

# Planning and Research Program

2017/18



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### BEFORE YOU START

Putting together a strong application takes time and energy, so it's important that you read these Guidelines to ensure your organisation and proposed project are eligible and that all of the essential information for your application to be assessed is submitted.

Applicants are encouraged to contact the Funding Services prior to submitting an application to determine suitability for funding.

Phone: 1300 714 990

Email: [ORSGrants@sa.gov.au](mailto:ORSGrants@sa.gov.au)

## Aim of the program

The aim of the Planning and Research Program (PRP) is to support the South Australian Strategic Plan's sport and recreation target 83 "to increase the proportion of South Australians participating in sport or physical recreation at least once per week to 50% by 2020".

The PRP contributes to this target by providing funding for planning and research initiatives that contribute to the delivery of facilities, programs and services that grow participation in active recreation and sport

## What funding is available?

The 2017/18 budget for PRP is \$300,000.

Eligible applicants are able to apply for up to \$100,000 per application.

### Planning Projects

Funding is available for strategic, evidence based planning initiatives that inform future active recreation and sport needs for communities.

### Research Projects

Funding is available for evidence based research projects that supports policies, practices, and/or grows the knowledge base for active recreation and sport.

## When Is funding available

PRP is open year round allowing applicants to submit Expressions of Interest (EOI) for a project at any time.

## Who can apply?

South Australian based not-for-profit and for-profit organisations can apply

## Eligible Planning Projects

The following lists are example projects that may be funded. The lists are not exhaustive and other projects that meet the objectives of the program are welcome.

### State-wide Facility Plans

Planning from a state active recreation organisation or state sporting organisation that seeks to identify and prioritise facility needs across South Australia

### Regional Active Recreation and Sport Plans

Planning that serves a regional purpose with strategies and priorities identified for the development of active recreation facilities (e.g. walking/riding trails) and/or sporting facilities across local government borders

### Local Active Recreation and Sport Plans

Planning that identifies strategies and priorities addressing community needs, including the provision of active recreation and sport facilities across a single local government area

### Active Recreation and Sport Precinct Master Plans

Planning to develop a comprehensive master plan that will provide direction for the long term facility development of a specific site

### Facility Development Business Case

Development of a Business Case for State or regional level active recreation or sport facilities

## Eligible Research Projects

The following lists are example projects that may be funded. The lists are not exhaustive and other projects that meet the objectives of the program are welcome.

### Scientific Research Projects

That seek to acquire new knowledge, gather measurable evidence to test the validity of hypotheses, or to answer a specific question.

An example of a research question that could be examined using a scientific approach is "children that play organised sport are more likely to accumulate sufficient physical activity to derive health benefits".

## Applied Research Projects

That undertake original investigations to solve practical problems or to exploit emerging opportunities experienced in the real world. Examples of applied research projects include how innovations can be embedded into practice, investigating best practice for implementing child safe recreation environments, and the analysis of data sets resulting in benefits for active recreation and sport.

## Evaluation Projects

That aim to systematically investigate the appropriateness, effectiveness and/or efficiency of active recreation and sport programs and projects. The research grant program will consider both formative evaluation projects (that seek to understand and improve ongoing projects and programs) and summative evaluation projects (that assess the outcomes of completed projects and programs).

## Ineligible Planning and Research Projects

The following project will be considered ineligible to receive funding:

- projects that do not support active recreation and sport outcomes
- projects that commence prior to a Grant Agreement being finalised
- projects where the request for funding is more than \$100,000
- projects where there is no benefit to South Australians

## How the application process works

The following process outlines how PRP operates.

### STEP 1 – Expression of Interest

Eligible applicants may submit an Expression of Interest (EOI) via email ([orsgrants@sa.gov.au](mailto:orsgrants@sa.gov.au)) at any time using the template provided online.

### STEP 2 – EOI Review

The PRP Funding Assessment Committee meets monthly to review all EOI, beginning October 2017.

### STEP 3 – EOI Outcome

ORS will contact applicants to advise the outcome of an EOI.

Each EOI will be assigned one of the following status.

**Endorsed:** applicant will be invited to discuss the planning or research proposal further with ORS and to submit an official grant application for assessment.

**Potential:** will indicate the proposal has merit and the potential to progress further, but not immediately or in its current state. For example it may overlap with another project in progress or the budget may be fully expended for the period.

**Declined:** will indicate the proposal does not align with ORS outcomes and will not be considered any further.

## STEP 4 - Assessment Criteria

Successful EOIs that progress to the application stage, will be assessed by a Funding Assessment Committee on merit against the following criteria.

## Assessment Criteria

The expression of interest assessment will be based upon the potential the proposal demonstrates in relation to the assessment criteria. In addition the proposal will be assessed on the merits of its public value and its potential benefit to active recreation and/or sport in South Australia.

### PLANNING PROJECTS

#### Project Justification

- extent to which the project responds to an identified community and/or active recreation or sport need or issue

#### Project Delivery

- extent to which the applicant has demonstrated the capacity to deliver the project
- extent to which the project considers gender equity of programming/scheduling at the facility

#### Stakeholder Engagement

- extent to which the project is supported by the key stakeholders

- extent to which project has committed funding from other project partners (e.g. applicant organisation, local government).

### **Strategic Outcomes**

- extent to which the project meets the aims of the grant program
- extent to which the project is aligned with the applicants strategic plan
- extent to which the project has a state-wide or regional planning focus

Please note that proposals that are collaborations across local councils and/or active recreation or sport organisations are encouraged.

## **RESEARCH PROJECTS**

### **Research significance/relevance**

- extent to which the proposed research will fill a significant gap that will improve the knowledge base, practice or decision making relating to active recreation or sport in South Australia. Applicants should define the problem that will be solved or the opportunity that will be pursued through the research project and the benefits for sport and recreation in South Australia.
- that seek to identify and address barriers to participation
- that seek to identify and address barriers for low participation cohorts

### **Research merit**

- extent to which the research is well considered and employs a sound methodology. Applicants may be required to describe in full the research process and the method(s) that will be employed to complete the research project.
- will be peer reviewed

### **Collaboration**

- extent to which the applicant has involved relevant stakeholders in scoping and implementing the research. Applicants may be required to describe the involvement and contribution of research partners as well as the dissemination strategy to be implemented at the conclusion of the project including target market, communication channels, engagement strategy and timeframes.
- that seek collaborations between research organisations and the active recreation and sport industry

### **Ability/capacity to deliver**

- extent to which the proposal involves the necessary expertise, experience and resources. Applicants may be required to include the qualifications of researchers, a summary of relevant experience in undertaking similar research projects and a detailed budget for the research proposal.

## **STEP 5 - Recommendations**

Once assessment is completed, funding recommendations are forwarded to the General Manager, Office for Recreation and Sport, for consideration.

## **If our application is successful**

Successful applicants (Grantees) will receive notification and a Grant Agreement detailing the terms and conditions of the funding provided.

Once the agreement has been signed, Grantees can commence their project, which must be completed within 24 months.

Payment will be made in accordance with the terms and conditions of the Grant Agreement.

ORS may request updates on the progress of the project throughout the period of the project.

All Grantees will be required to:

- use the funding allocated only for the project as detailed in the Grant Agreement.
- maintain accounting records in accordance with the generally accepted accounting principles. ORS requests organisations adopt the Standard Chart of Accounts (SCOA) for Not for Profit Organisations.
- comply with the relevant laws in force in South Australia.
- appropriately acknowledge the State Government of South Australian as a funding source for the project.
- comply with the reporting and acquittal requirements of the Grant Agreement. Failure to comply may result in payments being suppressed and/or the organisation no longer being eligible to receive ORS funding.
- publish the completed Planning or Research document and provide ORS with a copy for its website.

ORS funding is performance based. Grantees are required to meet all obligations in their Grant Agreement.

## If our application is unsuccessful

All unsuccessful applicants will receive notification. Applicants are encouraged to contact ORS for feedback on their application.

## Definitions

For the purpose of the program, active recreation and sport is defined as:

### Active Recreation activities are:

Those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.

### Sport is:

A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

### State Level Facilities are:

Facilities of State level significance e.g. sport facilities that meet the standards required to host major state, national and international level competitions, events and/or training.

### Regional Level Facilities are:

Facilities of Regional level significance e.g. sport facilities that meet the standards required to host major state or regional level competitions, events and/or training.

### Scientific Research is:

Where hypotheses are formulated, a methodology planned, and measurable evidence is gathered over reasonable and practical timeframes to test the validity of the hypotheses

### Applied Research is:

The systematic gathering of data, information and facts to advance knowledge and develop new techniques that can be practically applied to solve a specific practical problem

### Evaluation is:

The rigorous and systematic analysis of activities to determine the effectiveness, efficiency or appropriateness of the activities in achieving the stated goals. Evaluation may be undertaken on completed or on-going activities.

## Grants and GST

It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.

Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST (source: [www.ato.gov.au](http://www.ato.gov.au)).

Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. Organisations that are not registered for the GST will not have their grant grossed up.

If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.

Please note, from 1 July 2017, government entities at the federal, state, territory and local levels will need to report the grants they pay to people or organisations with an Australian business number to the Australian Taxation Office.

## Public Information

The information and details from your application that may be made public are:

- Name of the applicant,
- Project title, summary of project description, project cost/s, amount/s requested and amount/s approved, and
- Suburb, Postcode or other general locational data of the project or applicant organisation; this excludes the full street address.

Part or all of this information may be made public in the following circumstances:

- In the event that the applicant is successful in securing funding, or
- In the event of a request pursuant to the *Freedom of Information Act 1991*.

## Contact us

For further clarification on the guidelines or to discuss your project or application, please contact Funding Services, Office for Recreation and Sport.

Email: [orsgrants@sa.gov.au](mailto:orsgrants@sa.gov.au)

Address: 27 Valetta Road, Kidman Park 5025

Postal: PO Box 219, Brooklyn Park 5032

Phone: 1300 714 990