



Get Active Kids Voucher Program Application User Guide

1. Click on the **Apply Now** button via www.getactive.vic.gov.au/vouchers/how-to-apply and select the proof of identity documentation you will use for your application. Please note If your **child is named on their own Health Care Card**, select the Health Care Card option.



Which card will you use for your application?

Health Care Card

Pensioner Concession Card

Note: if you hold both a Health Care Card and a Pensioner Concession Card, you can apply via either button above.

To apply you will be taken to a different site.

[Thanks, I'll stay here](#)

A reminder that if you are applying under the Special Consideration stream please follow the steps below

Criteria	Application Steps
Child is currently residing in Victorian Care Services (out-of-home care)	Please email getactivekids@sport.vic.gov.au to receive an application form.
Temporary or provisional visa holders, undocumented migrants or international students.	



SPORT AND RECREATION VICTORIA
Department of Jobs, Precincts and Regions

121 Exhibition Street, Melbourne VIC 3000
GPO Box 4509, Melbourne VIC 3001
W: getactive.vic.gov.au | E: getactivekids@sport.vic.gov.au



2. You will be directed to the Department of Jobs, Precincts and Regions (DJPR) Grant Portal to begin your application.

3. Introduction

- This provides important information you need to know before completing the application form. You are required to confirm your understanding of the eligibility criteria before proceeding to the next page.
- **Click Next Page.**

4. Are you eligible to apply?

- Confirm you are eligible for the program.
- **Click Next Page.**

5. To continue completing the application, you are required to create or sign in to a DJPR Grants Portal account.

A screenshot of the 'Sign In' page on the Department of Jobs, Precincts and Regions website. The page has a dark blue header with the Victoria State Government logo and the department name. Below the header is a breadcrumb trail: 'HOME > SUPPORT FOR YOUR BUSINESS > DJPR GRANTS > SIGN IN'. The main content area has a light blue background with a 'Sign In' button featuring a person icon. Below the button, it says 'To continue, sign in to a DJPR Grants Portal account.' There are two radio button options: 'Yes (you will be directed to sign in) account?' (which is selected) and 'No (you will be directed to register)'. At the bottom is a blue 'Continue >' button.

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6. Applicant details

- You are required to provide details regarding the applicant (parent/legal guardian/foster carer/kinship carer) as well as the details of the child you are applying for. Please ensure the phone number provided is in the prefix format (replace the zero (0) with +61).
- [Click Next Page.](#)

Contact Details

(Person to contact regarding this application)

* Title:	<input type="text" value="Miss"/>
* Given Name:	<input type="text" value="Jane"/>
* Surname:	<input type="text" value="Citizen"/>
* Phone / Direct:  <small>(Please prefix e.g. - 61)</small>	<input type="text" value="+61412345678"/>
* Mobile:  <small>(Please prefix e.g. - 61)</small>	<input type="text" value="+61412345678"/>
* Email:	<input type="text" value="getactivekids@sport.vic.gov.au"/> <small>Please confirm your answer</small> <input type="text" value="getactivekids@sport.vic.gov.au"/>

Indicates mandatory fields.

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7. Proof of Identity

- Your proof of identity information will be verified after you complete and submit your application. Please ensure you are providing the details as listed on your proof of identity documentation (Health Care Card, Pensioner Concession Card and/or Medicare Card).
- [Click Next Page.](#)
- If you are having difficulty with the proof of identity section, see the [Identification Verification Troubleshooting Guide.](#)



8. Application Details

- You are required to list the sport or activity the child is participating in as well as the details regarding this sport/activity. To view the list of eligible sports and activities visit <https://www.getactive.vic.gov.au/vouchers/activities/>.
- **Click Next Page.**

9. Supporting Documentation

- You are required to upload evidence of your paid expenses for your eligible expenses related to your child's sport or activity.
- You are required to provide proof of payment of your expenses. For example, receipts, invoices with a paid stamp or note of payment or your signed payment plan agreement.
- To claim equipment or uniform and clothing expenses, you must attach the incurred expenses within the specified eligible expenditure dates for each round for membership or registration fees related to participation in an organised activity or program of an affiliated sport or active recreation club, association or activity provider.
- **Click Next Page.**

10. Evaluation

- The *Get Active Kids Voucher Program* is collecting demographic details to further understand the needs and audience of the program.
- This information will not affect the outcome of your application.
- **Click Next Page.**

11. Bank account details

- If your application is found eligible, payment will be made to your nominated bank account.
- Double check the details you have provided are true and correct to avoid delays with processing your application.
- **Click Next Page.**



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12. Declaration and Agreement

- Please read the declaration and agreement and by checking the box you are making the written declarations and statements in the application form.
- **Click Save and Preview.**

Application Declaration

In submitting an application under the Get Active Kids Voucher Program relating to my child/dependent's participation with a local sporting club, association or activity provider (Organisation), I certify and attest that I have reviewed the Organisation's code of conduct, member protection policy, child safe standards as well as any other safety procedures relevant to ensuring child safety and wellbeing. I acknowledge and agree that the Victorian Government will not be held responsible for any events occurring as a result of a child's participation in a sport and recreation activity.

I acknowledge that the Department may at any time, remove an applicant from the Application Claim process, if in the Department's opinion association with the applicant may bring the Department, a Minister or the State of Victoria in disrepute.

* By checking this box, I am making the above declarations and statements, including the Privacy Consent and Applicant's declarations and acknowledgements, and agreeing to the terms of the grant as set out in this online form and guidelines for the program.

* Full name of person completing this application:

* Indicates mandatory fields.

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Save and Preview



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13. Overall Preview

- Review the information below to ensure all sections of the application are complete and accurate.
- **Click Save and Submit.**

* Indicates mandatory fields.

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Save and Submit

14. Submission received

- Your application has been submitted.

