ACT Government
Chief Minister, Treasury and Economic Development

Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CMTEDDFOI 2026-240
Date of Application	21 August 2026
Date of Decision	23 October 2026
Processing time (in working days)	44
Fees	Waived
Decision on Access	Partial Release
Information Requested (summary)	Funding applications from Capital Football and funding to them between the period 1 January 2024 through to 21 August 2026.

Publication Details		
Original application	☑ Published	☐ N/A
Decision notice	☑ Published	☐ N/A
Documents and schedule	☑ Published	☐ N/A
Decision made by Ombudsman	N/A	
Additional information identified by Ombudsman	N/A	
Decision made by ACAT	N/A	
Additional information identified by ACAT	N/A	

From: smartforms@act.gov.au
To: CMTEDD FOI
Subject: CMTEDDFOI 2026-240 - Freedom of Information (FOI) request, LTYXL3BB [SEC=, DLM=Sensitive: Personal]
Date: Friday, 21 August 2026 11:39:11 AM
Attachments:

Freedom of Information (FOI) request

Form data summary

Applicant name	
Responsible directorate	Chief Minister, Treasury and Economic Development Directorate
Topic	Sport and recreation
Reference code	LTYXL3BB

For issues or questions relating to SmartForms please contact the Payment Services Integration Team on *5 4607 or email smartforms.admin@act.gov.au.

Freedom of Information (FOI) request - Submission confirmation

Your submission has been successful. Please keep a copy of this receipt for your records.

Date and time

21 Aug 2026 11:35:53 AM

Reference code

LTYXL3BB

Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

GPO Box 158
Canberra City, ACT 2601

Phone: 6207 7754
CMTEDDFOI@act.gov.au

Applicant information

- [x] I want to submit this request anonymously

Assistance

Do you need assistance with preparing your request?

- ( ) Yes
- (•) No

Do you need an interpreter?

- ( ) Yes
- (•) No

Contact details

For your anonymous request to be valid, please provide at least one method of contact. This information will help us confirm the details of your request and/or deliver information to you once your request is completed.

Phone number

Email address

[redacted]

Address line 1

[redacted]

Address line 2

Suburb

State

Postcode

[redacted]

Help us direct your request

The following information helps us send your request to the most appropriate team who will coordinate and respond to your request.

What do you know about the information you are requesting?*

- ○ I know the Directorate or agency
- ◉ I know the topic
- ○ I am not sure

What is the nature or topic of information you are after*

Sport and recreation

Start typing the name of the topic you are requesting information about. If your topic does not appear in the list, you can select "No match found".

Request for

To help us process your request:

- Include enough detail in your application so we can identify what government information you want.
- As an alternative to using fields within the form, you may choose to attach documents or audio recordings.
- You may wish to include a statement on how the release of this information is in the public interest.

Scope of your request

What information are you requesting access to?*

Can you please provide all correspondence, documents and file notes relating to any funding ACTUALLY provided to Capital Football from the ACT Government between the period 1 January 2024 through to present day (21 August 2026).

Can you please provide all correspondence, documents and file notes relating to any REQUESTS made to the ACT Government for funding by Capital Football, including where this funding has been DECLINED to Capital Football during this same time period. Please also provide any subsequent correspondence post the decline of this funding relating to the DECISION and REASONS to decline.

Please note I do NOT need any information relating to funding provided to Capital Football to run Canberra United - please consider Canberra United funding out of scope for this request.

Attach additional documents to support your application

Submit application

Timeframes

The Directorate responsible for your application must:

- inform you in writing within 10 working days that it has received your application
- communicate to you about any difficulties/ delays in processing your request
- provide you with a decision on access to the information within 30 working days or less

Requests may take longer than 30 days in situations where an extension has been granted.

If the Directorate must consult a third party, the deadline for providing a decision is extended by 15 working days. The Directorate will notify you if consultation is required.

Anonymous request

You're submitting an anonymous FOI request. The information you supply will be provided to:

- **Chief Minister, Treasury and Economic Development Directorate**
- **cmteddFOI@act.gov.au**

The FOI team may contact you to clarify details of your request. This will assist the team in reaching a decision on providing access to the information.

After submitting your request, you may wish to save a PDF copy of your form or email a PDF copy to your nominated email address.

ACT Government
Chief Minister, Treasury and Economic Development

Our ref: CMTEDDFOI 2026-240

[redacted]

FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 21 August 2026.

Specifically, you have sought access to the following information:

> *Can you please provide all correspondence, documents and file notes relating to any funding ACTUALLY provided to Capital Football from the ACT Government between the period 1 January 2024 through to present day (21 August 2026).*
>
> *Can you please provide all correspondence, documents and file notes relating to any REQUESTS made to the ACT Government for funding by Capital Football, including where this funding has been DECLINED to Capital Football during this same time period. Please also provide any subsequent correspondence post the decline of this funding relating to the DECISION and REASONS to decline.*
>
> *Please note I do NOT need any information relating to funding provided to Capital Football to run Canberra United - please consider Canberra United funding out of scope for this request.*

Authority

I am an Information Officer appointed by the CMTEDD Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days.

As this matter required third party consultation, the decision due date was extended by 15 working days, in accordance with section 40(2) of the Act.

Therefore, a decision is due by **26 October 2026.**

Decision on access

Searches within CMTEDD records have identified 53 documents in scope of your request.

I have decided to grant **full access** to five documents.

I have decided to grant **partial access** to 42 documents.

I have decided to grant **no access (nondisclosure)** to six documents.

The records identified as relevant to your application are listed in the schedule enclosed at **Attachment A**. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

Release of documents

Pursuant to section 38(6)(b) of the Act, I have decided to **defer access** to the information identified as it is of concern to an affected third party. Third parties affected may apply for review of my release decision within 20 working days, or a longer period allowed by the Ombudsman. I will write to you to advise when access is no longer deferred for this information.

Statement of Reasons

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below. In reaching my access decisions, I have taken the following into account:

- the Act
- the information that falls within the scope of your request
- third party views
- publicly available information, including information on grants and funding, and list of funding recipients published on the ACT Government Sport and recreation website:
    - Funding Recipients - Sport and Recreation https://www.sport.act.gov.au/grants/funding-recipients
    - Grants and Funding - Sport and Recreation https://www.sport.act.gov.au/grants
- ACT Ombudsman Freedom of Information Guidelines.

As a decision maker, I am required to determine whether the information within scope is in the public interest to release. To make this decision, I am required to:

- assess whether the information would be contrary to public interest to disclose as per **Schedule 1** of the Act.
- perform the public interest test as set out in section 17 of the Act by balancing the factors favouring disclosure and factors favouring nondisclosure in **Schedule 2** of the Act.

Searches and possible transfers

CMTEDD made enquiries with Health and Community Services Directorate (HCSD) and Canberra Health Services (CHS) whether they may hold records after one of CMTEDD's business units suggested they may hold records within scope of your request. CHS confirmed that they do not hold information within scope of your request and refused a partial transfer. HCSD accepted partial transfer of your request. This decision is for records held by CMTEDD.

Records located from our searches include copies of briefs, grant applications and supporting documents, email correspondence, letters, contracts, including assessment information and brief attachments that includes Excel documents that have been converted to Adobe Acrobat documents.

Out of Scope

Some redactions have been made to the material for information considered 'outside scope' where they are out of scope of your requested information, as the information is about other third parties and not Capital Football funding, which are not within scope of your request. Some documents, such as briefs, contain references to 'Attachments' that are not provided as they are outside scope of your request. References to 'Attachment A' document in the briefing papers can be found in binder 2 of the provided documents noting as described above, other third parties were excluded from the document.

Out of scope information has been marked as 'outside scope' in the Schedule and binder of information.

Copies

Duplicate copies have been excluded. Some email chains have some duplicate emails redacted under 'copy,' which is in accordance with ACT Ombudsman Freedom of Information Guidelines.

Exemptions claimed

Schedule 1: Information taken to be contrary to the public interest

No Schedule 1 factors were identified.

Public Interest Test

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and nondisclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Schedule 2: Factors to be considered when deciding the public interest

Taking into consideration the information within scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure (Section 2.1)

- *Section 2.1(a)(i) - promote open discussion of public affairs and enhance the government's accountability.*
- *Section 2.1(a)(ii) - contribute to positive and informed debate on important issues or matters of public interest.*
- *Section 2.1(a)(iv) - ensure effective oversight of expenditure of public funds.*
- *Section 2.1(a)(viii) - reveal the reason for a government decision and any background or contextual information that informed the decision.*

Capital Football and ACT Government have had a long association. I consider disclosure of information concerning the ACT Government's financial support of football in the region would promote discussion and contribute to informed debate on matters that are of public interest. I apply significant weight to this factor.

While funds and grant information are already published, I consider release of some detailed funding information in scope would ensure effective oversight of expenditure of public funds. I also consider release of information regarding the assessment of grants or requests for funds would provide reasons and background for the awarding or not of funding.

I am satisfied that these factors favouring disclosure carry some weight. However, these factors are to be balanced against the factors favouring nondisclosure.

Factors favouring nondisclosure (Section 2.2)

- *Section 2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.*
- *Section 2.2(a)(xi) - prejudice trade secrets, business affairs or research of an agency or person.*
- *Section 2.2(a)(xii) - prejudice an agency's ability to obtain confidential information.*
- *Section 2.2(a)(xvi) - prejudice a deliberative process of government.*

Having reviewed the information, I consider that the protection of an individual's right to privacy, is a significant factor. Release of information concerning individuals working within the ACT Public Service is generally not considered to prejudice the protection of an individual's right to privacy. However, where mobile phone numbers may be used for home and work purposes, this information is redacted, as it could or would reasonably be expected to prejudice an individual's right to privacy under the *Human Rights Act 2004*.

I have also decided to redact signatures and handwriting of third parties. This includes some information in contract documents that is not publicly available, such as the deed of grant documents.

I have also considered the impact of disclosing information which relates to business affairs. In the case of *Re Mangan and The Treasury* [2005] AATA 898 the term 'business affairs' was interpreted as meaning 'the totality of the money-making affairs of an organisation or undertaking as distinct from its private or internal affairs'. Schedule 2 section 2.2(a)(xi) allows for government information to be withheld from release if disclosure of the information could reasonably be expected to prejudice the trade secrets, business affairs or research of an agency or person.

Businesses undertaking activities in the ACT may expect that any sensitive business information they provide to the Government will be held in confidence. However, businesses that provide information to government do so with the knowledge that government held information may be subject to an access application made under Freedom of Information legislation. Those who do business with government must also recognise that governments have to balance the commercial interests of businesses with the principles of openness and transparency, and that the weight of the public interest in protecting business information will depend on a variety of factors, including how commercially sensitive the information is, its age, its current relevance and the extent to which it has entered the public domain.

Information within scope of your request includes information provided by third parties to the ACT Government concerning their business, including commercial and financial affairs. I have taken into consideration third-party consultation and objections received to releasing third-party information. I have taken into consideration that the information

held by CMTEDD includes some information that may be prejudicial to release as it would reveal commercially sensitive financial information, business and strategic operational information. I have also taken into consideration whether any of the information is publicly known, and the need to balance the accountability of third parties for receiving public funding against the need for parties to make full frank and honest disclosure of information to the Territory in applying for grant funding and the detriment that may be caused to third parties by publishing their information.

When applying for grants and funding, it is expected that information that could be commercially sensitive is shared with the ACT Government. This is done knowing that all information provided could be subject to disclosure. I have considered the factor that disclosure of this information could prejudice an agency's ability to obtain confidential information. However, I have applied limited weight to this factor as it is unlikely that organisations seeking grants and funding would refuse to provide required information, especially when it is known that it could be disclosed to other parties.

However, I am satisfied that disclosure of some information could reasonably be expected to prejudice an organisation's business affairs and place it at a competitive disadvantage. I further find that the public interest in protecting the organisation's legitimate commercial interests outweighs the public interest in disclosure of the information. I have therefore given this factor significant weight and decided to refuse to release those parts of the documents and have applied redactions to the documents that hold genuine commercial information that is not publicly known and could be used to disadvantage the organisation.

A deliberative process in government has been defined as a 'thinking processes - the process of reflection, for example, upon the wisdom and expediency of a proposal, a particular decision or a course of action.' While your request concerns information about grants that have been decided, I have taken into consideration that information held may be relevant to future grant funding applications and have also considered that some information within scope of your request is reasonably likely to impact on the deliberative process of the territory. I have given this consideration some weight but have applied redactions sparingly.

Having applied the test outlined in section 17 of the Act and deciding that release of some information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

Processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log.

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form *Applying for an Ombudsman Review* to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
http://www.acat.act.gov.au/

Should you have any queries in relation to your request please contact the CMTEDD FOI Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours faithfully

Katharine Stuart

Information Officer
Chief Minister, Treasury and Economic Development Directorate

23 October 2026

ACT Government
Chief Minister, Treasury and Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference No.
... please provide all correspondence, documents and file notes relating to any funding ACTUALLY provided to Capital Football from the ACT Government between the period 1 January 2024 through to present day (21 August 2026). Can you please provide all correspondence, documents and file notes relating to any REQUESTS made to the ACT Government for funding by Capital Football, including where this funding has been DECLINED to Capital Football during this same time period. Please also provide any subsequent correspondence post the decline of this funding relating to the DECISION and REASONS to decline. Please note I do NOT need any information relating to funding provided to Capital Football to run Canberra United - please consider Canberra United funding out of scope for this request.	CMTEDDFOI 2026-240

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
Binder 1						
1	1-10	2024 IPP Project Proposal – third party document	13/05/2024	Refused	Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	No
2	11-14	Ministerial brief – Subject: Your endorsement of the grants is required to support the allocation of funds before 30 June 2024. – 06/05/2024 -CMTEDD2024/1847	14/05/2024	Full	Outside scope	Yes
3	15-19	Ministerial brief – Subject: 2024 Sport and Recreation Investment Scheme (SRIS) Funding Recommendations – 16/05/2024 -CMTEDD2024/1782	29/05/2024	Full	Outside scope	Yes
4	20-39	Deed of Grant	03/06/2024	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	Yes
5	40-45	IPP Version 2 - Org reform- third party document	19/12/2024	Refused	Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	No
6	46-48	Brief – Subject: 2025 Sport and Recreation Investment Scheme Funding Recommendations –28/02/2025 -CMTEDD2025/36	27/02/2025	Partial	Outside scope Sch 2, s 2.2(a)(xi)	Yes
7	49-52	Ministerial brief – Subject: 2025 Sport and Recreation Investment Scheme (SRIS)-approved fundings – 28/02/2025 -CMTEDD2025/26	06/03/2025	Partial	Outside scope Sch 2, s 2.2(a)(xi)	Yes
8	53-67	Behaviour Standards Action Plan-third party document	28/07/2025	Refused	Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	No
9	68-70	Brief - Subject: Minute - DOG - 2025-26 Women's Coaching and Officiating Support Program (WCOSP) funding recommendations– 29/05/2025 -CMTEDD2025/4135	30/09/2025	Full		Yes
10	71-73	Ministerial brief – Subject: 2024 Sport and Recreation Investment Scheme (SRIS) Funding Recommendations – 01/10/2025 -CMTEDD2025/3836	16/10/2025	Full		Yes
11	74	Letter to third party – unsuccessful funding	30/10/2025	Refused	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	No

12	75-81	Embedding Behaviour Standards … - Year 2 - Readiness & Implementation – third party document	-	Refused	Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	No
13	82-85	Ministerial brief – Subject: 2026 Sport and Recreation Investment Scheme (SRIS) - approved funding– 23/02/2026 -CMTEDD2026/28	11/03/2026	Full	Outside scope	Yes
14	86-90	Letter to Capital Football	20/04/2026	Partial	Sch 2, s 2.2(a)(ii)	Yes
15	91-110	Deed of Grant – 'CEP 2026 signed deed … l'	13/05/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
16	111	Caveat Brief – 2026 Sport and Recreation Investment Scheme Amendments- CMTEDD2026-2376	26/06/2026	Partial	Outside scope Sch 2, s 2.2(a)(xi)	Yes
17	112-115	Brief – 2026 Sport and Recreation Investment Scheme Amendments -16/06/2026- CMTEDD2026-302	19/06/2026	Partial	Outside scope Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii) Sch 2, s 2.2(a)(xvi)	Yes
18	116-121	2024IPP00015-2024 Industry Partnership Program [successful]	15/03/2024	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
19	122-134	2025/26 Women's Coaching and Officiating Support Program Response – third party application [unsuccessful]	29/08/2025	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	Yes
20	135-149	2026CEP00042- Club Enhancement Program Response-third party [successful]	17/10/2025	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
21	150-151	2026CEP00042- Assessment Panel Summary Assessment Decision Document	04/09/2026	Partial	Sch 2, s 2.2(a)(xi)	Yes
22	152-155	Email chain, subject: FW: 2026 Club Enhancement Program - Tribunal PD workshop - Deed of grant & invoice due tomorrow	20/04/2026- 13/05/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	Yes
23	156-161	Attachment – signed by third party -Deed of Grant- note no cover page: pages 2, 3, 6, 8, 10 and 20	-	Partial	Sch 2, s 2.2(a)(ii)	Yes
24	162	Email, subject: 2025-26 Women's Coaching and Officiating Support Program	30/10/2025	Partial	Sch 2, s 2.2(a)(ii)	Yes
25	163-164	Email chain, subject: RE: Access to Club Enhancement Grant	23/07/2026- 24/07/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
26	165	Email, subject: IPP follow up	24/06/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
27	166-169	Email chain, subject: RE: Response to CF	23/06/2026- 24/06/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xvi)	Yes
28	170-172	Email chain, subject: RE: IPP	19/06/2026- 22/06/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	Yes
29	173-179	Email chain, subject: FW: IPP	19/06/2026	Partial	Copy Outside scope	Yes

					Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii) Sch 2, s 2.2(a)(xvi)	
30	180-184	Email chain, subject: RE:…IPP	05/06/2026- 12/06/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Outside scope	Yes
31	185	Email chain, subject: RE:…IPP – forward of meeting invitation	03/06/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
32	186-194	Email chain, subject: RE: Advice for CF Financial Sustainability Project	02/03/2026- 06/06/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
33	195-199	Email chain, subject: RE: Proposal - 2026 IPP - Behaviour Standards	06/01/2026- 11/02/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
34	200-201	Email chain, subject: RE: Proposal - 2026 IPP - Behaviour Standards	06/01/2026- 08/01/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) copy	Yes
35	202-204	Email chain, subject: …Request for extension	31/12/2025- 05/01/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
36	205	Email, subject: ACT Sport & Ree Arrangements - SSO Support	30/10/2025	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
37	206-208	Email chain, subject: IPP Version 2 - 0rg reform.pdf	13/12/2024- 06/01/2025	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
38	209-210	Email chain, subject: IPP Version 2 …	05/12/2024- 06/12/2024	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
39	211-217	Email chain, subject:…RE: Apologies	14/10/2024- 15/10/2024	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
40	218-223	Email chain, subject: RE IPP	06/09/2024- 02/10/2024	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
41	224-225	Email, subject: … IPP	05/02/2025	Partial	Sch 2, s 2.2(a)(xi)	Yes
42	226	Email, subject:… Notes for CF IPP proposal	13/01/2025	Partial	Sch 2, s 2.2(a)(ii)	Yes
43	227-228	Notes document	13/01/2025	Partial	Sch 2, s 2.2(a)(xi)	Yes
44	229	Email chain, subject: Industry Partnership Program …	Partial	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xii)	Yes
45	230-232	Email chain, subject:…IPP Project	05/12/2024- 10/12/2024	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
46	233-240	Email chain, subject:…IPP…	13/12/2024- 27/02/2025	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes

47	241-242	Email chain, subject: IPP grant program	06/03/2024	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
48	243-244	Email chain, subject: FW: ...IPP	05/06/2026	Partial	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) copy	Yes
49	245-251	2026CEP00042-Response document of -third party	15/09/2026	Refused	copy	No
Binder 2						
50	1	Att A - 2024 SRIS - Applications Supported for Funding [showing Capital Football only]	15/05/2024	Partial	Outside scope Sch 2, s 2.2(a)(xi)	Yes
51	2	Att A - 2025 SRIS - Applications Approved for Funding [showing Capital Football only]	03/03/2025	Partial	Outside scope Sch 2, s 2.2(a)(xi)	Yes
52	3	Att A - 2026 SRIS - Applications Supported for Funding [showing Capital Football only]	25/02/2026	Partial	Outside scope Sch 2, s 2.2(a)(xi)	Yes
	-	Attachment B - WCOSP NOT recommended applicants – Note No reference to Capital Football	29/09/2025	-	N/A-Outside scope	Yes
53	4	Capital funding- 2024 to now XLXS (converted to Adobe pdf)		Partial	Outside scope Sch 2, s 2.2(a)(xi)	Yes
Total No of Docs						
53						

Sch 2.2(a)(xi), Sch 2.2(a)(xii)

ACT Government
Chief Minister, Treasury and Economic Development

CMTEDD INTERNAL MINUTE

Date:	6 May 2024 **TRIM No: CMTEDD2024/1847**
To:	Deputy Director-General, Economic Development
From	Executive Branch Manager, Sport and Recreation
Subject:	2024 Sport and Recreation Investment Scheme Recommendations
Critical Date:	10 May 2024
Critical Reason:	Your endorsement of the grants is required to support the allocation of funds before 30 June 2024.

Through / Approval

Approver	Date	Comments
EGM	09/05/2024	

Recommendations

1. That you:
   - Note the information in the brief.
   - Agree to the 2024 SRIS recommendations at Attachment A; and
   - Agree to the pre-commitment of $635,249 from the 2024 SRIS budget, [redacted]

Kareena Arthy.....14/05/24

AGREED/~~NOT AGREED/NOTED/PLEASE AMEND/PLEASE DISCUSS~~

Background

2. The Sport and Recreation Investment Scheme (SRIS) is the annual funding program coordinated by Sport and Recreation that supports sport and active recreation opportunities for the ACT community. The Scheme replaced the former Sport and Recreation Grants Program (SRGP).
3. Following a 2021 review of the SRGP (the "Review"), the new SRIS offers a different funding opportunity for peak sport and recreation bodies from the ACT Government. Generic "operational funding" for sport peak bodies to effectively

support or subsidise normal business is no longer available, replaced in 2024 by the Industry Partnership Program (IPP) and State Organisation Support Program (SOSP) which are both three-year funding programs. Eligibility for the IPP or SOSP was determined via a peak body categorisation process conducted mid-2023 which used four key pillars to assess organisation capability and capacity.

4. Both the IPP and SOSP aim to better link Territory investment to direct strategic outcomes – projects which the respective sports that might be considered "game changing".

5. The 2024 SRIS now includes the IPP and SOSP alongside the Club Enhancement Program (CEP) and the Community Sport Facilities Program (CSFP), both introduced in 2023 following Government's endorsement of the Review.

6. The SRIS opened for applications online via smartygrants on 1 February 2024 and closed on 15 March 2024 - 120 applications were received from 87 sport, recreation and community organisations.

Issues

7. Applications recommended for funding are listed in Attachment A. Those not recommended are listed in Attachment B.

Industry Partnership Program applications

8. Communication with the sector during and post the Review was significant – this included providing eligible peak bodies detail of the new funding opportunities available through the IPP. IPP Guidelines were made available in late 2023, well in advance of applications opening to allow organisations to begin considering potential projects.

9. A number of applications were received that were well structured, providing clear focus and detail over the three-year funding term, with clarity as to the "game changing" element. However, on initial review by Sport and Recreation several of the 14 applications were considered poor, requiring further detail on outcomes, partnerships, delivery and budget.

10. Through a second stage of assessment Sport and Recreation met with *all* applicants to discuss their initial proposals, offering the opportunity for additional information to be provided as was deemed necessary. In some instances this resulted in a re-shaping of the proposal.

11. While Attachment A details 14 IPP applications recommended for funding it should be noted that some projects require work to be completed in Year 1 to inform Years 2 and 3. This may include the total funding envelope, detailed activities and reporting milestones.

12. Sport and Recreation has liaised with the Government Solicitor's Office to ensure the most appropriate way for this flexibility to reflected in relevant Funding Deeds.

Transitional funding

13. Where a peak body has been assessed through all its applications (IPP/SOPSP and/or CEP) to receive amount *less* than its 2023 Triennial funding application, the Minister for Sport and Recreation has previously agreed (CMTEDD2023/4529) that "transitional funding" will be provided. This funding supports the organisation's continued transition to the revised funding model under the SRIS.

14. Peak bodies that did not apply for funding through the IPP, SOSP or CEP are not eligible to receive transitional funding. Recommendations for transitional funding are at Attachment C.

Consultation

15. A two-stage internal assessment of all grant applications was undertaken by Sport and Recreation for CEP, CSFP and SOSP.

16. The IPP included a three-stage internal assessment which included a face-to-face discussion with the applicant, allowing the assessment panel to gain further understanding of each application.

17. Consultation with Transport Canberra and City Services (TCCS) was undertaken regarding current and future infrastructure projects.

Work Health and Safety

18. Nil

Financial

19. The total budget for the 2024 SRIS is $3,734,532 which is reflected within (Attachment D).

20 outside scope

21. Funding recipients for the IPP and SOSP will all have a three-year Funding Deed. As previously noted, the exact amount available in the out-years may be subject to change following completion of an initial tranche of work in the first year – this first year of work will be detailed in the respective Funding Deed.

Risks/ Sensitivities

22. The SRIS is the core support mechanism for the local sport and recreation sector and primary means through which Government provides influence and exerts strategic leverage in the sector.

23. The IPP presents some risk as several projects recommended for funding are highly reliant on the employment of a suitable staff member to develop and implement the detailed project and/or involve initial consultation or research to better define activities and outcomes beyond the first year.

24. Through structures and reporting obligations within the Funding Deed, reflective of the IPP's partnership intent, Sport and Recreation will work closely with recipients to ensure activities and milestones are clear, including where these may be updated through the life of the project.

Media

25. The SRIS presents some strong media opportunities to showcase positive stories on the funding enabling successful projects and delivering positive benefits to the ACT community.

26 out of scope

Rebecca Kelley, Executive Branch Manager

Action Officer: Dougal Reed
Phone: 6207 6195

Attachments

Attachment	Title
Attachment A	2024 SRIS - Applications Recommended for Funding
Attachment B	2024 SRIS - Applications NOT Recommended for Funding
Attachment C	2024 SRIS - Transitional Funding to State Sport Organisations
Attachment D	2024 SRIS - Budget Overview

OFFICIAL

ACT Government

MINISTERIAL BRIEF

Chief Minister, Treasury and Economic Development Directorate

To:	Minister for Sport and Recreation	**Tracking No.: CMTEDD2024/1782**
Date:	16/05/2024	
From:	Executive Branch Manager, Sport and Recreation	
Subject:	2024 Sport and Recreation Investment Scheme (SRIS) Funding Recommendations	
Critical Date:	22/05/2024	
Critical Reason:	To enable announcement of 2024 SRIS recipients and funding distribution prior to 30 June 2024.	

- EGM 17/05/2024
- DDG 17/05/2024

Recommendations

That you:

1. Note the information contained in this brief;

Noted / Please Discuss

2. Note the 2024 SRIS recommendations at Attachment A; and

Noted / Please Discuss

3. Sign the attached letters for transitional funding at Attachment D and return to Sport and Recreation for distribution.

Signed / Not Signed / Please Discuss

Yvette Berry MLA 29/5/24

Minister's Office Feedback

Please work with my office on Comms.

Background

1. The Sport and Recreation Investment Scheme (SRIS) is the annual funding program coordinated by Sport and Recreation that supports sport and active recreation opportunities for the ACT community. The Scheme replaced the former Sport and Recreation Grants Program (SRGP).

2. Following a 2021 review of the SRGP (the "Review"), the new SRIS offers a different funding opportunity for peak sport and recreation bodies from the ACT Government. Generic "operational funding" for sport peak bodies to effectively support or subsidise normal business is no longer available, replaced in 2024 by the Industry Partnership Program (IPP) and State Organisation Support Program (SOSP) which are both three-year funding programs. Eligibility for the IPP or SOSP was determined via a peak body categorisation process conducted mid-2023 which used four key pillars to assess organisation capability and capacity.

3. Both the IPP and SOSP aim to better link Territory investment to direct strategic outcomes through projects which might be considered "game changing" for the respective sports.

4. The 2024 SRIS now includes the IPP and SOSP alongside the Club Enhancement Program (CEP) and the Community Sport Facilities Program (CSFP), both introduced in 2023 following Government's endorsement of the Review.

5. The SRIS opened for applications online via smartygrants on 1 February 2024 and closed on 15 March 2024.

    a. 120 applications were received from 87 sport, recreation and community organisations.

Issues

6. Responsibility for the delegation of funding from the SRIS rests with the Deputy-Director General, Economic Development.

7. Applications endorsed by the Delegate for funding are listed in Attachment A. Those not endorsed are listed in Attachment B.

Industry Partnered Program Applications

8. Communication with the sector during and post the Review was significant and included providing eligible peak bodies detail of the new funding opportunities available through the IPP. IPP Guidelines were made available in late 2023, well in advance of applications opening to allow organisations to begin considering potential projects.

9. On initial review by Sport and Recreation several of the 14 IPP applications were considered poor, requiring further detail on outcomes, partnerships, delivery and budget.

10. Through a second stage of assessment Sport and Recreation met with *all* applicants to discuss their initial proposals, offering the opportunity for additional information to be provided as was deemed necessary. In some instances, this resulted in a re-shaping of the proposal.

11. While Attachment A details 14 IPP applications endorsed by the Delegate for funding, it should be noted that some projects require work to be completed in Year 1 to inform Years 2 and 3. This may include the total funding envelope, detailed activities and reporting milestones.

12. Sport and Recreation has liaised with the Government Solicitor's Office to ensure the most appropriate way for this flexibility to be reflected in relevant Funding Deeds.

Transitional funding

13. Where a peak body has been assessed through all its applications (IPP/SOPSP and/or CEP) to receive an amount *less* than its 2023 Triennial funding application, you previously agreed (CMTEDD2023/4529) that "transitional funding" will be provided. This funding supports the organisation's continued transition to the revised funding model under the SRIS.

14. Peak bodies that did not apply for funding through the IPP, SOSP or CEP are not eligible to receive transitional funding. Organisations endorsed for transitional funding are at Attachment C.

15. Six letters offering transitional funding have been provided at Attachment D for you to sign. To ensure a smooth announcement of the 2024 SRIS, it is requested that the signed letters are returned to Sport and Recreation for distribution (with associated funding deeds).

Financial Implications

16. The total budget for the 2024 SRIS is $3,734,532 (see Attachment E).

17. outside scope

18. Funding recipients for the IPP and SOSP will all have a three-year Funding Deed. As previously noted, the exact amount available in the out-years may be subject to change following completion of an initial tranche of work in the first year – this first year of work will be detailed in the respective Funding Deed.

Consultation

Internal

19. A two-stage internal assessment of all grant applications was undertaken by Sport and Recreation for CEP, CSFP and SOSP.

20. The IPP included a three-stage internal assessment which included a face-to-face discussion with the applicant, allowing the assessment panel to gain further understanding of each application.

Cross Directorate

21. Consultation with Transport Canberra and City Services (TCCS) was undertaken regarding current and future infrastructure projects.

External

22. Nil

Work Health and Safety

23. Nil

Benefits/Sensitivities

24. The SRIS is the core support mechanism for the local sport and recreation sector and primary means through which Government provides influence and exerts strategic leverage in the sector.

25. Through structures and reporting obligations within the Funding Deed, reflective of the IPP's partnership intent, Sport and Recreation will work closely with recipients to ensure activities and milestones are clear, including where these may be updated through the life of the project.

Communications, media and engagement implications

26. The SRIS presents some strong media opportunities to showcase positive stories on the funding enabling successful projects and delivering positive benefits to the ACT community. Sport and Recreation will work with your office regarding an announcement of the successful recipients.

Signatory Name:	Rebecca Kelley	Phone:	6207 4389
Action Officer:	Dougal Reed	Phone:	6207 6195

Attachments

Attachment	Title
Attachment A	2024 SRIS - Applications Recommended for Funding
Attachment B	2024 SRIS - Applications NOT Recommended for Funding
Attachment C	2024 SRIS - Transitional Funding to State Sport Organisations
Attachment D	2024 SRIS – Transitional funding letters
Attachment E	2024 SRIS - Budget Overview

AUSTRALIAN CAPITAL TERRITORY

DEED OF GRANT

Dated	3/6/24 **(Sport and Recreation to date)**
Parties	**AUSTRALIAN CAPITAL TERRITORY** **ACT FOOTBALL FEDERATION** **ABN: 16 413 452 268**
Prepared by	Sport and Recreation Chief Minister, Treasury, and Economic Development Directorate GPO Box 158 CANBERRA ACT 2601 Ph: (02) 6207 2080 Ref: 2024IPP0015
Version	May 2024

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PARTIES: **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) **(Territory)** represented by **Sport and Recreation** being a business unit of the Chief Minister, Treasury and Economic Development Directorate.

ACT Football Federation ABN: 16 413 452 268 of 2/3 Phipps Close, Deakin ACT **(Recipient)**

BACKGROUND

The Territory has agreed to make and the Recipient has agreed to accept the Grant for the purpose of the Funded Activity on the terms and conditions of this Deed.

IT IS AGREED by the parties as follows

1. Interpretation

1.1 Definitions

The following definitions apply in this Deed, unless the context otherwise requires:

Contact Officer	means in relation to each party, the representatives whose names and contact details are specified in **Item 5 Schedule 1**, or as notified in writing from time to time by one party to the other.
Funded Activity	means the activity described in **Schedule 2**.
Grant	means the amount specified in **Item 2 Schedule 1** and any interest accruing on that amount after it has been paid to the Recipient.
Grant Material	means all material created, written or otherwise brought into existence as part of, or for the purpose of carrying out the Funded Activity including all reports (whether in draft or final form), documents, equipment, information and data stored by any means.
Grant Period	means the period specified in **Item 1 Schedule 1**, and if extended, the initial period and the extended period.
GST	has the same meaning as it has in the GST Act.

GST Act means the *A New Tax System (Goods and Services Tax) Act 1999* (Cwlth).

Insolvency Event

(1) in respect of a natural person:

(a) any orders, agreements or arrangements are made in respect of the affairs of the person in accordance with the *Bankruptcy Act 1966* (Cth); or

(a) in the reasonable opinion of the Territory the person is likely to be declared bankrupt or lose control of the management of their financial affairs; or

(2) in respect of all other entities:

(a) any of the events listed in sub-sections 459C(2)(a) to (f) of the *Corporations Act 2001* (Cth) occur in respect of the entity; or

(b) any other event occurs which, in the reasonable opinion of the Territory is likely to result, or has resulted, in the:

(i) insolvency;
(ii) winding up; or
(iii) appointment of a controller (as that term is defined in the *Corporations Act 2001* (Cth)) in respect of part or all of the property, of the entity.

For the purpose of subparagraph (2)(b), subsections 459C(2)(a) to (f) *Corporations Act 2001*(Cth) are to be read as if applying to all incorporated entities.

Invoice means an invoice that:

(1) if GST is payable in respect of any taxable supply made under this Deed, is a valid tax invoice for the purposes of the GST Act;

(2) clearly sets out the details of the Funded Activity undertaken or to be undertaken and the amount that is due for payment, is

correctly calculated and is in respect of the Funded Activity;

(3) sets out or is accompanied by any other details or reports required under this Deed; and

(4) is rendered at the times specified in **Item 2 Schedule 1** (if any) and addressed to the Territory's Contact Officer.

Special Condition means any provision set out in **Schedule 3**.

Territory means:

(1) when used in a geographical sense, the Australian Capital Territory; and

(2) when used in any other sense, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth).

1.2 General

In this Deed, unless a contrary intention is expressed:

(1) references to "Recipient" includes any employees, agents or subcontractors of the Recipient;

(2) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations and instruments issued under the legislation;

(3) words importing a gender include the others; words in the singular number include the plural and vice versa; and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;

(4) "include" is not to be construed as a word of limitation;

(5) schedules and attachments form part of this Deed, however clauses headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer; and

(6) an obligation imposed by this Deed on more than one person binds them jointly and severally.

2. Payment and Use of Grant

2.1 Payment of Grant

Subject to the Recipient's compliance with this Deed and sufficient funds being available, the Territory will pay to the Recipient the Grant following its receipt of an Invoice and otherwise in accordance with **Item 2 Schedule 1**.

2.2 Use of Grant

The Recipient must:

(1) use the Grant only for the Funded Activity;

(2) undertake the Funded Activity diligently and otherwise in accordance with this Deed; and

(3) complete the Funded Activity by the end of the Grant Period.

3. Grant Period

This Deed is for the Grant Period unless extended or terminated under the provisions of this Deed.

4. Separate accounting for Grant

4.1 Separately account for Grant

If required by the Territory, the Recipient will, within its accounting system, account for the Grant separately from any other funds of the Recipient.

4.2 Bank account

If required by the Territory, the Recipient will deposit and hold in a separate bank account the Grant, and must:

(1) promptly notify the Territory of:

(a) the details of that account, and
(b) any change to that account.

(2) not cause or allow any funds other than the Grant to be deposited into that account.

5. Goods and Services Tax (GST)

If the Recipient is registered under the GST Act, the Territory will, on receipt of an Invoice, pay to the Recipient an amount equal to the GST under the GST Act lawfully payable by the Recipient in respect of supplies to the Territory that are taxable supplies under the GST Act.

6. Records

6.1 Obligation to keep records

The Recipient must:

(1) keep all records necessary to substantiate expenditure of the Grant in compliance with applicable laws;

(2) provide a complete and detailed record and explanation of:

(a) expenditure of the Grant,

(b) other money received and spent on the Funded Activity,

(c) the progress of the Funded Activity, and

(d) any other records in respect of the Funded Activity,

that the Territory may reasonably require from time to time; and

(3) retain the records referred to in this clause for at least 7 years following the completion of the Funded Activity or the expiration or termination of this Deed, whichever occurs first.

6.2 Access

(1) To audit the Recipient's compliance with this Deed, the Territory may, at reasonable times and on reasonable notice, enter the Recipient's premises and inspect the records kept by the Recipient and the progress of the Funded Activity.

(2) The Recipient must:

(a) give the Territory access to those facilities and such assistance as may reasonably be necessary to enable the Territory to conduct an audit under **clause 6.2(1)**, and

(b) permit the Territory, at its own cost, to take copies of any records which it reasonably considers relevant to its audit.

6.3 Territory's Auditor-General

Any of the Territory's rights under this **clause 6** may be exercised by the Territory's Auditor-General, her delegate or any relevantly qualified person engaged to perform any functions of the Auditor-General.

7. Reporting of progress and expenditure

7.1 Notifications

The Recipient must keep the Territory reasonably informed about all matters which are likely to materially and adversely affect the timing, scope or cost of the Funded Activity or the Recipient's ability to carry on or complete the Funded Activity in accordance with this Deed.

8. Acknowledgement of Funding

8.1 Acknowledgement of Territory support

The Recipient must in relation to the Funded Activity:

(1) acknowledge the support of the Territory in any public event, media release, social media, websites or media coverage; and

(2) include an acknowledgement in the form set out in **Item 6 Schedule 1** in all documents, brochures, books, articles, social media, newsletters, websites, other artistic works or literary works or advertising.

8.2 Other obligations

The Recipient must:

(1) in relation to the material referred to in **clause 8.1(2)**, promptly provide to the Territory:

(a) if requested by the Territory, a draft of that material at least 10 days prior to publishing or printing, and

(b) a copy of that material; and

(2) on reasonable notice, invite the Territory to participate in any public event, media release or media coverage related to the Funded Activity.

9. Intellectual Property Rights

9.1 Ownership of Grant Material

Ownership of all Grant Material, including any intellectual property rights, vests on its creation in the Recipient.

9.2 Licence to Territory

The Recipient grants to the Territory an irrevocable, non-exclusive, royalty-free licence to use the intellectual property in the Grant Material.

9.3 Meaning of "use"

For the purpose of **clause 9**, "use" includes supply, reproduce, publish, perform, communicate, broadcast, adapt and copy.

10. Insurance and Indemnity

10.1 Recipient's insurance

The Recipient must effect and maintain for the Grant Period:

(1) all insurance coverage required by it by law;

(2) public liability insurance with coverage in the amount of not less than the amount specified in **Item 4 Schedule 1** in respect of each claim, including voluntary workers insurance cover if volunteers are engaged by the Recipient; and

(3) any other insurance specified in **Item 4 Schedule 1**,

with an insurer having a Standard and Poor's or Best's Rating A- or better and must produce evidence of that insurance as required by the Territory.

10.2 Indemnity

The Recipient indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Recipient, its employees, agents or contractors in connection with the use of the Grant or the conduct of the Funded Activity except to the extent that the Territory caused the relevant loss, damage or injury.

11. Termination of Grant

11.1 Breach

The Territory may terminate this Deed at any time by written notice to the Recipient, if the Recipient:

(1) is or becomes bankrupt or insolvent, enters into voluntary administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;

(2) fails to:

(a) commence the Funded Activity in a timely manner,
(b) undertake the Funded Activity diligently, or
(c) meet any timeframes specified in this Deed; or

(3) commits any other breach of a provision of this Deed, where that breach:

(a) if capable of being remedied, is not remedied within the period specified in a written notice by the Territory, or
(b) is not capable of being remedied.

11.2 Termination or reduction of funding for any reason

The Territory may, at any time by written notice to the Recipient, terminate this Deed or reduce the funding for the Funded Activity for any reason, and in that event the Recipient must:

(1) in the event of termination, comply with the notice and **clause 11**; or

(2) in the event of a reduction in funding, continue to undertake the Funded Activity in accordance with the notice.

11.3 No prejudice

Nothing in this **clause 8** prejudices any other rights or remedies of the Territory in respect of any breach of this Deed.

12. Refund of Grant

12.1 Repayment of unacquitted funds

At the end of the Grant Period, or earlier termination of this Deed, the Recipient must:

(1) unless otherwise required under this Deed, within 30 days, provide the Territory with a statement of expenditure of the whole of the Grant; and

(2) promptly repay any or all of the Grant that remains unacquitted.

12.2 Meaning of unacquitted funds

For the purposes of **clause 12.1**, the Grant remains unacquitted if it:

(1) is not spent and is not contractually committed to be spent; or

(2) has been spent in breach of this Deed.

13. Dispute Resolution

13.1 Negotiation and Mediation of Dispute

(1) If a difference or dispute **(Dispute)** arises in relation to this Deed, then either party may give written notice to the other that a Dispute exists, which specifies details of the Dispute, and the parties agree that they will endeavour to resolve the Dispute by negotiations, or, if the Dispute has not been resolved within 28 days of the issue of the notice, undertake a

mediation process.

(2) If a mediation process is undertaken in accordance with **clause 13.1(1)** the mediator will be an independent mediator agreed by the parties or, failing agreement, nominated by the chairperson of The Institute of Arbitrators and Mediators Australia, ACT Chapter. Unless otherwise agreed, the parties will equally share the costs of the engagement of the mediator.

13.2 No prejudice

Nothing in this **clause 13** will prejudice the rights of either party to institute proceedings to enforce the Deed or to seek injunctive or urgent declaratory relief in respect of any Dispute.

14. Variation

14.1 Variation to Funded Activity

The Recipient must obtain the Territory's prior written approval for any variation to the Funded Activity, including:

(1) the Funded Activity or work programs;

(2) the Funded Activity's objectives or outcomes;

(3) variation of more than 10% in expenditure for a specified item of the approved budget that forms part of the Recipient's application for a grant for the Funded Activity; and

(4) the Grant Period.

14.2 Variation to Deed

This Deed may only be varied by the written agreement of the parties prior to the expiration of the Grant Period.

15. General

15.1 No assignment

The Recipient must not assign the whole or any part of this Deed without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

15.2 Conflict of interest

The Recipient warrants that at the start of the Grant Period no conflict of interest exists or is likely to arise in the performance of the Funded Activity and of its other obligations under this Deed and must, if a conflict or risk of conflict of

interest arises during the Grant Period, notify the Territory immediately in writing and comply with any requirement of the Territory to eliminate or otherwise deal with that conflict or risk.

15.3 No employment, partnership or agency relationship

Nothing in this Deed constitutes the Recipient, or its employees, agents or subcontractors as employees, partners or agents of the Territory or creates any employment, partnership or agency for any purpose and the Recipient must not represent itself, and must ensure its employees, agents and subcontractors do not represent themselves, as being employees, partners or agents of the Territory.

15.4 Entire Agreement

This Deed comprises the entire agreement between the parties in relation to the Grant and the Funded Activity and supersedes any prior representations, negotiations, writings, memoranda and agreements.

15.5 Severability

Any provision of this Deed that is illegal, void or unenforceable will not form part of this Deed to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Deed will not be invalidated by an illegal, void or unenforceable provision.

15.6 No waiver

Failure or omission by the Territory at any time to enforce or require strict or timely compliance with any provision of this Deed will not affect or impair that provision in any way or the rights and remedies that the Territory may have in respect of that provision.

15.7 Compliance with laws and governing law

(1) The Recipient must comply with the laws from time to time in force in the Territory in performing the Funded Activity.

(2) This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

15.8 Notices

Any notice, including any other communication, required to be given or sent to either party under this Deed must be in writing and given to the relevant Contact Officer. A notice will be deemed to have been given:

(1) if delivered by hand, on delivery;

(2) if sent by prepaid mail, on the expiration of two days after the date on

which it was sent;

(3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or

(4) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

(a) the other party's acknowledgment of receipt by any means,

(b) the sender's electronic mail device recording that the electronic mail has been successfully transmitted to the recipient's address, or

(c) expiration of two business days after the date on which it was sent without receipt of a notification that the delivery failed,

and if given in two or more ways, on the first of paragraphs (1) to (4) occurring.

15.9 Forms and statements

The Territory may reasonably require any form, record or statement required under this Deed to be in a particular form.

15.10 Special Conditions

In the event of any inconsistency between any Special Condition and any other provision of this Deed then, to the extent of any inconsistency, the Special Condition will prevail.

15.11 Survival of clauses

Clauses 6, 7.1, 9.2, 10.2 and **12** will survive the expiration or earlier termination of this Deed.

15.12 Counterparts

This Deed may be executed in any number of counterparts and by the parties in separate counterparts. Each counterpart constitutes the agreement of each party who has executed and delivered that counterpart to the other party either physically or electronically. All such counterparts taken together will be deemed to constitute one and the same Deed.

SCHEDULE 1

GRANT DETAILS

Item 1.	**Grant Period** *See clauses 1.1 and 3*	From the execution of this Deed until **30 June 2027**
Item 2.	**Grant** *See clauses 1.1 and 2.1*	(1) Grant: **A maximum of $125,000** (GST exclusive) per annum over three years payable in accordance with clause 2 Schedule 2 (2) Except if otherwise stated in this Deed, the Grant is: (a) payable within 30 days of receipt by the Territory of an Invoice; and (b) inclusive of GST and all other taxes, duties and charges. (3) The Territory does not guarantee, warrant or otherwise represent that the full $125,000 will be granted to the Recipient for each year during the Grant Period. (4) The Recipient acknowledges and agrees that the provision of the annual amounts of the Grant is subject to achievement of the milestones set out in clause 2 Schedule 2. (5) After the first financial year of the Grant Period, the Recipient must not render an Invoice without prior written consent of the Territory.
Item 3.	**Reporting and Acquittal** *See clause 7.1*	Reporting and Acquittal Requirements as per Schedule 2
Item 4.	**Other insurance requirements** *See clause 10.1*	(1) Public Liability Insurance: The Recipient will effect and maintain Public Liability coverage of not less than $10 million in respect of each claim.

Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Item 5. Contact Officers
See clauses 1.1 and 15.8

For the Territory:

Senior Project Officer, Community Participation
Sport and Recreation
Chief Minister, Treasury and Economic Development Directorate
Building 20, Australian Institute of Sport
Bruce ACT 2614

GPO Box 158
CANBERRA CITY ACT 2601

Phone: (02) 6207 2528
Email: Sean.Willis@act.gov.au

Sch 2.2(a)(ii)

Item 6. Form of Acknowledgement
See clause 8.1

The ACT Government requires appropriate acknowledgement of its funded support. Verbal acknowledgement, written acknowledgement and use of the ACT Government logo are some of the most common examples of how appropriate acknowledgement can be fulfilled. Any opportunity for thanking or noting partners or sponsors should include the appropriate acknowledgement of the ACT Government.

The Acknowledgement Guidelines can be accessed on the Sport and Recreation website at: http://www.sport.act.gov.au/grants/grants-acknowledgement

Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii)

Document 5 pp 40-45 refused Sch 2.2(a)(xi), Sch 2.2(a)(xii)

ACT Government
Chief Minister, Treasury and Economic Development

CMTEDD INTERNAL MINUTE

Date:	25 February 2025	**TRIM No: CMTEDD2025/36**
To:	Deputy Director-General	
From	Sport and Recreation, Executive Branch Manager	
Subject:	2025 Sport and Recreation Investment Scheme Recommendations	
Critical Date:	28 February 2025	
Critical Reason:	Your endorsement of the grants is required to support the allocation of funds before 1 March 2025	

Through / Approval

Approver	Date	Comments
EGM	27/02/2025	

Recommendations

That you:

1. Note the information contained in this brief; and

Noted / ~~Please Discuss~~

2. Agree to the 2025 SRIS recommendations at Attachment A.

Agreed / ~~Not Agreed / Please Discuss~~

Kareena Arthy **27/02/2025**

Background

1. The Sport and Recreation Investment Scheme (SRIS) is the annual funding program coordinated by Sport and Recreation that supports sport and active recreation opportunities for the ACT community.
2. The SRIS includes the Industry Partnership Program (IPP), State Organisation Support Program (SOSP), Community Sport Facilities Program (CSFP) and Club Enhancement Program (CEP).
3. The IPP and SOSP are both three-year funding programs supporting sport peak bodies, with 2025 the second year. There are 20 sport peak bodies who receive

support from these two funding programs – each agreement provides scope for annual variation based on performance.

4. The CSFP and CEP opened for applications online via SmartyGrants on 12 September 2024 and closed on 24 October 2024 – 56 applications were received. Sport and Recreation also received Year Two project plans from the 14 funded IPP organisations and 6 funded SOSP organisations.
5. Responsibility for the delegation of funding from the SRIS rests with you as the Deputy -Director General, Economic Development.

Issues

6. Applications recommended for funding are listed in Attachment A. Those not recommended are listed in Attachment B.

Industry Partnership Program applications

7. Sport and Recreation has liaised with IPP recipients on the progress of their first-year activities and Year Two project plans. To date some of the IPP funded projects have progressed well however a number have either not progressed or experienced delay. Issues with staff recruitment is identified as the most common barrier.
8. Following review and assessment of all Year Two plans, outside scope Capital Football ($125,000) outside scope are not recommended to receive funding in 2025. Each of these projects has demonstrated little or no delivery due to recruitment issues or change of purpose request, with high amounts of unspent funding remaining from Year One.
    a. All three organisations are aware that they will not be recommended for additional funds in Year Two and anticipate revising their project plans for progression in 2025, utilising Year One funds.

Community Sport Facilities Program

9. outside scope
10.
11.
12.

13. outside scope

14.

Consultation

15. A two-stage internal assessment of all grant applications was undertaken by Sport and Recreation for CEP and CSFP.

Work Health and Safety

16. Nil.

Financial

17. The total budget for the 2025 SRIS is $3,254,872 which is reflected within Attachment C.

18. outside scope

Risks/ Sensitivities

19. The SRIS is the core support mechanism for the local sport and recreation sector and primary means through which Government provides influence and exerts strategic leverage in the sector.

Media

20. The SRIS presents some strong media opportunities to showcase positive stories on the funding enabling successful projects and delivering positive benefits to the ACT community.

21. The absence of commitment in this SRIS round to the BBFC may attract media attention. It is noted that the s6A 2.2(a)(ii) committed $1.5m to this project leading into the 2024 ACT Election.

Rebecca Kelley, Executive Branch Manager

Action Officer: Dougal Reed
Phone: 6207 6195

Attachments

Attachment	*Title*
Attachment A	2025 SRIS – Applications recommended for funding
Attachment B	2025 SRIS – Applications NOT recommended for funding
Attachment C	2025 SRIS – Budget overview

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ACT Government

MINISTERIAL BRIEF

Chief Minister, Treasury and Economic Development Directorate

To:	Minister for Sport and Recreation	**Tracking No.: CMTEDD2025/26**
Date:	28/02/2025	
From:	Sport and Recreation, Executive Branch Manager	
Subject:	2025 Sport and Recreation Investment Scheme (SRIS) – approved funding	
Critical Date:	07/03/2025	
Critical Reason:	To enable announcement of the 2025 SRIS recipients and funding distribution by 10 March 2025	

- DDG 05/03/2025

Recommendations

That you:

1. Note the information contained in this brief;

Noted / Please Discuss

2. Note the 2025 SRIS recipients at Attachment A; and

letter from Min to recipients **Noted / Please Discuss**

3. Note progress report on the Industry Partnership Program and State Organisation Support Program at Attachment D.

Noted / Please Discuss

Yvette Berry MLA 06/03/25

Minister's Office Feedback

outside scope

Please also work with TCCS on other unsuccessful projects where they are the custodian. outside scope

Background

1. The Sport and Recreation Investment Scheme (SRIS) is the annual funding program that supports sport and active recreation opportunities for the ACT community.

2. The SRIS includes the Industry Partnership Program (IPP), State Organisation Support Program (SOSP), Community Sport Facilities Program (CSFP) and Club Enhancement Program (CEP).

3. The IPP and SOSP are both three-year funding programs supporting sport peak bodies, with 2025 the second year. There are 20 sport peak bodies who receive support from these two funding programs – each agreement provides scope for annual variation based on performance.

4. The CSFP and CEP opened for applications online via SmartyGrants on 12 September 2024 and closed on 24 October 2024 – 56 applications were received. Sport and Recreation also received Year Two project plans from the 14 funded IPP organisations and 6 funded SOSP organisations.

Issues

5. Responsibility for the approval of SRIS funding sits with the Deputy-Director General, Economic Development as your appointed delegate. Applications approved for funding in 2025 are listed in Attachment A, and those not supported are at Attachment B.

Industry Partnership Program applications

6. Sport and Recreation has liaised with IPP recipients on the progress of their first-year activities and Year Two project plans. To date some of the IPP funded projects have progressed well however a number have either not progressed or experienced delay. Issues with staff recruitment is identified as the most common barrier. A progress report on all IPP and SOSP projects is available at Attachment C.

7. Following review and assessment of all Year Two plans, outside scope Capital Football ($125,000) outside scope will not receive funding in 2025. Each project has demonstrated little or no delivery, with the high amounts of unspent funding remaining from Year One.

    a. All three organisations are aware that they will not receive additional funds in Year Two and respective project plans have been revised for progression in 2025.

Community Sport Facilities Program applications

8. outside scope

9. outside scope

10.

11.

12.

Financial Implications

13. The total budget for the 2025 SRIS is $3,254,872 which is reflected within Attachment C.

14. outside scope

Consultation

Internal

15. A two-stage internal assessment of all grant applications was undertaken by Sport and Recreation for CEP and CSFP.

Cross Directorate

16. Nil

External

17. Nil

Work Health and Safety

18. Nil

Benefits/Sensitivities

19. The SRIS is the core support mechanism for the local sport and recreation sector and primary means through which Government provides influence and exerts strategic leverage in the sector.

Communications, media and engagement implications

20. The SRIS presents some strong media opportunities to showcase positive stories on the funding enabling successful projects and delivering positive benefits to the ACT community. Sport and Recreation will work with your office to announce the 2025 SRIS recipients.

21. It is possible the absence of commitment in this year to the BBFC may attract media attention. It is noted that the Sch 2.2(a)(xi) committed $1.5m to this project leading into the 2024 ACT Election.

Signatory Name:	Rebecca Kelley	Phone:	74389
Action Officer:	Dougal Reed	Phone:	76195

Attachments

Attachment	Title
Attachment A	2025 SRIS – Applications approved for funding
Attachment B	2025 SRIS – Applications NOT supported for funding
Attachment C	2025 SRIS – Budget overview
Attachment D	IPP and SOSP progress update

Document 8 pp 53-67 refused Sch 2.2(a)(xi), Sch 2.2(a)(xii)

ACT Government
Chief Minister, Treasury and Economic Development

CMTEDD INTERNAL MINUTE

Date:	29 September 2025 **TRIM No: CMTEDD2025/4135**
To:	Deputy Director-General
From	Senior Director, Sport and Recreation
Subject:	Minute - DDG - 2025-26 Women's Coaching and Officiating Support Program (WCOSP) funding recommendations
Critical Date:	10 October 2025
Critical Reason:	Your endorsement of the grants is required to support the allocation of funds before 13 October 2025

Through / Approval

Approver	Date	Comments
EGM	30/09/2025	

Recommendations

1. That you:
   - Note the information contained in this brief;

NOTED/~~PLEASE DISCUSS~~

   - Agree to the 2025-26 WCOSP recommendation (Option 1) at Attachment A; OR

~~AGREED~~/NOT AGREED/~~PLEASE AMEND/PLEASE DISCUSS~~

   - Agree to the 2025-26 WCOSP recommendation (Option 2) at Attachment A;

AGREED/~~NOT AGREED/PLEASE AMEND/PLEASE DISCUSS~~

Kareena Arthy 30/09/2025

Background

1. In the lead up to the 2024 ACT Election, the ACT Government committed to further enhancing the participation of women in sport through the provision of women's coaching and officiating scholarships (LAB007).
2. Women continue to be under-represented in positions of leadership within the sport and recreation sector, including the roles in coaching and officiating. At the elite level, the Australian Institute of Sport has previously revealed that only 9% of high-performance coaches in Australia are female.
3. The program is designed to provide financial assistance to ACT sport and active recreation clubs, associations and state sporting organisations to implement programs to provide accredited training from female officials and coaches at any level.
4. The WCOSP opened for applications online via SmartyGrants on 9 July 2025 and closed on 29 August 2025 – 19 applications were received.
5. Responsibility for the delegation of funding rests with you as Deputy Director-General.

Issues

6. Applications recommended for funding are listed in Attachment A. Those not recommended are listed in Attachment B.
7. A number of applications were assessed to be of merit but unable to be supported within the available WCOSP budget of $50,000 (Option 2) as detailed in the election commitment.
8. Option 2 at Attachment A is provided for your consideration – this would provide support (totaling $8,919) for additional applications, exceeding the committed amount.

Consultation

9. A two-stage internal assessment of all grant applications was undertaken by Sport and Recreation for WCOSP.

Work Health and Safety

10. Nil.

Financial

11. The total budget for the WCOSP is $50,000 – this is funded from within the total 2026 Sport and Recreation Investment Scheme (SRIS) budget ($4,261,270).
12. Supporting the additional applications (Option 2) could be managed within the SRIS budget.

Risks/ Sensitivities

13. The WCOSP will support opportunities for more local women and girls to commence or further progress a pathway in sports coaching and officiating.

Media

14. The WCOSP presents some media opportunities to showcase positive stories on the funding enabling successful projects and delivering positive benefits for the ACT community.

Name and signature of sender Rebecca Kelley

Action Officer: Dougal Reed
Phone: 76195

Attachments

Attachment	Title
Attachment A	WCOSP – applications recommended for funding
Attachment B	WCOSP – applications NOT recommended for funding

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Chief Minister, Treasury and Economic Development Directorate

Ministerial Brief

To:	Minister for Sport and Recreation	**Tracking No.: CMTEDD2025/3836**
Date:	01/10/2025	
From:	A/g Deputy Director-General, Economic Development	
Subject:	2025-26 Women's Coaching and Officiating Support Program (WCOSP)	
Critical Date:	10/10/2025	
Critical Reason:	To announce funding to the successful recipients	

Recommendations

That you:

1. Note the information contained in this brief; and

Noted / Please Discuss

2. Note the 2025-26 WCOSP recipients at Attachment A.

Noted / Please Discuss

Yvette Berry MLA 16/10/25

Minister's Feedback

Background

1. In the lead up to the 2024 ACT Election, the ACT Government committed to further enhancing the participation of women in sport through the provision of women's coaching and officiating scholarships (LAB007).

2. Women continue to be under-represented in positions of leadership within the sport and recreation sector, including the roles in coaching and officiating. At the elite level, the Australian Institute of Sport has previously revealed that only nine per cent of high-performance coaches in Australia are female.

3. The program is designed to provide financial assistance to ACT sport and active recreation clubs, associations and state sporting organisations to implement programs to provide accredited training from female officials and coaches at any level.

4. The WCOSP opened for applications online via SmartyGrants on 9 July 2025 and closed on 29 August 2025 – 19 applications were received.

Issues

5. Responsibility for the approval of WCOSP funding sits with the Deputy Director General, Economic Development as your appointed delegate. Applications approved for funding are listed in Attachment A and those not supported are at Attachment B.

6. A number of applications were assessed to be of merit but were unable to be supported within the initial WCOSP budget of $50,000. Option 2 at Attachment A was provided for consideration, the delegate approving support (totalling $8,919) for two further applications.

Financial Implications

7. The total allocation for the WCOSP is $58,919 – this is funded from within the total 2026 Sport and Recreation Investment Scheme (SRIS) budget ($4,261,270).

Consultation

Internal

8. A two-stage internal assessment of all applications was undertaken by Sport and Recreation.

Cross Directorate

9. Nil.

External

10. Nil.

Work Health and Safety

11. Nil.

Benefits/Sensitivities

12. The WCOSP will support opportunities for more local women and girls to commence or further progress a pathway in sports coaching and officiating.

Communications, media and engagement implications

13. The WCOSP presents some media opportunities to showcase positive stories on the funding enabling successful projects and delivering positive benefits for the ACT community. Sport and Recreation will work with your office to announce the WCOSP recipients.

Signatory Name:	Daniel Bailey	Phone:	MS Teams
Action Officer:	David Jeffrey	Phone:	75185

Attachments

Attachment	Title
Attachment A	WCOSP – applications supported for funding
Attachment B	WCOSP – applications NOT supported for funding

Sch 2.2(a)(ii), Sch 2.2(a)(xi)

Document 12 pp 75-81 refused Sch 2.2(a)(xi), Sch 2.2(a)(xii)

OFFICIAL

ACT Government

Chief Minister, Treasury and Economic Development Directorate

Ministerial Brief

To:	Minister for Sport and Recreation	**Tracking No.: CMTEDD2026/28**
Date:	23/02/2026	
From:	Executive Branch Manager, Sport and Recreation	
Subject:	2026 Sport and Recreation Investment Scheme (SRIS) – approved funding	
Critical Date:	05/03/2026	
Critical Reason:	To enable announcement of the 2026 SRIS recipients and funding distribution by 6 March 2026	

- A/g DDG 25/02/26
- EGM, Ops 25/02/26

Recommendations

That you:

1. Note the information contained in this brief; and

Noted / Please Discuss

2. Note the 2026 SRIS recipients at Attachment A.

Noted / Please Discuss

Yvette Berry MLA 11/03/26

Minister's Feedback

please working with my office on socials and comms plans

Background

1. The Sport and Recreation Investment Scheme (SRIS) is Sport and Recreation's annual funding program that supports sport and active recreation opportunities for the ACT community. The SRIS comprises four components: the Industry Partnership Program (IPP), the State Organisation Support Program (SOSP), the Community Sport Facilities Program (CSFP) and the Club Enhancement Program (CEP).
2. The IPP and SOSP are three-year funding programs that support sport peak bodies, with 2026 marking the final year of the current deeds. Twenty sport peak bodies receive support through these programs, with each funding agreement allowing for annual variation based on performance.
3. The CSFP and CEP opened for applications via SmartyGrants on 26 August 2025 and closed on 17 October 2025, with 87 applications received. Sport and Recreation also received Year 3 project plans from the 14 funded IPP organisations and the 6 funded SOSP organisations.
4. Responsibility for the delegation of funding from the SRIS rests with the Deputy Director-General, Economic Development.

Issues

5. Applications supported for funding are listed in Attachment A. Those not supported are listed in Attachment B.
6. outside scope

Industry Partnership Program applications

7. Sport and Recreation has liaised with IPP recipients on the progress of their second-year activities and Year Three (2026) project plans. While some IPP funded projects have progressed well, a number have either not progressed or experienced delay. Common issues include:
   - staff recruitment and/or retention.
   - challenges engaging with other bodies central to program delivery, including National Sporting Organisations and local community organisations; and
   - emerging priorities/crisis within the business that have necessarily diverted focus.
8. What is evident however, is that local sport peak bodies continue to face challenges in planning and delivering initiatives of a genuinely "game-changing" scale within the three-year horizon of the IPP. Given there is no current intention to revert to a model that provides broad operational funding to peak bodies, Sport and Recreation will take the opportunity to review the design and structure of the IPP ahead of the next three-year term (2027–2029). A consultant has been engaged for this work.
9. Following review and assessment of all Year Three plans, outside scope is not recommended to receive funding in 2026outside scope

outside scope

Financial Implications

10. The total budget for the 2026 SRIS is $4,854,270 which is reflected within Attachment C.

11. outside scope .

    a) outside scope

Consultation

Internal

12. A two-stage internal assessment of all grant applications was undertaken by Sport and Recreation for CEP and CSFP.

Cross Directorate

13. Sport and Recreation has engaged with City and Environment Directorate on ACT Sportsgrounds facilities which will benefit from approved funding support.

External

14. Nil.

Work Health and Safety

15. Nil.

Benefits/Sensitivities

16. The SRIS is the core support mechanism for the local sport and recreation sector and primary means through which Government provides influence and exerts strategic leverage in the sector.

Communications, media and engagement implications

17. The SRIS presents some strong media opportunities to showcase positive stories on the funding enabling successful projects and delivering positive benefits to the ACT community. Sport and Recreation will work with your office to announce the 2026 SRIS recipients.

Signatory Name:	Rebecca Kelley	Phone:	74389
Action Officer:	Dougal Reed	Phone:	76195

Attachments

Attachment	Title
Attachment A	2026 SRIS – Applications supported for funding
Attachment B	2026 SRIS – Applications NOT supported for funding
Attachment C	2026 SRIS – Budget overview

ACT Government
Chief Minister, Treasury and Economic Development

2026CEP00042

Sch 2.2(a)(ii)
Strategic Partnerships and Infrastructure Manager
Capital Football
Sch 2.2(a)(ii)

Dear Sch 2.2(a)(ii)

Club Enhancement Program

I refer to your application seeking financial assistance from the 2026 Club Enhancement Program.

Congratulations, Sport and Recreation is pleased to advise that funding assistance has been approved for your organisation for the activity/activities shown below:

2026 Club Enhancement Program (CEP): 2026CEP00042 – $12,600 – Tribunal and governance education program

This offer is subject to your agreement to the terms in the Funding Deed (the Deed) which is attached to this email. Please sign and return the Deed to finalise your acceptance of this investment.

It is important that you read the information provided in **Attachment A** of this Letter, as it will assist in providing all required details needed to accept your Funding offer. This includes information on:

- How to accept the Offer;
- Submitting an invoice and the Funding Deed; and
- Grant Acquittal - When you have expended the funds, please log into SmartyGrants at https://actsportandrec.smartygrants.com.au and complete the Acquittal and Report form. To log into SmartyGrants, you will need the username and password used when registering and applying for the investment.

If you have any questions or wish to discuss this funding offer further, please contact Dougal Reed on (02) 6207 6195 or via email at Dougal.Reed@act.gov.au. Congratulations again and I wish you every success with your activity.

Kind regards

Rebecca Kelley

Executive Branch Manager

Sport and Recreation

20 April 2026

ATTACHMENT A

Funding Deed

Step 1.1:

Please carefully read the Funding Deed, which sets out the terms and conditions of the Deed. If you have any questions or concerns, please email Dougal.Reed@act.gov.au in the first instance.

How to correctly sign the deed

- Please do not Date the Funding Deed. *This will be done by the last party to sign the Deed (Sport and Recreation).*
- Please ensure you sign the Deed in accordance with your organisation's incorporation status.
- Electronic signatures will not be accepted.

Please email the signed Deed to dougal.reed@act.gov.au by: 1 May 2026

Payment preparation

Step 2.1:

In order to receive payment as part of the (attached) Funding Deed, your organisation's supplier details (banking and business details) must be up to date in the ACT Government's financial system.

Your organisation's supplier details have been reviewed by Sport and Recreation and instructions relating to your status have been included within the email received.

Please complete this step by: 1 May 2026

Preparing and submitting invoices

Step 3.1:

Once the Deed is signed, please prepare either a tax invoice or a regular invoice, depending on which ever is relevant.

Please ensure that the Australian Business Number **(ABN) is matched to your Entity Name, and they are to the same as the Funding Deed.**

You can check your Entity name and ABN number at https://abr.business.gov.au/.

A **Tax Invoice** is required for organisations who are registered for Goods and Services Tax (GST), this will ensure the grant receives the additional 10% funding to cover GST.

Tax invoices for taxable sales must include enough information to clearly determine the following seven details:

1. Tax invoice
2. The Entity Name
3. The seller's ABN

4. The date the invoice was issued
5. A description (Grant Program Name, Application ID, Project Name)
6. The GST amount should be shown separately
7. Total amount payable, including GST

Please find an example of a Tax invoice below.



1 Tax invoice

2 Windows to Fit Pty Ltd
ABN: 32 123 456 789 3

15 Burshag Road
Festler NSW 2755

4 Date: 1 August 2013

To: Building Company 8
254 Burshag Road
Festler NSW 2755

Qty	Description of supply	Unit price	GST	Total
5 50	Window frames	$150	$15	$8,250
10	Deadlocks	$40	$4	$440
			6	
TOTAL AMOUNT PAYABLE				$8,690

The total price includes GST 7

Regular invoice is used for organisations NOT registered for GST, and for invoices that do not include the words 'tax invoice'. If you run a business that is not registered for GST, your invoices will not include a tax component.

Regular invoices for sales must include enough information to clearly determine the following six details:

1. Invoice
2. The Entity Name
3. The seller's ABN
4. The date the invoice was issued
5. A description (Grant Program Name, Application ID, Project Name)
6. Total amount payable

Please find an example of a regular invoice below.



1 **Invoice**

2 Windows to Fit Pty Ltd
ABN: 32 123 456 789 3

15 Burshag Road
Festler NSW 2755

4 **Date:** 1 August 2018

To: Building Company
254 Burshag Road
Festler NSW 2755

Description of supply	Total
Window frames 5	$825

Total Amount Payable **$825** 6

If the Deed specifies that the Funding will be paid in instalments, you should prepare and submit each invoice on the dates specified in the Deed.

You can find more information about invoices at https://www.ato.gov.au/business/gst/tax-invoices/.

Step 3.2:

Please address both regular invoices and tax invoices to:

Attn: Dougal Reed
Sport and Recreation
Chief Minister, Treasury and Economic Development Directorate
GPO Box 158
Canberra City ACT 2601

- Please ensure the bank account details in the invoice are the same as those provided for registration of your organisation. Please refer to Step 2.1 in "Payment Preparation" section.
- Email the invoice, together with an electronic copy of the signed Deed, to: Dougal.Reed@act.gov.au.

Follow Steps 3.1 and 3.2 (as applicable) under "Preparing and submitting invoices" for each invoice that your organisation is required to submit under the Deed.

Invoices will not be paid until the relevant Deed has been received and countersigned by the Territory.

Please contact Sport and Recreation if you require any assistance. Sport and Recreation can be contacted by emailing Dougal.Reed@act.gov.au or calling (02) 6207 6195.

Grant Acquittal

Step 4.1:

Your organisation must spend the Funding before **31 December 2026** (or such other date specified in the Deed). Please retain receipts and other relevant documentation for all related expenditure, as copies are required for your acquittal and final report.

Step 4.2:

A task to complete the acquittal will be set-up in SmartyGrants once the Deed is executed. The approved user of SmartyGrants from your organisation will receive a notification to complete the task. When your organisation has spent the Grant and has completed the funded activity, please log into Smartygrants and complete the Acquittal and Report Form. Smartygrants can be accessed by following this link https://actsportandrec.smartygrants.com.au. The login details will be the ones used by the organisation to register with Smartygrants when first applying for the grant.

All acquittals must be submitted before **31 March 2027.**

Please note - *Applicants must meet all acquittal and reporting requirements to be eligible to apply for any future grants round funding.*

AUSTRALIAN CAPITAL TERRITORY

DEED OF GRANT

Dated	13 May 2026 (Sport and Recreation to date)
Parties	**AUSTRALIAN CAPITAL TERRITORY** **ACT FOOTBALL FEDERATION** **ABN: 16 413 452 268**
	2026 CLUB ENHANCEMENT PROGRAM
Prepared by	Sport and Recreation Chief Minister, Treasury, and Economic Development Directorate GPO Box 158 CANBERRA ACT 2601 Ph: (02) 6207 6195 Ref: 2026CEP00042
Version	February 2026

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SCHEDULE 1 14

SCHEDULE 2 17

SCHEDULE 3 18

PARTIES: **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) **(Territory)** represented by the **Sport and Recreation** of the Chief Minister, Treasury and Economic Development Directorate.

ACT FOOTBALL FEDERATION ABN: 16 413 452 268 of 3 Phipps Close Deakin ACT 2600 Australia (Recipient)

BACKGROUND

The Territory has agreed to make and the Recipient has agreed to accept the Grant for the purpose of the Funded Activity on the terms and conditions of this Deed.

IT IS AGREED by the parties as follows

1. Interpretation

1.1 Definitions

The following definitions apply in this Deed, unless the context otherwise requires:

Contact Officer	means in relation to each party, the representatives whose names and contact details are specified in **Item 5 Schedule 1**, or as notified in writing from time to time by one party to the other.
Funded Activity	means the activity described in **Schedule 2**.
Grant	means the amount specified in **Item 2 Schedule 1** and any interest accruing on that amount after it has been paid to the Recipient.
Grant Material	means all material created, written or otherwise brought into existence as part of, or for the purpose of carrying out the Funded Activity including all reports (whether in draft or final form), documents, equipment, information and data stored by any means.
Grant Period	means the period specified in **Item 1 Schedule 1**, and if extended, the initial period and the extended period.

GST
has the same meaning as it has in the GST Act.

GST Act
means the *A New Tax System (Goods and Services Tax) Act 1999* (Cwlth).

Insolvency Event

(1) in respect of a natural person:

(a) any orders, agreements or arrangements are made in respect of the affairs of the person in accordance with the *Bankruptcy Act 1966* (Cth); or

(a) in the reasonable opinion of the Territory the person is likely to be declared bankrupt or lose control of the management of their financial affairs; or

(2) in respect of all other entities:

(a) any of the events listed in sub-sections 459C(2)(a) to (f) of the *Corporations Act 2001* (Cth) occur in respect of the entity; or

(b) any other event occurs which, in the reasonable opinion of the Territory is likely to result, or has resulted, in the:

(i) insolvency;
(ii) winding up; or
(iii) appointment of a controller (as that term is defined in the *Corporations Act 2001* (Cth)) in respect of part or all of the property, of the entity.

For the purpose of subparagraph (2)(b), subsections 459C(2)(a) to (f) *Corporations Act 2001*(Cth) are to be read as if applying to all incorporated entities.

Invoice
means an invoice that:

(1) if GST is payable in respect of any taxable supply made under this Deed, is a valid tax invoice for the purposes of the GST Act;

(2) clearly sets out the details of the Funded Activity undertaken or to be undertaken and

the amount that is due for payment, is correctly calculated and is in respect of the Funded Activity;

(3) sets out or is accompanied by any other details or reports required under this Deed; and

(4) is rendered at the times specified in **Item 2 Schedule 1** (if any) and addressed to the Territory's Contact Officer.

Special Condition means any provision set out in **Schedule 3.**

Territory means:

(1) when used in a geographical sense, the Australian Capital Territory; and

(2) when used in any other sense, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth).

1.2 General

In this Deed, unless a contrary intention is expressed:

(1) references to "Recipient" includes any employees, agents or subcontractors of the Recipient;

(2) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations and instruments issued under the legislation;

(3) words importing a gender include the others; words in the singular number include the plural and vice versa; and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;

(4) "include" is not to be construed as a word of limitation;

(5) schedules and attachments form part of this Deed, however clauses headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer;

(6) an obligation imposed by this Deed on more than one person binds them jointly and severally.

2. Payment and Use of Grant

2.1 Payment of Grant

Subject to the Recipient's compliance with this Deed and sufficient funds being available for the Program. The Territory will pay to the Recipient the Grant following its receipt of an Invoice and otherwise in accordance with **Item 2 Schedule 1**.

2.2 Use of Grant

The Recipient must:

(1) use the Grant only for the Funded Activity;

(2) undertake the Funded Activity diligently and otherwise in accordance with this Deed; and

(3) complete the Funded Activity by the end of the Grant Period.

3. Grant Period

This Deed is for the Grant Period unless extended or terminated under the provisions of this Deed.

4. Separate accounting for Grant

4.1 Separately account for Grant

If required by the Territory, the Recipient will, within its accounting system, account for the Grant separately from any other funds of the Recipient.

4.2 Bank account

If required by the Territory, the Recipient will deposit and hold in a separate bank account the Grant, and must:

(1) promptly notify the Territory of:

(a) the details of that account, and

(b) any change to that account.

(2) not cause or allow any funds other than the Grant to be deposited into that account.

5. Goods and Services Tax (GST)

If the Recipient is registered under the GST Act, the Territory will, on receipt of an Invoice, pay to the Recipient an amount equal to the GST under the GST Act

lawfully payable by the Recipient in respect of supplies to the Territory that are taxable supplies under the GST Act.

6. Records

6.1 Obligation to keep records

The Recipient must:

(1) keep all records necessary to substantiate expenditure of the Grant in compliance with applicable laws;

(2) provide a complete and detailed record and explanation of:

(a) expenditure of the Grant,

(b) other money received and spent on the Funded Activity,

(c) the progress of the Funded Activity, and

(d) any other records in respect of the Funded Activity,

that the Territory may reasonably require from time to time; and

(3) retain the records referred to in this clause for at least 7 years following the completion of the Funded Activity or the expiration or termination of this Deed, whichever occurs first.

6.2 Access

(1) To audit the Recipient's compliance with this Deed, the Territory may, at reasonable times and on reasonable notice, enter the Recipient's premises and inspect the records kept by the Recipient and the progress of the Funded Activity.

(2) The Recipient must:

(a) give the Territory access to those facilities and such assistance as may reasonably be necessary to enable the Territory to conduct an audit under **clause 6.2(1)**, and

(b) permit the Territory, at its own cost, to take copies of any records which it reasonably considers relevant to its audit.

6.3 Territory's Auditor-General

Any of the Territory's rights under this **clause 6** may be exercised by the Territory's Auditor-General, her delegate or any relevantly qualified person engaged to perform any functions of the Auditor-General.

7. Reporting of progress and expenditure

7.1 Notifications

The Recipient must keep the Territory reasonably informed about all matters which are likely to materially and adversely affect the timing, scope or cost of the Funded Activity or the Recipient's ability to carry on or complete the Funded Activity in accordance with this Deed.

8. Acknowledgement of Funding

8.1 Acknowledgement of Territory support

The Recipient must in relation to the Funded Activity:

(1) acknowledge the support of the Territory in any public event, media release, social media, websites or media coverage; and

(2) include an acknowledgement in the form set out in **Item 6 Schedule 1** in all documents, brochures, books, articles, social media, newsletters, websites, other artistic works or literary works or advertising.

8.2 Other obligations

The Recipient must:

(1) in relation to the material referred to in **clause 8.1(2)**, promptly provide to the Territory:

(a) if requested by the Territory, a draft of that material at least 10 days prior to publishing or printing, and

(b) a copy of that material; and

(2) on reasonable notice, invite the Territory to participate in any public event, media release or media coverage related to the Funded Activity.

9. Intellectual Property Rights

9.1 Ownership of Grant Material

Ownership of all Grant Material, including any intellectual property rights, vests on its creation in the Recipient.

9.2 Licence to Territory

The Recipient grants to the Territory an irrevocable, non-exclusive, royalty-free licence to use the intellectual property in the Grant Material.

9.3 Meaning of "use"

For the purpose of **clause 9**, "use" includes supply, reproduce, publish, perform, communicate, broadcast, adapt and copy.

10. Insurance and Indemnity

10.1 Recipient's insurance

The Recipient must effect and maintain for the Grant Period:

(1) all insurance coverage required by it by law;

(2) public liability insurance with coverage in the amount of not less than the amount specified in **Item 4 Schedule 1** in respect of each claim, including voluntary workers insurance cover if volunteers are engaged by the Recipient; and

(3) any other insurance specified in **Item 4 Schedule 1**,

with an insurer having a Standard and Poor's or Best's Rating A- or better and must produce evidence of that insurance as required by the Territory.

10.2 Indemnity

The Recipient indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Recipient, its employees, agents or contractors in connection with the use of the Grant or the conduct of the Funded Activity except to the extent that the Territory caused the relevant loss, damage or injury.

11. Termination of Grant

11.1 Breach

The Territory may terminate this Deed at any time by written notice to the Recipient, if the Recipient:

(1) is or becomes bankrupt or insolvent, enters into voluntary administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;

(2) fails to:

(a) commence the Funded Activity in a timely manner,

(b) undertake the Funded Activity diligently, or

(c) meet any timeframes specified in this Deed; or

(3) commits any other breach of a provision of this Deed, where that breach:

(a) if capable of being remedied, is not remedied within the period specified in a written notice by the Territory, or

(b) is not capable of being remedied.

11.2 Termination or reduction of funding for any reason

The Territory may, at any time by written notice to the Recipient, terminate this Deed or reduce the funding for the Funded Activity for any reason, and in that event the Recipient must:

(1) in the event of termination, comply with the notice and **clause 11**; or
(2) in the event of a reduction in funding, continue to undertake the Funded Activity in accordance with the notice.

11.3 No prejudice

Nothing in this **clause 8** prejudices any other rights or remedies of the Territory in respect of any breach of this Deed.

12. Refund of Grant

12.1 Repayment of unacquitted funds

At the end of the Grant Period, or earlier termination of this Deed, the Recipient must:

(1) unless otherwise required under this Deed, within 30 days, provide the Territory with a statement of expenditure of the whole of the Grant; and

(2) promptly repay any or all of the Grant that remains unacquitted.

12.2 Meaning of unacquitted funds

For the purposes of **clause 12.1**, the Grant remains unacquitted if it:

(1) is not spent and is not contractually committed to be spent; or

(2) has been spent in breach of this Deed.

13. Dispute Resolution

13.1 Negotiation and Mediation of Dispute

(1) If a difference or dispute **(Dispute)** arises in relation to this Deed, then either party may give written notice to the other that a Dispute exists, which specifies details of the Dispute, and the parties agree that they will endeavour to resolve the Dispute by negotiations, or, if the Dispute has

not been resolved within 28 days of the issue of the notice, undertake a mediation process.

(2) If a mediation process is undertaken in accordance with **clause 13.1(1)** the mediator will be an independent mediator agreed by the parties or, failing agreement, nominated by the chairperson of The Institute of Arbitrators and Mediators Australia, ACT Chapter. Unless otherwise agreed, the parties will equally share the costs of the engagement of the mediator.

13.2 No prejudice

Nothing in this **clause 13** will prejudice the rights of either party to institute proceedings to enforce the Deed or to seek injunctive or urgent declaratory relief in respect of any Dispute.

14. Variation

14.1 Variation to Funded Activity

The Recipient must obtain the Territory's prior written approval for any variation to the Funded Activity, including:

(1) the Funded Activity or work programs;

(2) the Funded Activity's objectives or outcomes;

(3) variation of more than 10% in expenditure for a specified item of the approved budget that forms part of the Recipient's application for a grant for the Funded Activity; and

(4) the Grant Period.

14.2 Variation to Deed

This Deed may only be varied by the written agreement of the parties prior to the expiration of the Grant Period.

15. General

15.1 No assignment

The Recipient must not assign the whole or any part of this Deed without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

15.2 Conflict of interest

The Recipient warrants that at the start of the Grant Period no conflict of interest exists or is likely to arise in the performance of the Funded Activity and of its

other obligations under this Deed and must, if a conflict or risk of conflict of interest arises during the Grant Period, notify the Territory immediately in writing and comply with any requirement of the Territory to eliminate or otherwise deal with that conflict or risk.

15.3 No employment, partnership or agency relationship

Nothing in this Deed constitutes the Recipient, or its employees, agents or subcontractors as employees, partners or agents of the Territory or creates any employment, partnership or agency for any purpose and the Recipient must not represent itself, and must ensure its employees, agents and subcontractors do not represent themselves, as being employees, partners or agents of the Territory.

15.4 Entire Agreement

This Deed comprises the entire agreement between the parties in relation to the Grant and the Funded Activity and supersedes any prior representations, negotiations, writings, memoranda and agreements.

15.5 Severability

Any provision of this Deed that is illegal, void or unenforceable will not form part of this Deed to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Deed will not be invalidated by an illegal, void or unenforceable provision.

15.6 No waiver

Failure or omission by the Territory at any time to enforce or require strict or timely compliance with any provision of this Deed will not affect or impair that provision in any way or the rights and remedies that the Territory may have in respect of that provision.

15.7 Compliance with laws and governing law

(1) The Recipient must comply with the laws from time to time in force in the Territory in performing the Funded Activity.

(2) This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

15.8 Notices

Any notice, including any other communication, required to be given or sent to either party under this Deed must be in writing and given to the relevant Contact Officer. A notice will be deemed to have been given:

(1) if delivered by hand, on delivery;

(2) if sent by prepaid mail, on the expiration of two days after the date on which it was sent;

(3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or

(4) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

(a) the other party's acknowledgment of receipt by any means,

(b) the sender's electronic mail device recording that the electronic mail has been successfully transmitted to the recipient's address, or

(c) expiration of two business days after the date on which it was sent without receipt of a notification that the delivery failed,

and if given in two or more ways, on the first of paragraphs (1) to (4) occurring.

15.9 Forms and statements

The Territory may reasonably require any form, record or statement required under this Deed to be in a particular form.

15.10 Special Conditions

In the event of any inconsistency between any Special Condition and any other provision of this Deed then, to the extent of any inconsistency, the Special Condition will prevail.

15.11 Survival of clauses

Clauses 6, 7.1, 9.2, 10.2 and **12** will survive the expiration or earlier termination of this Deed.

15.12 Counterparts

This Deed may be executed in any number of counterparts and by the parties in separate counterparts. Each counterpart constitutes the agreement of each party who has executed and delivered that counterpart to the other party either physically or electronically. All such counterparts taken together will be deemed to constitute one and the same Deed.

SCHEDULE 1

GRANT DETAILS

Item 1. Grant Period
See clauses 1.1 and 3

From the execution of this Deed until **31 December 2026.**

Item 2. Grant
See clauses 1.1 and 2.1

(1) Grant: **$12,600** (GST exclusive)

(2) The Grant is payable as a lump sum. An Invoice may be rendered on or after the date of this Deed.

(3) Except if otherwise stated in this Deed, the Grant is:

(a) payable within 30 days of receipt by the Territory of an Invoice; and

(b) inclusive of GST and all other taxes, duties and charges.

Item 3. Reporting and Acquittal
See clause 7.1

Not later than **31 March 2027** the Recipient must provide the Territory:

When you have expended the funds, please log on to SmartyGrants https://actsportandrec.smartygrants.com.au and complete acquittal process. Use the same username and password to log in that you used to register with SmartyGrants when you applied for the grant.

Within three months after the termination date of the grant period, the successful recipients must provide Sport and Recreation the completed acquittal and expenditure with the following:

(1) a copy of the relevant audited financial statement or invoices, receipts, bank statements or other financial documentation that clearly identifies the income and expenditure of the grant, in accordance with the matching funding requirement; or

(2) a documentation that clearly identifies the income and expenditure of the grant signed by the official auditor of the organisation; and

(3) a one-page media report describes how the funded project was delivered including any key outcomes/benefits and pictures of the completed project.

Item 4. Other insurance requirements
See clause 10.1

(1) Public Liability Insurance: The Recipient will effect and maintain Public Liability coverage of not less than $10 million in respect of each claim.

(2) Other Insurance: Not used.

Item 5. Contact Officers
See clauses 1.1 and 15.8

For the Territory:

Senior Project Officer
Sport and Recreation
Chief Minister, Treasury and Economic Development Directorate
Building 20, Australian Institute of Sport
Bruce ACT 2614

GPO Box 158
CANBERRA CITY ACT 2601

Phone: (02) 6207 6195
Email: dougal.reed@act.gov.au

For the Recipient:

Sch 2.2(a)(ii)

Item 6. Form of Acknowledgement
See clause 8.1

The ACT Government requires appropriate acknowledgement of its funded support. Verbal acknowledgement, written acknowledgement and use of the ACT Government logo are some of the most common examples of how appropriate acknowledgement can be fulfilled. Any

opportunity for thanking or noting partners or sponsors should include the appropriate acknowledgement of the ACT Government.

Your organisation is also entitled to use the WE ARE CBR logo. Brand Canberra is Canberra's whole-of-city brand, designed to promote Canberra as a great place to live, work, study, visit and do business. The WE ARE CBR sub-brand is for local people, businesses and organisations of Canberra and serves as a 'city pride' badge. Using it demonstrates that your organisation is a local leader, committed to highlighting our city's strengths and bringing to life the great and unique aspects of living in Canberra. In addition to using the WE ARE CBR logo, you might also like to also use the hashtag #WeAreCBR or tag @wearecbr on your social channels, if the opportunity presents. Using these tags enables the Brand Canberra team to see and hear about the great things happening in our city.

Logos can be requested by emailing dougal.reed@act.gov.au

The Acknowledgement Guidelines can be accessed on the Sport and Recreation website at: http://www.sport.act.gov.au/grants/grants-acknowledgement

Item 7. Policy CBR Next Move

SCHEDULE 2

THE FUNDED ACTIVITY

1. FUNDED ACTIVITY

To assist with costs associated with the delivery of the following project as defined in the **2026 Club Enhancement Program** application and updated written confirmation provided to Sport and Recreation.

Project name: Tribunal and governance education program.

SCHEDULE 3

SPECIAL CONDITIONS

See clauses 1.1 and 15.10

1. SPECIAL CONDITIONS – FUNDED ACTIVITY

NIL

2. RECIPIENT'S OBLIGATIONS

The Recipient must:

(1) expend the Grant only for the purpose of the Funded Activity;

(2) undertake the Funded Activity diligently and otherwise in accordance with this Deed;

(3) if the Recipient fails to expend the Grant as required in **Item 2 Schedule 3**:

(a) hold the unexpended amount of the Grant in trust for the Territory; and

(b) on written request by the Territory, repay the Territory the amount of the Grant which was not expended; unless otherwise agreed in writing by the parties; and

(4) provide to the Territory the reports set out in **Item 3 Schedule 1**.

3. REDUCTION OF GRANT

(1) The Territory may reduce the amount payable under **clause 2.1**:

(a) by an amount equal to any unacquitted funds paid to the Recipient under this Deed; and

(b) by an amount equal to any unacquitted funds paid to the Recipient under any agreement between the parties, whether that agreement relates to the Program or otherwise.

(2) The Territory may withhold payment of the Grant until an amount equal to any outstanding debt owed by the Recipient to the Territory is paid by the Recipient, whether that debt was incurred under a program funding agreement or otherwise.

4. POLICY

The Recipient must demonstrate compliance with the policies specified in **Item 7 Schedule 1**, if any, if requested to do so in writing by the Territory.

5. SUSPENSION OF GRANT

5.1 Suspected breach

Without limiting its rights, the Territory has reasonable grounds to suspect that the Recipient is in breach of this Deed, the Territory may suspend payment of the Grant while it investigates the suspected breach.

6. NOVATION

(1) The Recipient must notify the Territory before entering into negotiation with any other person regarding any arrangement that might require novation of this Deed.

(2) Any consent of the Territory to novate this Deed must be in writing in the form of a Deed of Novation acceptable to the Territory.

Sch 2.2(a)(xi), Sch 2.2(a)(ii)

OFFICIAL

ACT Government
Chief Minister, Treasury and Economic Development

Caveat Brief

Ref:CMTEDD2026/2376

To:	Minister for Sport and Recreation
From:	Executive Branch Manager, Sport and Recreation
Subject	2026 Sport and Recreation Investment Scheme Amendments
Cleared By:	A/g Deputy Director-General, Economic Development

- In February of this year, the A/g Deputy Director-General, Economic Development, (your delegate) approved the funding recommendations for the 2026 Sport and Recreation Investment Scheme (SRIS). The SRIS includes the three-year Industry Partnership Program (IPP), which supports sport peak bodies. This is the final year of funding for IPP.
- At the time of the 2026 SRIS funding approvals, Capital Football had yet to provide its finalised Year 3 plan for its IPP, Sch 2.2(a)(xi) [redacted]
- [redacted]
- It has been agreed that Capital Football will not receive Year 3 IPP funding under its current funding deed. Sch 2.2(a)(xi) [redacted]
- The amendment to the Capital Football funding deed results in $125,000 in unspent funds within the 2025–26 SRIS budget. These funds can be immediately reallocated to reduce approved SRIS funding commitments in 2026–27. outside scope [redacted]

Yvette Berry MLA 25/6/26

Action Officer: Rebecca Kelley
Date: 1 June 2026

ACT Government
Chief Minister, Treasury and Economic Development

CMTEDD INTERNAL MINUTE

Date:	16 June 2026 **TRIM No: CMTEED2026/2302**
To:	A/g Deputy Director-General, Economic Development
From	Executive Branch Manager, Sport and Recreation,
Subject:	2026 Sport and Recreation Investment Scheme Amendments
Critical Date:	**19 June 2026**
Critical Reason:	**Your endorsement of the funding amendments is required to support the allocation of funds prior to 30 June 2026.**

Through / Approval

Approver	Date	Comments
EGM, Ops	18/06/2026	Nil.

Recommendations

1. That you:
   - Note the information contained in this minute;

     NOTED/~~PLEASE DISCUSS~~

   - Note that the previous funding approval for Capital Football for Year 3 Industry Partnership Program (IPP) funding is recommended for retraction due to the funding requirements (i.e. finalised Year 3 project plan) not being met within the required time;

     NOTED/~~PLEASE DISCUSS~~

   - Agree that Capital Football does not receive its Year 3 funding instalment under the IPP;

     AGREED/~~NOT AGREED/PLEASE DISCUSS~~

   - Pending agreement to the above, agree to divert the subsequent Sport and Recreation Investment Scheme (SRIS) residual funding outside scope s; and

     AGREED/~~NOT AGREED/PLEASE DISCUSS~~

   - Agree to the Caveat Brief (Attachment A) progressing to the Minister for Sport and Recreation.

     AGREED/~~NOT AGREED/PLEASE DISCUSS~~

Kate Starrick..... **19/06/26**

Background

2. SRIS is an annual program coordinated by Sport and Recreation to support sport and active recreation opportunities across the ACT community. It includes the Community Sport Facilities Program (CSFP) and the IPP, a three-year funding initiative that supports sport peak bodies. This year is the final year of funding for the IPP.

3. Responsibility for the delegation of funding from the SRIS rests with you as the Acting Deputy Director-General, Economic Development.

4. In February this year, you approved funding allocations under the 2026 SRIS (CMTEDD2026/27). Approved funding recommendations included:

    a. $125,000 for Capital Football for a final Year 3 instalment under its current IPP funding deed.

    b. outside scope .

Capital Football

Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(xvi)

Issues

Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(xvi)

Sch 2.2(a)(xi), Sch 2.2(a)(xii)

11. No supporting details or costings have been provided and there is currently no clear basis or justification for the funding to proceed.

Consultation

12. Sport and Recreation has been in frequent communication (via email, telephone calls and in-person meetings) with CF to understand and assist with execution of its IPP deed over the past six months.

Work Health and Safety

13. Nil.

Financial

14. It is recommended that the previous funding approval for CF for Year 3 IPP funding be retracted due to the funding requirements (i.e. finalised Year 3 project plan) not being met within the required time.

Sch 2.2(a)(xi)

Sch 2.2(a)(xi), Sch 2.2(a)(xii), outside scope

Risks/ Sensitivities

18. The SRIS is the core support mechanism for the local sport and recreation sector and primary means through which Government provides influence and exerts strategic leverage in the sector.

19. Sch 2.2(a)(xi)

20. Pending your agreement, a Caveat Brief for the Minister for Sport and Recreation has been prepared at Attachment A to inform her of the matter.

Media

21. Nil.

Rebecca Kelley

Executive Branch Manager, Sport and Recreation

Action Officer: Sean Willis
Phone: 72528

Attachments

Attachment	Title
Attachment A	Caveat Brief - Berry - 2026 Sport and Recreation Investment Scheme (SRIS) Amendment

2024 Industry Partnership Program (IPP)
2024 Industry Partnership Program
Application No. 2024IPP00015 From Capital Football
Form Submitted 15 Mar 2024, 10:26am AEDT

Industry Partnership Program (IPP)

Application Introduction

This site is for ***Category 1 and 2*** state sport and active recreation organisations wishing to apply for an ACT Government investment from the Industry Partnership Program (IPP).

The program is designed to allow the ACT Government to invest in innovative, collaborative and co-investment projects with SSOs who demonstrate high levels of capacity and capability to deliver identified projects which are assessed as scalable and sustainable.

The IPP will be administered via 3-year funding agreements that support significant "game changing" projects (either individually or in partnership) that assist in the achievement of the strategic priorities within the Sport and Recreation Strategy 2023-2028 CBR Next Move.

Completing an application

Before applying, eligible organisations should ensure they have read and understood the Industry Partnership Program Funding Guidelines.

Time required to submit the application

This application requires multiple attachments and supporting information to fully complete and submit.

It is expected that the time required to coordinate the relevant attachments required can take in excess of **10+ hours**. Sport and Recreation suggest that applicants take this into consideration when planning to submit an application.

Submitting your application

- Check that all questions have been answered and all mandatory items are attached.
- Press "submit" once you have completed the application. You will not be able to submit your application until all compulsory questions are completed - **please ensure you leave enough time to review your responses prior to the application closing time!**

Eligibility Requirements

*** indicates a required field**

Please Note:

If you do not comply with the following eligibility requirements, your application will not be assessed for funding.

As an applicant, I have read and understood the Industry Partnership Program (IPP) funding guidelines and confirm the organisation is eligible to receive funding through the SOSP. *

◉ Agree

Is the proposed project being delivered in the ACT? *

2024 Industry Partnership Program (IPP)
2024 Industry Partnership Program
Application No. 2024IPP00015 From Capital Football
Form Submitted 15 Mar 2024, 10:26am AEDT

◉ Yes
○ No

Do you have any outstanding reporting requirements for any previous Sport and Recreation or ACT Government Grants? *
○ Yes
◉ No
If you have previously received an ACT Government grant and you are unsure if acquittal obligations have been met please check with the ACT Government area you received the funding from.

If yes, please explain why the acquittal and / or reporting requirements have not been met.

Please provide details of any ACT Government grants your organisation has received in the last two (2) years.
2021 CSRDP0029 - Develop of Game Development Staff
2021 CAPRound2039 - Water drinking fountain
Lights Upgrade at Hawker Football Centre

Have you been named in an application to the National Redress Scheme for Institutional Child Sexual Abuse and having been assessed as having the financial capacity to join the Scheme, joined the Scheme? *
○ I have been named and joined the Scheme.
○ I have been named and NOT joined the Scheme.
◉ I have not been named

Organisation Details

*** indicates a required field**

Contact Details

Organisation Legal Name * Capital Football

Organisation Trading Name * Capital Football

Project Contact Person * Sch 2.2(a)(ii)

Project Contact Position

Phone Number *

Organisation Email Address * Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Must be an email address.

2024 Industry Partnership Program (IPP)
2024 Industry Partnership Program
Application No. 2024IPP00015 From Capital Football

Form Submitted 15 Mar 2024, 10:26am AEDT

Project Details

*** indicates a required field**

Project Overview

The IPP will consider Category 1 and 2 SSOs whose applications support significant "game changing" projects (either individually or in partnership) that assist in the achievement of the strategic priorities within the CBR Next Move Sport and Recreation Strategy 2023 - 2028.

Programs working in partnership, must be able to provide documentation that clearly demonstrates the other organisation is contributing to the development and delivery of the project.

The program does not allow funding recipients to use funds for operational / business as usual activities, or other day to day business costs, but funding can be used to source project specific specialist human and/or technical resources.

Project Title *

Capital Football Game Development, Diversity & Inclusivity Program

Brief Project Description *

Sch 2.2(a)(xi)

Provide a short description (200 words recommended) of your project?

Please select your category classification *

- ◉ Category 1 SSO
- ○ Category 2 SSO

Project Budget

How much IPP funding are you requesting?

Category 1 SSO maximum annual instalment of $125,000

Category 1 SSO minimum annual instalment of $35,000

Please note: All Organisations are required to provide a minimum 25% financial co-investment of the total 3-year IPP amount requested.

Amount Requested Year 1 *

$125,000.00

Must be a whole dollar amount (no cents) and between 35000 and 125000.
What is the amount (in dollars only) of the total requested funds committed in the first year?

Amount Requested Year 2 *

$125,000.00

Must be a whole dollar amount (no cents) and between 35000 and 125000.
What is the amount (in dollars only) of the total requested funds committed in the second year?

2024 Industry Partnership Program (IPP)
2024 Industry Partnership Program
Application No. 2024IPP00015 From Capital Football
Form Submitted 15 Mar 2024, 10:26am AEDT

Amount Requested Year 3 *	$125,000.00 Must be a whole dollar amount (no cents) and between 35000 and 125000. What is the amount (in dollars only) of the total requested funds committed in the third year?
Total Amount Requested	$375,000.00 This number/amount is calculated.
What is your organisation's financial contribution towards the project? *	Sch 2.2(a)(xi) Must be a dollar amount. All Organisations are required to provide a minimum 25% financial co-investment of the total 3-year IPP amount requested.

Project Proposal

All organisations must submit a comprehensive project proposal *(considerate of criteria in item 5.2 of IPP funding guidelines)* including any supporting material you feel will support the quality of the evidence within your proposal.

Please attach your project proposal. *

Filename: INDUSTRY PARTNERSHIP PROGRAM.pdf
File size: 167.7 kB

Supporting Material

This could include, but is not limited to quotes and relevant reports, plans strategic documentation, community consultation that support the project.
Use the (+/-) on the left-hand side to add more documents.

Additional Information	Evidence
E.g. quotes / consultation feedback / strategic plan etc	
	No files have been uploaded
	No files have been uploaded

Certification and Feedback

*** indicates a required field**

Certification

I certify that:

- To the best of my knowledge the statements made within this application and the information provided is true and correct.

2024 Industry Partnership Program (IPP)
2024 Industry Partnership Program
Application No. 2024IPP00015 From Capital Football
Form Submitted 15 Mar 2024, 10:26am AEDT

- I understand that Sport and Recreation is collecting information on this form and any other information I provide as part of my application to access whether my organisation is eligible for an investment under the Industry Partnership Program (IPP).
- I accept that Sport and Recreation may provide some or all of this information to other ACT Government agencies administering funding programs.
- I understand that information relating but not limited to this application may be used when assessing the eligibility of future grants for which my organisation might apply. If my organisation receives an investment, the performance and acquittal of the funding may also be taken into consideration by the ACT Government when assessing future funding applications that are submitted by your organisation.
- I understand and accept that should the application be successful, I will be required to accept the terms and conditions of the investment as outlined in the Funding Program Guidelines and Funding Deed.
- By submitting this application, I acknowledge that each individual referred to in the application is aware that the information relating to the organisation may be disclosed and used. I give consent for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to use and publish photographic images and audio-visual recordings (the Material) of the project in this application for informational and promotional purposes. These include:
    1. CMTEDD promotional material and reports;
    2. External and educational publications;
    3. The Sport and Recreation website; and
    4. Social media.

Certification *

◉ Yes, I have read and agree to the above conditions.
○ No

Name *

Position with the organisation *

Day-time phone number / mobile number *

Sch 2.2(a)(xi), Sch 2.2(a)(ii)

Must be an Australian phone number.

Email *

Sch 2.2(a)(xi)

Must be an email address.

Date *

15/03/2024

Must be a date.

Privacy Notice

2024 Industry Partnership Program (IPP)
2024 Industry Partnership Program
Application No. 2024IPP00015 From Capital Football
Form Submitted 15 Mar 2024, 10:26am AEDT

In compliance with the *Information Privacy Act 2014 (the Act)*, personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Additional requirements outside of the provisions referenced above, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process. Please **REVIEW** your application to ensure you have included all the information required and then click **SUBMIT**. Once submitted, it will not be able to be retrieved to edit.

Feedback Please take a few moments to provide some feedback. We value any feedback you may have regarding our online grants application process.

Please indicate how you found the online application process.

- ☐ Very easy
- ☑ Easy
- ☐ Neither
- ☐ Difficult
- ☐ Very difficult

How much time did it take you to complete this application?

10+ hours

Do you have any recommendations and/or advice that could improve the application process?

None

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

Women's Coaching and Officiating Support Program

Application Introduction

Introduction

This site will allow you to apply for the Women's Coaching and Officiating Support Program projects for the 2025/26 financial year.

Objectives

This program is designed to provide financial assistance to ACT sport and active recreation clubs, associations and state sporting organisations (SSOs) to implement programs to provide accredited training for female officials and coaches at any level.

Completing an application

Before applying, eligible organisations should ensure they have read and understood the Women's Coaching and Officiating Support Program - Funding Guidelines.

Time required to submit the application

This application requires multiple attachments and supporting information to fully complete and submit.

It is expected that the time required to coordinate the quotes, support letters, plans, financial documents and other relevant attachments required can take in excess of 3+ **hours**. Sport and Recreation suggest that applicants take this into consideration when planning to submit an application.

Helpful hints and tips:

- Ensure you follow the *HINTS* on each question within the application form.
- Ensure you attach project specific Mandatory Evidence where it is stated in the application form.
- Keep your responses to the questions clear and concise.
- Assume the reader is not familiar with your project.

Submitting your application

- Check that all questions have been answered and all mandatory items are attached.
- Press "submit" once you have completed the application. You will not be able to submit your application until all compulsory questions are completed - **please ensure you leave enough time to review your responses prior to the application closing time!**

Attachments and support documents

The following documents are commonly required for an application to be considered eligible:

- Public Liability Insurance certificate.
- The applicant's most recently certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) covering a period of 12 months.
- Current organisational strategic plan or operational plan.
- Board Member overview.
- Breakdown of participation numbers.

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

- State Sporting Organisation support (where applicable).
- Quotes.
- Relevant reports/plans/strategic documents/community consultation that support the project.

Eligibility Requirements

*** indicates a required field**

Please Note:

If you do not comply with the following eligibility requirements, your application will not be assessed for funding.

As an applicant, I have read and understood the Women's Coaching and Officiating Support Program (WCOSP) funding guidelines and confirm the organisation is eligible to receive funding through the WCOSP. *

◉ Agree

The following organisations are eligible to apply for this grant. Please select your organisation type. *

Sch 2.2(a)(xi)

ACT Sport and Active Recreation club / district association
ACT State Sport Organisation (SSO)
ACT State Active Recreation Organisation
National Sporting Organisation operating under a one management or unitary structure
Industry Organisation / Umbrella Organisation

What is the name of your organisation's governing (peak) body? *

Sch 2.2(a)(xii)

Is your organisation a not-for-profit entity? *

Sch 2.2(a)(xi)

Yes
No

Is your organisation incorporated in the ACT under either *

Sch 2.2(a)(xi)

the Associations Incorporation Act 1991; or
the Corporations Act 2001 (Commonwealth)

Which year did your organisation become incorporated? *

Sch 2.2(a)(xi)

Must be a number.

Is your organisation up to date with compliance requirements under the Associations Incorporation Act 1991, or the Corporations Act 2001? *

Sch 2.2(a)(xi)

Yes
No

All applicants must have compliance requirements under the relevant Act up to date

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

Do you have Public Liability Insurance? *

- [ ] Yes
- [ ] No

Public Liability Insurance coverage to a minimum level of $10,000,000

Please attach a copy of your current insurance certificate. *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)

Are you registered for the Goods and Services Tax (GST)? *

- [ ] Yes
- [ ] No

Applicable if turnover is greater than $150,000 per annum.

Do you have an ABN or ACN? *

- [ ] Australian Business Number (ABN)
- [ ] Australian Company Number (ACN)

Please provide your ABN. *

Sch 2.2(a)(xi)

Information from the Australian Business Register	
ABN	16 413 452 268
Entity Name	ACT FOOTBALL FEDERATION
ABN Status	Active
Entity Type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main Business Location	2600 ACT
Information retrieved at 5:37am yesterday	

Must be an ABN.

Does your organisation have an administrative structure and physical presence in the ACT? *

- (●) Yes
- ( ) No

Do you deliver programs within the ACT for Canberra residents? *

- (●) Yes
- ( ) No

Is the proposed project being delivered in the ACT? *

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

Sch 2.2(a)(xi) Yes
No

Please provide a copy of your organisation's most recent certified (signed by the club treasurer) or audited Statements of Financial Performance (Income and Expenditure Statement), and Statement of Financial Position (Balance Sheet). *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)
Documents must cover a period of 12 months

Please provide a copy of your organisation's current strategic plan or local operational plan. *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)

Do you have any outstanding reporting requirements for any previous Sport and Recreation or ACT Government Grants? *

○ Yes
◉ No

If you have previously received an ACT Government grant and you are unsure if acquittal obligations have been met please check with the ACT Government area you received the funding from.

If yes, please explain why the acquittal and / or reporting requirements have not been met.

Please provide details of any ACT Government grants your organisation has received in the last two (2) years.

Have you been named in an application to the National Redress Scheme for Institutional Child Sexual Abuse and having been assessed as having the financial capacity to join the Scheme, joined the Scheme? *

○ I have been named and joined the Scheme.
○ I have been named and NOT joined the Scheme.
◉ I have not been named

Organisation Details

*** indicates a required field**

Contact Details

Organisation Legal Name * Sch 2.2(a)(xi)

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

Organisation Trading Name *	CAPITAL FOOTBALL
CEO (or equivalent) Name	Sch 2.2(a)(ii)
President Name	
Project Contact Person *	
Project Contact Position	
Physical Address *	2/3 Phipps Clos, Deakin, ACT, 2600, Australia Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia
Is Postal Address same as Physical Address? *	Sch 2.2(a)(xi) Yes No
Postal Address	PO Box 50, Curtin, ACT, 2605, Australia
Phone Number *	(02) 6260 4000 Must be an Australian phone number.
Organisation Email Address *	info@capitalfootball.com.au Must be an email address.
Website	https://capitalfootball.com.au/ Must be a URL.
Social Media	https://www.facebook.com/CapitalFootballACT eg. Facebook / Twitter (if applicable)

Board Composition

Please provide a Board Member Overview *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)
Including name, gender, position, key skill set and term of appointment.

Participation

How many participants (full active members) are currently registered with your club/organisation?

Sch 2.2(a)(xi)

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xii), Sch 2.2(a)(xi)

Form Submitted 29 Aug 2025, 10:09pm AEST

Sch 2.2(a)(xi)

Project Details

*** indicates a required field**

Project Eligibility

Which eligible project category does the project align with? Note: You may indicate more than one if suitable. *

Sch 2.2(a)(xi) Costs associated with broad education and training programs or workshops, not reasonably delivered through a State Sport/Active Recreation Organisation, that will lead to volunteer and/or paid coaches and officials gaining education and formal accreditation (e.g. course payment, facilitator fees or venue hire). Applicants are strongly encouraged, where appropiate, to consider partnerships where programs have capacity to educate members outside of your own organisation.

Sch 2.2(a)(xi) Innovative digital applications to enhance/deliver coach and official education and training opportunities.

Sch 2.2(a)(xi) Innovative projects that address demonstrated barriers to women undertaking coach and official training or accreditation.

Sch 2.2(a)(xi) Targeted elite/high performance coach and official programs/opportunities (only where the individual recipients can be clearly identified.

Having read the Women's Coaching and Officiating Support Program - Funding Guidelines, specifically Section 5.4 Ineligible Projects, please confirm that the project does not align with any of the ineligible projects listed in the WCOSP Funding Guidelines. *

Sch 2.2(a)(xi) The project does not align with any of the ineligible projects listed in Section 5.4 of the WCOSP Funding Guidelines

Project Overview

Project Title *

Sch 2.2(a)(xi)

Brief Project Description *

Sch 2.2(a)(xi)

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi)

Form Submitted 29 Aug 2025, 10:09pm AEST

Sch 2.2(a)(xi)

Provide a short description (100 words recommended) of your project?

HOW MUCH will the total project cost and how much WCOSP funding are you applying for?

Total Project Cost

Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

Sch 2.2(a)(xi)

Must be a dollar amount.
What is the total financial support you are requesting in this application?

Budget Breakdown

Provide a clear project budget that clearly identifies the item description, cost (excluding GST) and funding source.

• The table should clearly identify the funding source that is intended to pay for the item (i.e. WCOSP Investment, club contribution) • Upload evidence to support budgeted costs and revenues, e.g., quotes that support your costs.

Item description	Item cost (excluding GST)	Funding source (i.e WCOSP or club contribution)

Sch 2.2(a)(xi)

Funding requests for any ineligible items outlined in section 5.4 of the WCOSP funding guidelines will be removed from your proposal prior to assessment against criteria.

Applicants that are unsure if their project is eligible for funding, should contact Sport and Recreation, prior to submitting their application.

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

All costs must be accompanied by quotes as outlined in section 6.3 of the WCOSP funding guidelines. **Applications that do not supply mandatory support documentation are ineligible for funding.**

Mandatory Evidence to support budget. *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)

Mandatory Evidence: Provide a minimum of one quote (preferably two) for all costs associated with the proposed project. Refer to section 6.3 of WCOSP Funding Guidelines to ensure quotes contain the required information.

Assessment Criteria

*** indicates a required field**

Focus Area 1: Project Need

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

*Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.*

Where it is not mandatory to attach supporting documentation, applicants are encouraged to provide any additional information they feel will support the quality of the evidence within their application

1.1 WHY and HOW has the proposed project been prioritised? *

Sch 2.2(a)(xi)

Maximum 250 words

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

Upload Evidence for 1.1

Sch 2.2(a)(xi)

1.2 HOW does the project align with key priorities within the club/association's strategic plan? *

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 1.4

Sch 2.2(a)(xi)

1.3 HOW does the project align with key priorities within the CBR Next Move Strategic Plan? *

Sch 2.2(a)(xi)

Please visit: https://www.sport.act.gov.au/about-us/strategic-plan/cbr-next-move. Maximum 250 words

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

Upload Evidence for 1.5

Sch 2.2(a)(xi)

Focus Area 2: Project Planning

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

*Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.*

2.1 WHO will be responsible for the management of the project and who else will be involved in the project's successful implementation? *

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 2.1

Sch 2.2(a)(xi)

2.2 WHEN will the project commence and when will it be completed? *

Sch 2.2(a)(xi)

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 2.2

Sch 2.2(a)(xi)

2.3 HOW will the club/association know the project has been a success? *

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 2.3

Sch 2.2(a)(xi)

Certification and Feedback

*** indicates a required field**

Certification

I certify that:

- To the best of my knowledge the statements made within this application and the information provided is true and correct.

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

- I understand that Sport and Recreation is collecting information on this form and any other information I provide as part of my application to access whether my organisation is eligible for an investment under the Women's Coaching and Officiating Support Program.
- I accept that Sport and Recreation may provide some or all of this information to other ACT Government agencies administering funding programs.
- I understand that information relating but not limited to this application may be used when assessing the eligibility of future grants for which my organisation might apply. If my organisation receives an investment, the performance and acquittal of the funding may also be taken into consideration by the ACT Government when assessing future funging applications that are submitted by your organisation.
- I understand and accept that should the application be successful, I will be required to accept the terms and conditions of the investment as outlined in the Funding Program Guidelines and Funding Deed.
- I understand and accept that the applicants contact details will be added to the Sport and Recreation e-newsletter distribution list.
- By submitting this application, I acknowledge that each individual referred to in the application is aware that the information relating to the organisation may be disclosed and used. I give consent for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to use and publish photographic images and audio-visual recordings (the Material) of the project in this application for informational and promotional purposes. These include:

1.
    1. CMTEDD promotional material and reports;
    2. External and educational publications;
    3. The Sport and Recreation website; and
    4. Social media.

Certification * Sch 2.2(a)(xi)

Yes, I have read and agree to the above conditions.
No

Name * Sch 2.2(a)(xi), Sch 2.2(a)(ii)

Position with the organisation *

Day-time phone number / mobile number *

Must be an Australian phone number.

Email * Sch 2.2(a)(xi), Sch 2.2(a)(ii)

Must be an email address.

2025/26 Women's Coaching and Officiating Support Program

2025/26 Women's Coaching and Officiating Support Program

Application No. Sch 2.2(a)(xi), Sch 2.2(a)(xii)

Form Submitted 29 Aug 2025, 10:09pm AEST

Date * 29/08/2025

Must be a date.

Privacy Notice

In compliance with the *Information Privacy Act 2014 (the Act)*, personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/ or monitoring compliance with the Act. Additional requirements outside of the provisions referenced above, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process. Please **REVIEW** your application to ensure you have included all the information required and then click **SUBMIT**. Once submitted, it will not be able to be retrieved to edit.

Feedback Please take a few moments to provide some feedback. We value any feedback you may have regarding our online grants application process.

How did you find out about the Women's Coaching and Officiating Support Program.

Sch 2.2(a)(xi)

- Social Media i.e Facebook or Twitter
- Word of mouth
- Internet browser
- Email
- Information session
- Website
- Other:

Please indicate how you found the online application process.

Sch 2.2(a)(xi)

- Very easy
- Easy
- Neither
- Difficult
- Very difficult

How much time did it take you to complete this application?

Do you have any recommendations and/or advice that could improve the application process?

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 17 Oct 2025, 2:26pm AEDT

Club Enhancement Program

Application Introduction

Introduction

This site will allow you to apply for Club Enhancement projects for the 2026 calendar year.

Objectives

This program provides assistance to ACT sport and active recreation clubs, district associations and State Sporting Organisations to further develop the services and programs they provide within the Canberra community.

Completing an application

Before applying, eligible organisations should ensure they have read and understood the Club Enhancement Program - Funding Guidelines.

Time required to submit the application

This application requires multiple attachments and supporting information to fully complete and submit.

It is expected that the time required to coordinate the quotes, support letters, plans, financial documents and other relevant attachments required can take in excess of 3+ **hours**. Sport and Recreation suggest that applicants take this into consideration when planning to submit an application.

Helpful hints and tips:

- Ensure you follow the *HINTS* on each question within the application form.
- Ensure you attach project specific Mandatory Evidence where it is stated in the application form.
- Keep your responses to the questions clear and concise.
- Assume the reader is not familiar with your project.

Submitting your application

- Check that all questions have been answered and all mandatory items are attached.
- Press "submit" once you have completed the application. You will not be able to submit your application until all compulsory questions are completed - **please ensure you leave enough time to review your responses prior to the application closing time!**

Attachments and support documents

The following documents are commonly required for an application to be considered eligible:

- Public Liability Insurance certificate.
- The applicant's most recently certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) covering a period of 12 months.
- Current organisational strategic plan or operational plan.
- Board Member overview.
- Breakdown of participation numbers.
- State Sporting Organisation support (where applicable).

- Quotes.
- Relevant reports/plans/strategic documents/community consultation that support the project.

Eligibility Requirements

*** indicates a required field**

Please Note:

If you do not comply with the following eligibility requirements, your application will not be assessed for funding.

As an applicant, I have read and understood the Club Enhancement Program (CEP) funding guidelines and confirm the organisation is eligible to receive funding through the CEP. *
◉ Agree

The following organisations are eligible to complete this survey. Please select your organisation type. *
○ ACT Sport and Active Recreation club / district association
◉ ACT State Sport Organisation (SSO)
○ ACT State Active Recreation Organisation
○ National Sporting Organisation operating under a one management or unitary structure
○ Industry Organisation / Umbrella Organisation

What is the name of your organisation's governing (peak) body? *
Football Australia

Is your organisation a not-for-profit entity? *
◉ Yes
○ No

Is your organisation incorporated in the ACT under either *
○ the Associations Incorporation Act 1991; or
◉ the Corporations Act 2001 (Commonwealth)

Which year did your organisation become incorporated? *
2016
Must be a number

Is your organisation up to date with compliance requirements under the Associations Incorporation Act 1991, or the Corporations Act 2001? *
◉ Yes
○ No
All applicants must have compliance requirements under the relevant Act up to date

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 17 Oct 2025, 2:26pm AEDT

Do you have Public Liability Insurance? *
- ◉ Yes
- ○ No

Public Liability Insurance coverage to a minimum level of $10,000,000

Please attach a copy of your current insurance certificate. *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)

Are you registered for the Goods and Services Tax (GST)? *
- ◉ Yes
- ○ No

Applicable if turnover is greater than $150,000 per annum.

Do you have an ABN or ACN? *
- ◉ Australian Business Number (ABN)
- ○ Australian Company Number (ACN)

Please provide your ABN. *
16 413 452 268

Information from the Australian Business Register	
ABN	16 413 452 268
Entity Name	ACT FOOTBALL FEDERATION
ABN Status	Active
Entity Type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main Business Location	2600 ACT
Information retrieved at 5:37am yesterday	

Must be an ABN.

Does your organisation have an administrative structure and physical presence in the ACT? *
- ◉ Yes
- ○ No

Do you deliver programs within the ACT for Canberra residents? *
- ◉ Yes
- ○ No

Is the proposed project being delivered in the ACT? *
- ◉ Yes

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 17 Oct 2025, 2:26pm AEDT

○ No

Please provide a copy of your organisation's the most recent certified (signed by the club treasurer) or audited Statements of Financial Performance (Income and Expenditure Statement), and Statement of Financial Position (Balance Sheet). *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)
Documents must cover a period of 12 months

Please provide a copy of your organisation's current strategic plan or local operational plan. *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)

Do you have any outstanding reporting requirements for any previous Sport and Recreation or ACT Government Grants? *

◉ Yes
○ No

If you have previously received an ACT Government grant and you are unsure if acquittal obligations have been met please check with the ACT Government area you received the funding from.

If yes, please explain why the acquittal and / or reporting requirements have not been met.

Industry Partnership Program, deed of grant is over three years from 30 June 2024 to 30 June 2027.

Please provide details of any ACT Government grants your organisation has received in the last two (2) years.

Major Event Fund Grant, Visit Canberra, 16 June 2025, $50,000 to support tourism and engagement with the Kanga Cup.

Industry Partnership Program, to identify and employ additional staff into Inclusivity team to support with education and training delivery for all ability, female only programs, walking futsal (indoor football) and all abilities programs. $125,000 per year over three years from 30 June 2024 to 30 June 2027.

Have you been named in an application to the National Redress Scheme for Institutional Child Sexual Abuse and having been assessed as having the financial capacity to join the Scheme, joined the Scheme? *

○ I have been named and joined the Scheme.
○ I have been named and NOT joined the Scheme.
◉ I have not been named

Organisation Details

*** indicates a required field**

Contact Details

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 17 Oct 2025, 2:26pm AEDT

Organisation Legal Name *	ACT Football Federation Limited
Organisation Trading Name *	Capital Football
CEO (or equivalent) Name	Sch 2.2(a)(ii)
President Name	
Project Contact Person *	
Project Contact Position	
Physical Address *	
Is Postal Address same as Physical Address? *	○ Yes ◉ No
Postal Address	PO Box 50, Curtin, ACT, 2605, Australia
Phone Number *	Sch 2.2(a)(xi), Sch 2.2(a)(xi) Must be an Australian phone number.
Organisation Email Address *	Sch 2.2(a)(xi) Must be an email address.
Website	https://capitalfootball.com.au/ Must be a URL.
Social Media	https://www.facebook.com/CapitalFootballACT#, https://x.com/CapitalFootball, https://www.instagram.com/capitalfootballact/, https://www.youtube.com/user/CapitalFootballYT eg. Facebook / Twitter (if applicable)

Board Composition

Please provide a Board Member Overview *

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)
Including name, gender, position, key skill set and term of appointment.

Participation

How many participants (full active members) are currently registered with your club/organisation?

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 17 Oct 2025, 2:26pm AEDT

Sch 2.2(a)(xi)

Project Details

*** indicates a required field**

Project Eligibility

Which eligible project category does the project align with? Note: You may indicate more than one if suitable. *

☑ Costs associated with the development and implementation of governance, planning and management structures and practices (e.g., consultation, research, data, policy and procedure manuals)
☑ Costs associated with training and education programs or workshops, not reasonably delivered through a State Sport / Active Recreation Organisation, that will lead to volunteer coaches, officials and committee members gaining education and accreditation (e.g. course payment, facilitator fees or venue hire). Applicants are strongly encouraged to form partnerships where programs have capacity to educate members outside of your own club
☐ Innovative digital applications, marketing and communications to enhance participation experiences and/or increase participation
☑ Innovative participation programs or activities, including where in partnership with relevant community organisations, that enhance participation experiences and/or increase participation
☑ Non-consumable and/or bespoke equipment retained by the club that does not require regular replacement (e.g. non-fixed score boards, timing equipment, communication equipment, cashless payment devices or training/safety equipment)
☐ Costs associated with the hosting of "one-off" community participation events that have the potential to raise profile, revenue and participation

Having read the Club Enhancement Program - Funding Guidelines, specifically Section 5.4 Ineligible Projects, please confirm that the project does not align with any of the ineligible projects listed in the CEP Funding Guidelines. *

◉ The project does not align with any of the ineligible projects listed in Section 5.4 of the CEP Funding Guidelines

Project Overview

Project Title * Capital Football Tribunal & Governance Education Program

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 17 Oct 2025, 2:26pm AEDT

Brief Project Description *

Disciplinary and Dispute handling is a key organisational risk and a significant administrative burden on Capital Football. In 2025, Capital Football managed over 75 formal complaints and facilitated 12 tribunal hearings, with some hearings dealing with multiple matters and respondents. In 2026, Capital Football will adopt updated Disciplinary and Dispute Regulations that are designed to strengthen governance and improve the delivery of football to the Canberra community. The Tribunal and Governance Education Program (the Program) will support the implementation of these regulations through a half-day, in-person workshop facilitated by sports governance and legal experts. The Program will act as induction training for tribunal and committee members and Capital Football management in the new regulations, with the goal of enhancing consistency, transparency and confidence in decision-making and improving the efficiency and effectiveness of dispute and disciplinary processes overall.

Provide a short description (100 words recommended) of your project?

HOW MUCH will the total project cost and how much CEP funding are you applying for?

Total Project Cost

Sch 2.2(a)(xi)

Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

Sch 2.2(a)(xi)

Must be a dollar amount.
What is the total financial support you are requesting in this application?

Budget Breakdown

Provide a clear project budget that clearly identifies the item description, cost (excluding GST) and funding source.

• The table should clearly identify the funding source that is intended to pay for the item (i.e. CEP Investment, club contribution) • Upload evidence to support budgeted costs and revenues, e.g., quotes that support your costs.

Sch 2.2(a)(xi)

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited
Form Submitted 17 Oct 2025, 2:26pm AEDT

Sch 2.2(a)(xi)

Funding requests for any ineligible items outlined in section 5.4 of the CEP funding guidelines will be removed from your proposal prior to assessment against criteria.

Applicants that are unsure if their project is eligible for funding, should contact Sport and Recreation, prior to submitting their application.

All costs must be accompanied by quotes as outlined in section 6.3 of the CEP funding guidelines. **Applications that do not supply mandatory support documentation are ineligible for funding.**

Mandatory Evidence to support budget. *

Filename: Sch 2.2(a)(xi)

File size: Sch 2.2(a)(xi)

Mandatory Evidence: Provide a minimum of one quote (preferably two) for all costs associated with the proposed project. Refer to section 6.3 of CEP Funding Guidelines to ensure quotes contain the required information.

Assessment Criteria

*** indicates a required field**

Focus Area 1: Project Need

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

*Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.*

Where it is not mandatory to attach supporting documentation, applicants are encouraged to provide any additional information they feel will support the quality of the evidence within their application

1.1 WHY and HOW has the proposed project been prioritised? *

Sch 2.2(a)(xi)

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 17 Oct 2025, 2:26pm AEDT

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 1.1

Filename: Sch 2.2(a)(xi)
File size: Sch 2.2(a)(xi)

1.2 WHICH of the CEP Program Objectives does the proposed project relate to? *

☑ Support clubs, district associations and State Sport Organisations (SSOs) in the ACT to build their organisational capacity and operate more effectively in their communities
☑ Provide/subsidise training and education opportunities that will assist in the improved development and delivery of sport and active recreation activities in the ACT
☐ Encourage collaboration and planning between SSOs, peak bodies, other clubs and community groups to foster better decision making
☐ Support clubs to address barriers in participation, particularly for women and girls and population groups under-represented in sports participation including, culturally and linguistically diverse (CALD) communities, people with a disability, LGBTQ+ and Aboriginal and Torres Strait Islanders (ATSI)
☑ Implement new, or improve existing activities to provide quality service to their members and meet community needs
☐ Assist organisations purchase non-consumable and/or bespoke equipment that will enhance sport and active recreation opportunities.

1.3 HOW will the proposed project contribute to the achievement of identified CEP objectives? *

Sch 2.2(a)(xi)

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited
Form Submitted 17 Oct 2025, 2:26pm AEDT

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 1.3
Sch 2.2(a)(xi)

1.4 HOW does the project align with key priorities within the club/association's strategic plan? *

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 1.4
Sch 2.2(a)(xi)

1.5 HOW does the project align with key priorities within the CBR Next Move Strategic Plan? *

Sch 2.2(a)(xi)

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
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Form Submitted 17 Oct 2025, 2:26pm AEDT

Sch 2.2(a)(xi)

Please visit: https://www.sport.act.gov.au/about-us/strategic-plan/cbr-next-move. Maximum 250 words

Upload Evidence for 1.5

Sch 2.2(a)(xi)

Focus Area 2: Project Planning

Applicant Organisation to respond to the question and include any documentation / data / images which validates or strengthens their response. This supporting evidence may be supplied via weblink/s or attachment/s.

*Note: Where it is **mandatory** to provide evidence in support of a response, this has been stated.*

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 2.1

Sch 2.2(a)(xi)

2.2 WHEN will the project commence and when will it be completed? *

Sch 2.2(a)(xi)

2026 Club Enhancement Program (CEP)
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Form Submitted 17 Oct 2025, 2:26pm AEDT

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 2.2
Sch 2.2(a)(xi)

2.3 WHAT are the key stages of the project? *

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 2.3
Sch 2.2(a)(xi)

2.4 HOW will the club/association know the project has been a success? *

Sch 2.2(a)(xi)

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
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Form Submitted 17 Oct 2025, 2:26pm AEDT

Sch 2.2(a)(xi)

Maximum 250 words

Upload Evidence for 2.4

Sch 2.2(a)(xi)

Certification and Feedback

*** indicates a required field**

Certification

I certify that:

- To the best of my knowledge the statements made within this application and the information provided is true and correct.
- I understand that Sport and Recreation is collecting information on this form and any other information I provide as part of my application to access whether my organisation is eligible for an investment under the Club Enhancement Program.
- I accept that Sport and Recreation may provide some or all of this information to other ACT Government agencies administering funding programs.
- I understand that information relating but not limited to this application may be used when assessing the eligibility of future grants for which my organisation might apply. If my organisation receives an investment, the performance and acquittal of the funding may also be taken into consideration by the ACT Government when assessing future funging applications that are submitted by your organisation.
- I understand and accept that should the application be successful, I will be required to accept the terms and conditions of the investment as outlined in the Funding Program Guidelines and Funding Deed.
- I understand and accept that the applicants contact details will be added to the Sport and Recreation e-newsletter distribution list.

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 17 Oct 2025, 2:26pm AEDT

- By submitting this application, I acknowledge that each individual referred to in the application is aware that the information relating to the organisation may be disclosed and used. I give consent for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to use and publish photographic images and audio-visual recordings (the Material) of the project in this application for informational and promotional purposes. These include:

1.
    1. CMTEDD promotional material and reports;
    2. External and educational publications;
    3. The Sport and Recreation website; and
    4. Social media.

Certification *

◉ Yes, I have read and agree to the above conditions.
○ No

Name *

Position with the organisation *

Day-time phone number / mobile number *

Must be an Australian phone number.

Email *

Must be an email address.

Date *

17/10/2025
Must be a date.

Sch 2.2(a)(xi), Sch 2.2(a)(ii)

Sch 2.2(a)(xi)

Privacy Notice

In compliance with the *Information Privacy Act 2014 (the Act)*, personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/ or monitoring compliance with the Act. Additional requirements outside of the provisions referenced above, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process. Please **REVIEW** your application to ensure you have included all the information required and then click **SUBMIT**. Once submitted, it will not be able to be retrieved to edit.

Feedback Please take a few moments to provide some feedback. We value any feedback you may have regarding our online grants application process.

How did you find out about the Club Enhancement Program (CEP)?

☐ Social Media i.e Facebook or Twitter
☐ Word of mouth

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program (CEP) Application Form
Application No. 2026CEP00042 From ACT Football Federation Limited
Form Submitted 17 Oct 2025, 2:26pm AEDT

- ☐ Internet browser
- ☐ Email
- ☐ Information session
- ☑ Website
- ☐ Other:

Please indicate how you found the online application process.
- ☐ Very easy
- ☑ Easy
- ☐ Neither
- ☐ Difficult
- ☐ Very difficult

How much time did it take you to complete this application?
Approximately 14 hours

Do you have any recommendations and/or advice that could improve the application process?

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program Group Assessment
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 20 Jan 2026, 1:40pm AEDT

GROUP ASSESSMENT DECISION

Application Number
2026CEP00042
This field is read only.
The identification number or code for this submission.

Organisation Legal Name
ACT Football

Project Title

Short project description
Disciplinary and Dispute handling is a key organisational risk and a significant administrative burden on Capital Football. In 2025, Capital Football managed over 75 formal complaints and facilitated 12 tribunal hearings, with some hearings dealing with multiple matters and respondents. In 2026, Capital Football will adopt updated Disciplinary and Dispute Regulations that are designed to strengthen governance and improve the delivery of football to the Canberra community. The Tribunal and Governance Education Program (the Program) will support the implementation of these regulations through a half-day, in-person workshop facilitated by sports governance and legal experts. The Program will act as induction training for tribunal and committee members and Capital Football management in the new regulations, with the goal of enhancing consistency, transparency and confidence in decision-making and improving the efficiency and effectiveness of dispute and disciplinary processes overall.
Provide a short description (100 words recommended) of your project - what are you out to do?

Total Amount Requested
Sch 2.2(a)(xi)
What is the total financial support you are requesting in this application?

Funding Recommendation
Sch 2.2(a)(x)
- [ ] Fund in full
- [ ] Partially Fund
- [ ] No Funding

Overall Assessor Comments
A good application with clear evidence of need which will help initiate change and provide resources that will remain in place for future use. GST component has been removed.

Recommended Funding
$12,600.00
Must be a dollar amount.

2026 Club Enhancement Program (CEP)
2026 Club Enhancement Program Group Assessment
Application No. 2026CEP00042 From ACT Football Federation Limited

Form Submitted 20 Jan 2026, 1:40pm AEDT

Funding Method

☑ Lumpsum: Payment less than $25k
☑ Lumpsum: Project delivery and evaluation has short timeframe and requires funding as soon as possible to fulfil project.
☐ Other:

Risk Management Around Payment

◉ LOW
○ MEDIUM
○ HIGH

From: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii)
Sent: 13/05/2026 8:50 AM
To: "Reed, Dougal" <Dougal.Reed@act.gov.au>; 'Sch 2.2(a)(xi), Sch 2.2(a)(xii)
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii)
Subject: FW: 2026 Club Enhancement Program - Tribunal PD workshop - Deed of grant & invoice due tomorrow
Attachments: Successful Letter - CEP - ACT Football.pdf, Funding deed - ACT Football signed.pdf
Importance: High

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning Dougal,

Please find the signed deed attached. Apologies for the delay in returning this to you and thank you for your patience.

Sch 2.2(a)(xi) could you please generate an invoice (details in attachment A in the successful letter document).

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii) au>
Sent: Thursday, 30 April 2026 10:39 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii)
Sch 2.2(a)(xi), Sch 2.2(a)(xii)
Subject: Fw: 2026 Club Enhancement Program - Tribunal PD workshop - Deed of grant & invoice due tomorrow
Importance: High

Hi everyone,

Just following up on this, the deadline for signing the deed for this grant and issuing the invoice to Dougal Reed is tomorrow, 1 May.

Has this request been actioned, apologies if so, I just didn't get a reply.

Thanks,

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii)
Sent: 21 April 2026 10:42 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii)
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii) Sch 2.2(a)(xi), Sch 2.2(a)(xii)
Subject: Fw: 2026 Club Enhancement Program - Tribunal PD workshop

Good morning, everyone,

We have received confirmation from Sport and Recreation that we have been successful in our application through the Club Enhancement program for Tribunal PD workshop.

Sch 2.2(a)(ii) can you please review attachment A in the successful letter document for details on signing the deed. Once you have read the deed could you please sign it (noting electronic signatures are not accepted) and I can send it to Dougal.

Sch 2.2(a)(ii) once we have the deed signed, could you please generate an invoice (details in attachment A in the successful letter document).

The Tribunal PD workshop needs to be completed, and funds expended prior to December 2026, which is why I have cc'd Sch 2.2(a)(ii) to e-introduce you both so you can get in touch regarding planning for this workshop.

Thanks,

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Reed, Dougal <Dougal.Reed@act.gov.au>
Sent: 20 April 2026 1:41 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii) >
Subject: 2026 Club Enhancement Program

OFFICIAL

Good afternoon ,
I am pleased to advise that a funding offer of assistance has been approved for your organisation through the 2026 Club Enhancement Program.
Please find attached a Letter of Offer, as well as a 2026 Club Enhancement Program Funding Deed. The deed is required to be signed and returned together with an invoice via email to me at Sport and Recreation by **1 May 2026**.
Kind regards,
Dougal

Dougal Reed | Senior Program Officer, Community Participation
Phone: +61 2 6207 6195 | Email: dougal.reed@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



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PARTIES: **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) **(Territory)** represented by the **Sport and Recreation** of the Chief Minister, Treasury and Economic Development Directorate.

ACT FOOTBALL FEDERATION ABN: 16 413 452 268 of 3 Phipps Close Deakin ACT 2600 Australia (Recipient)

BACKGROUND

The Territory has agreed to make and the Recipient has agreed to accept the Grant for the purpose of the Funded Activity on the terms and conditions of this Deed.

IT IS AGREED by the parties as follows

1. Interpretation

1.1 Definitions

The following definitions apply in this Deed, unless the context otherwise requires:

Contact Officer	means in relation to each party, the representatives whose names and contact details are specified in **Item 5 Schedule 1**, or as notified in writing from time to time by one party to the other.
Funded Activity	means the activity described in **Schedule 2**.
Grant	means the amount specified in **Item 2 Schedule 1** and any interest accruing on that amount after it has been paid to the Recipient.
Grant Material	means all material created, written or otherwise brought into existence as part of, or for the purpose of carrying out the Funded Activity including all reports (whether in draft or final form), documents, equipment, information and data stored by any means.
Grant Period	means the period specified in **Item 1 Schedule 1**, and if extended, the initial period and the extended period.

2. Payment and Use of Grant

2.1 Payment of Grant

Subject to the Recipient's compliance with this Deed and sufficient funds being available for the Program. The Territory will pay to the Recipient the Grant following its receipt of an Invoice and otherwise in accordance with **Item 2 Schedule 1**.

2.2 Use of Grant

The Recipient must:

(1) use the Grant only for the Funded Activity;

(2) undertake the Funded Activity diligently and otherwise in accordance with this Deed; and

(3) complete the Funded Activity by the end of the Grant Period.

3. Grant Period

This Deed is for the Grant Period unless extended or terminated under the provisions of this Deed.

4. Separate accounting for Grant

4.1 Separately account for Grant

If required by the Territory, the Recipient will, within its accounting system, account for the Grant separately from any other funds of the Recipient.

4.2 Bank account

If required by the Territory, the Recipient will deposit and hold in a separate bank account the Grant, and must:

(1) promptly notify the Territory of:

(a) the details of that account, and

(b) any change to that account.

(2) not cause or allow any funds other than the Grant to be deposited into that account.

5. Goods and Services Tax (GST)

If the Recipient is registered under the GST Act, the Territory will, on receipt of an Invoice, pay to the Recipient an amount equal to the GST under the GST Act

7. Reporting of progress and expenditure

7.1 Notifications

The Recipient must keep the Territory reasonably informed about all matters which are likely to materially and adversely affect the timing, scope or cost of the Funded Activity or the Recipient's ability to carry on or complete the Funded Activity in accordance with this Deed.

8. Acknowledgement of Funding

8.1 Acknowledgement of Territory support

The Recipient must in relation to the Funded Activity:

(1) acknowledge the support of the Territory in any public event, media release, social media, websites or media coverage; and

(2) include an acknowledgement in the form set out in **Item 6 Schedule 1** in all documents, brochures, books, articles, social media, newsletters, websites, other artistic works or literary works or advertising.

8.2 Other obligations

The Recipient must:

(1) in relation to the material referred to in **clause 8.1(2)**, promptly provide to the Territory:

(a) if requested by the Territory, a draft of that material at least 10 days prior to publishing or printing, and

(b) a copy of that material; and

(2) on reasonable notice, invite the Territory to participate in any public event, media release or media coverage related to the Funded Activity.

9. Intellectual Property Rights

9.1 Ownership of Grant Material

Ownership of all Grant Material, including any intellectual property rights, vests on its creation in the Recipient.

9.2 Licence to Territory

The Recipient grants to the Territory an irrevocable, non-exclusive, royalty-free licence to use the intellectual property in the Grant Material.

(3) commits any other breach of a provision of this Deed, where that breach:

(a) if capable of being remedied, is not remedied within the period specified in a written notice by the Territory, or

(b) is not capable of being remedied.

11.2 Termination or reduction of funding for any reason

The Territory may, at any time by written notice to the Recipient, terminate this Deed or reduce the funding for the Funded Activity for any reason, and in that event the Recipient must:

(1) in the event of termination, comply with the notice and **clause 11**; or
(2) in the event of a reduction in funding, continue to undertake the Funded Activity in accordance with the notice.

11.3 No prejudice

Nothing in this **clause 8** prejudices any other rights or remedies of the Territory in respect of any breach of this Deed.

12. Refund of Grant

12.1 Repayment of unacquitted funds

At the end of the Grant Period, or earlier termination of this Deed, the Recipient must:

(1) unless otherwise required under this Deed, within 30 days, provide the Territory with a statement of expenditure of the whole of the Grant; and

(2) promptly repay any or all of the Grant that remains unacquitted.

12.2 Meaning of unacquitted funds

For the purposes of **clause 12.1**, the Grant remains unacquitted if it:

(1) is not spent and is not contractually committed to be spent; or

(2) has been spent in breach of this Deed.

13. Dispute Resolution

13.1 Negotiation and Mediation of Dispute

(1) If a difference or dispute **(Dispute)** arises in relation to this Deed, then either party may give written notice to the other that a Dispute exists, which specifies details of the Dispute, and the parties agree that they will endeavour to resolve the Dispute by negotiations, or, if the Dispute has

SIGNED AS A DEED ON.....2026

SIGNED for and on behalf of the)
AUSTRALIAN CAPITAL TERRITORY)
in the presence of:)

.....
Signature of Territory delegate

.....
Signature of witness

.....
Print name

.....
Print name

Sch 2.2(a)(ii)

SIGNED for and on behalf of
ACT FOOTBALL FEDERATION
ABN: 16 413 452 268 in the presence of:)

Signature of Recipient or authorised officer*
*delete whichever is not applicable (see note below)

Sch 2.2(a)(ii)

Signature of witness

Sch 2.2(a)(ii)

Print name and position

Sch 2.2(a)(ii)

Print name

Sch 2.2(a)(ii)

Signature of second authorised officer*
*see note below

Sch 2.2(a)(ii)

Print name and position

Affix common seal if required under constitution

Note:

Date:	Must be dated on the date the last party signs the Deed or, if signed counterparts of the Deed are exchanged, the date of exchange. Also date the cover page.
Individual:	Must be signed by the individual Recipient and witnessed.
Incorporated Association:	Must be signed in accordance with the Recipient's constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.

Company: Must be signed in accordance with section 127 of the *Corporations Act 2001* (Cwlth), for example, by 2 directors or a director and a secretary. Common seal may be affixed if required

From: "Reed, Dougal"
Sent: 30/10/2025 3:49 PM
To: Sch 2.2(a)(ii)
Subject: 2025-26 Women's Coaching and Officiating Support Program
Attachments: WCOSP - ACT Football.pdf

Dear Sch 2.2(a)(ii)

Please find attached a letter regarding the outcome of your 2025-26 Women's Coaching and Officiating Support Program application – Sch 2.2(a)(xi)

Kind regards,
Dougal

Dougal Reed | Senior Program Officer, Community Participation
Phone: +61 2 6207 6195 | Email: dougal.reed@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: "Willis, Sean"
Sent: 24/07/2026 11:32 AM
To: 'Sch 2.2(a)(ii)
Subject: RE: Access to Club Enhancement Grant
Attachments: 2026CEP00042-Response-1.pdf

Hi Sch 2.2(a)(ii),

Please find attached a copy of the application form for the project. I am hoping this contains all the information you are after. If it isn't, I will try and work out how to get you access to the application but I am not quite sure how to do this so thought that this might be an easier a quicker process.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Lacey, Wayne <Wayne.Lacey@act.gov.au>
Sent: Friday, 24 July 2026 11:28 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Subject: FW: Access to Club Enhancement Grant

UNOFFICIAL

From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Thursday, 23 July 2026 6:35 PM
To: Lacey, Wayne <Wayne.Lacey@act.gov.au>
Subject: FW: Access to Club Enhancement Grant

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Wayne,

can you help me with this in Dougal's absence.

Sch 2.2(a)(ii), Sch 2.2(a)(xi)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii)
Sent: Thursday, 23 July 2026 6:33 PM
To: Reed, Dougal <dougal.reed@act.gov.au>
Subject: Access to Club Enhancement Grant

Hi Dougal,

Can you help me with access to the attached grant in smarty grants so I can check exactly what our project was to include.

I am meeting with the contractor next week and would like to make sure I have the right details to hand.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Sent: 24/06/2026 1:38 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Cc: "Willis, Sean" <Sean.Willis@act.gov.au>; "Kelley, Rebecca" <Rebecca.Kelley@act.gov.au>
Subject: IPP follow up

UNOFFICIAL

Dear [redacted]–

I appreciate the long succession of back and forth on your IPP project since 2024. I am obviously aware that where we are now is nowhere near where this project began, the project target/scope having pivoted on multiple occasions as the challenges and priorities of Capital Football have changed over this period. I am also cognisant of the resource challenges that you have, and continue to face.

Notwithstanding discussions that were had in regards to further pivots on this project, as discussed at our most recent meeting early this month our desire was made clear to finalise the initial Cultural and Behavioural Work. Year 1 funding – approximately Sch 2.2(a)(xi) remains available to complete this work. We remain comfortable in remaining project elements, as detailed by Sean, to progress.

From our meeting I understood that website work to capture and support implementation of the Behavioural Management piece was not part of the initial scope – we expressed openness to a contribution being made from Year 3 funding to support this component. In this instance, noting the history of this project, I advised that we would not allocate any Year 3 funding without an appropriate quote to support due diligence requirements. This quote was not provided and the opportunity for consideration of this in the current financial year (Year 3) has now passed.

Where there remains a continuing appetite for this website work, which we would hope as it is understood to be central to the implementation and a logical end point on this funding, the opportunity remains for you to submit an application for the Club Enhancement Project within the forthcoming funding round for the 2027 Sport and Recreation Investment Scheme. Again, any such application would require the support of robust quote/s.

The IPP for 2027-2029 will open in the coming months. As mentioned to David and yourself, there will be number of modifications to the structure of the program which will broaden the scope of "game changing" and hopefully provide greater flexibility for peak bodies that are so often challenged by a dynamic operating environment and a shorter strategic horizon.

Many thanks

Wayne

Wayne Lacey | Director, Community Participation
Phone: Sch 2.2(a)(ii) Email: wayne.lacey@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au

From: "Willis, Sean"
Sent: 24/06/2026 12:42 PM
To: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Subject: RE: Response to CF

Hi Lace,

What you have provided is correct. The amount that is remaining is difficult to understand because [redacted]

[redacted] That would be my only comment beyond what is provided below.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Lacey, Wayne <Wayne.Lacey@act.gov.au>
Sent: Tuesday, 23 June 2026 7:23 PM
To: Willis, Sean <Sean.Willis@act.gov.au>
Subject: RE: Response to CF

OFFICIAL

Hi mate – I appreciate the effort and detail in that!!

Can I be devil's advocate and ask if the below is incorrect?

--

Dear [redacted] –

I appreciate the long succession of back and forth on your IPP project since 2024. I am obviously aware that where we are now is nowhere near where this project began, the project target/scope having pivoted on multiple occasions as the challenges and priorities of Capital Football have changed over this period. I am also cognisant of the resource challenges that you have, and continue to face.

Notwithstanding discussions that were had in regards to further pivots on this project, as discussed at our most recent meeting early this month our desire was made clear to finalise the initial Cultural and Behavioural Work. Year 1 funding – approximately $XXXK – remains available to complete this work. We remain comfortable in remaining project elements, as detailed by Sean, to progress.

From our meeting I understood that website work to capture and support implementation of the Behavioural Management piece was not part of the initial scope – we expressed openness to a contribution being made

from Year 3 funding to support this component, subject to a specific quote being supplied. In this instance, noting the history of this project, I expressed an unwillingness to provide any Year 3 envelope of funding that could not be supported by a specific quote. This quote was not provided and the opportunity for consideration of this in the current financial year (Year 3) has now passed.

Where there remains a continuing appetite for this website work, which we would hope as it is understood to be central to the implementation and a logical end point on this funding, Sport and Recreation would be pleased to receive an application for the Club Enhancement Project within the forthcoming funding round for the 2027 Sport and Recreation Investment Scheme. Again, any such application would require the support of robust quote/s.

The IPP for 2027-2029 will open in the coming months. As mentioned to David and yourself, there will be number of modifications to the structure of the program which will broaden the scope of "game changing" and hopefully provide greater flexibility for peak bodies that are so often challenged by a dynamic operating environment and a shorter strategic horizon.

Many thanks

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Tuesday, 23 June 2026 10:48 AM
To: Lacey, Wayne <Wayne.Lacey@act.gov.au>
Subject: Response to CF

OFFICIAL

Dear [redacted]

Sch 2.2(a)(xi), Sch 2.2(a)(xvi)

Sch 2.2(a)(xi), Sch 2.2(a)(xvi)

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: "Willis, Sean"
Sent: 22/06/2026 1:38 PM
To: Sch 2.2(a)(xi)
Subject: RE: IPP

Hi [redacted],

Just acknowledging that we have received this email and that we will do our best to get back to you as soon as possible.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(xi) >
Sent: Friday, 19 June 2026 9:39 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>; Lacey, Wayne <Wayne.Lacey@act.gov.au>
Subject: IPP

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

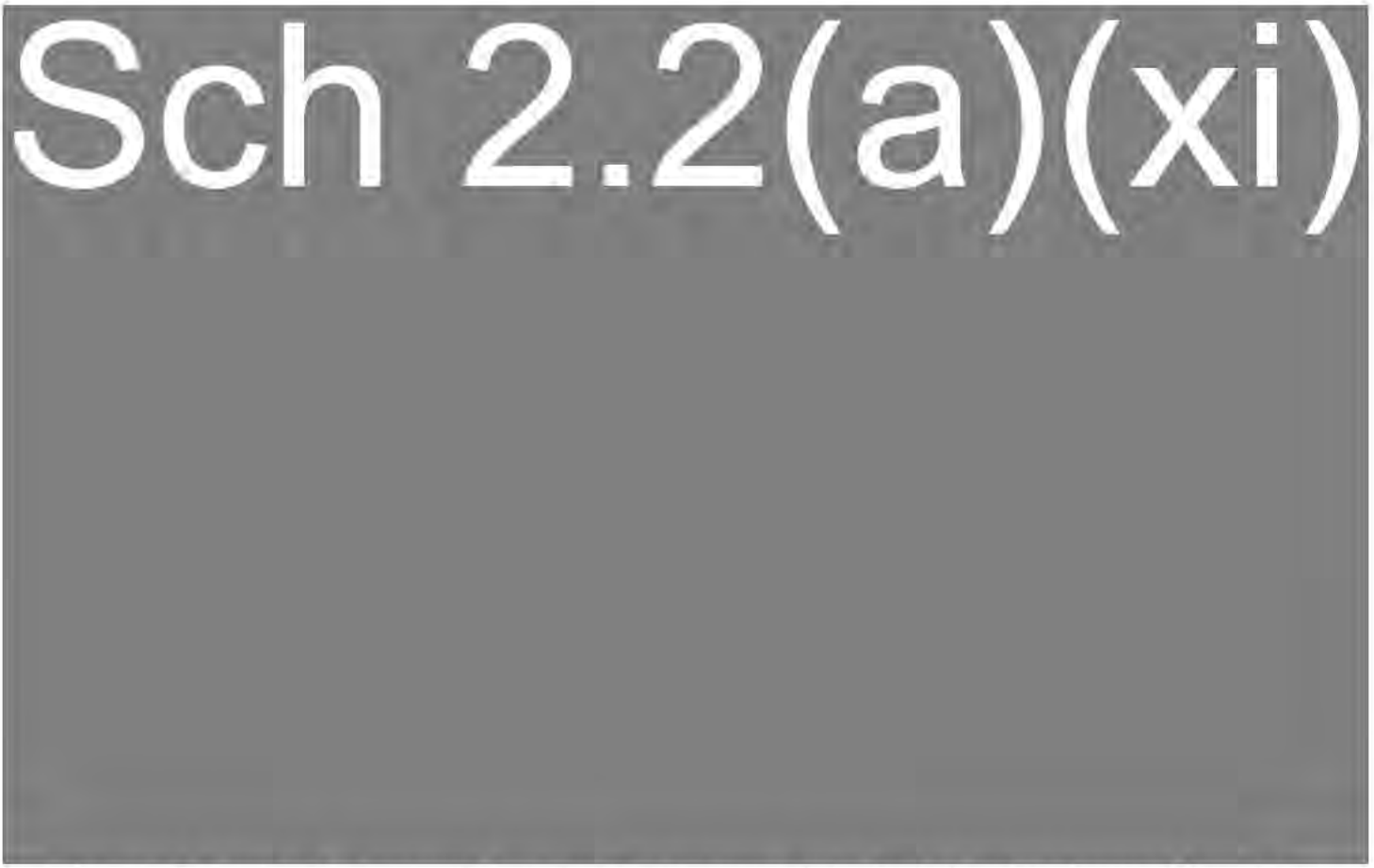
Dear Sean,

I wanted to follow up regarding our recent discussions, as I am concerned that there appears to be a misunderstanding about the scope of this work.

When we discussed the Sch 2.2(a)(xi) in February, it was **never** my intention for this piece of work to replace the Behaviour Standards project. My understanding has always been that the Sch 2.2(a)(xi) would sit alongside the Behaviour Standards work, subject to available funding, rather than replacing it. I did respond to your original email outlining this position; however, I never received a response, which may have contributed to us now being on different pages.

This is why I was surprised during our most recent meeting when the discussion appeared to focus solely on Sch 2.2(a)(xi), with little consideration given to the implementation requirements of the Behaviour Standards project. From my perspective, these were always intended to be complementary pieces of work, and I have continued to plan and resource accordingly.

Sch 2.2(a)(xi)



I also need to retain the approval to upgrade our current website. I do not understand how we continue to leave meetings believing we are in agreement, only to later discover we have very different expectations. Without a website, this project can not achieve its intended outcomes. The current platform is outdated, not user-friendly, and will not adequately support participants, clubs and stakeholders seeking information and resources. If we are serious about implementing a contemporary and effective Behaviour Standards framework, a fit-for-purpose website is a critical component.

I am also struggling to understand why I am now being asked to provide quotes and additional justification for project components when this has not previously been a requirement. I have been transparent throughout the process about the resources required to successfully deliver this project. My focus remains on ensuring the project is delivered effectively, rather than spending valuable time repeatedly justifying elements that have already been discussed and agreed in principle.

I am aware of the project timelines and remain committed to progressing this work. Sch 2.2(a)(ii) and have had significant difficulties accessing my emails, which is why I am only now responding. This is the first time I have been able to get online in over a week.

I appreciate that the full $125,000 allocation is unavailable. However, given that several elements of the project are still being finalised, I am requesting that $50,000 of the allocation be held until my return. Once I am back, I will confirm the final requirements and provide a complete budget position.

I appreciate that this discussion is occurring very late in the financial year and acknowledge that this has created challenges from a funding and budgeting perspective. Unfortunately, competing priorities and resourcing pressures have limited my capacity to progress this as quickly as I would have liked. Given where we are now, I am asking that $50,000 of the allocation be held until my return on 29 June. This will allow me to finalise the remaining project requirements, confirm costs and provide a complete budget position before any final decisions are made.

I remain committed to delivering the Behaviour Standards project and ensuring any funding provided is used effectively and responsibly. If, following confirmation of the final requirements, it is clear that the full allocation is not needed, I am comfortable with any unspent funds being returned.

Thank you for your patience and understanding, and I look forward to discussing this further upon my return.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: "Willis, Sean"
Sent: 19/06/2026 4:23 PM
To: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>; "Kelley, Rebecca" <Rebecca.Kelley@act.gov.au>
Subject: FW: IPP
Attachments: IPP Version 2 - Org reform.pdf, IPP 2026 - Behaviour Standards Proposal.pdf

Hi Bec and Lace,

Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii), Sch 2.2(a)(xvi)

Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii), Sch 2.2(a)(xvi)

Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii), Sch 2.2(a)(xvi), outside scope

Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii), Sch 2.2(a)(xvi)

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



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From: "Willis, Sean"
Sent: 12/06/2026 12:56 PM
To: "Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Cc: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>; 'Sch 2.2(a)(ii)
Subject: RE: Sch 2.2(a)(xi), Sch 2.2(a)(xi) IPP

Hi ,

Apologies for the slow response to your email on Wednesday. Sch 2.2(a)(ii)

I did just want to clarify a couple of things from the first email that you sent through along with the email from yesterday evening.

In referring back to the email that I sent last week, the items mentioned were those that were to be funded by the rolled-over funding from year 1. That was:

- Rookie Match Official Identification - Sch 2.2(a)(xi) (*already delivered*)
- Staff Cultural Awareness - Sch 2.2(a)(xi)
- Project Manager (consultant) for Behaviour Standards Readiness - Sch 2.2(a)(xi)
- Project Manager (consultant) for Behaviour Standards Implementation - Sch 2.2(a)(xi)
- Referee Support Program - Sch 2.2(a)(xi) (remaining amount)
- In addition to the above items, CF had identified an amount of Sch 2.2(a)(xi) of their own required co-contribution was yet to be spent. It was agreed that this would be used to support the line item of *Behaviour Standards – Ongoing Support* Sch 2.2(a)(xi)

This does not include any funding for the new website. As mentioned at the meeting last week with you and in the email sent last Friday, the website was a potentially fundable piece for this year of funding (25/26, Year 3 funding), but was dependent on a quote that outlined all costs. Understanding that there was limited time before the EOFY requirements for us to submit payments, this needed to be provided by Monday next week (15th June) at the very latest. If this was not achievable it could be supported through the Club Enhancement Program (CEP) that is likely to open at the end of August/start of September, and that the third year of IPP funding would not be provided to Capital Football (CF).

We will continue to work with you to achieve the activities mentioned above to achieve the Behavioural Standards implementation, using the rolled-over funding from year 1.

In your last email sent yesterday evening, I am assuming the quote that you mention is for the website? Has this quote been received? If you can send that through along with the breakdown of spending (IPP funding in combination with CF co-contribution) as soon as possible, that would be appreciated. As I said, at the latest, this must be received by COB Monday (15th June). We will review and notify you as soon as possible about the funding amount for 25/26 funding period.

Please contact me if you have any additional questions.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Thursday, 11 June 2026 4:49 PM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Lacey, Wayne <Wayne.Lacey@act.gov.au>; Sch 2.2(a)(xi), Sch 2.2(a)(xii)
Subject: Re: Capital Football IPP

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Apologies Sean, can I come back to you next week as I believe I will need an additiona Sch 2.2(a)(xi) to finish. I believe I have underestimated the consultant and designer costs after speaking to the consultant. I am expecting a quote from the consultant to come through today but I haven't received it yet (and I'm about to get on a plane).

I will send through the quote with the updated request.

Sch 2.2(a)(ii)

From: Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii) >
Sent: Wednesday, June 10, 2026 3:51:40 PM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Lacey, Wayne <Wayne.Lacey@act.gov.au>; Sch 2.2(a)(xi), Sch 2.2(a)(xii), Sch 2.2(a)(ii)
Subject: RE: Capital Football IPP

Hi Sean,

Thank you for your time to meet last week regarding our IPP project. We acknowledge that delivery has not progressed at the pace originally anticipated. While some activities have taken longer than expected to commence, Capital Football remains committed to achieving the intended

outcomes of the program and embedding meaningful behavioural change across our football community.

Despite the challenges, we have completed the development and rollout of the Rookie Match Official Identification initiative, with fluro armbands now being distributed and implemented for Under 18 match officials. This initiative directly supports referee welfare and retention objectives. The program will also be in place at Kanga Cup giving us another opportunity to trial the program.

The following activities remain planned:

- Staff Cultural Awareness Training – to be delivered following the completion of the current football season. (IPP contribution Sch 2.2(a)(xi)
- Website Upgrade – including project management and setup costs. (IPP contribution Sch 2.2(a)(xi)
  This work is essential to ensure Behaviour Standards are effectively communicated, supported and embedded throughout the football community.

Following completion of these activities, Sch 2.2(a)(xi) of current IPP funding will remain available for delivery of the Behaviour Standards implementation program.

In the interest of delivering tangible outcomes efficiently and ensuring successful project completion, Capital Football proposes a revised funding arrangement for 2026. We request an additional Sch 2.2(a)(xi) in IPP funding, bringing the total available funding for implementation to Sch 2.2(a)(xi)

This funding would be used to engage a dedicated Project Manager (consultant) to oversee implementation of the Behaviour Standards program and coordinate the development and delivery of supporting digital and printed resources. The Project Manager will be responsible for driving implementation across the football community, coordinating stakeholders, managing project milestones, and overseeing the creation of communication and education assets to ensure all deliverables are completed by 30 December 2026.

Capital Football will contribute Sch 2.2(a)(xi) primarily funding the communications campaign, graphic design, production of digital and printed resources, and staff support required to assist the Project Manager and ensure successful delivery of the project.

This revised approach provides a clear and achievable pathway to complete the outstanding activities while ensuring appropriate governance, accountability and delivery capability are in place.

Please let me know your thoughts,

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Friday, 5 June 2026 4:21 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Cc: Lacey, Wayne <Wayne.Lacey@act.gov.au>; Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: Capital Football IPP

OFFICIAL

Hi Sch 2.2(a)(xi), Sch 2.2(a)(ii)

Thanks for meeting today. In ensuring we are able to action things as quickly as possible. I have summarised the notes that I have from the meeting we had on 19th Feb below as recorded:

- Whilst elements are identified in the budget submitted, not all elements supported as they are not believed to be critical in achieving behavioural change

Sch 2.2(a)(xi)

- CF had identified a cost of Sch 2.2(a)(xi) for website with an additional amount for Project Manager, however believed that this could be rolled into the Marketing Manager role if funds didn't permit additional spend
- Items that S&R prioritised for funding rolled over from first funding amount were:
  - Rookie Match Official Identification - Sch 2.2(a)(xi)
  - Staff Cultural Awareness - Sch 2.2(a)(xi)
  - Project Manager (consultant) for Behaviour Standards Readiness - Sch 2.2(a)(xi)
  - Project Manager (consultant) for Behaviour Standards Implementation - Sch 2.2(a)(xi)
  - Referee Support Program - Sch 2.2(a)(xi) (remaining amount)
- In addition to the above items, CF had identified an amount of Sch 2.2(a)(xi) of their own required co-contribution was yet to be spent. It was agreed that this would be used to support the line item of *Behaviour Standards – Ongoing Support* Sch 2.2(a)(ii)
- Year 3 IPP funding would be directed towards a Sch 2.2(a)(xi) as this was seen as a highly-critical need for CF – CF confirmed that this was the case and happy to proceed
- The total amount of the funding from Year 3 to go towards the Sch 2.2(a)(xi) was not known and would be based on quotes etc. Elements within original budged that were not supported to be funded such as website, could potentially still receive dollars from year 3 funding, however this happens after full costs of Sch 2.2(a)(xi) are understood.
- S&R happy to assist in drafting RFQ for Sch 2.2(a)(xi) for CF and assist in identifying potential consultants – although can't make any recommendations.

outside scope

Notwithstanding the above information, and acknowledging the discussion had today, the Behaviour Standards implementation is still considered the priority piece of work at this time, noting that at this stage, CF is not in a position to undertake the Sch 2.2(a)(xi) . To enable us to understand the budget for work still to be delivered, can you please provide an understanding/informal acquittal of the items mentioned above. It was mentioned today that the Rookie Match Official Identification had already been purchased and that the Behaviour Standards Readiness stage had been completed. Are you able to confirm that this is the case along with any other items that have been executed and the funding amount used?

This will allow us to then understand the amounts of funding already provided, that remain unspent. Moving forward, and again in understanding that the Sch 2.2(a)(xi) is on hold, can we please ask that you provide a understanding of the line items that CF believes are critical to implementing and delivering the Behavioural Standards project. Whether mentioned above or not, can you please include these in a budget along with costs to deliver these (if formal quotes haven't been received, please note this). As we mentioned today, we have a very limited window to finalise Year 3 funding and where items are assessed as critical to the success of the Behaviour Standards project, that Year 3 funding may be made available prior to the end of the financial year subject to approvals. In order to achieve this, we do ask that the aforementioned information is provided no later than Wednesday 10th June.

Finally, based on the discussions today, we note that the Sch 2.2(a)(xi) is still a priority but for later in the year. As we progress through 2026 and post-Categorisation, we would like to again meet to discuss the plan for this further and how this can be supported by S&R.

If you do have any questions, please reach out as soon as possible.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



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From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: 03/06/2026 11:48 AM
To: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Subject: FW: Capital Football's IPP project

-----Original Appointment-----
From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Wednesday, 3 June 2026 11:35 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii); Willis, Sean; Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: Capital Football's IPP project
When: Friday, 5 June 2026 11:00 AM-12:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: AIS Arena (26 Leverrier St, Canberra Australian Capital Territory 2617)

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From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: 03/06/2026 11:36 AM
To: "Willis, Sean" <Sean.Willis@act.gov.au>
Cc: "Sch 2.2(a)(xi), Sch 2.2(a)(ii)
>
Subject: RE: Advice for CF Sch 2.2(a)(xi)

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Thanks Sean, I have just sent an official calendar invite on behalf of .

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Wednesday, 3 June 2026 11:28 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Subject: RE: Advice for CF Sch 2.2(a)(xi)

OFFICIAL

Hi ,

That will work fine. Send through and we will see you then.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Wednesday, 3 June 2026 11:00 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii) au>
Subject: RE: Advice for CF Sch 2.2(a)(xi)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Sean,

Thanks for that.

We can do 11-12 on Friday. Can you send through a meeting invite to both David and I.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Wednesday, 3 June 2026 10:54 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Advice for CF Sch 2.2(a)(xi)

OFFICIAL

Hi Sch 2.2(a)(ii),

Sorry for the mess around. Friday can work now. Please let me know when works best for you and we can book a room here at AIS for us to have a chat. It will be myself and Wayne in the meeting.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Tuesday, 2 June 2026 5:59 PM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Subject: Re: Advice for CF Sch 2.2(a)(xi)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Sorry Sean no I can't do 1pm. Would Wednesday be better for you?

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Tuesday, June 2, 2026 5:37:51 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)

Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Subject: RE: Advice for CF Sch 2.2(a)(xi)

OFFICIAL

Hi Sch 2.2(a)(xi)

Is there any availability at all before 2pm on Tuesday? Even 1 til 2pm?

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Tuesday, 2 June 2026 5:34 PM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii) Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: Advice for CF Sch 2.2(a)(xi)

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Hi Sean,

Sch 2.2(a)(ii) so can't do any other day this week.

Next week I can do after 2pm Tuesday afternoon or else all day Wednesday.

Sch 2.2(a)(ii) on Thursday (11 June) so my diary is getting full.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Tuesday, 2 June 2026 4:49 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >; Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: Advice for CF Sch 2.2(a)(xi)

OFFICIAL

Hi ,

Unfortunately Friday is going to be an issue for availability. Are you available on Thursday or conversely Tuesday or Wednesday next week?

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Tuesday, 2 June 2026 12:56 PM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii) Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: Advice for CF Sch 2.2(a)(xi)

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Hi Sean,

Can we come and see you on Friday to discuss as there is a lot going on (as always!) and I would like to talk through it all.

While Sch 2.2(a)(xi) is important - right now that is not our priority with everything going on including categorisation, field issues and member unrest. And could really use a bit of a sounding board.

Sch 2.2(a)(ii)

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Tuesday, 26 May 2026 10:16 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Advice for CF Sch 2.2(a)(xi)

OFFICIAL

Hi Sch 2.2(a)(ii)

I am just getting in contact again regarding Capital Football's IPP project. We are getting towards the end of the financial year and needing to finalise these funds as either being paid or not.

Can you please let me know where the process is up to Sch 2.2(a)(xi) as well as the other deliverables from last year's funding? More than happy to have a chat over the phone or in person to clarify anything.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Willis, Sean
Sent: Thursday, 9 April 2026 9:53 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Advice for CF Sch 2.2(a)(xi)

Hi [redacted],

I know it has been a while and there has been a lot going on which is why I have tried to stay out of your way a bit.

In saying this though, with the announcement of funding for 2026 and the desire to get that money out the door as quickly as possible and before EOFY, I was just getting in touch to understand where everything was up to regarding IPP for CF?

Have you been able to send out the RFQ and go through an selection phase to confirm a consultant? Has a decision already been made?

More than happy to chat over the phone or via Teams etc.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Thursday, 5 March 2026 1:12 PM
To: Willis, Sean <Sean.Willis@act.gov.au>; Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Advice for CF Sch 2.2(a)(xi)

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Thanks Sean,
that will really help me to get started.
There is a bit to get through so let me review and we will go from there.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Monday, 2 March 2026 12:56 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: Advice for CF Sch 2.2(a)(xi)

OFFICIAL

Hi Sch 2.2(a)(xi) Sch 2.2(a)(ii)

I am sorry for the delay on this. To be very clear and upfront so that there is no confusion, this is advice. It is not a final product. Attached is advice/template for the SOW/RFQ for Sch 2.2(a)(xi) Please feel free to use as much or as little as you wish. Ultimately, this is very much your project and your outcomes in managing the Sch 2.2(a)(xi) (not assume that it is completely broken).

So, please read through and amend as required. A number of sections have inserted comments or highlights. They are largely components that are specific to CF. They include CF context and information, acronyms, how you want to engage with various stakeholders and contacts for the project etc. In addition, I would suggest that you 'CF' the document as much as possible so that it suits your terminology etc. The final product should be presented in CF's branding suite. In reviewing, just make sure the timelines suit you and are realistic. Obviously, once the consultant is finalised, some of these timelines will have to be communicated to various stakeholders. You will also need to finalise the scope with budget capacity in mind and flexibility to value manage the scope if quotes exceed what is available.

In terms of finalisation, I would recommend that your SOW/RFQ is endorsed by the Board and is reviewed by the legal rep utilised by CF. Obviously, you have already been through the process of finalising consultants for other bits of work including elements of the IPP. I don't believe that this process has to be too dissimilar from what you have done previously.

I have included a document that just provides a little bit of information around considerations in determining a successful candidate. This is too is very much advice and is by no-means an exhaustive criteria. The organisation might want to look at a completely different criteria but just wanted to provide some information.

According to their websites, the following organisations have experience in sports finance. Just sending to their generic inbox will normally get captured.

Sch 2.2(a)(xi)

To make it clear, we do not endorse/recommend/suggest or otherwise direct you to any of these firms, just stating they have experience in sports finance.

If you have any questions, please don't hesitate to get in contact.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



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From: "Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: 11/02/2026 4:29 PM
To: "Willis, Sean" <Sean.Willis@act.gov.au>
Subject: RE: Proposal - 2026 IPP - Behaviour Standards

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Yes I can, I just need to be at UC by 1230 so plenty of time.

Sch 2.2(a)(ii)



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From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Wednesday, 11 February 2026 4:29 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Subject: RE: Proposal - 2026 IPP - Behaviour Standards

OFFICIAL

Hi [redacted]

All good and appreciate that the fun never stops. Can do next Thursday morning here at AIS at 10am. Does this work for you?

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Wednesday, 11 February 2026 4:12 PM
To: Willis, Sean <Sean.Willis@act.gov.au>
Subject: RE: Proposal - 2026 IPP - Behaviour Standards

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Sorry Sean,

Yes, I received but Sch 2.2(a)(ii)
I don't want to redirect all of the scope to our financial footing as there is still a lot to do in regards to our behaviour management – but where we can fit together that would be great.

I can do next week, Wednesday/Thursday in the morning till 12.30pm or Friday after 11am for the rest of the day.
Do any of these work for you and happy to come to the AIS as you have a bit more room for meetings there.

Sch 2.2(a)(ii)





Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Wednesday, 11 February 2026 3:57 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Proposal - 2026 IPP - Behaviour Standards

OFFICIAL

Hi [redacted],

Sorry to be a pest, but I was just following up the below email?

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Willis, Sean
Sent: Tuesday, 10 February 2026 12:53 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Proposal - 2026 IPP - Behaviour Standards

Hi [redacted]

Firstly, can I please apologise for my lack of correspondence in the last little while. Whilst I did return to the office at the start of the year, Sch 2.2(a)(ii) [redacted]

I just wanted to touch base regarding IPP and particularly on the back of the meeting that you had with Rebecca 3 or 4 weeks ago. Rather than sending emails back and forth, I think it would be best for us to meet in the immediate future to discuss the budget sent through at the start of the year and finalising the proposed items that we believe should be prioritised as part of the scope of last year's funding (expenditure to be rolled over). We would also like to discuss how this funding program can assist in addressing the financial framework of the organisation on the back of the discussion you had with Rebecca, understanding the impact this has had on development and delivery of various business components. Given the need for immediate action on this matter, we would redirect the scope of the 2026 funding towards this. As part of this meeting and in getting the ball rolling as quickly as possible, we would assist in putting together a proposal including scope for this work that CF would send to prospective consultants (we also have a list of these to assist in the process).

I understand that there isn't a quiet period for football but if it is possible, it would be good to set up a meeting with a decent amount of time set aside in the next week so that we can get everything squared away in terms of the funding for this year. I am more than happy to come out to the CF offices or just as happy to meet here at AIS. Whatever is easier for you really.

Please let me know when suits you and we can get everything locked in and rolling.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Tuesday, 6 January 2026 5:21 PM
To: Reed, Dougal <Dougal.Reed@act.gov.au>
Cc: Willis, Sean <Sean.Willis@act.gov.au>
Subject: Proposal - 2026 IPP - Behaviour Standards

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Good Afternoon Dougal,

Thank you for the extension, please find attached Capital Football's ***IPP 2026 Behaviour Standards Proposal*** for funding to complete the Implementation stage of our project.

This proposal represents the next phase of Capital Football's Behaviour Standards program and forms part of a broader 3-5 year strategy to achieve sustained behaviour and cultural change across the football community. Building on the foundation work completed in previous years, the 2026 project focuses on consistent implementation, capability building, and reinforcement of the Behaviour Standards across affiliated clubs.

The proposal outlines the project rationale, objectives, delivery approach, budget, risks and mitigation, timeline, evaluation framework, and sustainability, aligned to the Behaviour Standards Action Plan.

Please let me know if you require any further information or clarification.

Sch 2.2(a)(ii)





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From: "Reed, Dougal" <Dougal.Reed@act.gov.au>
Sent: 08/01/2026 12:30 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Cc: "Willis, Sean" <Sean.Willis@act.gov.au>; "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Subject: RE: Proposal - 2026 IPP - Behaviour Standards

OFFICIAL

Hi Sch 2.2(a)(ii),

Thank you for submitting this third year IPP proposal to me on behalf of Capital Football.

Sean will be reviewing the content and will come back to you soon regarding any queries/feedback.

Kind regards,
Dougal

Dougal Reed | Senior Program Officer, Community Participation
Phone: +61 2 6207 6195 | Email: dougal.reed@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



copy

copy

From: "Reed, Dougal" <Dougal.Reed@act.gov.au>
Sent: 05/01/2026 9:10 AM
To: "Willis, Sean" <Sean.Willis@act.gov.au>
Cc: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Subject: FW: Request for extension

OFFICIAL

Hi Sean,

FYI below.

Thanks,
Dougal

From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Monday, 5 January 2026 9:07 AM
To: Reed, Dougal <Dougal.Reed@act.gov.au>
Cc: Lacey, Wayne <Wayne.Lacey@act.gov.au>; Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: Request for extension

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Thank you – it is appreciated.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Reed, Dougal <Dougal.Reed@act.gov.au>
Sent: Friday, 2 January 2026 10:22 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Cc: Lacey, Wayne <Wayne.Lacey@act.gov.au>; Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: Request for extension

OFFICIAL

Hi [redacted],

Thank you for your email requesting an extension for your Year 3 IPP proposal.

Sport and Recreation is happy to provide you with an extension until the 8th January to submit the proposal to us.

Kind regards
Dougal

Dougal Reed | Senior Program Officer, Community Participation
Phone: +61 2 6207 6195 | Email: dougal.reed@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Wednesday, 31 December 2025 1:05 PM
To: Reed, Dougal <Dougal.Reed@act.gov.au>
Cc: Lacey, Wayne <Wayne.Lacey@act.gov.au>; Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: Request for extension

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon Dougal,

I am writing to request an extension until Thursday, 8 January to submit my Year 3 IPP application.

I appreciate the several reminders provided and had every intention of submitting it by today; however, time has unfortunately gotten away from me over the break.

I will be back in the office on Monday and will then have dedicated time to complete and submit the application.

I apologise for the delay and appreciate your understanding.

Kind regards,
Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

From: "Willis, Sean"
Sent: 30/10/2025 1:10 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Cc: "Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Subject: ACT Sport & Rec Arrangements - SSO Support

Good Afternoon [redacted],

I just wanted to flick you an email to let you know that I am on leave as of last week Sch 2.2(a)(ii) [redacted]. At this stage, the best contact will be wayne.lacey@act.gov.au. It is likely that correspondence and coordinating sports will be managed between him and Dougal.

Once Sch 2.2(a)(xi) has refined the new project plan for parkour, please send that through. As per the funding deed, acquittals and year 3 project plans are due by 31 December. These will be assessed in the very early part of next year to inform the final year of SOSP and IPP funding programs. Also, in the early part of next year I will be in touch regarding Categorisation which you will be aware, will be conducted next year in May. We understand the process involved in submitting those Categorisation applications and want to make sure that we are assisting organisations in preparing for those.

Finally, I would like to thank you for all your hard work within your own sport. I know (from personal experience) just how difficult the role can be in SSO's and that sometimes it can be quite a thankless job. Especially with Capital Football this year, I know just how challenging things have been, not to mention the last couple of months with Gungahlin. We absolute recognise the work you do, at Sport & Rec and so on behalf of the office would like thank you for all that you do. Hope you have a very happy and somewhat relaxing upcoming holiday period and a Happy New Year and I will be back in touch at the start of January.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: 06/01/2025 8:17 PM
To: "Willis, Sean" <Sean.Willis@act.gov.au>; "Kelley, Rebecca" <Rebecca.Kelley@act.gov.au>
Subject: Fw: IPP - Sch 2.2(a)(xi)
Attachments: IPP Version 2 - Org reform.pdf

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Good evening guys,
Just following up on my email below re the suggested changes to our IPP grant to make sure received and whether any further details are required to get it approved.

Sch 2.2(a)(ii)



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From: Sch 2.2(a)(ii)
Sent: Thursday, December 19, 2024 14:21
To: Willis, Sean
Cc: Kelley, Rebecca ; Sch 2.2(a)(ii)
Subject: RE: IPP - Sch 2.2(a)(xi)
Good afternoon Sean,
Please find attached our revised proposal for IPP.
Thank you for your patience while I spoke to a couple of consultants to get some idea of what this project would look like.
As always, very open to feedback so please let me know.
Cheers, Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

From: Willis, Sean
Sent: Friday, 13 December 2024 11:34 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Cc: Kelley, Rebecca
Subject: IPP - Sch 2.2(a)(xi)

OFFICIAL

Hi [redacted],
Just flicking an email through based on the conversation you had with Rebecca Kelley (cc'd) yesterday along with the brief chat we had as well.
Just wanting to ensure that everything is on track for the plan to be sent through next week? If you do have any questions, please don't hesitate to contact me. Just in relation to your email last week, wanted to reiterate what we are after for the project plan is need, how identified, plan to do, how this is achieved and the inclusion of timelines throughout those elements. Additionally, given the change in project, we would need information around the anticipated outcomes and KPI's of the project, both over the next year and the project overall. Complimenting the plan, we require an itemised budget for 2024 funding (already received) and 2025 funding (to be confirmed Jan 2025). This should also detail when those funds are likely to be expended (for example funds to cover consultancy fees may be required upfront whereas expenses for workshops and future education and training with organisation stakeholders may be required later). All elements of expenditure should be included in the budget (including staff costs).
Look forward to hearing from you and good luck against City on Sunday.
Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



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From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: 06/12/2024 3:40 PM
To: "Willis, Sean" <Sean.Willis@act.gov.au>; 'Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Capital Football IPP Project

OFFICIAL

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Hi Sean,

Your email is actually very good timing, I have received a proposal from a consultant on the delivery of the program. I am reviewing this with some help of my Board but I am fairly happy with what they propose for a year 1&2 approach. I just need to try and write it all up for you.

In terms of format are you happy for me to outline the need, how its' been identified, what we plan to do and how we are going to achieve it.

Is there scope to use Year 1 funding (2024) in a turbo effort over the next 2 years to finish by the required date?
The consultant fees are certainly not cheap (they are having to do a lot of work) and this expense will take up a fair chunk of Year 1 funds. I also want to make sure there is staff support in place to help make sure they get the consultation needed and more importantly they will take on the long term delivery of the program.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean
Sent: Thursday, 5 December 2024 10:22 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: Capital Football IPP Project

OFFICIAL

Hi Sch 2.2(a)(ii)

I hope you are well?

I was wondering where Capital Football were up to in terms of their IPP project? On the back of the catch up that we had at the end of October, Capital Football was going to formally seek an amendment to their funding deed and also provide a project plan for the amended scope of the project.

To date, we haven't received this….are you able to provide an update? Additionally, we are at the end of the year which concludes the first funding period of the project. As per the funding deed, project plans for the second funding period a required by December 31 at the very latest. These project plans will be assessed by Sport & Rec in the very early part of 2025 and determine funding amounts for organisations in 2025 for their IPP projects. Could you please provide an update on how this project plan is coming along and when we might expect to receive it? Obviously, the sooner we do have that plan, the greater to opportunity to review prior to being sent through to the assessment panel.

If you do have any questions or comments, please don't hesitate to contact me.

I look forward to hearing from you.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 |
www.sport.act.gov.au



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From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: 15/10/2024 12:56 PM
To: "Willis, Sean" <Sean.Willis@act.gov.au>
Subject: RE: Apologies

OFFICIAL

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Hi Sean, that's not a problem.

I have updated for 1.30pm.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean
Sent: Tuesday, 15 October 2024 12:45 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Apologies

OFFICIAL

Hi Sch 2.2(a)(ii)

Is there any ability for this to be moved back half an hour to 1:30 on Tuesday next week?

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 |
www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Tuesday, 15 October 2024 11:28 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Subject: RE: Apologies

OFFICIAL

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Hi Sean, I have sent you the updated calendar invite for Tuesday the 22nd at 2pm.

Let me know if this suits, if not I will need to find another day.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Tuesday, 15 October 2024 10:36 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Subject: RE: Apologies

Hi Sean,

I am so sorry Friday is no longer an option.

I didn't check Sch 2.2(a)(ii) Calander and assumed she was still available. Oversite from me.

Can you do Tuesday the 22nd at 2pm?

Cheers

Sch 2.2(a)(ii)

Sch 2.2(a)(xi)

From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Tuesday, 15 October 2024 10:30 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii)

Subject: RE: Apologies

Hi Sean,

Fantastic, I have just sent you the updated invite.

Rebecca and Wayne have been added also.

Regards,

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Tuesday, 15 October 2024 10:27 AM
To: [redacted]>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Apologies

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H[redacted]

That shouldn't be an issue. Do you mind sending through the calendar invite and I will make sure this is forwarded on to Rebecca Kelley and Wayne Lacey?

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 |
www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Monday, 14 October 2024 11:25 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Apologies

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Hi Sean,

Thanks for letting us know.

Sch 2.2(a)(ii) has availability this Friday the 18th at 10.30am, if not we can look at something next week.

Please let me know.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Monday, 14 October 2024 11:19 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: Apologies
Importance: High

OFFICIAL

Hi All,

I am super sorry but we are going to have to postpone the meeting that was due to start in 15 minutes.

Unfortunately, we have an urgent meeting that will clash with this. I am extremely sorry for the lateness of this email and I will work with Sch 2.2(a)(xi), Sch to reschedule this meeting as soon as possible.

Again, very very sorry for the lateness of this postponement.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation

Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 |
www.sport.act.gov.au



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From: 'Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: 02/10/2024 4:52 PM
To: "Willis, Sean" <Sean.Willis@act.gov.au>
Subject: RE: IPP

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Hi Sean, I have changed it to Monday the 14th at 11.30am.
Is a teams meeting okay?

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean
Sent: Wednesday, 2 October 2024 2:28 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: IPP

OFFICIAL

Hi Sch 2.2(a)(xi),

I was wondering if Sch 2.2(a)(ii) and yourself might be available between 11:30 and 2pm on Monday 14th October at all? This appears to be a time when everyone here in the office has availability.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Wednesday, 2 October 2024 10:58 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Subject: RE: IPP

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Hi Sean, that's no issue at all, you let me know and well work it out.

I am on leave from Friday, so hopefully we can get another time in before then.

Cheers,

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Wednesday, 2 October 2024 10:51 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: IPP

OFFICIAL

Hi

Unfortunately we have a couple of clashes with that time within the team. I am just trying to confirm availability and I will get back to you with some options.

Thanks.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Wednesday, 2 October 2024 8:51 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Subject: FW: IPP

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OFFICIAL

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Hi Sean,

I hope this email finds you well.

I have set up a teams meeting for next Thursday at 10am.

I hope this works for you.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Tuesday, 1 October 2024 3:23 PM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Subject: RE: IPP

Hi Sean,

I am sorry I must have missed the first email.

I have asked Sch 2.2(a)(ii) CC'd in, to set up a meeting next week to discuss IPP as I would like to explore changing our project. She will send through some times tomorrow and we can go from there.

Cheers, Sch 2.2(a)

Sch 2.2(a)(ii)

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Monday, 30 September 2024 4:38 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: IPP

OFFICIAL

Hi [redacted]

I was just following up the email below. With the season now completed we (myself, Rebecca and Wayne) would like to meet as soon as possible to discuss the Capital Football IPP project. If you could please let me know when you would be available, I can make sure everyone is available and lock it in. If you have any questions, please don't hesitate to contact me.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Willis, Sean
Sent: Friday, 6 September 2024 4:18 PM
To: Sch 2.2(a)(xi)
Subject: IPP

Hi

My name is Sean and I the contact officer for Sch 2.2(a)(xi) regarding categorisation and now the Industry Partnership Funding Program (IPP). I have had a chat to Rebecca Kelley this week, as I know you had previously spoken to her about Sch 2.2(a)(xi) IPP project. I was hoping that we might be able to lock in a meeting in the next week to talk about the project? As I am sure you are aware, as per the funding deed, there are to be regular meetings with Capital Football to understand how the current project is tracking but also planning for future years.

It would be good to sit down and introduce myself but then have a chat about IPP for Sch 2.2(a)(xi) in the immediate future and then moving forward over the next couple of years.

Let me know when you are available and we will put something into the diary.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



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From: "Willis, Sean"
Sent: 05/02/2025 11:45 AM
To: "Kelley, Rebecca" <Rebecca.Kelley@act.gov.au>
Cc: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Subject: Sch 2.2(a)(ii) IPP

Hi Bec,

Just on the back of our meeting with CF, just wanted to make sure we are all on the same page. Additionally, I assume that we will have to give a formal notification to CF around amending their funding deed which might need to set out the below information as well?

Notes from Meeting

- Consultant to have outward facing focus with a scope looking predominantly at the culture of the sport and issues within clubs. Feedback to be sought from external stakeholders such as club boards, members etc.
- In tandem with the consultation, CF wanting to also implement smaller initiatives to begin the process of change (easy wins) including:
    - Referee Bands – identifying new or young officials (to be adopted from programs from other jurisdictions)
    - Mobile App – Used to assist in the reporting of disciplinary issues at the time and place they happen
- August-October is when CF expects the first findings and draft of framework from the consultant will be received.
- Acknowledged that Strat Plan is BAU and won't be funded or included in the scope of this project. To be presented alongside consultant findings towards end of the year.
- CF believes that there is a significant need to overhaul its website. No formal quote for that work, nor any structure around how it will be set up and what it is required to do. Potential for an external company to investigate and quote. Could not be considered within the scope of the project without these details and a demonstrated need from consultant findings.
- Gameplan used by many clubs but CF doesn't have line-of-sight to club portals. Would suggest that a larger emphasis is put on this by CF to understand where clubs are, what support they need and how that can feed into this project. Would suggest it would be helpful in demonstrating need of future funding components.
- Working towards a large club presentation event in February of 2026 with framework starting to be implemented and other initiatives introduced as part of project.
- Culture Change Educator (0.75 FTE) to implement the framework and initiatives that are recommended by consultant. Is likely that the earliest this position could be advertised is beyond August. Brand Officer not funded or included in the scope of this project (no demonstrated or understood need).

Budget over the next 12 Months

- Waiting for a formal quote from consultant along with additional information around scope etc.
- The expenses included in the quote that we expect to be funded in the next 12 months:
    - Behaviour & Culture Change Consultant – quoted at Sch 2.2(a)(xi) (TBC)
    - Member App set up - Sch 2.2(a)(xi)
    - Rookie Match Official Armbands - Sch 2.2(a)(xi)
    - Capital Football Staff Training - $Sch 2.2(a)(xi)
    - Culture Change Educator (6 months) - $Sch 2.2(a)(xi)
- Total Expenses - Sch 2.2(a)(xi)
- Revenue:
    - ACT Gov IPP Funding (already received) - Sch 2.2(a)(xi)
    - CF Contribution - Sch 2.2(a)(ii)
- Total Revenue - Sch 2.2(a)(ii)

- At this point, we could not provide any additional funding to the organisation. Even with additional costs that might be realised before 2026, there is nearly Sch 2.2(a)(xi) in unspent revenue.

- Other items that were included in the budget are either not eligible or within the scope to be funded – OR – are premature in determining their appropriateness and need at this point but could be considered later (beyond the end of 2025).

Can you please let me know if you think that I have left anything out? Is there anything else that should be included/considered?

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: "Willis, Sean"
Sent: 13/01/2025 11:22 AM
To: "Kelley, Rebecca" <Rebecca.Kelley@act.gov.au>
Cc: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Subject: Notes for CF IPP proposal
Attachments: Capital Football IPP - Initial notes of assessment of revised scope.docx

Hi Bec (and Wayne),

Have put together some notes regarding the proposal from CF. Whilst trying to avoid being overly negative of the proposal sent through, there are a number of elements that had not previously been discussed or aren't explained in the proposal sent through. Have included thoughts on the proposal (attached). Happy to discuss how to move forward with this project including conversations to be had with CF.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



Capital Football IPP - Notes

- Project summary speaks scope discussed in previous meetings but also includes elements not previously mentioned. Whilst behavioural and cultural change and elements of the brand reset were to be included, governance reform and forward-facing branding collateral are new elements.

Sch 2.2(a)(xi)

Sch 2.2(a)(xi)

Sch 2.2(a)(xi)

Sch 2.2(a)(xi)

Sch 2.2(a)(xi)

Sch 2.2(a)(xi)

Sch 2.2(a)(xi)

- Overall, the project plan proposal as it is currently provided, doesn't justify any additional funding beyond the $125,000 already provided to the organisation that is yet to be spent. The items that could be supported are:
  - Sch 2.2(a)(xi) for Behaviour and Cultural change consultant (needs more detailed explanation around what the consultant is being engaged to do.)
  - Sch 2.2(a)(xi) for Staff Training (more detailed explanation required and ensuring not for education and training provided by S&R).
  - Sch 2.2(a)(xi) for program delivery by consultant (understand of what this includes and how it relates to the line item for already engaged consultant).

- Other items are either not applicable, not included in the original scope discussed and therefore no demonstrated need, or are outcomes that we would want to see are suggested by the consultant and could be assessed in future years of the project.

From: "Willis, Sean"
Sent: 14/01/2025 5:29 PM
To: "Kelley, Rebecca" <Rebecca.Kelley@act.gov.au>
Cc: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Subject: Industry Partnership Program - Capital Football Plan

Hi Bec,

Please find my email below. As I said yesterday, I did struggle a little with trying to be succinct without being harsh or rude. I hope that I have achieved that and will happily review any changes you do make. Let me know if there are any issues with the below.

Hi [redacted],

Sch 2.2(a)(xi), Sch 2.2(a)(xii)

or via Teams.

Thank you.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au

From: "Willis, Sean"
Sent: 10/12/2024 12:42 PM
To: "Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Capital Football IPP Project

Hi Sch 2.2(a)(ii)

I have always been known for my good timing (definitely sarcastic).

Without a plan and associated budget, I can't confirm how funding might work and what arrangements can be made to roll funding. The same with all other organisations, funding is contingent on program plans and budgets.

In terms of what we are after for the project plan, what you have highlighted (need, how identified, plan to do, how this is achieved) is exactly what we are after and the inclusion of timelines throughout those elements. Additionally, given the change in project, we would need information around the anticipated outcomes and KPI's of the project, both over the next year and the project overall. Complimenting the plan, we require an itemised budget for 2024 funding (already received) and 2025 funding (to be confirmed Jan 2025). This should also detail when those funds are likely to be expended (for example funds to cover consultancy fees may be required upfront whereas expenses for workshops and future education and training with organisation stakeholders may be required later). All elements of expenditure should be included in the budget (including staff costs).

I do understand that this is a significant amount of information to pull together, but as I said in my previous email, the earlier it is received the greater the opportunity to provide feedback. We will also be then able to indicate how funding will be provided and options for rolling funding into different periods (this may require an official amendment request from Capital Football).

If you have any further questions, please don't hesitate contact me. More than happy to have a chat over the phone or video call.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Friday, 6 December 2024 3:40 PM
To: Willis, Sean ; Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: Sch 2.2(a)(xi) IPP Project

OFFICIAL

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Hi Sean,

copy

copy

From: "Willis, Sean"
Sent: 27/02/2025 1:04 PM
To: "Kelley, Rebecca" <Rebecca.Kelley@act.gov.au>
Cc: "Lacey, Wayne" <Wayne.Lacey@act.gov.au>
Subject: RE: IPP - Sch 2.2(a)(xi)

Hi Bec,

Sorry for the delay in response to this one. I don't have too many issues with the scope of the project and the intended outcomes, despite them being a little different from what was discussed in person.

I guess the only area where the work of the consultant falls a little short of what we want, is that the consultation with club stakeholders is only via workshops with CF in attendance. My concern would be that feedback is perhaps not completely genuine with CF being in the room. That there is no survey component of the consultation is a little disappointing and there is still some wiggle room in terms of budget etc.

Thoughts?

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Kelley, Rebecca
Sent: Thursday, 27 February 2025 12:48 PM
To: Willis, Sean
Cc: Lacey, Wayne
Subject: Re: IPP - Capital Football

OFFICIAL

Hi Sean

Noting you are away next week - where are things up to with Capital Football?

Thanks
Bec

From: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Sent: Thursday, February 20, 2025 14:49
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Lacey, Wayne <Wayne.Lacey@act.gov.au>
Subject: Fw: IPP - Capital Football

Hi Sean

Have you acknowledged this with [redacted] What are your thoughts on this?

Thanks
Bec

From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Thursday, February 13, 2025 10:04
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: IPP - Capital Football

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Please find attached the proposal for our Culture change piece.
I hope that this will help support our project variation request.

Sch 2.2(a)(ii)



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From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Tuesday, 28 January 2025 3:19 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Cc: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: IPP - Capital Football

OFFICIAL

H[redacted],

I have had a chat to Rebecca, and we think it best to meet in person to discuss this project including funding, scope etc.

We are on a fairly tight timeline now to confirm all the projects, so was hoping that you might be available on Friday to meet face to face? At this stage we have a fairly open Friday so I am proposing 11am, however if there is a time that better suits you, please let me know. I will follow up this email with a meeting invite and we can go from there.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: [redacted]>
Sent: Tuesday, 28 January 2025 10:54 AM
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: IPP - Capital Football

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Hi Sean,

Thank you for your email. After reviewing the previous response, I must admit I am deeply disappointed. While my proposal deviated from what was initially discussed, it was crafted to reflect the significant effort put into designing a transformative project for Capital Football.

As a result of the response, I have been reviewing our position and whether to continue.

I have had discussions with two consultants so far and the proposed scope has been focused on establishing a baseline for acceptable behaviours through community consultation and subsequently creating an educational pathway to drive behaviour change. This entire process has been designed to engage and involve the community, not as an internal review.

To clarify, I have no intention of engaging consultants for an internal review, as I am fully aware of the changes required within our organisation. I see no value in expending time or resources on this aspect.

While the project initially began as a behaviour change initiative, further reflection has revealed deeper challenges. Capital Football currently lacks community respect, operates reactively rather than proactively, and has outdated systems and processes. This realisation led to the evolution of the project to include a

brand reset and strategic redirection. Without leadership changes and internal improvements, the behaviour change component will likely fail to achieve lasting success.

The approved components of the project will enable consultants to design a framework for educational materials, establish baseline behaviours, and outline processes for change. However, no adjustments have been made to our internal processes to ensure we are positioned for successful implementation. As it stands, we risk reaching the end of the 2025 season still needing another season to organise ourselves effectively.

Regarding the budget, the quotes provided by the consultants do not include the education rollout, as they are unclear on the specific materials to be delivered and any potential resource gaps. While our preference is to use existing resources, they estimate an additional Sch 2.2(a)(xi) will be sufficient to cover their involvement beyond the first stage especially if new materials need to be developed.

Regarding staff training, the budgeted allocation is for cultural awareness training. Any additional training listed is available at no cost.

I hope this email provides clarity on the intent of the project, its evolution, and the associated budget considerations. Please let me know if further discussion is needed.

Sch 2.2(a)(iii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Friday, 24 January 2025 11:11 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) au>
Cc: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: IPP - Capital Football

OFFICIAL

Hi [redacted],

Hope you are well.

I was just following up the below email regarding Capital Football's IPP. I wanted to make sure that you had received the email most importantly, but also wanted to chase up the information that we had requested in the second half of the email. We are seeking more information around those items and wanting to understand the exact scope of the work to be undertaken by the consultant etc.

If you do have any questions, please don't hesitate to contact me. I look forward to hearing from you.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Willis, Sean
Sent: Wednesday, 15 January 2025 11:27 AM
To: [redacted]
Cc: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: RE: IPP - Capital Football

Hi [redacted],

Just getting back in touch having now reviewed the updated Industry Partnership Program (IPP) project plan for Capital Football (CF).

In reviewing the plan and the budget there are elements that we believe don't meet the objectives of this funding program, nor the cultural change outcomes intended by CF. These elements weren't part of the discussion in our recent meetings and we believe are either pre-emptive of the findings from the consultant or not particular to achieving the behavioural change goals of the plan. Specifically, the strategic plan development and governance review, refresh of brand identity and items for match officials, we believe should not be included in the scope for the first year of the project. These elements may be considered in the future based on recommendations from the consultant or other factors, but CF would need to demonstrate specific need for them.

The elements of the project that we believe are in the scope of what was previously discussed and that have been budgeted for the first year are:

- [redacted] for Behaviour and Cultural change consultant
- $[redacted] for Staff Training
- $[redacted] for program delivery by consultant

At this stage, the funds already provided to CF through the IPP cover these amounts. As stated before, CF may still access the second funding period for other items such as staff costs and elements previously mentioned but we would like to see the project commenced with the consultant prior to this.

We would also like more information around the funded elements above. Specifically:

- What is the scope of work that the consultant has quoted?
- What staff training does CF expect to undertake? (Sport and Recreation delivered Education and Training is ineligible for this funding)
- How is the program delivery expected to be provided to stakeholders? Is this provided by the same consultant and if so, could it be included in the line-item already assigned to the Culture change consultant?

If you do have any questions regarding your IPP plan and to direct the responses to the questions above, please contact me. I am also available to discuss these items over the phone or via Teams.

Thank you.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Sent: Monday, 6 January 2025 8:17 PM
To: Willis, Sean <Sean.Willis@act.gov.au>; Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: Fw: IPP - Capital Football

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good evening guys,

Just following up on my email below re the suggested changes to our IPP grant to make sure received and whether any further details are required to get it approved.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Sent: Thursday, December 19, 2024 14:21
To: Willis, Sean <Sean.Willis@act.gov.au>
Cc: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>; Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: IPP - Capital Football

Good afternoon Sean,

Please find attached our revised proposal for IPP.

Thank you for your patience while I spoke to a couple of consultants to get some idea of what this project would look like.

As always, very open to feedback so please let me know.

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Willis, Sean <Sean.Willis@act.gov.au>
Sent: Friday, 13 December 2024 11:34 AM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii) >
Cc: Kelley, Rebecca <Rebecca.Kelley@act.gov.au>
Subject: IPP - Capital Football

OFFICIAL

Hi [redacted],

Just flicking an email through based on the conversation you had with Rebecca Kelley (cc'd) yesterday along with the brief chat we had as well.

Just wanting to ensure that everything is on track for the plan to be sent through next week? If you do have any questions, please don't hesitate to contact me. Just in relation to your email last week, wanted to reiterate what we are after for the project plan is need, how identified, plan to do, how this is achieved and the inclusion of timelines throughout those elements. Additionally, given the change in project, we would need information around the anticipated outcomes and KPI's of the project, both over the next year and the project overall. Complimenting the plan, we require an itemised budget for 2024 funding (already received) and 2025 funding (to be confirmed Jan 2025). This should also detail when those funds are likely to be expended (for example funds to cover consultancy fees may be required upfront whereas expenses for workshops and future education and training with organisation stakeholders may be required later). All elements of expenditure should be included in the budget (including staff costs).

Look forward to hearing from you and good luck against City on Sunday.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: "Willis, Sean"
Sent: 06/03/2024 2:55 PM
To: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: RE: IPP grant program

OFFICIAL

Good Afternoon,

Please find the application for the IPP at https://actsportandrec.smartygrants.com.au/IPP2024

I would recommend given me a call or even setting up a meeting after your internal chats about possible projects. Obviously with the closing date just around the corner, would recommend this meeting take place at your earliest convenience to make sure the ball is rolling and to ensure a quality application.

If you have any questions in the meantime, please don't hesitate to contact me.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Sch 2.2(a)(ii), Sch 2.2(a)(i)
Sent: Wednesday, March 6, 2024 2:25 PM
To: Willis, Sean
Subject: FW: IPP grant program

OFFICIAL

Hi Sean,

Re below - Can you email the link to Sch 2.2(a) below as well as Sch 2.2(a)(ii) please?

Also probably just confirm that you are their contact officer for their IPP submission to discuss ideas etc also in the email.

Also maybe mention that there is no template for the submission and the project plan needs to address 5.2 in the funding guidelines (talking to Sch 2.2(a)(i) their new CEO has told them today to start looking at it after they were originally not going to bother).

Sch 2.2(a)(i) said they are having an internal meeting tomorrow morning to discuss the project (inclusion focus) so I would recommend calling either Sch 2.2(a)(ii) tomorrow afternoon following their meeting to discuss their ideas. It sounds like they want to expand their current Inclusion programs – I guess that depends how its different to what they are currently doing and how success is going to measured compared to what they currently do etc...

Sch 2.2(a)(ii)

Dougal

From: Sch 2.2(a)(ii)
Sent: Wednesday, March 6, 2024 1:28 PM
To: Reed, Dougal <Dougal.Reed@act.gov.au>
Subject: IPP grant program

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HI Dougal,

I am unable to see the IPP grant program on the current rounds list

Home Page - Sport and Recreation (smartygrants.com.au)

Can you please help?

Cheers,

Sch 2.2(a)(ii)



Capital Football acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: "Willis, Sean" <Sean.Willis@act.gov.au>
Sent: 05/06/2026 4:24 PM
To: "Kelley, Rebecca" <Rebecca.Kelley@act.gov.au>
Subject: FW: Sch 2.2(a)(xi) IPP
Categories: Reading/Review

OFFICIAL

FYI.

Meeting today was interesting in that Sch 2.2(a)(i) didn't recall that we had scoped any of the items in her original budget and that we had agreed to fund them all as she had identified. This was not the case and is the very reason we keep notes from meetings I guess? This was clarified in the meeting today and reiterated in the email sent through.

Happy to talk further on Tuesday about the meeting today and also how to progress things in the very small window we have remaining. Also happy to have any questions that you might have from the information provided below. Will be on top of actioning things swiftly next week.

Kind Regards,

Sean Willis | Senior Program Officer, Community Participation
Phone: +61 2 6207 2528 | Email: sean.willis@act.gov.au
Sport and Recreation | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 3, 220 London Circuit, Canberra City ACT 2601 | GPO Box 158 Canberra City ACT 2601 | www.sport.act.gov.au



From: Willis, Sean
Sent: Friday, 5 June 2026 4:21 PM
To: Sch 2.2(a)(ii)
Cc: Sch 2.2(a)(xi), Sch 2.2(a)(ii)
Subject: Capital Football IPP

Hi Sch 2.2(a)(xi), Sch 2.2(a)(ii)

Thanks for meeting today. In ensuring we are able to action things as quickly as possible. I have summarised the notes that I have from the meeting we had on 19th Feb below as recorded:

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ATTACHMENT A - 2024 Sport and Recreation Investment Scheme - Applications Supported for Funding

2024 Industry Partnership Program (IPP) - Category 1 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Description	Amount Requested Year 1	Overall Assessor Comments	Funding Recommendation	Supported Funding
4	Sch 2.2(a)(xi)	Sch 2.2(a)(xi)	$125,000.00	Sch 2.2(a)(xi)	Fund in full	$125,000.00

2024 Industry Partnership Program (IPP) - Category 2 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Title	Amount Requested Year 1	Overall Assessor Comments	Funding Recommendation	Supported Funding

2024 State Organisation Support Program (SOSP) - Category 3 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Description	Operational Expense	Project Expense	Total Project Cost	Overall Assessor Comments	Funding Recommendation	Supported Funding

2024 Club Enhancement Program (CEP)

	Organisation Legal Name	Project Title	Total Amount Requested	Overall Assessor Comments	Funding Recommendation	Supported Funding

2024 Community Sport Facilities Program (CSFP) - Construction Stream

	Organisation Legal Name	Project Title	Total Amount Requested	Overall Assessor Comments	Funding Recommendation	Supported Funding

2024 Community Sport Facilities Program (CSFP) - Planning Stream

	Organisation Legal Name	Project Title	Total Amount Requested	Overall Assessor Comments	Funding Recommendation	Supported Funding
61	applications				TOTAL	$170,000

SRIS Program	$3,564,916.00
Transitional	$149,740.00
outside scope	
Emergency Supplementry Program	$1,250
CBR Sport Awards	$9,000
TOTAL BUDGET	$3,734,532.00

ATTACHMENT A - 2025 Sport and Recreation Investment Scheme - Applications Recommended for Funding

2025 Industry Partnership Program (IPP) - Category 1 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Description	Amount Requested Year 2		Funding Recommendation	Recommended Funding	Funding Method	Risk Management Around Payment
4	Sch 2.2(a)(xi)	Sch 2.2(a)(xi)	Sch 2.2(a)(xi)		Nil	$0.00	Nil	Sch 2.2(a)(xi)

2025 Industry Partnership Program (IPP) - Category 2 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Title	Amount Requested Year two	Overall Assessor Comments	Funding Recommendation	Recommended Funding	Funding Method	Risk Management Around Payment

2025 State Organisation Support Program (SOSP) - Category 3 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Description	Operational Expense	Project Expense	Total Project Cost	Overall Assessor Comments	Funding Recommendation	Recommended Funding	Funding Method	Risk Management Around Payment

2025 Club Enhancement Program (CEP)

	Organisation Legal Name	Project Title	Total Amount Requested	Overall Assessor Comments	Funding Recommendation	Recommended Funding	Funding Method	Risk Management Around Payment

2025 Community Sport Facilities Program (CSFP) - Construction Stream

	Organisation Legal Name	Project Title	Total Amount Requested	Overall Assessor Comments	Funding Recommendation	Recommended Funding	Funding Method	Risk Management Around Payment

SRIS Program	**$3,254,872.00**
IPP	$1,020,960.00
SOSP	$186,880.00
CSFP	$1,939,706.00
CEP	$85,700.00
Outside scope	
Emergency Supplementry Program	$10,000
CBR Sport Awards	$9,000
TOTAL BUDGET	**$3,254,872.00**

ATTACHMENT A - 2026 Sport and Recreation Investment Scheme - Applications Supported for Funding

2026 Industry Partnership Program (IPP) - Category 1 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Description	Amount Requested Year 3	Overall Assessor Comments	Funding Supported	Supported Funding Amount	Funding Method	Risk Management Around Payment
4	Sch 2.2(a)(xi)	Sch 2.2(a)(xi)	$125,000.00	Sch 2.2(a)(xi)	Fund in Full	$125,000.00	Sch 2.2(a)(xi)	Sch 2.2(a)(xi)

2026 Industry Partnership Program (IPP) - Category 2 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Title	Amount Requested Year 3	Overall Assessor Comments	Funding Supported	Supported Funding Amount	Funding Method	Risk Management Around Payment

2026 State Organisation Support Program (SOSP) - Category 3 State Sport Organisation Funding Stream

	Organisation Legal Name	Project Description	Operational Expense	Project Expense	Total Project Cost	Overall Assessor Comments	Funding Supported	Supported Funding Amount	Funding Method	Risk Management Around Payment

2026 Club Enhancement Program (CEP)

	Organisation Legal Name	Project Title	Total Amount Requested	Overall Assessor Comments	Funding Supported	Supported Funding Amount	Funding Method	Risk Management Around Payment
12	Sch 2.2(a)(xi)	Sch 2.2(a)(xi)	Sch 2.2(a)(ii)	Sch 2.2(a)(xi)	Partially fund	$12,600.00	Sch 2.2(a)(xi)	Sch 2.2(a)(xi)

2026 Community Sport Facilities Program (CSFP) - Construction Stream

	Organisation Legal Name	Project Title	Total Amount Requested	Overall Assessor Comments	Funding Supported	Supported Funding Amount	Funding Method	Risk Management Around Payment

SRIS Budget	$4,854,270.00
IPP	$1,253,625.00
SOSP	$192,600.00
CSFP	$2,567,406.00
CEP	$169,720.00
Other programs/projects funded from within SRIS budget	
WSRPLP	$58,919
Emergency Supplementry Program	$10,000
outside scope	
CBR Sport Awards	$9,000
TOTAL BUDGET	**$4,854,270.00**
Current surplus	$0

Year	Applicant Name	Amount Requested	Project Title	Grant Program	Decision
2024	Sch 2.2(a)(xi)	$125,000	Diversity and inclusion project	Industry Partnership Program	Successful
2025		Sch 2.2(a)(xi)	Diversity and inclusion project	Industry Partnership Program	Unsuccessful
2026		Sch 2.2(a)(xi)	Diversity and inclusion project	Industry Partnership Program	Unsuccessful
2026		Sch 2.2(a)(xi)	Football Officiating Program	Women's Coaching and Officiating Support Program	Unsuccessful
2026		$12,600	Tribunal improvement project	Club Enhancement Program	Successful