

VACSWIM 2017/18

Funding Guidelines



Government of South Australia
Office for Recreation and Sport

Minister's Message



It is with great pleasure I invite applications for support to assist with the delivery of the 2017/18 VACSWIM SA program.

The Government of South Australia will fund the delivery of VACSWIM SA, through the annual VACSWIM grant program, to approved organisations across South Australia during the summer of 2017/18.

VACSWIM SA will continue to provide children with opportunities to develop a range of skills and positive experiences in the areas of water safety, confidence and competence in the water, personal survival activities and basic emergency procedures.

Our aim is to have more than 12,000 children participate in the 2017/18 VACSWIM program across as many as 140 locations.

With aquatic activities a large part of the South Australian lifestyle, providing children with lifelong water safety skills is vital to prevent drownings and accidents around pools, beaches, inland waters and lakes.

Through this support, the program will continue to make a positive and lasting difference to the lives of many young South Australians and their communities.

Applications close Monday, 17 April 2017.

A handwritten signature in blue ink that reads "Leon Bignell". The signature is fluid and cursive, written in a professional style.

Leon Bignell MP

Minister for Recreation and Sport

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Disclaimer:

These guidelines were accurate at the time of publishing and supersede all terms and conditions contained in the previous guidelines for the VACSWIM program.

About the program

VACSWIM SA provides primary school aged children (aged 5 to 13 years old at the time of the program) with opportunities to develop a range of skills and positive experiences in the areas of water safety, confidence and competence in the water, personal survival activities and basic aquatic emergency procedures.

VACSWIM is conducted by qualified instructors in a controlled environment located at school pools, public and private pools, beaches and lakes throughout South Australia.

From 2017/18, the Office for Recreation and Sport (ORS) will fund the delivery of VACSWIM through the annual VACSWIM funding program to approved organisations across South Australia.

Definitions

In these guidelines the following definitions apply:

- “VACSWIM SA” or “VACSWIM” means the school holiday water safety program for Participants.
- “Participant” means a primary school aged child (aged 5 to 13 years old at the time of the program) who participates in a VACSWIM SA program or such other persons or class of person as the Minister approves.
- “Operator” means the organisations funded by the ORS to operate the VACSWIM SA program at a location.
- “Controlling Body” means the organisations which owns or controls the use of a particular location.

Important dates

The following dates apply to this funding round:

Program Opens	4 March 2017
Applications Close	17 April 2017 (Only applications post marked or received on or before the closing date will be accepted)
Applicants Notified	By 30 June 2017
Agreements Finalised	By 31 July 2017

Who can apply

To be eligible for VACSWIM funding, organisations must be a controlling body for a location (school pool, public or private commercial pool, beach or lake in South Australia) and:

- operate VACSWIM themselves OR
- sub-contract the delivery of VACSWIM to another suitable individual or organisation OR
- authorise another suitable third party to apply for funding to operate VACSWIM at their location.

The pre-approved third party providers are:

- Surf Life Saving South Australia for beach locations
- Royal Life Saving Society of South Australia for pools, lakes and inland waters
- Young Men’s Christian Association of South Australia for pools.

If you have not applied for VACSWIM funding before please call ORS on 1300 714 990 prior to applying.

Who can’t apply

- organisations that do not control a location (school pool, public or private commercial pool, beach or lake in South Australia)
- third party providers that do not have the authorisation of the controlling body to apply for the delivery of VACSWIM at that location.

What funding is available

Eligible organisations can apply for up to four years funding (2017/18 to 2020/21) to conduct the VACSWIM program at a location.

Funding will be allocated to successful organisations on a location by location basis as a per child subsidy taking into account previous VACSWIM attendance and instructor requirements.

Funding will be allocated to allow each location to recover direct costs of providing VACSWIM, and to make a return to cover cost of preparation, planning and future development.

Locations operating with less than 25 participants will be allocated sufficient funding to ensure that they are able to conduct a viable, safe program with at least two qualified staff on duty at all times, with special reference to ensure VACSWIM programs are available at regional and remote locations.

Organisations operating VACSWIM programs at five or more locations may be eligible for additional administration funding, with special reference to ensure VACSWIM programs at regional and remote locations.

- 5 to 10 locations \$5,000
- 10 to 20 locations \$10,000
- 20 to 40 locations \$25,000
- More than 40 locations \$40,000

Program content

- Operators must deliver VACSWIM using a water safety program that meets or exceeds the National Water Safety Education Competency Framework, Level II, Primary School (www.watersafety.com.au/AustralianWaterSafetyStrategy/20122015Strategy.aspx)
- The Royal Life Saving Society Australia *Swim and Survive Program* (Level 1 to 7), Young Men's Christian Association of South Australia *School aged (5-12 years) program* and the Surf Life Saving Association *Surf and Survive Program* (Level 1 to 7) are the recommended programs to deliver VACSWIM.
- Operators proposing other programs must demonstrate how that program complies with the National Water Safety Education Competency Framework, Level II, Primary School

- VACSWIM participants must be provided with a minimum of 315 minutes instruction time for a 7-day program (e.g. daily classes of 45 minutes on each day).

Dates

- VACSWIM 2017/18 classes should primarily operate over the 7-day period (excluding the weekend) between Tuesday, 2 January and Wednesday, 10 January 2018.
- Alternative periods may be applied for, should it meet the needs of the specified location.

Staffing

- Operators are responsible for the engagement of suitably qualified instructors to conduct VACSWIM.
- Operators must comply with AUSTSWIM Swimming and Water Safety Program Guidelines (www.austswim.com.au/AboutUs/IndustryGuidelines/Guidelines.aspx)

Additional fees to participants

- An enrolment fee may be charged, up to a maximum of \$30/child and capped at a maximum of \$100/family for four or more children (GST exclusive).
- Specific location costs (eg pool entry or site/location fee).
- Equipment hire fee, not to exceed \$1.50/child/location (GST exclusive).

How to apply

- Carefully read the funding program guidelines to determine whether your organisation meets the criteria. If you are unsure, contact ORS on 1300 714 990
- Complete the VACSWIM application form in full
- Send in the completed original and signed application form with copies of supporting documents to the ORS (details on last page of application form) by the closing time and date
- Attach the most recent annual financial statements (not bank statements) either certified (signed by Treasurer) or audited; or other comparable documentation
- Late applications may not be accepted and any application that is incomplete may not be assessed.

How applications are assessed

STEP 1 – Application Screening

Once the program has closed, the ORS screens applications to check that:

- the applicant organisation is eligible to apply
- the application has been completed in full, and all essential information has been provided.

Incomplete applications may be deemed ineligible and not assessed.

STEP 2 – Assessment against principles

If the application passes screening, a Funding Assessment Committee will assess applications based on the organisations previous VACSWIM history. This process will calculate anticipated participants, staffing and delivery costs. Please note, satisfying the principles alone does not guarantee the receipt of funding.

In addition, ORS does not guarantee applications will be successful.

STEP 3 - Recommendations

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

All organisations will be notified in writing of the outcome of their application.

Grants and the 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).

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.

Child safe environment

Successful applicants that have members or participants under 18 years may be requested to provide evidence that they have lodged, or have had lodged on their behalf, a **Child Safe Environment Compliance Statement**. This statement must be lodged with the Department for Education and Child Development (DECD) to acknowledge that the organisation meets the obligations of the *Children's Protection Act 1993*. Organisations that have lodged this compliance statement will have a letter of confirmation from the Executive Director, DECD.

Many State Associations have lodged this statement on behalf of their affiliated organisations and will be able to provide confirmation to support this.

Further information is available at www.families.sa.gov.au/childsafes.

Health and safety

Each operator is required to have in place:

- Child Safe Environments Policy – in accordance with the *Children's Protection Act 1993*, operators must be registered as compliant with Families SA
- Work Health and Safety Policy – as required by the *Work Health and Safety Act 2012*, applicable to all staff, volunteers and customers
- Sun Smart Policy – to encourage care when in the sun and ensure all participants are encouraged to wear sun protection throughout the program
- Hot/Extreme Weather Policy – provision needs to be made by operators to cancel, modify or re-schedule classes at a particular location as determined by the conditions at that location
- Catastrophic Fire Danger – in accordance with Country Fire Service Guidelines (www.cfs.sa.gov.au/site/prepare_act_survive_2012.jsp)
- Emergencies procedure – site specific procedures to take into account the large number of participants at the site at any time during the program
- Marine dangers procedure – for all beach locations, with provision for shark spotting, resuscitation and rescue equipment as determined by the conditions at each location.

Useful tips

- typed applications are preferred, but neatly handwritten applications are acceptable
- FAXED or EMAILED applications will NOT be accepted by the ORS
- before lodging your application, check that all of the questions have been answered and that all essential documentation is attached
- retain a copy of your application and original supporting documents
- do not bind the application or use display folders
- only supply 1 copy of the completed application
- it is not possible to approve all requests for assistance, therefore funding should not be deemed automatic or anticipated.

If our application is successful

Successful applicants (Grantees) will receive written notification from the Minister. You will then be sent a Grant Agreement detailing the terms and conditions of the funding provided.

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

Subsidies and Location Allowances

- 80% on receipt of required documents
- 20% on completion and receipt of your interim report for each location and ORS being satisfied that each location has used their best endeavours to achieve the target number.

Administration Allowances

- 100% on receipt of required documents.

Where a location fails to achieve 90% of the target attendance, the ORS may withhold up to \$15.00 for each participant below the target number, up to a maximum of 20% of total funding allocated for that location, if the ORS is not satisfied you have used your best endeavours to achieve the target number.

Note: ORS may pay 100% of the Subsidies and Location Allowance to organisations that have a demonstrated rapport with the VACSWIM program.

All Grantees will be required to:

- use the funding allocated only for the delivery of VACSWIM 2017/18 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 for Not for Profit Organisations - <http://www.acnc.gov.au/CMDownload.aspx?ContentKey=172f3215-6ac4-4216-9093-499e49942389&ContentItemKey=3684b016-93a0-4f47-bd89-4d622fcccea>
- comply with the relevant laws in force in South Australia
- maintain in effect Public Liability Insurance for a minimum of \$10 million for any one claim for the period of the Grant
- appropriately acknowledge VACSWIM and the State Government of South Australia as a funding source for the project
- comply with the reporting and acquittal requirements of the Grant Agreement. Failure to comply may result in ORS grant payments being suppressed and/or the organisation no longer being eligible to receive ORS funding or may be required to return the grant, or part thereof.
- maintain Volunteer Accident Cover if utilising volunteers for the period of the Grant.

If our application is unsuccessful

All ineligible or unsuccessful applicants will receive written notification at the same time as successful applicants.

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, and
- In the event of a request pursuant to the *Freedom of Information Act 1991*.

The location, organisation and contact details for registration will also be made available on the VACSWIM SA website.

Need more information

For further clarification on the guidelines or to discuss your application, please contact the ORS on:

Phone: 1300 714 990

Email: ORSGrants@sa.gov.au

Website: www.ors.sa.gov.au

Contact details

Office for Recreation and Sport

www.ors.sa.gov.au

orsgrants@sa.gov.au

1300 714 990