

APPENDIX Active and Creative Kids Voucher Application Quick Guide

When to Apply

To ensure your club is ready to accept voucher codes via PlayHQ by 1st February 2024 it is recommended you commence the application process as soon as possible to ensure all documents can be supplied and submitted in a timely manner.

If you have any questions regarding the application process, you can contact the ServiceNSW Business Concierge Team [here](#).

Who can Apply:

Only persons authorized to act on behalf of your club are permitted to apply. Authorised persons include:

- Associate as listed on the Australian Business Register
- Officeholder as registered with Australian Securities and Investment Commission; or
- If you are applying on behalf of your club and are not listed as an associate on the ABR or Officeholder with ASIC, please reach out to your Community Football Manager and they will provide you with a Letter of Authority on behalf of AFL NSW/ACT.

What's needed to Apply:

Prior to starting your application, you must ensure you have the following information available to submit:

Information Required	Details
MyServiceNSW Account	Applicant must have a MyServiceNSW Account
Personal identity documents	Two (2) personal identity documents such as an Australian driver licence, Medicare card or Australian passport for the person applying on behalf of the provider.
Business details	Provide your Australian Business Number (ABN) or Australian Company Number (ACN).
Child Safe eLearning course	Confirm that your business has completed the relevant Child Safe eLearning course offered by the Office of the Children's Guardian. Which Child Safe eLearning course needs to be completed?
Working with Children Check (WWCC)	If you are a sole trader, provide your individual WWCC number. All other businesses are required to provide a WWCC employer registration ID. Who needs to register and verify WWCC?
Locations CSV template	Use the CSV template if you need to bulk upload more than 20 locations.
Activity and fee structure	Provide details of activities at each location to show that they are structured and supervised. This may be provided by uploading supporting documents such as pamphlets, flyers or link to website.
Bank account details	Provide the account name, BSB and account number of the account you want redemption reimbursements to be made.
Evidence of business	Provide any two (2) of the following in the name of the provider: utility bill, bank statement, most recent tax return, Business Activity Statement or registration certificate.

Certificate of Currency (COC)	Provide a copy of a current insurance policy for the eligible activities being delivered. Click here to access your COC Contact your Community Football Manager to access your Marsh Insurance 'My AFL ID'.
Letter of Authority	A letter of authority is required if your identity document name details do not match the name details held with the Australian Business Register (ABR) for your ABN. The letter will show that you have authority to act on behalf of the business.

Where to Apply:

Once the applicant has confirmed they're approved to apply on behalf of the club and have all the required information, they can begin the application process via the link below:

<https://www.service.nsw.gov.au/transaction/apply-to-be-an-active-and-creative-kids-voucher-provider>

Troubleshooting:

If you have any questions regarding the application process, or are experiencing any issues during the application process it is strongly recommended you contact the Service NSW Business Concierge Team ([click here](#)). The team provides a one-on-one service and are there to make the process as smooth as possible.

Setting up the PlayHQ Integration:

Once approved by Service NSW, clubs will receive a confirmation email which will contain a Business ID. To have the Government Voucher integration activated on your Club's PlayHQ, club's will be required to email their Business ID to [ClubHelp \(clubhelp@afl.com.au\)](mailto:clubhelp@afl.com.au). A reminder that the integration won't be ready until March, and participants will be required to send their voucher details to ClubHelp to utilize the alternative voucher redemption process.