



## 1. Background

Little Athletics Australia (Incorporated) (**LAA**) and Coles Supermarkets Australia Pty Ltd (**Coles**) have set up the Coles Little Athletics Community Fund (**CLACF**). The CLACF has been created for the purpose of administering donations from Coles to LAA to be sourced from the proceeds of the sale of specially-marked reusable bags sold at Coles' supermarkets. These funds will be used to support affiliated community Little Athletics clubs / centres across Australia (**LAA Centres**).

The CLACF will be funded with ten percent (10%) of the GST exclusive retail sale price from every specially-marked Coles' community bag with a LAA swing tag sold between 5 June 2018 to 31 March 2019 unless otherwise agreed in writing by the parties.

In accordance with the Coles Little Athletics Community Fund Agreement (**Agreement**), LAA will be paid the funds in the CLACF, which will be distributed to LAA Centres in accordance with these Guidelines.

## 2. Purpose

LAA will distribute funds from the CLACF to LAA Centres whose applications are approved by the Coles Little Athletics Community Fund Panel (**Panel**), to help improve the Little Athletics experience for volunteers, participants and families by providing money to support the purchase of sports equipment.

## 3. The Coles Little Athletics Community Fund

### (a) Panel

The CLACF will be overseen by the Panel, which will include two nominees from LAA (one who will also be the Chair of the Panel) and two nominees from Coles (**Panel Members**). Due to the federated governance model of LAA, relevant Little Athletics State and Territory body representatives may be required for additional input from time to time.

Panel Members will not be paid for their services and any expenses incurred by Panel Members in carrying out their duties will not be reimbursed by the CLACF.

If a Panel Member resigns or is otherwise unable to continue as the nominee of the nominating organisation, the nominating organisation may replace the nominee with a suitable representative.

The Chair's main task will be to ensure meetings are conducted in an orderly manner with appropriate fairness and equity for all members of the Panel.

Appointments to the Panel are for the period from 5 June 2018 to 31 July 2019.

### (b) Funding Rounds

The Panel will determine the timing and frequency of 'funding rounds' which are the processes of inviting applications from eligible applicants (as defined in these Guidelines) and making the decision to provide funds in response to those applications.

There will be multiple rounds of funding available throughout the term of the Agreement.

### (c) Meetings

The Panel will meet as required depending on the timing of funding rounds (**Panel Meeting**).

The Panel Meetings will have the following core functions:



- (i) to review and approve applications for funding made by LAA Centres to the CLACF in accordance with the criteria in these Guidelines; and
- (ii) to monitor the progress of approved applications.

The Chair is to notify all Panel Members of the time and date of each Panel Meeting at least 14 days in advance of each Panel Meeting.

Agenda and copies of applications for the Panel Meetings will be distributed at least 48 hours prior to each meeting and a formal record of each meeting will be maintained and distributed to the Panel Members within a reasonable period of time following the conclusion of the meeting.

Panel Members may attend Panel Meetings in person or by teleconference.

The Panel can meet at other times where necessary as determined by the Chair or at the request of at least two members of the Panel.

A quorum for the Panel is three members.

In the event of an equality of votes, the Chair of the Panel shall have a casting vote.

If a Panel Member is unable to attend a meeting for any reason, the organisation of which the Panel Member is the nominee may nominate a replacement representative for the meeting.

## 4. Applications

### (a) Eligibility

To be eligible to apply to the CLACF, an applicant must:

- I. Be an incorporated association or a company limited by guarantee;
- II. Be a current member of one of the LAA affiliated State or Territory bodies in the financial year of the application; and
- III. Have used any previous grant from the CLACF (if applicable) in accordance with these Guidelines.
- IV. Agree with the terms and conditions set out in the CLACF Guidelines.

### (b) Applications

Applications to the CLACF will only be accepted from those applicants that complete the official application form and are submitted by the date specified by the Panel that is listed on [www.coles.com.au/littleathleticsfund](http://www.coles.com.au/littleathleticsfund). Application forms for the CLACF are available at [www.coles.com.au/littleathleticsfund](http://www.coles.com.au/littleathleticsfund).

So that the Panel is in a position to properly and fairly evaluate each application to the CLACF, applicants must provide detailed and accurate information in the application form. This information includes, but is not limited to:

- Applicant details
- Number of registered participants in the current season
- Amount of funding sought
- How it proposes to use the funding
- A statement of how the funding will benefit the LAA Centre both long and short term
- Total financial amount **excluding GST** that your centre is requesting



- Bank details of the LAA Centre
- Two current committee members as referees
- Acceptance of these Guidelines
- All other questions provided on the application form

Applicants will also be required to include with their application or commit to:

- a valid financial quote for the proposed equipment to be purchased from a trustworthy Australian registered business;
- the purchase of all requested items within three months of receiving funds (if successful);
- providing proof of purchase (ie a valid receipt or tax invoice) of the goods purchased from the supplier listed on the quote within three months of receiving the funds;
- providing good quality photographic images of the purchase within three months of receiving the funds;
- ensuring that any LAA participant or other person such as parent, guardian, volunteer or other child appearing in photos or images supplied by the LAA Centre or LAA has consented to the use of their photograph, image, name or quote by Coles and LAA for marketing or promotional material in association with the CLACF through the LAA program registration process or otherwise; and
- Consent to the terms set out in these Guidelines.

#### (c) Use of Funds

Applicants may only use funds from the CLACF for the following purposes:

- *Essential athletics equipment:* Little Athletics activity equipment required to run the regular LAA program (e.g. collapsible hurdles, high jump mat, discus, shot puts, javelins and measuring tapes);
- *Core safety or injury prevention:* Items to ensure safe participation of LAA participants and volunteers (e.g. first aid equipment, defibrillator, shade marquees, portable discus nets, barriers);
- *Modified equipment:* Purchase of modified equipment to facilitate participation activities for athletes with a disability or beginners (e.g. Step hurdles, vortex, Tiny Tots equipment, bean bags, training discuses, soft shot puts, etc.)
- *Volunteer support:* Equipment to support volunteers to run the regular LAA program more efficiently and effectively (e.g. Line marker, trolleys, storage boxes);
- *Other:* Items that do not fit in the categories above but will significantly improve the experience of the regular LAA program. Freight and delivery of items can be included in "other".

#### (d) Applications that are beyond the scope of the fund

Funds from the CLACF cannot be used for purposes which include:

- I. Uniforms
- II. Equipment already purchased (i.e. funds cannot be applied retrospectively to cover costs outside of the approved application time frames.)
- III. Equipment that will not remain the property of the LAA Centre
- IV. Prizes or rewards (e.g. awards, certificates, badges, medals, ribbons, trophies, gifts)



- V. Fees such as registrations, insurance, individual player registrations or one-off or ongoing fees for coaches, officials or instructors, etc. or any other activities expected to be covered by the LAA Centre or participants
- VI. Facilities or capital works
- VII. Individual and personal items (e.g. athlete travel costs to participate in national or international events, shoes, etc.)
- VIII. Operational costs (e.g. ground hire or maintenance fees, utilities, etc.)
- IX. Consumables (e.g. catering or canteen items)
- X. Equipment to support a specific or one-off event
- XI. Marketing or advertising expenses
- XII. Professional development courses (e.g. Board training, coaching or officiating courses);
- XIII. Any costs that are not listed on the quote provided in the application

**(e) Decision Criteria**

The Panel will review all applications to the CLACF and use the criteria in sections 4(a) and (c) above to determine which applicants are successful.

Applications will be reviewed by the Panel after the close of applications, with a decision on the successful applicants to be made within 30 days. Specific centre notification dates will be shared on the Coles website for each round.

It is not necessary for an application to meet all of the criteria and in some circumstances, greater emphasis may be applied to one criterion over another, at the discretion of the Panel.

The Panel will assess applications to the CLACF according to the level of benefit the grant will make to the applicant's participants and volunteers.

Unsuccessful applicants are eligible to re-apply in future rounds. Unsuccessful applicants can re-submit their existing application or prepare a new application.

**(f) Limits on Funding**

The maximum allocation per application is \$5000 and the minimum allocation per application is \$1000 unless the Panel otherwise approves an alternative amount.

**(g) Additional Information**

Applications will be judged on the merits of their proposal and the information contained in the written application form. However, as a part of the CLACF evaluation process, the Panel may require CLACF applicants to provide additional information, which may be provided in writing, via teleconference or in person at a Panel Meeting.

**5. Confidentiality**

Applications to the CLACF will be treated in confidence. Applications will be restricted to the Panel and any person engaged by the Panel to assist with the assessment of applications.

Referees (current committee members) provided by applicants may be contacted without prior notice being given to the applicant.

No personal information supplied by a LAA Centre in association with the CLACF (including the personal information of a LAA participant or other person such as a parent, guardian, volunteer or other child) will be used for the promotion of the CLACF without the express consent of the individual or



their parent/guardian (where applicable). Information from applications in a consolidated, unidentifiable form may be used for the purposes of promotion of the CLACF.

## **6. Integrity**

Members of the Panel will be required to declare any relationship or familiarity with an applicant. Where directed by the other Panel members, they will absent themselves from deliberations on the relevant application to the CLACF. Any conflicted Panel Member will ensure a replacement representative is available so that quorum is met.

## **7. Administration and Promotion**

Any finances required to support the administration and promotion of the CLACF will be paid for by Coles, LAA or other businesses. No funds will be taken out of the CLACF for these purposes.

## **8. Reservation of the Panel's Rights**

The Panel may in its absolute discretion:

- (i) accept or reject, or accept or reject in part, any application and provide or not provide reasons for a decision;
- (ii) request clarification or further information in relation to any of the information provided by an applicant;
- (iii) accept or reject any CLACF application form submitted after the closing date;
- (iv) consider or accept, or refuse to consider or accept, any non-conforming CLACF application;
- (v) vary the CLACF application process at any time in which case LAA will provide applicants with reasonable notice to this effect;
- (vi) at any time, terminate the CLACF application process or suspend any part of the process with respect to any applicant;
- (vii) vary the eligibility criteria, in which case LAA will provide applicants with reasonable notice to this effect; and
- (viii) vary the amount which LAA Centres can apply for in any funding round of any year.

## **9. Coles, LAA and Panel Members not liable**

To the extent permitted by law, Coles, LAA, the Panel Members, Little Athletics State and Territory bodies and their respective directors, officers, employees and consultants are not and will not be under any liability, whether arising from negligence or otherwise, for any representation, omission, error, inaccuracy, incompleteness or other defect in the CLACF application form or these Guidelines.

## **10. Applicants to seek independent advice**

The receipt of funding from the CLACF may have taxation and legal implications for LAA centres. CLACF recommends that all applicants obtain independent GST, taxation and legal advice in relation to the rights and obligations that may arise as a result of receiving funding from the CLACF.