



# 2009 WorkSafe VCFL Club Safety Fund



## GUIDELINES AND APPLICATION FORM





WorkSafe Victorian Country Football League

## **WORKSAFE CLUB SAFETY FUND Grant Guidelines 2009**

### **Aim**

The WorkSafe Club Safety Fund has been established to provide financial assistance to football/netball clubs to improve or provide added safety for both players, people involved with the club and the spectators.

### **Concept**

WorkSafe will provide the VCFL and Netball Victoria each with a funding allocation that will be awarded to clubs to make improvements to the Safety of their grounds.

All clubs submitting an application 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.

### **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/Netball Clubs which are affiliated with the WorkSafe Victorian Country Football League.

### **How Much Are the Grants?**

- The WorkSafe Club Safety Fund will provide grants to the value of 50% of the total quoted amount of the project.
- WorkSafe Club Safety Fund grant limit is \$1,000 per application.

### **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. (ie: goal post padding, first aid kits)
- Permanent or portable structures that provide shelter. (ie: shelter shed, shade sails, fireplace guards)
- First aid packs.
- Minor facility maintenance which presents an occupational health and safety hazard.

### **How to Apply**

- Applications must be made on the official form. Copies of all relevant documentation must be attached/provided when available. Form may be downloaded from [www.vcfl.com.au](http://www.vcfl.com.au).
- Application must be received prior to purchase of goods or commencement of project.
- The WorkSafe VCFL staff and area managers may be contacted for advice when preparing project outline.

### **APPLICATIONS ARE TO BE SUBMITTED TO YOUR RESPECTIVE AREA MANAGER FOR ENDORSEMENT:**

#### **East – Ben O'Brien**

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Dandenong VIC 3175  
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#### **North West – Bruce Petering**

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Mob: 0439 474 114  
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#### **North East – John O'Donohue**

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WANGARATTA VIC 3677  
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Mob: 0428 507 332  
Fax: (03) 5721 9127  
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#### **South West – Brett Anderson**

PO Box 586, BALLARAT VIC 3353  
Ph: (03) 5334 4277  
Mob: 0438 094 403  
Fax: (03) 5333 3408  
Email: [brett.anderson@aflvic.com.au](mailto:brett.anderson@aflvic.com.au)

### **Club successful in receiving funding are required to:**

- Use the funds for the specified activity.
- Show that either the council or the club is getting involved by providing at least 50% of the quoted amount.
- Advise the WorkSafe VCFL 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.
- Complete any evaluation required by the WorkSafe VCFL.

### **Expected Timeline**

- Applications will be assessed as soon as all relevant information has been provided ie: application form completed in full, ABN and GST details provided.
- **Associations/Regions that are registered for the GST are legally required to return a tax invoice (receipt) to receive funding.**

- Notification of funding will be forwarded within 3 weeks of receipt of the application. Approved applications will receive further information regarding funding requirements. (Area managers may wish to oversee the project until completion).
- On approval of funding, the total amount to be paid under the grant will be paid directly to the Association/Region account. Alternatively, items purchased through Footymart can have the grant deducted from their tax invoice for the applicant to pay the balance.
- The funding period commences on 1<sup>st</sup> March 2009 and concludes on 30<sup>th</sup> September 2009.

### **Goods and Services Tax (GST)**

Funding grants are subject to GST and clubs must abide by one of the three options outlined below.

#### **1. Association has an ABN and is registered for the GST**

The Association will need to supply the WorkSafe VCFL with a tax invoice (receipt) for the approved funding amount including GST, within 28 days of receipt of the grant.

#### **2. Association has an ABN but is not registered for the GST**

The Association will need to supply the WorkSafe VCFL with a receipt for the approved funding amount [no GST] within 28 days of receipt of the grant.

NB: If an Association has applied for and is waiting on confirmation of its ABN from the ATO, the Association can still apply for funding and forward a copy of the confirmation letter from the ATO indicating ABN is pending. The Association must then provide ABN details to the WorkSafe VCFL once received.

#### **3. Association does not have an ABN**

WorkSafe VCFL would be obliged to withhold 48.5% of the funded amount. This would need to be recovered by the Association from the Australian Taxation Office, via an income tax return at the end of the financial year. This may present a problem if the association is currently an "income tax exempt" body.

NOTE: The WorkSafe VCFL recommends option 1 or 2 above. Should an Association apply for a grant without an ABN, WorkSafe VCFL may be able to delay consideration of the application until the Association has received an ABN.

**WORKSAFE CLUB SAFETY FUND  
Grant Application Form 2009**

*1<sup>st</sup> March 2009 to 30<sup>th</sup> September 2009*



WorkSafe Victorian Country Football League

**SECTION 1 - APPLICANT DETAILS**

Name of Club: \_\_\_\_\_

Incorporation Number: \_\_\_\_\_

Australian Business Number (if applicable): \_\_\_\_\_

Is your Club registered for the GST? \_\_\_\_\_

Yes

No

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

P/code: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_

(W) \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Does your club have the appropriate WorkSafe signage at your ground? \_\_\_\_\_

Yes  No

**SECTION 2- PROJECT DETAILS**

**WHAT IS THE GRANT FOR?** (Please describe the project in general, the need it aims to meet and who it will benefit)

**HOW MUCH WILL IT COST?** (Please provide a project budget, attached quotes if applicable)

**I confirm on behalf of the Club that I have read and understood the requirements of receiving funding as outlined in the WorkSafe Club Safety Fund Guidelines 2009.**

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**VCFL Endorsement**

VCFL Area Manager Signature \_\_\_\_\_

VCFL Area \_\_\_\_\_ Date \_\_\_\_\_

VCFL Commercial Business Manager \_\_\_\_\_

Date \_\_\_\_\_ Invoice Received \_\_\_\_\_