# Get Active Kids Voucher Program

**Round 11**
**Program Guidelines for Reimbursement**

VICTORIA
State Government

## 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.

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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.

Over 270,000 vouchers have been snapped up over 10 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 to the Active Victoria 2022-2026 priorities and outcomes:

| Active Victoria Priorities | Active Victoria Outcomes |
| --- | --- |
| **Connecting communities**<br>All Victorians have the opportunity to participate in sport and active recreation initiatives that are high -quality, inclusive and appropriate. | **Sustained participation**<br>More Victorians participate equitably in sport and active recreation. |

## 2. Application dates

Reimbursement applications will open on the following dates:

| Round | Applications Open | Applications Close* | Eligible Expenditure Period |
|---|---|---|---|
| 11 | 15 September 2026 | 13 October 2026 | 1 May 2026 to submission of application |

* or earlier if the budget allocation is fully exhausted

Reimbursements are subject to availability and no further reimbursements will be issued after the budget allocation is exhausted. Applications may close earlier than advertised if the budget allocation is fully exhausted.

## 3. How to apply for a reimbursement

### Step 1: Check your child's eligibility

Before you apply, you need to confirm that your child is eligible for a reimbursement as outlined in Section 4.

For each eligible child, you can **only apply for either one voucher OR one reimbursement** in each round.

### Step 2: Check your expenditure documents

To apply for a reimbursement between $50 and $200 for membership, registration or participation fees, you must have already paid your child's fees.

As part of the application process, you will need to submit expenditure documentation that meets the criteria listed in Section 6.

We recommended checking that your expenditure documentation meets the criteria before starting your application.

### Step 3: Apply online using the application portal

To apply for a reimbursement, you need be the parent and/or legal guardian of an eligible child.

To apply for a Get Active Kids reimbursement, you will need use the application portal. Visit the Get Reimbursed section on the Get Active Victoria website to apply.

You will need to select which type of eligibility document you are applying with to be directed to the correct application form.

### Step 4: Information you will need to provide

To complete your application, you will need to:

- Provide documentation showing your child's eligibility. The type of eligibility documentation you will need to submit is listed in Section 4.
- Enter your name, address and email address.
- Enter your child's date of birth or age.
- Select one eligible sport or activity your child is participating in. Eligible sports and activities are listed in Section 5.1.
- Provide documentation showing your eligible paid expenses for one eligible sport or activity.

- Enter your Australian bank account details.

You must submit only one application for each eligible child. Multiple children's expenses cannot be claimed for in the same application.

### Step 5: Submit your application

When you have entered all of the required information, please take the time to ensure the information you have entered is correct and the expenditure documentation meets eligibility requirements.

You will need to attest that:

- The information provided is true and correct.
- You agree to the terms and conditions of the Program as outlined in Section 9 of these Guidelines.
- That you have reviewed the Registered Activity Provider's code of conduct, member protection policy, child safe standards as well as any other safety procedures relevant to ensuring child safety and wellbeing.

### Step 6: Receive confirmation email

You will receive an automatic email to confirm that your application was submitted. Your application will undergo checks and may require further action. We will communicate this to you via email. It is your responsibility to action any requests from the Program.

Accurate and complete applications will be processed within 20 business days of successful submission. The assessment and outcome processes are listed in Section 7 and 8.

## 4. Eligibility

To be eligible for a Get Active Kids reimbursement, your child must fall into one of the four categories listed in Sections 4.1 to 4.5 below.

### 4.1 Health Care Card Holders

Your child/dependant must meet all the following criteria:

- Be aged 0 to 18 years.
- Be a resident in Victoria.
- Be named on your issued and valid Australian Government Health Care Card or named on their own issued and valid Australian Government Health Care Card.

When applying, you will need to enter:

- The Health Care Card number, expiry date and name of the card holder.
- Medicare Card Number.
- Your Child's full name as written on the Medicare Card.
- Your Child's Medicare Card reference number.

### 4.2 Pensioner Concession Card Holders

Your child/dependant must meet all the following criteria:

- Be aged 0 to 18 years.
- Be a resident in Victoria.

- Be named on your issued and valid Australian Government Pensioner Concession Card or named on their own issued and valid Australian Government Pensioner Concession Card.
- Be named on an issued and valid Australian Government Medicare Card.

When applying, you will need to enter:

- The Pensioner Concession Card number, expiry date and name of the card holder.
- Medicare Card Number.
- Your Child's full name as written on the Medicare Card.
- Your Child's Medicare Card reference number.

### 4.3 Temporary or provisional visa holders, international students or undocumented migrants

Your child/dependant must meet all the following criteria:

- Be aged 0 to 18 years.
- Be a resident in Victoria.

You OR your child/dependant must hold either a temporary, provisional or student visa or be an undocumented migrant.

Permanent residents, New Zealand citizens and partner visa holders are not eligible to apply under the special consideration stream. Permanent residents, New Zealand citizens and partner visa holders that meet the criteria under Section 4.1 or Section 4.2 are eligible to apply for the program.

When applying you will need to submit a document that confirms your family or child's 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.

### 4.4 Children residing in Victorian Care Services

Your child/dependant must meet all the following criteria:

- Be aged 0 to 18 years.
- Be a resident in Victoria.
- Residing in Victorian Care Services.

When applying for a reimbursement, you will need to submit a document confirming you are the carer or legal guardian of a child currently residing in Victorian Care Services, for example: a carer authorisation letter or an email from your agency or child protection manager or kinship engagement team.

### 4.5 Children residing in private, informal or non-statutory kinship care

Your child/dependant must meet all the following criteria:

- Be aged 0 to 18 years.
- Be a resident in Victoria.
- Residing with a Kinship carer under a private, informal or non-statutory kinship arrangement.

When applying for a reimbursement, you will need to submit a document confirming you are the carer of a child currently residing in private, informal or non-statutory kinship care, for example: an email from a kinship engagement worker or kinship care service provider.

## 5. Sports and activities

### 5.1 Eligible sports and activities

To be eligible for reimbursement, your child's club or organisation 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
- 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.

This requirement is part of the Program's eligibility criteria to ensure that the organisation selected has the appropriate legislative and regulatory oversight, child safe and member protection policies in place for children to participate in a safe and welcoming environment.

### 5.2 Ineligible activities

The following activities 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 5.1 above.
- 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.
- Single session activities.
- Family days out.
- Activities conducted as part of school curriculum or home-schooling activities.
- 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).
- One-off 'Come and Try' days, competitions, fun runs and mass participation events.

## 6. Expenditure evidence

### 6.1 Expenditure dates

The eligible expenditure period for each round is outlined in Section 2.

Your expenditure evidence needs to show that you paid for your child's membership, registration or participation fees, uniform and equipment during the expenditure period. Expenses paid outside of these dates will not be eligible for reimbursement.

Your expenditure evidence must clearly show the date that the fees, uniform and equipment were paid for it to be eligible.

You cannot submit expenses that you have already been reimbursed in a previous round or were paid for outside of the expenditure dates.

### 6.2 Membership, registration or participation fees

You must submit expenditure evidence showing a minimum of $50 spent on membership, registration or participation fees to be eligible for reimbursement. Applications with under $50 spent on membership, registration or participation fees will not be eligible for reimbursement.

You must attach evidence of all the fees you are applying to be reimbursed for. The amount that you request to be reimbursed must match the expenditure evidence you provide. If your expenditure evidence shows more than $200 of eligible expenditure, you will be reimbursed the maximum amount of $200.

If your expenditure evidence is lower than the amount you are requesting to be reimbursed, you will only be reimbursed for the eligible expenditure evidence you have provided.

Your expenditure evidence must clearly show the date that the fees were paid on. If it cannot be seen or has been paid outside the eligible expenditure period, your application may be unsuccessful.

Your expenditure evidence must be for your selected activity and organisation. Any expenditure evidence for any other activity or organisation will not be considered.

### 6.3 Uniform and equipment fees

You must have submitted expenditure evidence showing a minimum of $50 spent on membership, registration or participation fees to claim additional uniform and equipment fees.

You cannot be reimbursed for uniform and equipment fees only or be reimbursed for uniform and equipment fees if you do not meet the minimum expenditure amount.

The uniform and equipment fees you claim for must be required for the sport or activity that you have entered on the application form.

Uniforms and clothing that is not related to participating in the sport or activity that you entered on the application form or equipment ordinarily provided by the club on registration for competition is not eligible to be claimed for reimbursement.

## 7. Assessment

Successfully submitted applications undergo checks to ensure that the application meets the eligibility criteria.

For your application to be successful, it needs to meet all of the following criteria:

- Child is under 18 years old and resides in Victoria.
- Proof of Identity information can be verified.
- Child participates in an eligible sport or activity as listed in Section 5.1.
- Expenditure evidence meets the criteria listed in Section 6.

We may ask for further information if your application does not meet the above criteria. We will communicate this to via email. It is your responsibility to provide any further information required within the timeframes stated in the email. Your application may be unsuccessful if you do not provide us with the further information.

## 8. Outcomes and payment

You will be notified of the outcome of your application via email within 20 business days of successful submission. We are unable to give priority assessment and payment to any applications.

For successful applications, payments will be made to the bank account nominated on your application form. It is your responsibility to ensure that your bank details are correct when submitting your application. The provision of incorrect BSB and account number details will delay the processing of your application and/or result in not receiving any payment of grant funding. If we cannot make the payment with the details you have provided us, you will need to supply updated bank details to receive your payment.

## 9. Terms and conditions

### 9.1 Program Conditions

#### Conditions of application

- Eligible applicants can only apply for either one voucher or one reimbursement for each eligible child per round (subject to availability).
- Eligible applicants must only submit one reimbursement application for each child. If multiple applications are submitted for one child, the Department will only accept the first submitted application.
- 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.
- Applicants must certify on their application form that they meet the eligibility criteria, and they have not supplied false or misleading information.
- Requests for late applications due to “exceptional circumstances” will only be considered up to 5 business days after the Program closes for applications.
- 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.
- 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.
- 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.

- 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 will be invited to undertake a voluntary survey about the Get Active Kids Voucher Program.

#### Conditions of assessment

- 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. The Department reserves the right to seek further documentation as deemed necessary for assessment.
- Applicants are responsible for providing further information within the required timeframes communicated by the Department.
- The Department has the final authority for determining if an application meets the mandatory criteria.

#### Payments

- Applicants must provide their own Australian bank account details for payment should their claim be successful.
- Applicants are responsible for ensuring that their bank details are correct at time of application. The provision of incorrect bank details will delay the processing of an application and may result in not receiving any payment of grant funding.
- Payment of successful applications of the claimed grant amount will be made to the applicant's nominated bank account as provided on the application form within 20 business days of the application being submitted.
- Payments for successful reimbursement claims can only be made for expenditure within the eligible expenditure period.

### 9.2 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.

### 9.3 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.

### 9.4 Confidentiality and Privacy of Information

Any personal information provided for this program will be collected and used by the Department for the purposes of assessing eligibility, program administration, program review and evaluation.

The Department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.

In the assessment of an application for the program, it may be necessary to share personal information with State and Commonwealth Government departments and agencies, as well as other external experts. If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement.

The Department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

Any personal information about the applicant or a third party 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.

Enquiries about access or correction to your personal information, can be emailed to getactivekids@sport.vic.gov.au.

Other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit at privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Department's Privacy Unit.

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These Guidelines are available at the Get Active Victoria website www.getactive.vic.gov.au