

Get Active Kids Voucher Program

Rounds 9 to 12

Program Guidelines for Registered Activity Providers

Acknowledgement

We acknowledge the traditional Aboriginal owners of country throughout Victoria, their ongoing connection to these lands and water ways and we pay our respects to their culture and their Elders past, present and future.

We acknowledge Aboriginal Self-Determination is a human right as enshrined in the United Nations Declaration on the Rights of Indigenous Peoples.

Message from the Minister for Community Sport



Every child deserves the chance to play the sport they love with their friends. The Victorian Government is helping families who need support the most to get the essentials to give them this chance.

The Get Active Kids Voucher Program is a Victorian-first, that has become an integral part of our sporting landscape, supporting children to get involved in organised sport and physical activities by providing vouchers and reimbursement of up to \$200 to help eligible families cover the cost of memberships and registration fees.

The Program provides vouchers to help Victorian children get on the pitch, court, field or in the pool and to have fun with their friends.

Almost 190,000 vouchers have been snapped up in the first 8 rounds of the Program, opening doors to sport participation across the state.

The Get Active Kids Voucher Program contributes to our Active Victoria strategy, and is helping families to move more, every day.

With 80% of children in Victoria not doing the recommended amount of physical activity, the Get Active Kids Voucher Program will make it possible for more kids to be active, happy and healthy.

I anticipate a high level of interest in the upcoming rounds of the Program and wish all the Registered Activity Providers and applicants every success with this very popular Program.

The Hon. Ros Spence MP
Minister for Community Sport

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1. About the program

On 1 November 2020, the Victorian Government announced the Get Active Kids Voucher Program. This Victorian-first initiative delivers vouchers to eligible Victorian children and young people, assisting families with the costs of participation in sport and active recreation activities.

The Program encourages children to re-engage or participate for the first time in new activities by reducing the cost of participation, which can be a significant barrier.

The Program is delivered in a targeted way to support families facing the greatest cost pressures to participation in sport and active recreation.

Almost 190,000 vouchers have been snapped up in the first 8 rounds of the Program. Since round 4, the Program has been delivered through both a true voucher and reimbursement model.

The Program provides a voucher valued up to \$200 for each child for costs associated with participation in organised sport and active recreation activities. Eligible costs include membership and registration fees associated with participation.

1.2 Why is the Victorian Government funding this program?

Community sport and active recreation plays an integral role in our community. There is overwhelming evidence of the positive direct effects of sport and regular physical activity on health and wellbeing.

Physical activity is vital during the early years to develop fundamental movement skills and sustain positive physical activity behaviours for life. Early participation in physical activity will set children on the path to happier and healthier lives.

Victorians with low incomes or living in areas of relative socio-economic disadvantage have lower levels of participation in sport and active recreation. This has a direct impact on their health and wellbeing and on their level of connection to their community.

The Get Active Kids Voucher Program aligns with the [Active Victoria 2022-2026](#) priorities and outcomes:

Active Victoria Priorities

Connecting communities

All Victorians have the opportunity to participate in sport and active recreation initiatives that are high -quality, inclusive and appropriate.

Active Victoria Outcomes

Sustained participation

More Victorians participate equitably in sport and active recreation.

2. Application dates

Applications to become a Registered Activity Provider will open on the following dates:

Round	Applications Open	Applications Close
9	3 September 2025	1 October 2025
10	21 January 2026	11 February 2026
11	18 August 2026	8 September 2026
12	19 January 2027	9 February 2027

Notification of outcomes will occur within 20 business days after the closure of the application period.

3. Registered Activity Provider eligibility

3.1 Who can apply?

To be eligible to become a Registered Activity Provider, organisations must:

1. Be a community sport or active recreation organisation operating in Victoria and delivering sport, active recreation and outdoor recreation activities to children and young people aged 0 to 18 years.
2. Be one of the following entity types: an incorporated association, a company limited by guarantee, a Local Government Authority, a facility managed by the State Sport Centres Trust or a facility managed by Alpine Resorts Victoria.
3. Possess an active Australian Business Number (ABN).
4. Possess an active Incorporated Association Number (IAN) or Australian Company Number (ACN).
5. Be affiliated with a Sport and Recreation Victoria recognised State Sporting Association (SSA) or State Sport and Active Recreation Body (SSARB), or one of the following organisations:
 - Ausdance
 - Australian National Drag Racing Association
 - Calisthenics Victoria
 - Girl Guides Victoria
 - Karting Victoria
 - Scouts Victoria

The list of recognised Victorian sport and active recreation organisations can be found on the [Sport and Recreation Victoria website](#).

Interstate Organisation Eligibility

Organisations in other states that serve a Victorian Border Community, meet the eligibility criteria and are affiliated with the appropriate peak body in that state can apply to become a Registered Activity Provider. For more information on how to apply, contact getactivekids@sport.vic.gov.au

3.2 Ineligible organisations

The following business or organisation entity types are not eligible to apply to become a Registered Activity Provider:

- An unincorporated association
- A company not incorporated in Australia
- An individual or sole trader
- An individual trustee and unincorporated trusts
- Schools, playgroups, kindergartens, child-care centres or pre-schools
- An organisation not affiliated with a Sport and Recreation Victoria recognised SSA or SSARB, or one of the organisations listed in [Section 3.1](#).

3.3 Auspice arrangements

Organisations that are not registered as an eligible legal entity can nominate an auspice organisation that meets all the eligibility criteria of a Registered Activity Provider.

The auspice organisation must:

- Complete the Get Active Kids auspice agreement form.
- Have in place an agreement with the organisation regarding the auspice arrangement, including redemption of vouchers and payment of funds.
- Redeem the vouchers and ensures the funds are used as specified in the application and in accordance with the terms and conditions.

3.4 Applicant attestations

As part of the application process, organisations must attest to:

- Continuing to meet all eligibility conditions upon receiving a successful outcome notification and for the duration of the Program.
- Maintaining suitable Public Liability Insurance throughout the duration of the Program.
- Implementing and maintaining policies relating to member protection and Child Safe Standards.
- Adhering to and enforcing the [Fair Play Code](#) or the relevant SSA code of conduct and/or member protection policy which incorporates the [Fair Play Code](#).
- Have a Sport Integrity Australia approved anti-doping policy in place and comply with the National Anti-doping Scheme where required.
- Where the National Anti-Doping Policy is not applicable, organisations responsible for delivering sporting competitions in Victoria are required to have a policy or statement of commitment that promotes ethical participation, free of doping and the use of drugs.
- If an applicant has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth) (National Redress Scheme), it must join or provide evidence to the Department that it intends to join, the National Redress Scheme.

4. How to apply

Step 1: Check your eligibility

Check section 2.1 of these guidelines to identify if your organisation meets the eligibility criteria to become a Registered Activity Provider.

Before you apply, make sure that you have your organisation's ABN, Incorporation Number or ACN, Public Liability Insurance Certificate and banking details available, as applications cannot be saved and need to be submitted once they have been started. If you do not have this information when you begin your application, you will need to start again once it is available.

If your organisation is already a Registered Activity Provider, you do not need to reapply. You can check if your organisation is a provider by using the [search tool](#).

Step 2: Apply online using the Service Victoria portal

Applications must be submitted via the Service Victoria Registered Activity Provider portal. Visit the [Info for Providers](#) section on the Get Active Kids website and click apply now or visit [Service Victoria](#) to apply.

For your application to be considered, it must be submitted via the Service Victoria portal during the application period. No late applications will be accepted.

To complete the application, you will need to:

- Create a Service Victoria account for your organisation to use throughout the duration of the Program. It is recommended that the email address used is a generic email address associated with your organisation, rather than a personal email address.
- Enter your organisation's ABN and Incorporation Number or ACN.
- Select the SSA/SSARB your organisation is affiliated to.
- Attach a certificate of currency of your organisation's Public Liability Insurance.
- Enter your organisation's bank details.
- Attest to the Terms and Conditions of the Get Active Kids Voucher Program as outlined in [Section 10](#) of these Guidelines on behalf of your organisation.

You will receive an automated email confirming your application submission after you submit.

5. Assessment

Submitted applications undergo eligibility checks to ensure that the organisation meets the eligibility criteria to become a Registered Activity Provider.

ABNs, Incorporation Numbers and ACNs are checked to ensure that they are active and can be linked to your organisation. If the ABN, Incorporation Number or ACN provided on the application is deregistered, inactive or does not match your organisation's name, your application may be deemed ineligible.

The Department will confirm that your organisation is affiliated to the SSA/SSARB nominated in the application. If it cannot be confirmed that your organisation is affiliated to the nominated SSA/SSARB, your application may be deemed ineligible.

5.1 Outcomes

You will be notified via email within 20 business days after the close of applications of the outcome of your application.

Successful Outcomes

The email you receive constitutes acceptance of the offer made in your application to become a Registered Activity Provider for the Get Active Kids Voucher Program. Upon receiving the successful outcome email, your organisation will be added to the list of Registered Activity Providers in the voucher application portal for applicants to select when applying for vouchers.

In this email you will receive your organisation's unique provider code which is associated to your organisation for the duration of the Program.

Registered Activity Providers

6. Receiving Vouchers

6.1 Voucher dates

Voucher applications for rounds 9 to 12 will be open as outlined on the Program website. Vouchers can be accepted by your organisation from voucher applications opening until vouchers expire as outlined on the Program website.

6.2 Voucher value

Each voucher is valued at up to \$200. When a voucher code is presented to your organisation, the participant's membership, registration or participation fee will be reduced by up to \$200. If the fee is more than \$200, the participant will need to pay the outstanding amount. If the fee is less than \$200, the voucher can only be redeemed by your organisation for that amount and not the full \$200 value of the voucher.

The remaining value of the voucher cannot be claimed by your organisation or the participant and cannot be used at another Registered Activity Provider.

6.3 Voucher usage

The voucher can be used for costs associated with membership, registration or participation fees at your organisation.

Uniform and equipment items that are incorporated within the membership and registration fees can be claimed (for example, safety equipment, mouthguards).

Vouchers cannot be used for:

- Single session activities
- Activities conducted during school hours or as part of school curriculum
- After school care services
- School-run competitions – including inter-school or weekend competition
- Travel and accommodation costs (unless these costs are incorporated in the registration fees for a structured camp program)
- Equipment ordinarily provided by the club/provider on registration for competition
- One-off 'Come and Try' days, fun runs and mass participation events
- Uniforms and clothing that are not incorporated into a membership or registration fee for a sport or active recreation activity.

6.4 Accepting vouchers

The voucher code represents payment, or part thereof, of registration/membership fees only.

As a Registered Activity Provider, you must ensure that the activity a voucher holder is participating in is offered at the same cost to other participants.

As the voucher represents payment, participants must be allowed to participate in their chosen activity immediately after the voucher has been presented and not have to wait until the voucher is redeemed and payment received.

When accepting vouchers from your members, your organisation must ensure that:

- The voucher is for the correct round of the Program and not previous rounds.
- The voucher is for your organisation. Your unique provider code will be the middle 7 digits of the voucher code and your organisation name will be listed on the voucher code email.
- Only one voucher code per child is used within a round.
- Each child has a unique voucher code. A voucher code cannot be used for multiple children and cannot be used multiple times by the same child.

Registered Activity Providers can only receive a voucher directly from a participant. The Department cannot provide voucher codes or other participant details to a Registered Activity Provider.

In no circumstances can your organisation provide a monetary refund of a voucher to the child, parent or guardian. Your organisation cannot ask a voucher holder to pay for their membership/registration fees upfront and be reimbursed by your organisation at a later date. Funds can only be exchanged between the Department and a Registered Activity Provider.

7. Redeeming Vouchers

Vouchers can be redeemed from voucher applications opening until the dates outlined on the Program website.

Your organisation is responsible for redeeming a voucher as soon as possible after it has been presented by the applicant. It is the responsibility of your organisation to ensure that all vouchers presented to you are redeemed before the redemption period closes, as no vouchers can be redeemed after this date.

You will only be able to redeem vouchers associated with your organisation.

7.1 How to redeem vouchers

Vouchers need to be redeemed using the Get Active Kids Redemption portal on Service Victoria. Visit the [Info for Providers](#) section on the Get Active Kids website and click redeem vouchers or visit [Service Victoria](#).

You will need to log into the Service Victoria account created at the time of your application to start the redemption process.

Vouchers can be redeemed one at a time or in bulk using the CSV file template provided by Service Victoria.

You will need to enter the:

- voucher code
- amount redeemed (up to \$200)
- sport/activity the voucher was used for
- name of the participant (optional).

After a voucher is submitted, you will receive an email confirming successful redemption and that the voucher is approved for payment.

8. Payments

Payments of successfully redeemed vouchers will be made to your organisation within 30 business days.

Payments will be made into your organisation's bank account. It is your responsibility to notify the Program of any changes to your organisation's banking details as soon as possible to ensure that payment is made to the correct account.

When the payment is made, your organisation will receive a remittance advice to the email address associated with your organisation's Service Victoria account. This remittance advice will come from remittance@djpr.vic.gov.au

9. Registered Activity Provider Responsibilities

As a Registered Activity Provider, you are responsible for:

- Keeping your Service Victoria account and organisation details up to date at all times.
 - Details such as your email, contact name and address can be changed via the Service Victoria portal
- Notifying the Program of any changes to your organisation's banking details.
- Ensuring that all voucher codes presented are for your organisation.
- Ensuring that all voucher codes are redeemed within the voucher redemption period.
- Adhering to all the eligibility requirements, attestations and terms and conditions agreed upon at registration throughout the duration of the Program.
- Notifying the Department in writing if your organisation no longer wants to participate in the Program as a Registered Activity Provider.
- Notifying the Department in writing if your organisation no longer meets the eligibility criteria.

10. Terms and conditions

10.1 Conditions of becoming a Registered Activity Provider

- As part of the application process, an authorised representative from the Registered Activity Provider must accept and agree on behalf of the Registered Activity Provider to be bound by the terms and conditions of grant in the application form and these guidelines. By completing the application form, the Registered Activity Provider is making an offer to the Department and will be bound by the terms of the offer if accepted by the Department.
- If you will be applying through an auspice organisation, the auspice organisation must submit the application, including agreeing to the terms.
- Registered Activity Providers must certify on their application form that they meet the eligibility criteria, and they have not supplied false or misleading information, in which case they may be liable to refund all the payment received from the Department for the Program.
- All information and documents requested must be submitted to the Department's satisfaction for an application to be deemed eligible.
- Registered Activity Providers understand that the particulars of their application will be checked as part of the eligibility assessment and their application may be declined and not proceed based on these checks. The Department reserves the right to seek further documentation as deemed necessary for assessment.
- Registered Activity Providers understand that their eligibility will be verified by the Department prior to the opening of each round of the Program.
- Registered Activity Providers consent to the Department providing information to Services Victoria, Commonwealth Government entities and other Victorian Government departments to enable the assessment of their application and for audit, monitoring, research and evaluation and to send you updates (if you agree), or where permitted by law.
- Any personal information collected, held, managed, used, disclosed or transferred will be held in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable laws.
- Registered Activity Providers must provide their organisational Australian bank account details for payment should their application be successful.

- Payments for successful voucher redemptions can only be made in the redemption periods.
- The Department may, at any time, remove a Registered Activity Provider from the Get Active Kids Registered Activity Provider list if, in the Department's opinion, association with the Registered Activity Provider may bring the Department, a Minister or the State of Victoria into disrepute.
- The Department has the final authority for determining if a Registered Activity Provider meets the mandatory criteria. Any exceptions will be at the discretion of the Department.
- Participation in the Get Active Kids Voucher Program as a Registered Activity Provider does not mean that the organisation has been endorsed or recommended by the Department or Victorian Government, nor does it indicate or represent that the organisation will receive any or a particular amount of funding under the Program.
- Registered Activity Providers will be invited to undertake a voluntary survey about the Get Active Kids Voucher Program.
- Registered Activity Providers must:
 - Maintain affiliation with the relevant recognised State Sporting Association or State Sport and Active Recreation Body.
 - Maintain suitable Public Liability Insurance throughout the duration of Program. A copy of the certificate of insurance must be attached with the application.
 - Implement and maintain policies relating to member protection and Child Safe Standards.
 - Adhere to and enforce the Fair Play Code or the relevant SSA or SSARB code of conduct and/or member protection policy which incorporates the Fair Play Code.
 - Comply with a Sport Integrity Australia approved anti-doping policy and the National Anti-doping Scheme where required.
 - Where the National Anti-Doping Policy is not applicable, organisations responsible for delivering sporting competitions in Victoria are required to have a policy or statement of commitment that promotes ethical participation, free of doping and the use of drugs.
 - It is a requirement of this Program that if an institution has been named in an application to the National Redress Scheme or receives a Notice of Redress Liability, they must join or intend to join the National Redress Scheme (the Scheme). For more information on the Scheme please visit the NRS website <https://www.nationalredress.gov.au/about>
 - If a Registered Activity Provider were to cease being part of the Program, all vouchers related to that Registered Activity Provider would be cancelled and those affected participants (voucher holders) would be advised to reapply (subject to availability).
 - Refunds, for example, club repayment to state government, may only be considered in extenuating circumstances.

10.2 Audit and compliance

Registered Activity Providers are subject to a risk assessment, which verifies organisation legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or another applicable regulator or registrar.

Registered Activity Providers will be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the funding was expended at the request of the Victorian Government for a period of 4 years after the grant has been approved.

If any information in the application is found to be false or misleading, or grants are not applied for the purposes of the organisation in accordance with the terms of funding as set out in these guidelines and the application, the funds will be repayable on demand.

10.3 Right of amendment

The Department of Jobs, Skills, Industry and Regions reserves the right to amend these guidelines and eligibility terms in its sole and absolute discretion, including to amend the dates for which any voucher can be redeemed and paid and/or to close the Get Active Kids Voucher Program.

10.4 Payments

Voucher payments will be conditional on the Registered Activity Provider:

- Completing the voucher redemption process as outlined in the Program Guidelines.
- Agreeing to all the set-out terms and conditions of registration as per the application attestation and declaration.
- Meeting all conditions of registration as required or otherwise demonstrate that the activity is progressing as expected.
- Ensuring the terms and conditions of funding continue to be met.

Payment of valid vouchers of the claimed grant amount will be made to the organisation's nominated bank account as provided on its application form within 30 business days of the Registered Activity Provider redeeming the vouchers.

At the time of redemption, the Registered Activity Provider will receive an error message if the redemption is not successful and should email getactivekids@sport.vic.gov.au for further assistance.

10.5 Privacy

The Department of Jobs, Skills, Industry and Regions is committed to protecting your privacy. We collect and handle any personal, health or organisation information about you or a third party in your application, for the purpose of administering your application.

In order for us to administer your application effectively and efficiently, we may need to disclose your personal, health or organisation information with others for the purpose of assessment, consultation, auditing or monitoring and reporting. This can include Departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments including Services Victoria and a Victorian State Sporting Association (SSA), Victorian State Sport and Active Recreation Body (SSARB) or other organisations as listed in Section 3. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic) and other applicable laws.

For information about how to access information about you held by the Department of Jobs, Skills, Industry and Regions, please email privacy@ecodev.vic.gov.au. The DJSIR privacy policy can be obtained from our website at www.djsir.vic.gov.au/privacy

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Available at Get Active Victoria website www.getactive.vic.gov.au