



Department of
Sport and Recreation

COACH IN RESIDENCE GRANT

APPLICANT GUIDELINES

Coach in Residence Grants Guidelines

1. SCHEME OVERVIEW

The Coach in Residence program is a long standing and very successful initiative that continues to contribute to the development of sport in Western Australia. Established in 1980, more than 400 coaches in more than 60 different sports have been brought to WA from interstate and overseas.

Many sporting associations and clubs, as well as hundreds of athletes and officials, have benefited by the expertise provided through the program which is run by the Department of Sport and Recreation.

Note: The term official refers to umpires, referees, judges etc.

2. OBJECTIVES

Provide financial support to bring leading coach and official educators to Western Australia to provide long-term development for sport on a statewide basis. Provide opportunities for coaches, officials and athletes to develop skills and techniques within their sport at all levels through theory, practical and mentoring sessions.

Preference will be given to programs that include regional visits, or use of information technology, such as video conferencing or satellite broadcasts, to offer development opportunities to regional areas of WA.

3. ELIGIBLE APPLICANTS

State sporting associations who are recognised by the Department of Sport and Recreation for financial assistance purposes, can apply. It is strongly recommended that your sport contact the Project Officer – Industry Training and Development at the Department of Sport and Recreation **prior** to submitting your final application to discuss your planned program.

Applications must be **submitted at least ten weeks prior** to the start of the project.

4. AVAILABILITY OF FUNDS

The Department of Sport and Recreation will provide a maximum grant of up to 80% of the project cost subject to the availability of funds, the size of the program and the capacity of the association to contribute to program costs.

The amount of assistance available is determined through discussion between the association and the Department of Sport and Recreation based on the program cost and available funds.

Income derived from Coach in Residence activities or other sources must be included in a proposed program budget.

5. USE OF FUNDING

It is essential that all applicants fully read the guidelines and associated materials to ensure that they provide themselves with the best opportunity to be successful in receiving a grant.

The following areas may be considered as eligible

- Economy class national/international airfare
- Intra-state travel
- Professional fees
- Vehicle hire
- Accommodation/meals
- Venue hire (other than own office/facility)
- Equipment hire

Note: No purchase of equipment or clothing will be funded.

Funding will be paid as follows:

- Funds will be forwarded at the discretion of DSR in the following manner:-
 - Total funds may be forwarded prior to the commencement of the program
 - Fifty per cent of the allocated funds may be forwarded before the start of the program. The balance will be forwarded at the conclusion and upon receipt of the acquittal and supporting reports.
- The association must submit the acquittal documentation and a report, within **one month** of the completion of the program, giving an overview of the program, details of all promotional activities and a detailed income and expenditure statement as per grant agreement.
- At the end of the program, the **coach must also submit a detailed report** on his/her activities along with recommendations for the long-term development of the sport, in the area of coaching and or officiating.

6. CONSIDERATIONS

- The application must meet the objectives of the Coach in Residence grant.
- The program/project must not be part of the core business of the sport.
- Program/project should be inclusive of metro and regional areas where possible.
- The visiting coach should be credible in their field of expertise.
- Coach and official development should be included in the program.
- Clear outcomes and performance measures must be identified.
- Provide detailed budget information.
- Accredited courses must be delivered by qualified personnel.
- Effective use of visiting coach to achieve program outcomes.

7. ROLES

Department of Sport and Recreation

- Administrate the Grant process.
- Develop application and assessment tools.
- Work with SSA representative to assist with application and acquittal process.

State Sporting Association

- Consider grant guidelines and complete application.
- Work with DSR to complete application, Key Results Schedule and acquittal requirements.
- Submit acquittal to DSR within 30 days of the completion of program.
- Provide support to the program and visiting coach throughout the grant period.
- The SSA will be required to ensure that involvement in this scheme is noted under 'Coach and Official Development' in the whole of sport AKRS.

Visiting Coach

- Complete program/project as detailed in Grant Agreement and Project Key Results Schedule.
- Submit report to SSA at the conclusion of the program/project.
- Work with SSA to identify possible future development strategies.

8. TIPS FOR A SUCCESSFUL GRANT APPLICATION

- Read all material associated with this grant application and have a complete understanding of the requirements.
- Read the questions on the application form very carefully and answer the questions stated.
- Application form must be signed by SSA Chief Executive Officer or President. This form can be found with the general application form.
- The SSA to send all information - Attention: Project Officer – Industry Training and Development, Department of Sport and Recreation, PO Box 329, Leederville 6903. FAX: 9492 9711

9. 10 STEPS IN THE GRANTS PROCESS

STEP 1	Read all forms / assessment criteria etc.
STEP 2	SSA to complete the application form.
STEP 3	SSA submits the application at <u>least ten weeks prior to the event.</u>
STEP 4	Applications assessed by DSR.
STEP 5	Consultation between SSA and DSR to determine outcomes of grant and set Project Key Results Schedule.
STEP 6	Grant Agreement completed and funding distributed and program implemented.
STEP 7	SSA submits project report and acquittal documentation to DSR.

10. OBLIGATIONS OF SUCCESSFUL APPLICANTS AND SSA'S

To ensure the best use of the State Government's funding to sport and recreation, the successful SSA and DSR representative will work together to develop a Key Results Schedule (KRS) which outlines specific outcomes that the visiting coach will pursue during the course of the Coach in Residence grant. This KRS will include a detailed development program for the visiting coach to undertake.

The KRS will comprise part of the Grant Agreement and will take the following form:

KRS Format

ORGANISATION		
PROJECT TITLE		
GRANT TYPE		
AMOUNT \$		
BRIEF DESCRIPTION		
OBJECTIVES		
OUTPUTS/OUTCOMES	PERFORMANCE MEASURES	RESULTS
<p>1. <i>For example:</i> <i>To increase the number of accredited coaches in metro and regional areas</i></p> <p>2. <i>For example:</i> <i>Improve skills and techniques of officials.</i></p>	<p><i>Accredited coaching courses to be conducted by high level coach</i></p> <p><i>Officials to be mentored and coached by high level visiting umpire coach</i></p>	<p><i>This section to be completed as part of the reporting and acquittal process</i></p>

The SSA will also be required to ensure that involvement in this scheme is noted under 'Coach and Official Development' in the whole of sport AKRS. For any clarification on this matter please contact your DSR sports consultant.

11. REPORTING AND AQUITTAL REQUIREMENTS

Acquittal of all grant funds is to be in accordance with the conditions outlined in the Grant Agreement, key components of which are:

- Performance evaluation of key results as identified in the Key Results Schedule (KRS).
- A signed acquittal form.

The level of detail required for reporting will be relative to the amount of funding. This will be further outlined by the DSR Project Officers.

Acknowledgement of Government Funding

The WA Government, through DSR, provides a significant contribution to the sustainability and development of the sport and recreation industry. This is achieved through financial assistance and the provision of expertise, advice and services. It is important as a recipient of this support that organisations recognise the WA Government (DSR) during the funding relationship.

Accordingly, you are required to abide by the Grant Acknowledgement Requirements issued by DSR. If you require the appropriate artwork to implement any of the above recommendations this is available from DSR.

12. FREEDOM OF INFORMATION and Privacy Act

Freedom of Information

DSR will adhere to the provisions of the *Freedom of Information Act* 1992 in relation to requests for information originating in the department. Information not originating in the department but provided to the department will not be released without prior consultation with the relevant organisation; for example State sporting associations.

Privacy Act

All information provided to DSR and gathered during the grant assessment process will be stored on a database that will only be accessed by authorised departmental personnel. The database is subject to privacy restrictions in accordance with the *Privacy Act* 1998 (Commonwealth) and the *Freedom of Information Act* 1992.

13. CONTACTS

To discuss your project concept, or to obtain help to complete your application, please contact the Project Officers – Industry Training and Development - 9492 9700.