

Special Olympics Australia

STATE AND CLUB GRANT GUIDELINES

April 2021

Special Olympics
Australia



INTRODUCTION

Corporates, government bodies, foundations and private trusts have grant programs that can potentially assist Special Olympics. Only accredited States and accredited Clubs may apply for grants using the Special Olympics name and/or ABN.

The National Office is responsible for maintaining the compliance and acquittal of every grant across Australia using the name Special Olympics. Therefore, **all grants need to be recorded for monitoring by the National Office.**

Copies of applications, funding agreements, and acquittals need to be emailed to: grants@specialolympics.com.au

WHO CAN APPLY?

Club Committees may apply for funding through local government bodies, foundations, and trusts subject to the limits below.

State Committees may apply for funding through state government bodies, foundations, and trusts subject to the limits below.

Special Olympics Australia will apply for funding through federal government bodies, foundations, trusts, and to local and state government bodies where the grant amount is more than \$10,000.

Each Club and State Committee is accountable for any application or funding they or one of their volunteers apply for and receive.

LIMITS ON AMOUNTS FOR WHICH CLUB OR STATE REPRESENTATIVES CAN APPLY:

\$5,000 or less (Club)

Grants for less than \$5,000 can be approved and authorised by your Special Olympics Club Committee Chair. If a Club program can support a local body grant of more than \$5,000, the Club should seek approval from their State Office.

\$10,000 or less (State)

Grants for less than \$10,000 can be approved and authorised by your Special Olympics State Coordinator or State Committee Chair. If a State program can support a State body grant of more than \$10,000, the State Coordinator or Committee Chair should seek approval from the national Trusts and Foundations Manager.

\$10,000 or more (National)

Grants for more than \$10,000 must be approved and authorised by the national Trusts and Foundations Manager. In some cases, the national Trusts and Foundations Manager will write the application and manage the grant.

Use of grant writers and employment of staff

If an accredited State or Club wishes to employ external resources to make applications on their behalf, they should first seek the advice and approval of their State Coordinator, national Trusts and Foundations Manager or the national General Manager, Operations.

Any grant that involves the employment of staff requires consultation with Special Olympics Australia (it being the only legal entity to employ staff).

Reasons for the guidelines

A reason that these guidelines have been established is to ensure that the brand and reputation of Special Olympics Australia is managed, and positive relations are maintained to enable us to continue to apply for funds. With better communication, we can prevent duplication of applications and ensure compliance with reporting obligations.

APPLYING FOR GRANTS

1. Contact your Club Board, State Coordinator or the National Trusts and Foundations Manager as early as possible to discuss best process for an application.
2. You should only apply if you have established through your research and reading of the guidelines that there is a strong match between your proposal and the grant-maker's criteria and focus areas. Research what projects they have funded previously. Pay special attention to the eligibility criteria. Before starting the application, contact the grant maker and discuss your project – the grant maker is more likely to remember you and your application later.
3. Most funders require you to complete an on-line or downloadable form with specific questions and word limits. Some funders may also still request hard copies of your application. Whatever the process is, follow the instructions and only send the information and attachments (such as letters of support or your annual report) requested by the funder.
4. Most funders require the following key information:
 - Organisational description: Brief description of the organisation, its history, structure, geographic area of operation, track record, key achievements, vision, mission, programs, annual revenue, and funding breakdown. Website links to or copies of our most recent annual report and strategic plan are also required sometimes.
 - Project description: Briefly and clearly cover:
 - » What problem does the project address?
 - » How do you know it is needed? Demonstrate the evidence and cite research sources
 - » How does the project/program address the need? Who will benefit and how?
 - » What are the expected outcomes and how will they be measured? It is important to distinguish between outcomes and outputs. You need to report on both, but they are not the same. The outputs are the tangible actions, products or services put into place because of the grant. These might be workshops held, activity sessions delivered, publications sent, or volunteers trained. The outcomes are the changes or benefits created because of the project outputs, and how they impacted the people assisted using the grant funds. Outcomes can relate to behaviour, knowledge, skills, abilities, and many other things. As an example, the output could be that you ran a series of workshops and the outcomes were that attendees improved their knowledge and skills. These outcomes could be measured by surveying participants before and after the workshops to see what has changed and how effective the project has been.

- » What is the total level of funding required?
 - » Timeline/key milestones.
 - » Why is Special Olympics best suited to deliver this proposal?
 - » Are you working in partnership with any others to deliver the project/program?
List partnerships with other sporting organisations, PCYC or YMCA, DSPs etc.
Where appropriate get a letter of support from your local/state/national sports club/body to show you will work together to deliver the program.
- Budget: Most funders' online forms have a ready-formatted table requiring specific budget information. Other funders may ask you to attach a separate budget. Include all sources of income, including other grants you have applied for or received funding from in relation to the project, and any in-kind and volunteer contributions. Include all the costs involved in delivering the project, e.g.:
 - » Staffing costs directly related to the delivering the project
 - » Consumables
 - » Marketing/communication costs
 - » Travel and accommodation costs
 - » Administration/postage costs
 - » Equipment
 - » Vehicles
 - » Publication costs
 - » Consultant costs – where directly related to delivering the project
 - » IT/overheads – where directly related to delivering the project
 - » Evaluation costs.

Ensure that your income and expenditure columns add up to the same amount. It is important to check whether the funder has any grant exclusions and ensure that these are not included in the requested funding amount. For example, some funders exclude salaries and operational costs.

5. Use clear, concise language. Do not use acronyms. Proofread your application before sending. Try to have someone not connected to Special Olympics read it to make sure you have really answered the questions.

SPECIAL OLYMPICS AUSTRALIA CREDENTIALS

Organisation	Special Olympics Australia Other name examples: Special Olympics Australia – Queensland (Special Olympics Queensland is accredited by Special Olympics Australia to operate our programs in Queensland)	
Australian Business Number (ABN)	28 050 738 728	ACN 050 738 728
Address	3 Richardson Place North Ryde, NSW, 2113	
Phone	1300 225 762	
Web	www.specialolympics.com.au	
Organisation Type	A Company Limited by Guarantee, a registered charity with a licence to fundraise in every State and the ACT. Special Olympics Australia is a not-for-profit organisation registered with the ACNC	
Deductible Gift Recipient	Endorsed DGR 1	
Registered for GST	Yes	
Fundraising Authorities	Authority to fundraise in every State and the ACT	
Public Benevolent Institution	Registered	
Leadership and Governance	Special Olympics Australia is accredited by Special Olympics International. Special Olympics Australia is led by a skills-based Board of Directors: https://www.specialolympics.com.au/about/people	
Year founded	1968 in USA, 1976 in Australia	
Constitution	We have a national constitution available upon request from National Office	
States and Clubs	States and Clubs must apply to become an accredited program of Special Olympics. This application is approved by the Board and is valid for two years	
Annual Report	Copies of the annual report are available from the members resources area of the national website	
Audited Financials	Special Olympics Australia’s financial year end is 31 December. Copies of the audited financial report are available from the members resources section of the national website	
Facebook Page	http://www.facebook.com/SpecialOlympicsAustralia	

GRANT PROCEDURES

STEP 1: Grant Applications

Refer to the Special Olympics Australia State and Club Grant Guidelines before commencing any application.

The National Trusts and Foundations Manager is available to assist with grant applications at all levels including interpreting guidelines and reviewing applications before submission: andreap@specialolympics.com.au

Club Committee Members can apply for grants up to \$5,000

State Coordinators and Committee Members can apply for grants up to \$10,000

Applications for grants of more than \$10,000 must be discussed with the National Trusts and Foundations Manager before commencement: Andrea Phillips - 0488 206 705

The budget in the grant application records how the grant funds will be expended.

If applicable, request Special Olympics Australia Operating Account details and submit these in grant application as account where grant funds are to be paid if application is successful.

Copy of grant application to be emailed to grants@specialolympics.com.au

Responsibility

- National Trusts and Foundations Manager

- Program Managers*
- National Trusts and Foundations Manager

- Program Managers
- National Trusts and Foundations Manager
- Finance Manager

- Program Managers



STEP 2: Successful Applications

Where a grant is successful, copies of the notification, thank you letter and funding agreement are to be emailed to grants@specialolympics.com.au.

If applicable, request Special Olympics Australia Operating Account details and submit these in funding agreement as account where grant funds are to be paid.

Grant Number is assigned by Finance Manager.

- Program Managers

- Program Managers
- National Trusts and Foundations Manager
- Finance Manager

- Finance Manager



STEP 3: Liability for Compliance

Special Olympics Australia is liable for compliance with grant funding requirements.



• Program Managers



STEP 4: Execution of Project funded by the Grant

Submit costs/invoices to national Finance Manager with grant number



• Program Managers



STEP 5: Reporting against Grant

Special Olympics Australia will provide regular (monthly) reports of expenditure against grant to Program Managers



• Finance Manager



STEP 6: Responsibility for Reporting/Acquittals

Rests with the Program Manager with assistance from Finance Manager with reports – refer to Step 5.



• Program Managers
• Finance Manager

All grant reports/acquittals for more than \$10,000 to be sent to the National Trusts and Foundations Manager for review and approval before submission: andreap@specialolympics.com.au



• National Trusts and Foundations Manager



STEP 7: Close

Copy of grant report/acquittal to be emailed to grants@specialolympics.com.au



• Program Managers

***'Program Managers' include members of the Special Olympics Australia Executive, National Program Managers, the National Trusts and Foundations Manager, State Coordinators and members of State and Club Committees**

SUPPORTING INFORMATION

Organisation summary – *a brief history, vision and mission, strategy, core business activities, and geographic focus:*

History: Special Olympics Australia is part of a global sporting community for people with intellectual disability pioneered by the late Eunice Kennedy Shriver, sister to US President John F Kennedy as well as Rosemary, who had an intellectual disability. Special Olympics began in Australia in 1976.

Our vision is an inclusive Australia where people with intellectual disability live active, healthy and fulfilling lives.

Our mission is to provide inclusive training and competition in a variety of sports for children and adults with intellectual disabilities, giving them opportunities to develop physical fitness, demonstrate courage, experience joy, improve wellbeing, and participate in a sharing of gifts, skills, and friendship with the community.

Our strategic priorities for 2021-2026 are:

1. Viable business: funding longevity, program scalability, clear communication pathways.
2. Quality experience: elevate the athlete experience, support our volunteers, value our partners.
3. Expand engagement: grow athlete and volunteer numbers, expand partnerships, build brand.
4. Inclusive leadership: demonstrate an inclusive culture, develop athlete leaders, empower state committees.

Core business activities:

- Weekly grassroots sports training in communities around Australia.
- Competition pathways ranging from weekly club events, to regional, state, and national games, culminating in the Special Olympics World Games.
- Programs delivered through schools, community sports clubs, and disability service providers including:
 - » Young Athletes: an all-abilities program in which specially trained coaches guide children under seven through play-based sessions that teach movements they will use in sports and daily life in a fun and safe way.
 - » Inclusive Sports in Schools: Special Olympics Australia connects with schools to support teachers and community coaches to provide inclusive physical education, so children develop their physical literacy and engage in physical activity.

Nationally, Special Olympics Australia has around 7,000 program participants, 1,120 volunteers and 47 grassroots clubs.

Organisation summary – *shorter version:*

Special Olympics Australia is the peak body developing and delivering inclusive sport and physical activity for people with intellectual disability. Our dedicated volunteer network provides year-round inclusive sports training and competition in Olympic sports for children and adults with intellectual disability in communities throughout Australia.

Our vision is an inclusive Australia where people with intellectual disability live active, healthy, and fulfilling lives.

Our mission is to provide inclusive participation and competition in a variety of sports for children and adults with intellectual disability.

Our values of inclusion, respect, integrity, sportsmanship, and trust underpin all that we do.

Key programs:

Young Athletes: an all-abilities program in which specially trained coaches guide children under eight through play-based sessions that teach movements they will use in sports and daily life.

Inclusive Sport in Schools: improves the health and wellbeing of students with intellectual disability through the delivery of inclusive sport and physical activity in schools.

Intellectual Disability in Australia

- Almost 711,000 Australians have an intellectual disability.
- They are the largest disability population in the country and the world.
- Intellectual disability is the leading type of disability in children.
- A child is diagnosed with an intellectual disability every two hours.

Challenges faced by people with intellectual disability

- Research indicates that people with intellectual disability experience more chronic illness than the general population. This includes physical conditions (diabetes, cardiovascular disease, asthma, osteoporosis, and arthritis) as well as mental illness.
- Studies into these health issues indicate that the prevalence of physical and mental illness in people with intellectual disability is exacerbated by the fact they are less physically active and engage in less active recreation than the general population.
- Research demonstrates several perceived and actual barriers to participation in physical activity for people with an intellectual disability. These include:
 - » Coaches in community sports clubs lack the skills and confidence to effectively include people with intellectual disability in programs
 - » Negative societal attitudes towards disability
 - » Lack of local opportunities for people with an intellectual disability to participate
 - » Inaccessible facilities or lack of accessible transport
 - » Non-inclusive providers
 - » Financial barriers to entry.

Some research sources:

- <https://www.aihw.gov.au/reports/risk-factors/insufficient-physical-activity>
- https://welcoming.org.au/wp-content/uploads/2020/10/WelcomingSportCommunityAccessMappingVIC_2020.pdf

Impact

- Special Olympics Australia athletes have an employment rate of 61 per cent compared with the national average of 33 per cent for people with intellectual disability.
- On average, participants in Special Olympics programs engage in an additional 4.5 hours of physical activity each week. This has an associated reduction in costs connected with health service use and medical fees commonly incurred by people with intellectual disability. For each participant Special Olympics creates, it is estimated that up to \$5,800 of benefits to the economy are generated.

- Special Olympics provides a reduction in required carer time due to participant engagement in supervised sporting and social activities and employment.
 - » (PwC report to Special Olympics Australia, February 2018)

Community sport snapshot *(as at December 2020)*

- 7,000 participants
- 1,123 volunteers
- 47 grassroots clubs
- 18 sports: athletics, basketball, bocce, cricket, dance, equestrian, football (soccer), golf, gymnastics (artistic and rhythmic), netball, power lifting, sailing, softball, swimming, table tennis, tennis, ten-pin bowling, and winter sports (alpine skiing and snowboarding).

People

Special Olympics Australia has 18 FTE professional staff members to support volunteers in organisational administration. See: <https://www.specialolympics.com.au/about/people>

History of delivering previous grant projects:

Special Olympics Australia delivered a project named 'Access All Abilities Autism Program' (supporting the production, delivery, and evaluation of online learning modules) funded through Sport and Recreation Victoria's Together More Active – Autism grant program.

The key aim of the Together More Active program is increasing overall participation in sport and recreation across the state by building a more sustainable sport and recreation sector and increasing the equity, diversity, and inclusiveness of the sport and recreation industry.

The grant amount was \$100,000 and key outcomes delivered were:

- Development of a new online course: An introduction to Autism Spectrum Disorder. In 2020, 613 participants completed this course.
- Delivery of a six-part webinar series: Autism Inclusion in Sport, Recreation, and Physical Education. The series attracted 2,129 registrations from teachers, coaches and other frontline sport deliverers looking to better include people with autism in physical activity.
- University evaluation of two Special Olympics Australia online learning courses. The report stated: "The results of this evaluation make it clear to us that Special Olympics Australia [is] directly addressing barriers to social inclusion, community participation, and access to equitable sports and recreation opportunities for people with autism spectrum disorder (ASD) and intellectual disability (ID) as identified by the 2016 Victorian Parliamentary Inquiry into the adequacy of services for people with ASD. The organisation is providing accessible, high quality education to coaches and other professionals about ASD and ID, and how to better support people with ASD in the context of sport. Through our review of the research, our evaluation of the online coach education courses, and our analysis of the responses to our survey from coaches, athletes, and families of athletes, we conclude that online coach education appears to be an effective and scalable strategy for building the capacity of coaches to support athletes with ASD and ID in sport and active recreation across Australia. We strongly support the provision of additional funding and resources to Special Olympics Australia to allow them to continue this important line of work."

The project was delivered within the project term timeframe of 29/10/2019 – 31/12/2020.

Special Olympics Australia delivered a project named 'Young Athletes Program' funded by the Australian Government Department of Social Services Strong and Resilient Communities grant program.

An aim of the Strong and Resilient Communities program is to improve the social and economic participation of vulnerable and disadvantaged individuals to enhance overall lifetime wellbeing and community belonging.

The grant amount was \$152,652 and key outcomes delivered included:

- Increased number of local sporting clubs and coaches delivering programs to young people with a disability.
- Development of a resource and training package that equips organisations to deliver the program.
- Creation of opportunities for young people with a disability to access and transition into other sporting programs.

The project was delivered within the project term timeframe of 2018-2021.