



AIS Elevate Learning Grants Program 2022/2023

September 2022



Background

The Key Strategic Pillars of the AIS Performance Pathways Strategy is to develop and improve the effectiveness of Australian high-performance pathways to successfully **identify, develop, support and progress** talented athletes to achieve medal winning performances in the future.

A key focus area is to increase the capacity and capability of the Performance Pathways workforce, working with nationally categorised athletes at the Emerging, Developing and Podium Potential levels.

The AIS Elevate Learning Grants Program aims to deliver a bespoke approach to the education and professional development opportunities of the Performance Pathways workforce.

Purpose

The purpose of the Program is to invest in education and professional development opportunities for a sport-specific learning experience to improve the ability of the workforce to identify, develop, support and progress talented athletes (i.e., Categorised by the NSO).

The cost of education, professional development opportunities and associate expenses can be supported.

The AIS Elevate Learning Grants Program targets:

- i. Performance Pathway Coaches currently working directly with Performance Pathway athletes categorised as Emerging, Developing or Podium Potential;
- ii. Performance Pathway Leads and Managers currently supporting the pathway network and currently work to lead with Performance Pathway athletes categorised as Emerging, Developing or Podium Potential.
- iii. Performance Pathway Practitioners and Performance Support Team members currently working directly with Performance Pathway athletes categorised as Emerging, Developing or Podium Potential; and

The total budget for the AIS Elevate Learning Grants program in 2022/2023 is \$150,000.

Important Dates

The AIS Elevate Learning Grant Program will be run from 28 September 2022 through to 14 May 2023. The program will be held across three rounds.

The Program rounds are:

Round 1	
Applications Open	28 September 2022
Applications Close	13 November 2022
Round 2	
Applications Open	14 December 2022
Applications Close	5 February 2023
Round 3	
Applications Open	15 March 2023
Applications Close	14 May 2023

Grant Amount Awarded

The maximum grant available to any individual is \$5,000 (exclusive of GST).

The final grant amount will be determined by the AIS as part of the assessment process. The amounts may vary between applicants and may not be the full amount applied for.

Applicants are encouraged to advise if there will be a co-contribution of costs towards the learning opportunity from the NSO or NIN partner (where applicable). This is favourable but not an essential requirement for the application.

What can the grant money be used for?

Activities and opportunities that will be supported may include (but are not limited to).

- Coaching Accreditation
- Sport/discipline-specific learning courses
- Mentoring and training with peers (within and/or across disciplines) – please see mentoring guidelines outlined in Appendix 2.
- Attending conferences relevant to the performance pathway strategic pillars as outline in the background section of these Program Guidelines
- Participation in formal network activities (e.g., attending an AIS conferences)
- University or other educational based qualification relevant to the performance pathway strategic pillars
- Travel costs associated with the above activities
 - The AIS will consider the following criteria in determining whether the travel and travel-related expenses are supported:
 - The travel is necessary to fulfill the objective of the activity and it directly benefits the activity, and;
 - the cost for travel is reasonable and represents efficient use of the grant.
 - Accommodation costs may be supported but only up to a maximum of \$200 per night (if the \$200 threshold is exceeded applicants will be expected to cover the additional expense)
 - Travel costs must be the lowest practical cost available, and the AIS may reduce the grant provided inline with typical costs for a given travel route
 - Eligible travel costs include airfares, car hire, or Taxi/Rideshare at destination (with full receipt), or fuel costs for private car (only if destination is greater than 200km from home origin)
 - Fuel costs for private vehicle use will be calculated based off the ATO figures for 2022-23 of 0.78 cents per kilometre
 - Food/meals and incidental costs will not be eligible expenses under travel costs

What can't the grant money be used for?

- Purchases of any sporting equipment, resource or asset; or
- Activities that fall within the normal remit of the applicant's role, e.g.;
 - Attending a camp/event where the applicant's role is required to attend and/or there are no further learning and mentoring outcomes aligned
 - Attending and participating at athlete training sessions that are not aligned to any specific learning outcomes
 - Course/online learning that does not directly relate to the applicant's role in the performance pathway environment, but rather is focused on a personal interest

Funding is **NOT** available to support education and professional development opportunities that are already in progress at the time of application submission.

Eligibility Criteria

The applicant must satisfy all the following criteria:

1. Be either a coach, performance support practitioner or lead/manager working with nationally categorised pathway athlete (Emerging, Developing or Podium Potential categories), or working directly in a performance pathway environment (i.e. NIN) within an [AIS categorised sport](#).
2. Be endorsed by their NSO (Performance Pathway lead or Performance Director) and/or an appropriate NIN Personnel (Senior Manager).
3. Apply for grant support for an activity commencing in 2022 and 2023 but has not been commenced at the time when the application is submitted
4. Not currently employed by the Australian Sports Commission

An applicant can receive only one AIS Elevate Learning grant in 2022/23. If an applicant receives a grant in Round 1, the applicant is not eligible to apply again in Round 2 or Round 3.

How to Apply

Before applying for an AIS Elevate Learning Grant in 2022/2023, individuals will need to ensure they have met all eligibility criteria and have received endorsement from their NSO and/or the appropriate NIN personnel. Individuals will also need to read and understand these guidelines, including the Terms and Conditions outlined in Appendix 1.

Applications will be accepted from 28 September 2022 until 14 May 2023, or until the grant program funds are exhausted, whichever comes first. Applications are required to be submitted within the allocated timeframes for each round. **No late submissions will be accepted under any circumstances.**

Individuals will be required to apply via an online form on the AIS website at <https://www.ais.gov.au/career-and-education/elevate-learning-grants-program>

The submission will require two 300-word summaries that answer the following;

1. What is your specific long term development goal connected with the intended learning/development activity/activities?
2. How will the learning/development experience impact the categorised performance pathway athletes (Emerging, Developing and Podium Potential)?
3. Mentoring and training with peers requests for support will required additional information – see Appendix 2

Individuals will need to upload a copy of the required endorsements from their NSO and/or the appropriate NIN personnel when submitting the application.

Applicants will receive an automated email receipt if the application is submitted successfully. Participants are responsible for ensuring that the information within the application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* and may result in your application being excluded from further consideration.

Assessment of Applications

All applications will initially be assessed by a small internal AIS pre-Assessment Panel against the eligibility criteria. Eligible applications will then proceed to the Assessment Panel. The Assessment Panel is a group of individuals with significant Performance Pathways experience, including people capability development, pathways coaching and coach education, performance program management and performance service provision.

The Assessment Panel includes representatives from the AIS Sports Strategy & Investment (SS&I) Team, AIS People, Development & Well-being (PD&W) team, NIN and an independent member.

Who will approve the Grants

The Assessment Panel will make recommendations to the AIS Director who makes the final decision including:

- The approval of the grant
- The grant amount to be awarded
- The terms and conditions of the grant

There is no appeal mechanism for decisions to approve or not approve a grant.

Assessment Considerations

To support applicants in better understanding the Moderation process, below is a list of considerations that will guide decision-making by the Assessment Panel. This is purely a framework of consideration (as opposed to mandatory requirements) and applications will be reviewed on a case-by-case basis. No weighting will apply to the Assessment Considerations and each applicant will be assessed on a case-by-case basis. If you have any questions, please contact PerformancePathways@ausport.gov.au.

Assessment Panel Consideration Framework

Submission Review

- Does the application clearly outline the purpose, impact on performance pathway athletes, risk if not funded and budget of the project?
- Does the Coach/Practitioner application align to the NSOs performance pathway strategic plan?
- Does the project comply with the grant program purpose?

Project Suitability

- What is the NSO level of need for the project against their strategic priorities?
- Has the NSO offered similar opportunities in the past?
- What will the opportunity provide that is not currently accessible or affordable by the Coach/Practitioner?
- Does the expected outcome of the project align with the desired objective of the AIS Performance Pathway?
- What is the impact/benefit of the proposed course/training to the applicant, the supporting organisation or the sport?
- Demonstration of how the proposed project/training will benefit the applicant to progress the performance pathway.

Risk Identification

- What level of risk is associated with the project completion?
- To what extent does the applicant have the ability to successfully carry out the project given their role within the NSOs performance pathway?

Budget

-
- How appropriate is the grant application in terms of dollars requested?
 - Has the grant application received the endorsement/support of the NSO?
-

Grant Recipient Responsibilities

Grant recipients are required to:

- Accept the grant agreement and abide by the Terms and Conditions of the agreement;
- Complete an acquittal and report (see below) using the templates provided by the AIS and return them to the AIS within 30 days of the completion of the supported activity
- Return any unused grant funds to the AIS within 30 days of the completion of the supported activity and
- Promptly notify and seek approval from the AIS if no longer involved in the supported activity, if the supported activity has been delayed/postponed due to circumstances, and/or there has been a change of activity type

Participant Reflection Report

On completion, the participant is required to provide a ~600-word reflection report and learning summary to their NSO and/or appropriate NIN Personnel (copying in the AIS). This reflection should specify how their named categorised athlete(s) or sport program (for practitioners) will benefit from the learning grant activities, how the learning grant activity was relevant to one of the four pathways pillars (identify, develop, support and progress), what is needed for their continued development, and what experiences from the learning grant will be shared with their organisation and whom will it be shared with.

This reflection report may be shared with the applicants NSO or NIN institute and may be used as promotional material for future programs within the AIS.

If the applicant needs further guidance on the application process or wishes to withdraw a submitted application, please contact:

Email: PerformancePathways@ausport.gov.au

Phone: 02 6214 1046

Notification and Agreement

All applicants will be notified by email of the outcome of their application including:

- Any funding amount to be awarded; and
- The specific terms and conditions of any funding.

Successful applicants will enter into an agreement with the AIS in relation to the grant funding. This agreement will be made available to prospective applicants on request and will be supplied automatically to successful applicants.

Conflict of Interest

Any conflicts of interest could affect the performance of the grant opportunity or Program. There may be a conflict of interest, or perceived conflict of interest, if AIS staff, any member of the Assessment Panel, a committee or advisor, and/or you or any of your personnel, for example:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a AIS officer, or a member of an external panel
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or

- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant Program

Applicants will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest. If you later identify an actual, apparent, or potential conflict of interest, AIS must be informed in writing immediately.

Conflicts of interest for AIS staff will be handled in accordance with AIS's Conflict of Interest Policy. Assessment Moderation Panel members will also be required to declare any conflicts of interest.

Disclosure of Information

The AIS will treat any personal information in accordance with the Privacy ACT 1988 and the Australian Privacy Principles.

Personal information can only be disclosed to someone for the primary purpose for which it is collected unless an exemption applies.

Personal information submitted via the online application is collected by the AIS for the purpose of considering applications for and administering the Program.

The personal details of successful applicants (including name, home state, sport, the value of the grant awarded and a brief description of the purpose for the program) may be released by the AIS to the public and the media for the use of promotional and educational purposes.

To view the AIS Privacy Policy visit: https://www.sportaus.gov.au/legal_information/privacy_policy

Enquiries and Feedback

If you have any questions regarding the AIS Elevate learning Grants Program, please contact PerformancePathways@ausport.gov.au

If you wish to lodge a complaint regarding the program this can be done using the AIS complaints form. - https://www.sportaus.gov.au/contacts/australian_sports_commission_complaint_form

Appendix 1 – Terms and Conditions

1. The **Australian Institute of Sport** which is referred to in these terms and conditions as AIS (AIS) may accept or reject any application for a Performance Pathway Learning Grant (**Application**) in its absolute discretion.
2. If the Australian Institute of Sport (**AIS**) decides to issue a grant (**Grant**) to the applicant, the grant will be made subject to these terms and conditions.
3. These terms and conditions, together with the notification from the AIS providing details of the Grant award (**Successful Email**), will constitute an enforceable agreement between the AIS and the successful applicant (**Recipient**) upon the AIS paying the Grant to the Recipient.
4. The AIS will make a single payment of the Grant to the Recipient subject to sufficient funding being available to the Program and the Recipient complying with this Agreement.
5. The Recipient must:
 - a. Complete the activity as detailed in their Successful Email (**the Activity**);
 - b. Provide the AIS with the Recipient's Australian Business number (ABN) or if the recipient does not have an ABN, complete and return a 'Statement by a Supplier' form;
 - c. Only use the Grant on approved expenditure of the Activity;
 - d. Keep records detailing the use and expenditure of the Grant, and allow the AIS or its authorised representatives to assess these records for the purpose of auditing the use of the Grant;
 - e. Return to the AIS completed reports on the Activity and Grant expenditure, in the form required by the AIS, within 30 days of the completion of the Activity;
 - f. Promptly repay to the AIS, any amount of the Grant which has not been used on approved expenditure of the Activity;
 - g. Promptly notify the AIS if the Recipient becomes aware that he or she no longer fulfils the Eligibility Criteria (as set out in the Program Guidelines) for receipt of the Activity; and
 - h. Provide a statement and accompanying evidence in the form required by the AIS, verifying that the Activity has been successfully completed and that the Grant has been spent in accordance with this Agreement. This may include production of the Recipients reflection and learning summary documentation.
6. The Recipient:
 - a. Declares and warrants, at the date of agreeing to these terms and conditions, that he or she has not at any time been found to have breached any anti-doping rule or policy applicable to the Recipient, and has not engaged at any time in any conduct that constituted a breach of any anti-doping rule or policy applicable to the Recipient;
 - b. Agrees to maintain a high standard of personal behaviour expected of a coach or support staff representing an Australian sporting body; and
 - c. Agrees not to do anything to bring the Recipient, the AIS, or the Recipient's National Sporting Organisation or NIN into disrepute.
7. Without limitation to any other rights of the AIS, if the AIS reasonably believes, at any time following the award of the Grant, that:
 - a. The Recipient has provided false or misleading information in the application process; and
 - b. The Grant has been spent other than in accordance with this Agreement.

Then the AIS may by written notice, require the Recipient to repay to the AIS, at the AIS's absolute discretion, all or part of the Grant. The amount notified must be repaid within 30 days of any such notice.
8. The Recipient must, if requested by the AIS, co-operate with the AIS in relation to promotional and educational initiatives regarding the Program and the AIS's Performance Pathway activities.
9. The personal details of Recipients (including name, home state, sport, the value of the Grant awarded and a brief description of the purpose for the Program) may be released by the AIS to the public and the media for the use of promotional and educational purposes.

10. The Recipient is responsible for obtaining all appropriate insurances with respect to undertaking the Project and complying with these terms and conditions.
11. The Recipient agrees to indemnify the AIS and its officers, employees and contractors against any claim, loss or damage arising in connection with undertaking the Activity, or a breach of this Agreement. This obligation to indemnify the AIS will reduce proportionally to the extent that any act or omission involving fault on the part of the of the AIS, contributed to the claim loss or damage.
12. This Agreement does not create a relationship of employment, or agency between the Recipient and the AIS
13. This agreement is governed by the law of the Australian Capital Territory

Appendix 2 – Structured Mentoring and / or Training with Peers Guidelines

Structured Mentoring and /or Training with Peers

As outlined in the ‘Activities and opportunities that will be supported’ section of the application form, *Structured mentoring, and training with peers (within and/or across disciplines)* is one possible option a coach or practitioner may choose in their bespoke learning and development journey to be supported by the AIS Elevate Learning Grant Program.

The outcomes of the proposed learning and development interactions should target the how the applicant is seeking to develop their skill sets that are related to one or more of the AIS Performance Pathway Pillars; these are to identify, develop, support, progress athletes.

When detailing the intended learning/development activity in an AIS Elevate Learning Grant application, it is a requirement for the applicant to outline for the assessment panel how the mentor-mentee and/or peer-to-peer learning interaction(s) are targeting **a specific development goal** of the applicant’s role in working with Performance Pathway (categorised) athletes. It is also required to describe how the proposed structure of the learning and development interactions with a mentor or peer will achieve this development goal.

Please refer to the points below as a guide to incorporate into the online grant application portal.

Note: along with outlining the proposed activity within the online grant application form, applicants wishing to apply for ‘Structured Mentoring and/or Training with Peers, must also attach:

1. The completed **Mentorship and Peer-to- Peer Learning and Development Agreement** (see link within application portal) detailing the plan and agreement of the mentor/peer to support the applicant’s development and learning.
2. A written endorsement letter from the mentor/peer that the learning and development interactions will take place (i.e., there is time, capacity and willingness to support the applicant in their learning and development journey).
 - a. This should be **in addition** to the endorsement letter from the relevant NSO/NIN the applicant reports to

Guidance for Applicants:

A list of considerations when preparing an application to support the travel / accommodation costs associated with a learning and development interactions are provided below as a guide.

1. All proposed interactions must have a **planned structure** (including dates and locations), that is specific to the needs of the sport and/or practitioners’ field of work, which will be reviewed by the Elevate Learning Grants Panel.
2. Mentors and peers may be from within the same NSO/NIN/discipline, or from across other NSO/NIN/disciplines if the rational and proposed development relates to the applicants work and with Performance Pathway categorised athletes. (e.g., a physiologist from one sport, working with the strength and conditioning coach of another sport to achieve a targeted learning and development outcome that is best learnt via a camp peer-to-peer learning with appropriate reflection and feedback)
3. Note that as part of the mentoring and peer-to-peer learning process are 3 important aspects of the process include;
 - a. Identifying the learning needs of applicant
 - b. Setting goals
 - c. Establishing an agreement
4. In a successful mentoring relationship with multiple learning and development interactions, the mentee is responsible for initiating and driving the relationship.

5. Consider how the application will look to allow your mentor/peer to facilitate the feedback process by using supportive but challenging questions and active listening skills to encourage the mentee/peer to self-reflect on their performance and/or way they go about their work.