



## Australian Government

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### Department of Health and Aged Care

# Play Our Way Program Frequently Asked Questions (FAQs) GO6763

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**Commonwealth policy entity:** Department of Health and Aged Care (department)

**Enquiries:** If you have any questions, contact the department via email: [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au)  
**Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date.**

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**Version:** Version 1

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# 1. Background

## 1.1 What is the Play Our Way program grant opportunity?

The \$200 million Play Our Way program will provide greater opportunities for women and girls<sup>1</sup> to access, participate and remain involved in sport and physical activity.

The Play Our Way program grant opportunity will fund projects for up to three years across two streams:

- **Stream 1: Facilities:** Single or multi-year funding to support new and upgraded facilities playing areas or spaces for sport and physical activity, specifically for women and girls.
- **Stream 2: Participation and equipment:** Single year funding, with projects able to be delivered over multiple years, to support sustainable and enduring sport participation programs, and/or new or upgraded equipment, specifically for women and girls.

## 1.2 What type of process is this grant opportunity?

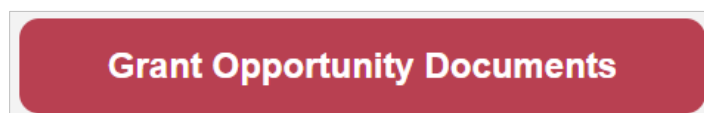
This grant opportunity is an open competitive selection process. This means that the grant opportunity is open to all organisations who meet the eligibility criteria outlined in the Grant Opportunity Guidelines.

The department will run the grant opportunity according to the [Commonwealth Grant Rules and Guidelines 2017 \(CGRGs\)](#).

## 1.3 How do I access the documents for this grant opportunity?

You will need to register on [GrantConnect](#).

Once you have registered, you should have access to the documents you need. Please use the red **Grant Opportunity Documents** button (on the left-hand side of the page) to access grant opportunity documents.



If you have registered for GrantConnect and still cannot access the system, please contact the GrantConnect Help Desk:

- Phone: 1300 484 145
- Email: [GrantConnect@finance.gov.au](mailto:GrantConnect@finance.gov.au)

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<sup>1</sup> We take an inclusive approach to the phrase 'women and girls'. People may identify with, and be recognised within their community, as the gender other than the sex they were assigned at birth, or as a gender which is not exclusively male or female. There is diversity in our bodies, sex characteristics, sexualities and gender identities. Although we generally say 'women and girls', we intend to include females with diverse sexualities, intersex women and women with a transgender experience.

## 2. Eligibility Questions

### 2.1 How do I know if I am eligible?

Refer to Section 4 of the Grant Opportunity Guidelines for further details regarding eligibility.

For consistency, fairness and probity reasons the department cannot give additional guidance to a potential applicant or advise if they are eligible to apply for grant funding. Applicants must refer to the Grant Opportunity Guidelines and other published information for this grant (e.g. addendums, additional frequently asked questions) and determine whether you or your organisation satisfies the eligibility criteria.

All applications undergo a compliance and eligibility check. If your application does not meet the eligibility criteria it will not progress to the next stage of assessment for grant funding.

## 3. Eligible projects

### 3.1 What are some example projects that might be delivered under this program?

#### Stream 1: Facilities

Examples of eligible projects and activities include, but are not limited to:

- Construction of new and/or modified facilities, playing areas and spaces for sport and physical activity to make them more inclusive, safe, and accessible, and provide equitable and enduring opportunities for women and girls to train and compete.
- Construction of new and/or upgraded amenities (e.g. change rooms, showers, toilets) at facilities for sport and physical activity that improve access, safety and use by women and girls and are financially sustainable.

#### Stream 2: Participation and Equipment

Examples of eligible projects and activities include, but are not limited to:

- Modification of and/or new participation programs that deliver quality sport and physical activity experiences for women and girls facing barriers to participation.
- Modification of and/or new sport and/or physical activity programs that provide more opportunities for women and girls to engage across a variety of sport roles (e.g. coaching and officiating).
- Enduring programs that consider and overcome the barriers to sport and physical activity participation among women and girls including:
  - increasing equitable access opportunities for participation
  - flexible program delivery to meet the needs of women and girls
  - reducing costs associated with sport/physical activity participation
  - building a culture of equality, respect and inclusion in sport and physical activity.
- New and/or upgraded equipment that allows women and girls to participate in sport and physical activity safely, without fear of judgment, and is culturally appropriate.

## 4. Assessment process

### 4.1 What is the assessment considering?

Applicants should detail how their proposals provide value for money and will result in enduring change for women and girls facing barriers to participation in sport and physical activity, particularly those who:

- are First Nations peoples
- are culturally and linguistically diverse
- have a disability
- reside in regional, rural and remote areas as defined by the [Modified Monash Model \(MMM3-7\)](#)<sup>2</sup>
- reside in a low socioeconomic area and/or
- identify as belonging to the LGBTIQ+ community

The assessment will consider how value with relevant money is demonstrated for the grant amount requested, in relation to:

- Alignment with grant opportunity objectives
- Organisational capacity and project viability
- Culture of inclusion
- Strategic alignment and engagement

In addition to the application form, all applicants will be required to submit:

- Proof of entity type
- Bank account verification
- Activity work plan
- Activity budget
- Risk management plan

Templates (where applicable) are available on [GrantConnect](#).

Additional attachments will be required depending on the funding stream your organisation is applying for, including;

- Equitable Access Policy/Plan/Strategy
- Letter of agreement from facility and landowner to all aspects of proposal (e.g. equity, access and sustainability measures)
- Evidence of other funding sources (co-contributions) for the same initiative as this grant opportunity
- Letter of support (if entering through a consortium).

Further information is provided in the Grant Opportunity Guidelines in Section 7.2

### 4.2 How will organisations be advised of the final outcome?

The department will advise the outcome of the grant opportunity, via email, to the primary contact listed in the application form.

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<sup>2</sup> The Modified Monash Model is a classification system used to determine whether a location is metropolitan, regional, rural, remote or very remote and used by government programs to define eligibility requirements.

Further information on timeframes of announcements are provided in the published Grant Opportunity Guidelines.

Successful grant applicants will be listed on the [GrantConnect](#) website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.

The department will publish general feedback relating to this grant opportunity on the Department of Health and Aged Care website within 30 days of the outcome being finalised.

## 5. Funding Questions

### 5.1 How much funding can I apply for?

There is a minimum and a maximum funding amount for each grant.

We strongly encourage co-contribution and consortium arrangements. Where a co-contribution is provided, there is no minimum amount or proportion required.

In some circumstances, the department might offer a lower grant value than the amount sought by the applicant.

#### **Stream 1: Facilities**

Grants in Stream 1 will be between \$50,000 and \$1,500,000.

For Facilities projects in small rural towns, remote communities or very remote communities (MMM 5-7), the maximum will be \$2,000,000 to reflect increased costs in these areas.

#### **Stream 2: Participation and Equipment**

Grants in Stream 2 will be between \$50,000 and \$1,000,000.

Projects can be for both Participation and Equipment initiatives, or one component only.

### 5.2 Can I apply for both streams of funding?

Yes, but each eligible organisation can only submit one application per Stream of funding.

### 5.3 What can the grant funding be used for?

Eligible expenditure can include the following:

#### **Stream 1: Facilities**

- Construction activities (for example, final design, project management, construction and fit-out costs) which occur after the execution of the grant agreement and result in the delivery of the project before 30 June 2027.

#### **Stream 2: Participation and Equipment**

- Materials and other support reasonably required to modify or create new programs to increase participation.
- Equipment, that meets the needs of women and girls to safely participate in sport and physical activity.

Further information is provided in the published Grant Opportunity Guidelines in Section 5.1.

Successful applicants will enter a Commonwealth Grant Agreement that sets out eligible expenditure for each project.

## 5.4 What can't I use the grant funding for?

Please refer to section 5.3 of the Grant Opportunity Guidelines for a detailed list of what grant funding cannot be used for.

No double-dipping: We cannot provide a grant for any activities that are already covered by a different Commonwealth Government funding source.

## 5.5 If successful, when will I receive a grant payment?

Before payments are made a grant agreement must be signed by the grant recipient and the department. Payments will then be made in line with the payment schedule in your grant agreement.

Some grant payments may be made contingent on reaching a satisfactory milestone agreed with the department, to manage risk of non-delivery on the grant objectives.

## 5.6 Are there any GST or income tax-related issues involved in receiving funding?

Payments will be GST Exclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your taxation circumstances.

## 5.7 What if I don't spend all the funding?

The department identifies the reason for under-expenditure of grant funds before determining how it is managed. Under-expenditure is managed under the terms of the grant agreement and options include varying the agreement, reducing or withholding payments or recovering the underspend as a debt.

# 6. Application process

## 6.1 How do I submit an application for this grant opportunity?

Detailed information on the application process is available on [GrantConnect](#). This includes specific instructions on how to apply, including uploading information to support your application. Submit your application by the closing date and time as specified on [GrantConnect](#).

For technical assistance when submitting your application form and any attachments through GrantConnect please contact the GrantConnect Helpdesk:

- Phone: 1300 484 145
- Email: [GrantConnect@finance.gov.au](mailto:GrantConnect@finance.gov.au)

## 6.2 Will late applications be accepted?

No, unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are:

- reasonably unforeseeable



- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) with "Late Application Request - GO6763" in the subject line, no later than one week after the closing date.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The assessment committee Chair or their appointed representative will determine whether a late application will be accepted. The department will advise the applicant if their request is accepted or declined.

### **6.3 I have submitted an application and need to make changes, what do I do?**

Once an application is submitted, it can no longer be accessed to change. If you have submitted an application with the wrong information prior to the closing date, you will need to email [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) and request to withdraw your application. Once withdrawn, you will be required to submit a new application prior to the closing date.

### **6.4 How can I withdraw an application as I no longer want to apply to the program?**

To withdraw an application, please send an email to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) and include the following information:

- Brief reason for the withdrawal
- Name of your organisation
- Submission reference number (located at the top right-hand corner of the application form page)
- Name of the grant opportunity and GO ID (e.g. GO1234).

Please ensure the email is sent from the authorised contact listed on the application form.

### **6.5 Can I get assistance in completing my application?**

For probity reasons the department cannot individually assist, comment or give additional guidance to a potential applicant on how to shape or describe their project or complete an application form (including advice on whether you meet the eligibility criteria). Applicants must refer to the Grant Opportunity Guidelines, addendums and/or additional frequently asked questions for relevant information on how to complete their application.

However, if you are experiencing technical issues (e.g. unable to access the online application form) please send an email to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) and include any screenshots of error messages (if applicable).

### **6.6 Translation and Interpreting Service**

If you are a non-English speaker, you can use the [Translating and Interpreting Service](#) if you need to talk to someone in the department. To find out more, visit their [website](#) or call [131 450](tel:131450).

## 6.7 National Relay Service

If you are deaf or have a hearing or speech impairment, you can use the National Relay Service to access any of the department's listed phone numbers. You can visit the [National Relay Service](#) website or call [1300 555 727](tel:1300555727).

## 7. Application form content questions

### 7.1 Why do I have to provide proof of entity type and bank verification if I have previously?

The department is committed to ensuring all information for grantees is up to date and accurate.

Requesting proof of entity type and bank verification for each application allows the department to confirm details and ensures the most up to date and accurate information is utilised.

Acceptable forms of verification include a recent bank statement, issued in the last 6 months, in a non-editable format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.

You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

### 7.2 Where can I find my organisation ID?

If you are an existing grant recipient, your organisation's ID can be found on your current Grant Agreement with the department. The organisation ID is located in the top right-hand corner on the grant details page of your Grant Agreement (usually page 4, see screen shot below). The organisation ID is in the format of a combination of numbers, hyphens and letters, e.g. 1-AAAAAAA (where '1' represents a number and 'A' represents a letter or a number).

Grant Details

Organisation ID:	1-AAAAAAA
Agreement ID:	1-BBBBBBBB
Schedule ID:	1-CCCCCCC

A. Purpose of the Grant

If you do not have access to the Grant Agreement, your organisation ID can be found on any Recipient Created Tax Invoice (RCTI) provided to you by the department. For example, it will list a vendor number as FO1-1J3-29. When inputting the organisation ID to your application, please remove the FO reference, just use the ID, e.g. 1-1J3-29.

If you are unable to locate any of the above information and identify your Organisation ID, select 'No' to being an existing grant recipient within the application form and enter in your organisation's details manually.

If you have never applied for a grant or have not been successful in being awarded a grant through the community grants hub, please select "No".

### 7.3 How can I update my organisation's details?

Please contact your Funding Arrangement Manager (FAM) and they will be able to assist you. Please refer to your grant agreement for this information.

#### **7.4 What do you mean by Service Area in the application Form?**

Your service area is the area that your project/s will be located/delivered, for example: Canberra, Australia.

The service area type field indicates the service areas relevant to the grant opportunity. Tick the applicable service area/s where you plan to deliver the Project/Activities.

Select the applicable option/s available in the 'Service Area Type' drop down list. Once selected the 'Available service area/s' box will populate with the available service areas for this grant opportunity. Check the box next to each service area you plan to deliver the Project/Activities.

#### **7.5 The form is asking me for a financial amount in a financial year that I am not applying for. What do I do?**

Please enter '\$0' in the year/s that you are not requesting funding for.

#### **7.6 What amount should I enter in the 'financials' tab in the application form for the question "Provide a breakdown of the requested grant funding for the previously selected service area/s"?**

The Grant Opportunity Guidelines specify the full amount of funding available in this grant opportunity and details the maximum amount per successful applicant.

Refer to the Grant Opportunity Guidelines on GrantConnect, specifically Section 3: *Grant amount and grant period*.

#### **7.7 What format do bank account details need to be submitted in?**

We will only accept PDF.

#### **7.9 How do I find my Modified Monash Model (MMM) region?**

Please use this locator. Search for your postcode, and it will have a corresponding MMM region. [Modified Monash Model \(MMM\) Suburb and Locality Classification \(health.gov.au\)](https://www.health.gov.au/modified-monash-model)

#### **7.10 Do I need a Letter of Support?**

You only need a Letter of Support if you are proposing a consortium application, to show that there are governance arrangements in place for you to deliver the grant activity, and give confidence to assessors that your consortium is genuine and has commitment.

There is no need to provide a Letter Of Support in other circumstances, such as references from supporters, or letters from politicians.

For probity reasons, material supplied by you that has not been requested by us will be disregarded (and not count for or against your application). In particular, any unsolicited material will not be seen by those who are assessing applications and/or awarding funding.

#### **7.11 When should I aim to submit my application after I have answered all the required questions?**

To avoid any submission issues, we recommend that you submit your application at the latest 3 hours **before** the closing date and time. This should allow sufficient time to address any errors that you may notice in your application after submission.

Submitting early will allow you to resolve any technical issues that you may experience during the submission of your application (any internet outages, system/submission error notifications) and you will be able to contact [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) with time to receive assistance to ensure your application is submitted on time.

## 8. Application form technical questions

### 8.1 I can't see all the words in my text box, will it save?

This issue may be due to copying and pasting text from a document into the application form. If this happens, please check that you are within the character limit of the text box and remove all text formatting (do this by copying and pasting the text into Microsoft Notepad first and then into the application form).

### 8.2 What happens if I am unable to continue to the next tab/page/submit the form?

If you are unable to continue to the next page/submit your application the form will take you to a red error message at the top of the page and ask you to resolve the following issue/s before proceeding. The form will not allow you to submit where validation errors exist. If you click on the error message it will take you directly to the question with the issue.

If you have addressed all the validation errors and you are still unable to submit the form, please provide a screen shot of the error(s) and send to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au).

### 8.3 I cannot return to my draft application form, what can I do?

If you have not submitted your application form and can no longer access the information, the grant opportunity has either closed or there may have been issues with your internet connection. The department has no record of your draft application and cannot retrieve any of your draft information.

Your application form will be accessible for 60 days from the last date accessed or the close date/time of the round, whichever date is earliest. After the 60-day time period has passed the form shuts down and is no longer available for amendments or submission (data cannot be retrieved once this time period has lapsed). You will need to submit a new application if the grant opportunity is still open.

We strongly encourage that you save a copy of all your draft answers outside of the application form (e.g. in a word doc) so that in the event there is a technical issue, system outage or you lose the information that you have drafted, you can access your previously prepared answers.

### 8.4 Can I print a PDF/ Microsoft Word version of the application form?

No, the department does not provide an application template as part of our suite of documents.

The only way to view the application is by opening a new application form and working your way through. You can enter "dummy" answers to proceed through to the end of the form. You can then save this dummy application (without submitting) and change your answer/s at a later date (prior to the closing date and time of the grant opportunity).

There is no "PRINT" function in the application form. When an application form is submitted you will receive a Form Receipt email which specifies the submission reference, date and

time and includes a pdf version of your application form. This is the only proof of submission, and it is the responsibility of the applicant to ensure that this email has been received and that it is accessible within their organisation.

The department is unable to provide a copy of the application to you if you have deleted or lost the Form Receipt email.

### **8.5 What can I do if I have submitted my application but not received any email confirmation?**

After submission, the Form Receipt email can take up to 30 minutes to arrive in the nominated inbox. If you have not received a Form Receipt email after 24 hours, please email [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) and the department will investigate the issue.

If your application was not received prior to the close date and time you may request to submit a late application based on experiencing exceptional circumstances that prevented the submission of the application. The assessment committee Chair or their appointed representative will then determine whether an extension will be granted.

### **8.6 How do I upload multiple documents where there is a one file limit for the question?**

You can only upload one attachment to each attachment question within the form. If applicable, applicants should combine multiple documents into one document before attaching to the application form. This may require you to scan multiple documents into one PDF version. Information in attachments should be relevant and concise as possible.

### **8.7 I am trying to upload an attachment however I am receiving an error message. How do I resolve the issue?**

The file you are attempting to load may contain either unacceptable special characters or an invalid file extension. Acceptable characters are all alpha and numeric characters, full stops, single hyphen and spaces. Please re-name the file and try again.

There may also be a document attached in the application with the same file name. You cannot upload two documents within the form with the same file name. Please rename the file and try again.

### **8.8 Is there a file size limit for attachments?**

Yes, the size limit is 2MB or under per attachment.

If your attachment file sizes exceed 2MB, we recommend not to copy and paste data into spreadsheets as this may include unseen characters and add size to the file. We suggest you monitor the attachment size as you are entering the data, to ensure the file size does not exceed 2MB. If you are unable to limit the size of your documents, please contact [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) for further advice and assistance.

## **9. More information**

### **9.1 Play Our Way website**

Information is also available on [Play Our Way program | Australian Government Department of Health and Aged Care](#)

## **9.2 Play Our Way webinar**

The Play Our Way section will host a webinar on 22 March 2024. Information related to this event, including how to register is at: [Play Our Way program grant opportunity guidelines | Australian Government Department of Health and Aged Care](#)