but you will not be able to amend an application once submitted. Should you have any issues post submission please contact the WLIS team WLIS@ausport.gov.au

Applicants are responsible for ensuring that the information within the application is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code 1995.



Notification and Agreement

All applicants will be notified through email on the outcome of their application including:

- Any funding amount to be awarded, and
- The specific terms and conditions of any funding offer.

Compliance

The ASC, as a Corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013* (Cth), is legally and financially separate from the Commonwealth, and is not subject to the same requirements imposed on a non-corporate Commonwealth entities. The ASC is generally not subject to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs).

The ASC does however, as a matter of good practice, apply the CGRGs seven key principles of grants administration through the ASC Grant Management Framework, where appropriate, for all forms of granting activity, and all processes and phases of grants administration.

Marketing and Promotion

The ASC encourages all grant recipients to promote their stories and achievements via social media. Please reference the 'Women Leaders in Sport Program', tag the ASC by searching 'Australian Sports Commission' on LinkedIn, Facebook, Twitter, and Instagram, and don't forget to include the hashtag #WLIS.

Conflict of Interest

Conflict of interest could arise if the applicant and ASC staff, an assessment panel member or advisor:

- Has a professional, commercial or personal relationship with a party who can influence the application selection process
- Has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- Has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant.

Applicants will be asked to declare any perceived or existing conflicts of interests or that, to the best of their 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 regarding ASC staff will be handled in accordance with ASC Conflict of Interest Policy. Assessment panel members will also be required to declare any conflicts of interest.

Child Safety

The ASC is committed to Australian sport environments that are safe, supportive and friendly for children. The ASC Child Safe Policy outlines our commitment to child safeguarding, and the obligations and responsibilities of our people and stakeholders to protect children. All grant recipients will be bound by the ASC Child Safe Policy.



The ASC has adopted the Commonwealth Child Safe Framework, including the National Principles for Child Safe Organisations. All funded organisations will be expected to adopt and implement the National Principles for Child Safety and ensure that all child related personnel are compliant with legislation relating to the employment or engagement of people working with children, including Working With Children Checks and mandatory reporting of child abuse and neglect. Funded organisations must provide evidence to the ASC, upon request, of compliance with child safety requirements.

The ASC is a participating organisation in the National Redress Scheme and has adopted the Australian Governments Grant Connected Policy.

Disclosure of Information

How the ASC will use your information

- The ASC may share your information with other government agencies for a relevant Australian Government purpose such as: to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research, and
- to announce grant recipients.

Treatment of confidential information

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

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

The ASC may disclose confidential information to:

- the ASC Board and our employees and contractors (and to other Commonwealth employees and contractors as required) to help us manage the Program effectively, and so we can research, assess, monitor and analyse our programs and activities
- the Minister for Sport
- the Auditor-General, Ombudsman or Privacy Commissioner, and
- 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.



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

The ASC may give personal information collected, to our Board, employees and contractors, and other Commonwealth employees and contractors as required, so we can:

- manage the Program, and
- research, assess, monitor and analyse our programs and activities.

Enquiries and Complaints

If you have any questions regarding the WLIS program, please email wlis@ausport.gov.au

If you wish to lodge a complaint regarding the program this can be done via the ASC complaints form:

www.ausport.gov.au/contacts/feedback-and-complaints



Appendix 1 – Terms and Conditions for 2025 WLIS Individual Grants

1. If the Australian Sports Commission (**ASC**) decides to issue a grant (**Grant**) to the applicant under the Women Leaders in Sport Program (Program), the Grant will be made subject to these terms and conditions.
2. These terms and conditions, together with the notification from the ASC providing details of the Grant award (**Successful Notification**), will constitute an enforceable agreement between the ASC and the successful applicant (**Recipient**) upon the Recipient accepting the Grant offer, as required by the Successful Notification.
3. The ASC will make a single payment of the Grant amount to the Recipient subject to sufficient funding being available to the Program, and the Recipient complying with this Agreement.
4. The Recipient must:
 - (a) Complete the project activity as detailed in their Successful Notification (**Activity**);
 - (b) Promptly notify the ASC of anything reasonably likely to affect the completion of the Activity;
 - (c) Not do anything to bring the Recipient, the Program or the ASC into disrepute;
 - (d) Only use the Grant for the purpose of undertaking the Activity;
 - (e) Keep records detailing the use and expenditure of the Grant, and make them available to the ASC or its authorised representatives, on request;
 - (f) Provide to the ASC within 30 days of completion of the Activity:
 - (i) a statement and accompanying evidence in the form required by the ASC, verifying that the Activity has been successfully completed and the Grant has been spent in accordance with this Agreement; and
 - (ii) a report on the Activity, in the form required by the ASC;
 - (g) If the Activity includes undertaking a course which awards the Recipient accreditation or qualification, provide to the ASC documentary evidence (including proof of completion) of the accreditation or qualification within 30 days of award; and
 - (h) Promptly repay to the ASC, any amount of the Grant which has not been used on approved expenditure for the Activity.
5. The Recipient declares and warrants, at the date of agreeing to these terms and conditions, that she has not at any time been found to have breached any anti-doping rule or policy applicable to the Recipient, and has not engaged at any time in any conduct that constituted a breach of any anti-doping rule or policy applicable to the Recipient.
6. Without limitation to any other rights of the ASC, if the ASC reasonably believes, at any time following the award of the Grant, that:
 - (a) The Recipient has provided false or misleading information in the application process;
 - (b) The Grant has been spent other than in accordance with this Agreement; or
 - (c) The Recipient will not complete the Activity or has otherwise breached any of their obligations under this Agreement,

then the ASC may by written notice, terminate this agreement and/or require the Recipient to repay to the ASC, at the ASC's absolute discretion, all or part of the Grant. The amount notified must be repaid within 30 days of any such notice.



7. When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Activity, the Recipient agrees not to do anything which, if done by the ASC, would be a breach of the *Privacy Act 1988*.
8. The personal details of the Recipient (including name, home state, sport, the value of the Grant awarded, a brief description of the purpose for the Grant, and any photo or video footage of the Recipient produced in connection with the Program) may be released by the ASC to the public and the media for promotional and/or educational purposes.
9. The Recipient must, if requested by the ASC, cooperate with ASC activities for the purpose of education and/or review of the Program and its impact.
10. The Recipient is responsible for obtaining all appropriate insurances with respect to undertaking the Activity, and complying with these terms and conditions.
11. The Recipient agrees to indemnify the ASC and its officers, employees and contractors against any claim, loss or damage arising in connection with undertaking the Activity, or a breach of this Agreement. This obligation to indemnify the ASC will reduce proportionally to the extent that any act or omission involving fault on the part of the ASC, contributed to the claim loss or damage.
12. This Agreement does not create a relationship of employment, or agency between the Recipient and the ASC.
13. This agreement is governed by the laws of the Australian Capital Territory.



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Australian Sports Commission



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