

OFFICIAL

# Sport and Recreation Victoria Get Active Kids Voucher Program

Round 7 Program Guidelines for Reimbursement



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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 or registration fees, equipment, or uniforms.

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 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 kids 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.

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

The program provides reimbursement of eligible expenses up to \$200 for each child for costs associated with participation in organised sport and active recreation activities. Eligible costs include membership and registration, uniforms and equipment 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. Participating in physical activity early 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 additionally 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*, specifically addressing 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 reimbursement 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 reimbursement 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 an 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 separate applications must be made for each eligible child/dependant.

## 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.

If you are a parent/legal guardian, foster carer, case manager, or kinship carer of a child who meets one of the above criteria, please email [getactivekids@sport.vic.gov.au](mailto:getactivekids@sport.vic.gov.au) for a Special Consideration Application Form.

## 3. Funding details

### 3.1 What costs are covered under the Program?

A reimbursement of between \$50 to \$200 can be claimed for out-of-pocket expenses for membership, registration or participation fees at a registered Get Active Kids Activity Provider that is:

- 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.

A reimbursement of up to \$200 can be claimed for uniform, clothing and equipment required to participate in the nominated activity, provided that the required minimum of \$50 of membership, registration or participation fees has been met.

Out-of-pocket expenses must have been incurred within the eligible expenditure period: between 8 May 2023 and the time of submitting an application. Claims for expenses claimed in previous rounds will not be eligible for reimbursement.

### 3.2 Reimbursement amounts

To be eligible for a reimbursement, you must have spent a minimum of \$50 on membership, registration or participation fees.

You can apply for a reimbursement of an amount between \$50 to \$200. You will be reimbursed to the closest dollar amount.

Applications that do not meet the minimum amount of \$50 of membership, registration or participation fees will not be processed.

You will only receive a partial reimbursement if the Department determines that your proof of expenditure does not meet the requirements.

For example:

|                  |   |                               |
|------------------|---|-------------------------------|
| <b>Example A</b> | Total of eligible expenses = \$350.00 (GST inclusive) | Reimbursement amount \$200.00 |
| <b>Example B</b> | Total of eligible expenses = \$135.40 (GST inclusive) | Reimbursement amount \$135.00 |

### 3.3 Reimbursement availability

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

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

Reimbursements are subject to availability and no further reimbursements will be issued after the allocation is exhausted.

### 3.4 Proof of payment

As part of your application, you will be required to provide proof of payment of your expenses. For example, you must upload copies of:

- receipts; or
- invoices with a paid stamp or note of payment; or
- your signed payment plan agreement.

Your proof of payment for your expenses must show that they were incurred in the eligible expenditure period (between 8 May 2023 and the time of submitting an application).

### 3.5 Eligible sport and active recreation activities

To be eligible under the program, the activity or program must be 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.

In addition to the above, eligible activities or programs must be a minimum of four sessions.

The list of recognised Victorian sport and active recreation organisations can be found on the Sport and Recreation Victoria website (<https://sport.vic.gov.au/our-work/industry-development/Sport-and-Recreation-Victoria-Recognised-Organisations/recognition-process-state-sport-and-recreation-bodies>).

Organised sport or outdoor recreation programs or camps involving multiple sessions of activities which may be conducted over one or more days will be eligible.

### 3.6 Eligible uniform and equipment items

Uniform, clothing and equipment required to participate in the nominated activity can only be claimed if the required minimum of \$50 of membership, registration or participation fees has been met. The eligible equipment (including equipment to enable participation such as protective equipment, hockey stick, helmet, basketball, etc.) and uniform items (including required uniform, appropriate footwear, socks, sports bra, etc.) must be required for participation in your chosen sport or active recreation activity.

Second-hand equipment or uniforms purchased that meet eligibility criteria can also be claimed as part of the Program.

### 3.7 Ineligible expenses

The following activities and items are **not eligible** for reimbursement:

- Membership and registration fees, uniform and equipment expenses associated with sport and active recreation activities that are not part of a club, association or program affiliated to a recognised State Sporting Association or State Sport and Active Recreation Body or one of the organisations listed in section 3.5 above.
  - For example, language lessons, acting classes, music lessons, etc.
- Single session activities.
- Activities conducted 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 is not related to a membership, registration or organised participation in a sport or active recreation activity.



## 4. What is the application process?

### 4.1 How to apply for a Get Active Kids Reimbursement

| Steps to Claiming a Voucher   | Your actions   |
|---|--|
| Before paying for membership and registration fees, and purchasing equipment or uniforms:                       | <p>Use these guidelines to confirm that:</p> <ul style="list-style-type: none"> <li>• you and your child are eligible to apply</li> <li>• your Health Care Card (or child's Health Care Card) or Pensioner Concession Card is valid</li> <li>• your child is listed on a valid Medicare Card</li> <li>• the sport and recreation activity that your child is undertaking is an eligible activity</li> <li>• 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</li> <li>• your planned expenses are eligible for a reimbursement</li> <li>• the dates for when you are claiming a reimbursement are within the Round you are applying for.</li> </ul> |
| After paying for membership and registration fees, equipment or uniforms for your eligible activity or program: | You need to retain copies of receipts and/or invoices with a paid stamp or note of payment as proof of purchase; or retain a copy of your signed payment plan agreement to attach to your claim.   |
| To apply for a reimbursement:   | <p>Submit an online application:</p> <ul style="list-style-type: none"> <li>• Visit <a href="https://www.getactive.vic.gov.au/vouchers/">https://www.getactive.vic.gov.au/vouchers/</a></li> <li>• Select the reimbursement option</li> <li>• Click on 'Apply Now'</li> <li>• Register on the Department of Jobs, Skills, Industry and Regions (DJSIR) portal</li> <li>• Please note, if you are applying for Special Consideration (child residing in Victorian Care Services or a temporary or provisional visa holder, undocumented migrant or international student) please email <a href="mailto:getactivekids@sport.vic.gov.au">getactivekids@sport.vic.gov.au</a> for an application form.</li> </ul>   |
| When applying for a reimbursement:  | <p>You should:</p> <ul style="list-style-type: none"> <li>• complete all information and questions in the online application</li> <li>• make sure you have copies of correct documents to attach.</li> </ul> <p>Information that will be required on your online claim:</p> <ul style="list-style-type: none"> <li>• your name and address</li> <li>• the name of your child you are claiming for</li> <li>• Healthcare card or Pensioner Concession card number</li> <li>• bank account details</li> <li>• Medicare number and reference number for the child you are claiming for</li> <li>• copies of receipts and/or invoices with a paid stamp or note of payment as proof of purchase; or a signed copy of your payment plan agreement to attach to your claim.</li> </ul>   |

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You will need to nominate:

- the amount you are seeking to be reimbursed
- if you are submitting additional uniform and equipment expenses the sport or recreation activity or program
- the affiliated organisation, club or business name and address where you will be undertaking the activity.

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Documents required to apply for a reimbursement:

You must attach to your online application:

- a copy of either your valid and issued Health Care Card, child's Health Care Card or Pensioner Concession Card
- copies of receipts; or invoices with a paid stamp or note of payment as proof of purchase for allowed expenses for at least the voucher amount you are claiming for; or a copy of your signed payment plan agreement
- invoices and tax receipts can add up to more than the voucher amount but must not be for less than this amount.

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Confirmation of eligibility:

You claim will be assessed:

- you will receive an automatic email to confirm that your claim was submitted.
- your claim will be assessed to confirm eligibility and that the information and documentation has been correctly submitted
- if your claim submission does not show correct eligibility or does not have the correct documentation attached it may be unsuccessful
- accurate and complete applications will be processed within 20 business days
- you may be asked to provide further documentation if required.

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Payment:

You will receive:

- an email confirming that you have been successful with your application for a reimbursement
  - payment into your nominated bank account of the reimbursement amount.
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## 5. Terms and conditions

### 5.1 Conditions of applying

- Eligible applicants can **only apply for either one voucher or reimbursement** for each eligible child per round (subject to availability).
- To be eligible under the program, the activity or program must be 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.

- Eligible applicants cannot claim on expenses they have already successfully claimed in a previous round of this program.
- Eligible applicants must submit all expenditure claims with the original application.
- The voucher is non-transferable.
- Applicants must certify on their application form that they meet the eligibility criteria and they 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 application claim process 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.
- Applicants must provide their own Australian bank account details for payment should their claim be successful.
- Payments for successful voucher claims can only be made in the claim periods.
- 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.
- Successful applicants will be invited to undertake a voluntary survey about the Get Active Kids Voucher Program.
- 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.

## 5.2 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.

## 5.3 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 claim can be reimbursed and/or to close the Get Active Kids Voucher Program.

## 5.4 Confidentiality and Privacy of Information

In order to assess your claim for the Get Active Kids Voucher Program, the Department is collecting personal information from you to assess your eligibility for a Get Active Kids Voucher, to administer the reimbursement, and to contact you about your application and claim.

Information collected in the registration form will be used by the Department for the purposes of assessment of registrations, program administration, audit or monitoring and program review.

In the assessment of your registration, it may be necessary to share your personal information with state government departments, in order to confirm you are a resident of Victoria.

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 is committed to protecting the privacy of personal information. The Department's Privacy Policy can be found online at <https://djsir.vic.gov.au>

You can gain access to personal information (as defined in the Privacy and Data Protection Act 2014) which the Department holds about you in certain circumstances specified by legislation.

Enquiries about access to information should be directed to the Department's Privacy Unit by emailing [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au)