

OFFICIAL

# Sport and Recreation Victoria Get Active Kids Voucher Program

Round 7 Program Guidelines for Applicants



OFFICIAL

## Table of contents

<b>1. The Get Active Kids Voucher Program .....</b>	<b>4</b>
1.1 About the Program .....	4
1.2 Why is the Victorian Government funding this Program? .....	4
<b>2. Eligibility .....</b>	<b>4</b>
2.1 Who can apply? .....	4
2.2 Who is eligible? .....	4
2.3 Special consideration .....	5
<b>3. Voucher details .....</b>	<b>5</b>
3.1 What costs are covered by the voucher? .....	5
3.2 Voucher amounts .....	5
3.3 Voucher availability .....	6
3.4 Voucher code .....	6
<b>4. Eligible Activity Providers .....</b>	<b>6</b>
4.1 Get Active Kids Activity Providers .....	6
4.2 Eligible activities .....	7
4.3 Ineligible activities .....	7
<b>5. How to apply for a voucher .....</b>	<b>8</b>
<b>6. Terms and conditions .....</b>	<b>10</b>
6.1 Conditions of applying .....	10
6.2 Audit and Compliance .....	11
6.3 Right of Amendment .....	11
6.4 Confidentiality and Privacy of Information .....	11

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Department of Jobs, Skills, Industry and Regions, October 2023.

Accessibility

To receive this publication in an accessible format, please email [getactivekids@sport.vic.gov.au](mailto:getactivekids@sport.vic.gov.au)

Available at Get Active Victoria website [www.getactive.vic.gov.au](http://www.getactive.vic.gov.au)

## 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, supporting children to get involved in organised sport and physical activities by providing vouchers 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.

More than 115,000 vouchers have been snapped up in the initial six rounds, opening doors to sport participation across the state.

The Get Active Kids Voucher Program is part of Get Active Victoria, which 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 get active, happy and healthy.



The Hon Ros Spence

Minister for Community Sport

## 1. The Get Active Kids Voucher Program

### 1.1 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 for families.

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

More than 115,000 vouchers have been snapped up in the initial six rounds of the Program. Since round four, the Program has run both a true voucher model and a 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.

The program is administered by the Department of Jobs, Skills, Industry and Regions (Department).

### 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 program aligns to *Active Victoria: a strategic framework for sport and recreation in Victoria 2022-2026*, and specifically addresses strategic direction two: broader and more inclusive participation through providing affordable participation options.

## 2. Eligibility

### 2.1 Who can apply?

To apply for a Get Active Kids voucher you must be:

- The parent and/or legal guardian of an eligible child; and
- The holder of an issued and valid Australian Government Health Care Card or Pensioner Concession Card with named dependants; or
- The parent and/or legal guardian of a child named on their own issued and valid Australian Government Health Care Card.

### 2.2 Who is eligible?

To be eligible for a Get Active Kids voucher your child/dependant must be:

- Aged 0 to 18 years; and
- A resident in Victoria; and

- Named on an issued and valid Australian Government Medicare Card (at the time of your application) and;
- Named on your issued and valid Australian Government Health Care Card or Pensioner Concession Card (at the time of your application); or
- Named on their own issued and valid Australian Government Health Care Card (at the time of your application).

Eligible applicants can **only apply for either one voucher or reimbursement** for each eligible child per round (subject to availability).

Please note you can apply for multiple eligible children/dependants on the one application if you are using the same type of proof of identity documentation.

## 2.3 Special consideration

Special consideration may apply if the child/dependant is aged 0 to 18 years, is a resident in Victoria and meets one of the following criteria below:

- The child is currently residing in Victorian Care Services; or
- The child/family is a temporary or provisional visa holder, undocumented migrant, or international student (please note that permanent residents and New Zealand citizens that meet the criteria under section 2.2 do not need to apply through special consideration.
- If you do not meet the above criteria your application will not be considered.

## 3. Voucher details

### 3.1 What costs are covered by the voucher?

Vouchers up to the value of \$200 can be used for costs associated with membership, registration, or participation fees of eligible children at a registered Get Active Kids Activity Provider.

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

### 3.2 Voucher amounts

Each voucher is valued at up to \$200 per eligible child. When your voucher is presented to a registered Get Active Kids Activity Provider, they will reduce the membership, registration or participation fee by up to \$200 at the time of registration. Only one voucher per child per round can be presented to the registered Activity Provider.

Each voucher code is valued at up to \$200 inclusive of any GST included in the payment. Activity Providers (GST registered or not) can only be reimbursed for the market rate of the activity provided up to the voucher value.

#### Examples:

If the full membership fee is less than \$200, the voucher can only be used for this amount. For example, if membership costs \$80 the voucher will cover the whole amount. The remaining value of the voucher will not be returned to the activity provider or the participant and cannot be used at another activity provider.

If the membership fee is more than \$200, the participant will need to pay the rest. For example, if the full membership costs \$250, the voucher will cover \$200, and the participant will pay \$50.

Membership Fee	Participant out-of-pocket cost	Voucher Amount used by holder	Voucher Amount redeemed by Activity Provider	Voucher value that cannot be used or redeemed
\$80 (inclusive GST)	\$0	\$80	\$80 (inclusive GST)	\$120
\$250 (inclusive GST)	\$50	\$200	\$200 (inclusive GST)	\$0

### 3.3 Voucher availability

Applicants can apply for one voucher per eligible child per round.

Applications will open 10 October 2023 and will remain open until the allocation is exhausted.

Vouchers are subject to availability, with no further vouchers to be issued after allocation is exhausted. Vouchers can only be presented to the registered Get Active Kids Activity Provider that the applicant selects when they apply.

### 3.4 Voucher code

Participants can only present their voucher to the registered Get Active Kids Activity Provider that they have chosen when applying for a voucher. Participants can only use a voucher once and must not present it to multiple Activity Providers.

Each voucher has an alphanumeric code specific to the approved child's Get Active Kids voucher application, which is linked to the specific Activity Provider.

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

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

The voucher must be presented to the Activity Provider at the point of registration before it expires on 30 April 2024.

Activity Providers cannot accept vouchers after the code expires on 30 April 2024. Vouchers accepted by Activity Providers after this date cannot be redeemed with the Department.

## 4. Eligible Activity Providers

### 4.1 Get Active Kids Activity Providers

Vouchers can only be used at a registered Get Active Kids Activity Provider at the time of joining and paying for your membership, registration, or participation fees.

Get Active Kids Activity Providers have registered to be part of the Get Active Kids Voucher Program and are affiliated to a Sport and Recreation Victoria, recognised Victorian State Sporting Association (SSA) or Victorian State Sport and Active Recreation Body (SSARB), or one of the following organisations:

- Ausdance
- Australian National Drag Racing Association
- Girl Guides Victoria
- Karting Victoria
- Scouts Victoria.

Activity Providers in border communities that are based in other states and are affiliated with the appropriate peak body in that state are eligible to register to the Program, subject to an assessment by Sport and Recreation Victoria.

The list of approved Get Active Kids Activity Providers can be found using the search function on the Get Active Victoria website <https://www.getactive.vic.gov.au/vouchers/>

As part of your application, you will be required to select the Get Active Kids Activity Provider where your child will be participating.

You are encouraged to confirm with the activity provider the entire amount of their membership, registration, or participation fees, and availability prior to applying for a voucher and joining their club, association or program.

Please ensure that the provider you have selected provides appropriate activities for your child.

The Department has the final authority for determining if a club meets the mandatory criteria to be a Get Active Kids Activity Provider. Any exceptions will be at the discretion of the Department.

Please note that participation in the Get Active Kids Voucher Program as a Get Active Kids 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.

## 4.2 Eligible activities

Sport	Swimming lessons	Outdoor recreation and organised camps	Active recreation
			

Organised sport, active recreation activities and outdoor recreation programs including camps are eligible if the activity is:

- Targeted at and delivered to children and young people aged 18 years and under (0 years to 18 years); and
- A minimum of four sessions in duration; and
- Offered at the same costs to other participants; and
- Delivered by:
  - an approved Get Active Kids Activity Provider that is affiliated with the appropriate Sport and Recreation Victoria recognised Victorian State Sporting Association (SSA) or Victorian State Sport and Active Recreation Body (SSARB) for that activity; or
  - one of the following organisations:
    - Ausdance
    - Australian National Drag Racing Association
    - Girl Guides Victoria
    - Karting Victoria
    - Scouts Victoria.

## 4.3 Ineligible activities

The following activities and items are not eligible to be redeemed with a voucher:

- Membership and registration fees associated with a club, association or program that is not an approved Get Active Kids Activity Provider
- Membership or registration fees that are not associated with a recognised sport or active recreation activity. For example, language lessons, acting classes, music lessons, etc.
- Programs that are less than four sessions or weeks in duration
- Single session activities
- Activities conducted as part of the school curriculum
- After school care services or programs.
- 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.

## 5. How to apply for a voucher

Steps	Your actions		
<b>Check your eligibility</b>	<p>Use these guidelines to confirm that you and your child meet the eligibility criteria. Make sure you are aware:</p> <ul style="list-style-type: none"> <li>• If the membership fee for the activity is more than \$200, you will need to pay the remaining amount</li> <li>• If the membership fee for the activity is less than \$200, the voucher can only be used for this amount. The remaining amount will not be returned to the applicant or the activity provider. Refer to Section 3.2.</li> </ul> <p>Refer to Section 4 to see which activities are eligible or ineligible.</p>		
<b>Apply for a voucher</b>	<p>To apply, visit the <a href="#">Get Active Victoria website</a> and follow the links to the applicant portal.</p> <p>Complete all information and questions in the online application form.</p> <p>Make sure you have copies of the correct proof of eligibility documents to attach to your application.</p>		
	<table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Health Care Card Holder</b> Information required on your application:</p> <ul style="list-style-type: none"> <li>• Your name and address.</li> <li>• The name and date of birth of the child you are applying for.</li> <li>• Health Care Card number, expiry date and the name that the card is issued to.</li> </ul> <p>Medicare number and reference number for the child you are applying for.</p> </td> <td style="vertical-align: top;"> <p><b>Pensioner Concession Card Holder</b> Information required on your application:</p> <ul style="list-style-type: none"> <li>• Your name and address.</li> <li>• The name and date of birth of the child you are applying for.</li> <li>• Pensioner Concession Card number, expiry date and the name that the card is issued to.</li> </ul> <p>Medicare number and reference number for the child you are applying for.</p> </td> </tr> </table>	<p><b>Health Care Card Holder</b> Information required on your application:</p> <ul style="list-style-type: none"> <li>• Your name and address.</li> <li>• The name and date of birth of the child you are applying for.</li> <li>• Health Care Card number, expiry date and the name that the card is issued to.</li> </ul> <p>Medicare number and reference number for the child you are applying for.</p>	<p><b>Pensioner Concession Card Holder</b> Information required on your application:</p> <ul style="list-style-type: none"> <li>• Your name and address.</li> <li>• The name and date of birth of the child you are applying for.</li> <li>• Pensioner Concession Card number, expiry date and the name that the card is issued to.</li> </ul> <p>Medicare number and reference number for the child you are applying for.</p>
<p><b>Health Care Card Holder</b> Information required on your application:</p> <ul style="list-style-type: none"> <li>• Your name and address.</li> <li>• The name and date of birth of the child you are applying for.</li> <li>• Health Care Card number, expiry date and the name that the card is issued to.</li> </ul> <p>Medicare number and reference number for the child you are applying for.</p>	<p><b>Pensioner Concession Card Holder</b> Information required on your application:</p> <ul style="list-style-type: none"> <li>• Your name and address.</li> <li>• The name and date of birth of the child you are applying for.</li> <li>• Pensioner Concession Card number, expiry date and the name that the card is issued to.</li> </ul> <p>Medicare number and reference number for the child you are applying for.</p>		

**Care Services**

Information required on your application

- Your name and address.
- The age of the child you are applying for.
- A document confirming you are the carer or legal guardian of a child currently residing in Care Services.

*For example: a carer authorisation letter, an email from your agency or child protection manager or kinship engagement team or a signed statutory declaration.*

**Temporary or provisional visa holder, undocumented migrant, or international student**

Information required on your application

- Your name and address.
- The name and date of birth of the child you are applying for.
- A document that confirms your status as a temporary or provisional visa holder, undocumented migrant or international student.

*For example: visa documents, grant notice, immigration card or an email or letter from your support worker or agency.*

You will need to select the Get Active Kids Activity Provider you have chosen to register with for your child's participation.

You will need to declare

- The information provided is true and correct.
- That you agree to the terms and conditions of the application and Program.

That you certify and attest to the Victorian Government that you have reviewed the local sporting club, association or activity providers code of conduct, member protection policy, child safe standards as well as any other safety procedures relevant to ensuring child safety and wellbeing.

**Confirmation of Submission**

You will receive an automatic email to confirm that your voucher application was submitted.

Your application will be assessed to confirm eligibility and that the information has been correctly submitted.

Your application will be unsuccessful if it does not show proof of eligibility.

**Receiving your voucher**

You will receive:

- An email with your voucher confirming your application is successful.
- One voucher code per eligible child.

**Voucher redemption**

You will:

- Present your voucher code to your selected Get Active Kids Activity Provider at the point of payment when registering for your child's participation.
- The activity provider will deduct up to \$200 off your membership or registration fees.
- Pay the remaining balance (if applicable).

## 6. Terms and conditions

### 6.1 Conditions of applying

- Eligible applicants can only apply for either one voucher or reimbursement for each eligible child per round (subject to availability). Round 7 is open from 10 October 2023 until the allocation is exhausted.
- If the voucher is used other than in accordance with these Terms and Conditions and guidelines (for example, you redeem the voucher at a non-registered provider) you may be required to pay the Activity Provider the outstanding fees.
- The voucher is non-transferable and cannot be used for any other child.
- Once a voucher has been redeemed by the Activity Provider, no refund of the membership, registration or participation fee equivalent to the voucher amount is available (for example, if the eligible child does not participate in the eligible activity).
- Applicants must certify on their application form that they meet the eligibility criteria and have not supplied false or misleading information.
- All information and documents requested must be submitted to the Department's satisfaction for an application to be deemed eligible.
- Applicants 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.
- Applicants consent to the Department providing information to 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.
- The Department may at any time, remove an applicant from the application process, if in the Department's opinion association with the applicant may bring the Department, a Minister or the State of Victoria into disrepute.
- Any vouchers that are not presented to a registered Get Active Kids Activity Provider will expire after 30 April 2024 and cannot be used after this time.
- Applicants cannot request the cancellation of a voucher once it is issued. Applicants are encouraged to contact the Activity Provider before applying for a voucher. Provision for cancelling a voucher will be made only in exceptional circumstances.
- What constitutes "exceptional circumstances" will be assessed on a case-by-case basis within the sole discretion of the Department and may include major injury, significant illness or where the Activity Provider has not fulfilled their obligations under the terms and conditions of the Get Active Kids Voucher Program. "Exceptional circumstances" does not include when the applicant is unaware of the voucher expiry date or has failed to present the voucher to an Activity Provider. You may be asked to provide the Department with evidence to determine if "exceptional circumstances" exist.
- Applicants cannot request a voucher cancellation due to change of mind regarding the selected activity, applicant error in selecting an appropriate Activity Provider, or to change the voucher to a reimbursement application.
- During the application process, applicants will be asked a series of demographic questions. Responses to these questions will be used by the Department only for the purposes of evaluating the Get Active Kids Voucher Program and will not affect the outcome of the application for a voucher. Under each question, applicants will be able to specify if they do not wish to answer.
- Successful applicants may be invited to undertake a voluntary survey about the Get Active Kids Voucher Program. These responses may be used for promotional and evaluation purposes, subject to the consent of the Applicant.
- In submitting an application under the Get Active Kids Voucher Program relating to your child/ dependant's participation with a local sporting club, association or activity provider (organisation), you certify and attest to the Victorian Government that you 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. 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.

## 6.2 Audit and Compliance

Any information or documents provided by the applicants may be subject to audit by the Victorian Government or its representatives and, if requested, applicants may be required to produce further evidence.

If any information in the application is found to be false or misleading, any amounts paid to an applicant pursuant to a voucher will be repayable on demand.

## 6.3 Right of Amendment

The Department 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 issued and/or to close the Get Active Kids Voucher Program.

## 6.4 Confidentiality and Privacy of Information

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

To administer your application effectively and efficiently, we may need to disclose your personal or health 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 Service Victoria. 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, please email [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au). The DJSIR privacy policy can be obtained from our website at [www.djsir.vic.gov.au/privacy](http://www.djsir.vic.gov.au/privacy)