KeepClear

Fund KeepClear with a Sporting Club Grant

A pack for Victorian club committees · Category 5, Round 2

Round 2 opens Thursday 18 February 2027 and closes 4 pm Thursday 1 April 2027, Melbourne time (AEDT). Outcomes are due in June 2027.

Please confirm eligibility before you apply.

This pack is a guide only. It is not official advice, and it does not guarantee that your application will be eligible or successful. The program is competitive. If you are unsure whether KeepClear, or any cost in a quote, can be funded, contact Sport and Recreation Victoria first. Official guidelines: https://sport.vic.gov.au/funding/sporting-club-grants-program/program-guidelines Program page and phone: https://sport.vic.gov.au/funding/sporting-club-grants-program or 1800 325 206.

Do not copy the sample answers word for word.

Rewrite them in your club's own words, with your own numbers, suburb, sport and story. The official guidelines say applications that include answers which are identical — either fully or partially — to another application will be ineligible for funding.

For the committee, in one page

KeepClear is a register that helps a club keep track of each volunteer's or worker's Working with Children Check, and where needed VIT teacher registration and NDIS worker screening: card type, expiry warnings, a record of checks, and exports. It works alongside WWC Connect. It is not a screening provider, it does not run checks itself, and it is not a government register. Your club still confirms each person on Service Victoria's official Status Checker. PlaySafe covers registered coaches, and KeepClear covers everyone else.

The Sporting Club Grants Program is a Victorian Government grant for community sport and active recreation organisations. Category 5: Governance and Engagement offers up to $1,500 to help clubs meet their legal and governance responsibilities. Among the eligible projects listed is "Implementing online membership and volunteer management systems."

The club applies, not KeepClear. If you are successful, the project and grant spending must be finished within 12 months.

A free 30-day KeepClear pilot, with no card needed and a free staff or volunteer list import, is available any time and does not use grant funds. If you want to use a grant for the paid first year, do not start or pay for that paid period until you have your outcome, because funding will not cover a project that has already started.

The honest reading of the guidelines is that a first-time implementation, including first 12 months of access after the free pilot, is the stronger fit. Ongoing years after that, and a plain monthly subscription with no implementation, may be treated as a day-to-day operating cost, which the guidelines exclude. The cost of the Working with Children Checks themselves is also excluded. Setup and list import are already included at no charge on the KeepClear pricing page (https://keepclearhq.com/pricing).

What the official guidelines say

These extracts are from the Sporting Club Grants Program, 2026-27: Program Guidelines, checked on 24 November 2026. The guidelines can change. Re-check them when Round 2 opens.

Source: https://sport.vic.gov.au/funding/sporting-club-grants-program/program-guidelines

Who can apply

Section 4.1 says organisations must be a not-for-profit, non-government entity registered as an Incorporated Association with an IAN number, a Company Limited by Guarantee with an ACN number, or an Indigenous Corporation with an ICN number, and must currently deliver sport, active recreation, or physical activity programs in Victoria.

Individuals and sole traders cannot apply. Unincorporated associations, schools, playgroups, kindergartens, child-care centres and pre-schools cannot apply either. Clubs that received Categories 1, 2, 3 or 5 in 2025–26 may only apply for Category 4 this program year. You can submit a combined total of up to two applications across Categories 1, 2, 3 and 5, and they must be in different categories.

Unincorporated clubs may be able to use an auspice, but auspice arrangements cannot be used for projects that deliver services to children under 18. Confirm this with Sport and Recreation Victoria if it applies to you.

Category 5 eligible costs

Section 6 says funding of up to $1,500 "helps organisations run smoothly, meet their legal and governance responsibilities, and plan for the future." Eligible costs include reviewing or putting in place important policies including child safety; engaging consultants or facilitators to help strengthen governance, or to deliver workshops on governance, compliance or leadership; upgrading your membership portal; and implementing online membership and volunteer management systems. That is a short, faithful summary of the listed items most relevant to KeepClear. Read the full list on the guidelines page.

What will not be funded

Section 7.1 says projects will not be funded if they have already commenced or include purchases made prior to 27 August 2026. Funding will not cover business as usual or operational expenses, including rent, utilities, operational wages, salaries, accounting, membership, legal fees, insurance and general admin expenses. Regulatory costs listed as ineligible include Working with Children Checks and permits. Section 7.2 says Category 5 will not cover payments or stipends for board members, or subscriptions for accounting software, bookkeeping.

How we read this for KeepClear.

The guidelines list implementing an online volunteer management system as eligible. They exclude day-to-day operating costs, and they exclude accounting-software subscriptions, but they do not expressly exclude every software subscription. A first-time implementation, with first 12 months of access after the free 30-day pilot, is the better way to describe this project. Do not describe later years, or a rolling monthly fee on its own, as a grant cost. The fees your people pay for their Working with Children Checks are not eligible. This is our reading only. Ask Sport and Recreation Victoria to confirm it for your club.

Quotes, GST and identical answers

Quotes must be unpaid, dated from 1 June 2026, equal to or greater than the amount you request, and must include item description, quantity, unit and total cost, plus the supplier's name, ABN and/or website (section 10.1). Grants are paid excluding GST, so the amount you request must already include any GST you will be charged (section 12.2). The Category 5 cap is $1,500 including that GST.

Section 8.2: "Applications that include answers which are identical – either fully or partially – to another application will be ineligible for funding."

Ready-to-adapt application answers

These follow the official Category 5 questions. Word limits are those published on the Category 5 application questions and guidance page, checked on 24 November 2026 (https://sport.vic.gov.au/funding/sporting-club-grants-program/category-5-application-questions-and-guidance). That page still shows some Round 1 dates; use the Round 2 dates in this pack, and re-check the questions when the round opens. Replace every item in [square brackets]. Then trim if you go over the word limit.

Project name

10 words or less. Official examples include "Development of Club Strategic plan" and "Review of Child Safety plan".

Implement volunteer clearance register with KeepClear

What is your project?

100 words or less. Must include the tool or resource, a start and finish or timeline, the supplier if you use one, and what you will do with the funding. The draft below is 99 words before you add your details, so shorten it if needed.

We will implement KeepClear, an online volunteer management system, as a register of Working with Children Checks, and where needed VIT and NDIS screening, for [number] volunteers and staff ([roles, such as committee, canteen and team managers]). KeepClear works alongside WWC Connect. Jesse Edge trading as KeepClear (ABN 77 552 865 061) will set up our account, import our list at no charge, and provide first 12 months of access after a free 30-day pilot. We will start after the grant outcome, around July 2027, and finish within 12 months. We have not paid for or started this project.

Tell us about your organisation

100 words or less. Include the sport, where you are, and your aims.

[Club name] is an incorporated [sport] club in [suburb or local government area], Victoria. We run [training, competitions and junior programs] for about [number] members, including [number] children and young people, with help from about [number] volunteers and [number] paid staff. Our aim is a safe, welcoming club where people can play, volunteer and stay involved.

Need — How will your project support your members and wider community to access sport and active recreation?

200 words or less. Weighted 25%.

Our club, [Club name] in [suburb or local government area], relies on about [number] volunteers and [number] paid staff to run [sport] for [number] members, including [number] children and young people. PlaySafe covers registered coaches, and KeepClear covers everyone else, such as [committee, canteen,

scorers and team managers]. Today we track checks in [a spreadsheet / a folder of card photos / no single list], which makes it easy to miss an expiry. WWC Connect emails us if a connected person's status changes, including expiry, suspension or revocation. KeepClear works alongside WWC Connect and can send reminders before cards expire. It also keeps the card type, expiry date and a record of when we checked each person. This helps our committee meet its child-safety and governance duties so families can keep taking part with confidence. We still confirm each person on Service Victoria's official Status Checker. KeepClear does not run the checks itself.

Benefits — What benefits will this project bring, and how will it create more ways for people to take part?

200 words or less. Weighted 20%.

This project gives our volunteer committee a simple, shared register instead of a folder or spreadsheet that only one person understands. New committee members can see who is current, who is due, and who still needs to be connected in WWC Connect. That reduces the load on [the secretary / child-safety officer / volunteer coordinator] and makes it more likely people will keep volunteering. When checks are in order, we can roster [canteen, team managers, junior training] without last-minute gaps, so more people can play, volunteer and support the club. The free 30-day pilot lets us try KeepClear before the paid first year begins.

Impact — What long-term difference will this project make, and how will you keep building on it?

200 words or less. Weighted 20%.

After the first year, we will keep the register up to date as part of our committee handover and child-safety policy. The list, expiry reminders and export history will stay with the club, so the work is not lost when office-bearers change. Access after the first 12 months would be a club operating cost, not part of this grant. We will review the register each season and keep using WWC Connect as required.

You will also be asked about equity and inclusion, who will benefit (including numbers of women and girls, people with disability, and First Peoples communities — enter 0 if none), and your budget. Put the GST-inclusive first-year amount in the budget, matching your quote.

Sample quote

This is a sample only, dated 24 November 2026, so it meets the "dated from 1 June 2026" rule. It uses the published KeepClear price of $25 per person per year, billed monthly, excluding GST, for a worked example of 40 people. Setup and list import are shown at $0 because they are already included at no charge on https://keepclearhq.com/pricing. We have not added a paid training line, because no training fee is published.

Ask us for a quote in your club's name, with your actual headcount, before you apply. Email info@keepclearhq.com. Do not attach this sample as if it were a quote addressed to you.

Sample quote no. SAMPLE-SCG-CAT5-2026-11-24

Date: 24 November 2026, Melbourne time (AEDT)

Supplier: Jesse Edge trading as KeepClear · ABN 77 552 865 061 (GST registered) · keepclearhq.com · Melbourne, Victoria · info@keepclearhq.com

Prepared for: a Victorian community sports club (sample) · This quote is unpaid

Item	Qty	Unit (ex GST)	Total (ex GST)
Club setup and volunteer or staff list import, as published, included at no charge	1	$0.00	$0.00
Committee walkthrough, included with setup at no charge	1	$0.00	$0.00
First 12 months of KeepClear access after the free 30-day pilot, 40 people at the published rate of $25 per person per year, billed monthly	40	$25.00	$1,000.00
Subtotal (ex GST)			**$1,000.00**
GST (10%)			$100.00
Total (incl GST) — suggested grant request			**$1,100.00**

This total is under the Category 5 cap of $1,500, which must include GST. If your club has more people, use the table below. At the standard rate, 55 people would be $1,512.50 including GST, which is over the cap, so the club would need to fund the extra, reduce the number of people, or ask whether the founding offer applies.

Worked examples at the published standard rate of $25 per person per year, billed monthly, excluding GST. GST is then added, because the grant request must include it.

People on the list	Year ex GST	GST	Year incl GST	Within the $1,500 cap?
20	$500.00	$50.00	$550.00	Yes
30	$750.00	$75.00	$825.00	Yes
40	$1,000.00	$100.00	$1,100.00	Yes
50	$1,250.00	$125.00	$1,375.00	Yes
54	$1,350.00	$135.00	$1,485.00	Yes
55	$1,375.00	$137.50	$1,512.50	No — over the cap

The founding offer, for the first 20 organisations only, is $12.50 per person for the first year (plus GST), billed monthly. If that offer still applies to your club when you request a quote, ask us to reissue the figures. After the first year, or if the founding offer is no longer available, the standard $25 per person per year applies. Only pay for active people. Cancel with 30 days' notice.

- The free 30-day pilot is separate. It does not need a grant, and it is not charged in this quote.

- This quote covers the first 12 months after the pilot only. Later years are a club operating cost and are not included.
- Working with Children Check application fees are not included and are not eligible grant costs.
- KeepClear works alongside WWC Connect. It does not replace official checkers, and it does not guarantee compliance.

Short checklist

☐ We have read the official program guidelines and the Category 5 questions, and we will re-check them when Round 2 opens on 18 February 2027.

☐ Our club is a Victorian not-for-profit incorporated association, company limited by guarantee, or Indigenous corporation, and we currently deliver sport or active recreation in Victoria.

☐ We did not receive a Category 1, 2, 3 or 5 Sporting Club Grant in 2025–26.

☐ We have asked Sport and Recreation Victoria to confirm that a first-year KeepClear implementation is eligible for our club, and we have kept a note of the reply.

☐ We have a quote in our club's name, dated from 1 June 2026, unpaid, with ABN and itemised GST, for no more than $1,500 including GST.

☐ The quote is for first-time implementation and first 12 months of access after the free 30-day pilot, not for later years or for Working with Children Check fees.

☐ We have rewritten the application answers in our own words, with our own volunteer numbers, and we have not copied another club's text.

☐ We will not start or pay for the paid first year until we know the outcome, if we intend to use grant funds.

☐ We can try the free 30-day pilot at any time, with no card needed, without using the grant.

☐ We will submit the application ourselves through the Department's Grants Portal, from the program page, before 4 pm on Thursday 1 April 2027, Melbourne time.

Confirm with Sport and Recreation Victoria

The guidelines say they are not an exhaustive list, and that applicants who are unsure if proposed items or projects are eligible should contact the Department before submitting.

- Program page: https://sport.vic.gov.au/funding/sporting-club-grants-program
- Phone: 1800 325 206
- Guidelines: https://sport.vic.gov.au/funding/sporting-club-grants-program/program-guidelines
- Category 5 questions: https://sport.vic.gov.au/funding/sporting-club-grants-program/category-5-application-questions-and-guidance
- Grant enquiries and application follow-up: SRVgrants@sport.vic.gov.au

When you write to them, you can say you are considering Category 5 funding to implement an online volunteer management system (KeepClear) for first 12 months of access after a free 30-day pilot, with setup included at no charge, and you would like to confirm that this is eligible and is not treated as a business-as-usual subscription.

Questions for KeepClear, or to request a quote in your club's name: info@keepclearhq.com. You can also start a free 30-day pilot at https://keepclearhq.com/signup, see the demo at https://keepclearhq.com/app/?demo=1, or use the free club WWC checklist at https://keepclearhq.com/club-checklist.

Pack prepared 24 November 2026. Official pages were checked the same day. Prices match the KeepClear pricing page on that date. This pack does not replace the official guidelines.