

**Office for Recreation and Sport**

# **Community Recreation and Sport Facilities Program**

2018/19



[ors.sa.gov.au](http://ors.sa.gov.au)



Government of South Australia  
Office for Recreation and Sport

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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 objective of the Community Recreation and Sport Facilities Program (CRSFP) 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 CRSFP contributes to this target by providing funding for the development of **sustainable, functional, inclusive and fit for purpose** active recreation and sport facilities that meet the current and future needs of the South Australian community.

## What funding is available

The 2018/19 budget for CRSFP is \$4.28 million.

The grant amount requested cannot be more than 50 per cent of the total project cost. The applicant's contribution towards the project can include voluntary labour and/or donated materials

Applicants seeking funding for recreational trails can apply for up to 75 per cent of the total project cost.

Eligible applicants may apply under the following categories.

### Minor Facility Development

Facility development projects where the request for funding is from \$25,000 up to \$200,000 (GST exclusive).

### Major Facility Development

Facility Development Projects where the request for funding is between \$200,000 - \$1,000,000 (GST exclusive).

To be eligible for consideration in Major Facility Development:

The landowner must be contributing significant financial resources to the project.

The project must have been identified and prioritised through a planning process (e.g. facility feasibility study, master plan or like document).

## Important Dates

Program Opens	7 February 2018
Applications Close	11 April 2018 (12 noon)
Applicants Notified	After 31 July 2018

Agreements finalised and projects can commence August 2018 (only projects that commence on or after this date are considered for funding).

## Who can apply

To be eligible for CRSFP funding, organisations must:

- be a not-for-profit sport club, association or sports facility manager incorporated under the *Associations Incorporations Act 1985*; or
- be a Council; or
- be a School Council/Board of Management; and
- be operating for 12 months or longer.

## Who can't apply

The following organisations will be considered ineligible for CRSFP funding:

- organisations that hold a Gaming Machine Licence
- for profit, commercial organisations
- an organisation that has overdue ORS grant acquittals

## Eligible Projects

Through this program funding is available to assist organisations:

- construct or upgrade an active recreation and sport facility or multi use sports hub
- upgrade of an aquatic facility
- modifications to ensure that an existing facility meets environmental and Occupational Health and Safety regulations
- major upgrades to playing surfaces such as court resurfacing, installation of playing field irrigation systems/drainage systems
- installation of floodlighting
- construction/development of trails (walking, horse, bike, water-based)
- water and energy saving initiatives including water harvesting, installation of new or upgrades to existing irrigation infrastructure, connection to existing water infrastructure (e.g. Glenelg Adelaide Pipeline), more efficient lighting, installation of solar panels and other innovative smart technologies.

Please note that the list above are example projects that may be funded. The list is by no means exhaustive and applications for other projects that meet the objectives of the program are welcome.

**All projects must evidence written support from the Landowner (where the project is located), Council and the State Sporting Organisation (where applicable).**

Where applicable all projects must also meet relevant State Sporting Organisation and Australian Standards (e.g. change room dimensions).

Written consent must be provided with the application by completing the relevant Consent Form.

It is strongly advised that applicants contact these organisations at the earliest opportunity as it may require some time to consider the request and provide consent.

For projects located at a School, the applicant must provide evidence that the project will be used by clubs and the local community outside of school hours and evidence that it is contributing significant financial resources towards the project.

For projects undertaken by a Council, the project must be identified in a planning document (facility feasibility study, master plan or similar planning process document) which justifies and prioritises the need for the project and evidence that it is contributing significant financial resources towards the project.

## Ineligible Projects

The following project types are ineligible:

- projects that commence prior to a Grant Agreement being finalised (August 2018)
- projects that do not support active recreation and sport activities
- projects where the request for funding is more than \$1,000,000
- projects where the request for funding is greater than 50 percent of the total project cost (with the exclusion of recreational trails projects)
- the repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance
- requests solely for the purchase of recreation, entertainment, sporting, maintenance or any other equipment
- projects conducted outside of South Australia
- residential buildings including caretaker residences
- routine or cyclical maintenance works to existing facilities
- projects that have already received an ORS grant

## Ineligible Costs

If you are successful, the ORS grant cannot be used to cover the following project costs:

- costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities
- cost of landscaping for aesthetic purposes
- costs associated with the construction or sealing of car parks or roads
- insurances
- any costs associated with preparing and submitting a funding application
- project management fees where the project is being managed by a local council or school.

## How to apply

Register for our new online application process through the ORS website

Complete the application in full and submit prior to the closing time of the program. Late and any incomplete applications may not be assessed

Fax, Email or Physical submission of an application is no longer accepted.

## How applications are assessed

### Screening

ORS screens applications to check that the:

- applicant organisation is eligible to apply.
- project and project costs are eligible for consideration.
- applicant has evidenced funding contributions from project partners.
- landowner (where the project is located), local council and state sporting organisations give support for the project.
- application has been completed in full, and all essential information has been provided. Incomplete applications may be deemed ineligible and not assessed.

## Assessment Criteria

Eligible applications will be assessed by a Funding Assessment Committee. The Committee assesses applications on merit against the following criteria:

### Project Need

Extent to which the applicant has demonstrated and evidenced that the project:

- addresses an identified need, gap or deficiency in the availability of active recreation and sporting facilities to the community.
- will lead to an improvement in participation in sport.
- will provide additional programming opportunities to increase participation (in certain cases maintain).
- will lead to benefit/s for each user group.
- will lead to an improvement to the inclusiveness of user groups and the facility through new or developing policies, initiatives and programs.

### Quality Infrastructure

Extent to which the:

- project improves the quality, safety, or standard of facilities that are available to the community.
- applicant provides site plans that clearly address Community Safety, Risk Management, Universal Design Principles, and Environmentally Sustainable Design.

### Project Delivery and Maintenance

Extent to which the applicant evidences capacity to:

- finance and deliver the project.
- manage the ongoing maintenance and life-cycle replacement costs.

- identify the project scope and outline how the project will be completed within a prescribed timeframe.

### **Project Support and Utilisation**

Extent to which:

- the land owner, local council and state sporting organisation support the project.
- users of the facility and the broader community support the project.
- the project provides for multiple sports and/or user groups
- the project will provide gender equity in programming/scheduling.

### **Community and Strategic Value**

Extent to which the project:

- is identified through a facility planning process and identified as a priority by the local council and/or state sporting organisation.
- has committed funding from other project partners (e.g. applicant organisation, local government).
- is classified as being of State or Regional level significance.
- demonstrates economic impact during construction and operation, including employment during and after construction.

Please note, satisfying the assessment criteria alone does not guarantee the receipt of funding. The proposed project will also be assessed against the relative merit of other projects in meeting the program criteria.

In addition, it is anticipated that the number of eligible applications and funds sought will exceed the funds available and therefore ORS does not guarantee projects will be successful nor that successful projects will receive the full amount of funding requested.

### **Recommendation Process**

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

Being successful through one grant program, does not guarantee an applicant funding through other grant programs administered by ORS. Nor does it preclude an application in other grant programs for stages/additional components of a sports hub/large facility

### **If our application is successful**

Successful applicants (Grantees) will receive notification.

Grantees will be forwarded a Grant Agreement detailing the terms and conditions.

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.
- open a separate bank account for grant funds to be deposited into (for projects over \$200,000). Successful organisations will need to report on any interest the grant funds earn in this bank account. Payment will not be made until confirmation of a separate bank account is received
- 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.

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, 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.

## Useful tips

- applicants are encouraged to contact the ORS prior to submitting an application to determine suitability for funding
- retain a copy of original supporting documents
- keep your responses to the questions clear and concise

- prioritise your writing to ensure the most critical information is in a prominent position
- assume the reader is not familiar with your project
- additional documents should be directly referenced within the 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](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.

## Child safe environment

A legislative requirement since 2011, organisations providing a service wholly or partly for children (under 18), are required to lodge a child safe compliance statement.

For more information please review the following Factsheet. ([http://www.ors.sa.gov.au/data/assets/pdf\\_file/0010/272773/ChildSafeFactsheet.pdf](http://www.ors.sa.gov.au/data/assets/pdf_file/0010/272773/ChildSafeFactsheet.pdf))

## Children's protection and facility design

The following is adapted from: **Safe Environment Policy – Model Framework for Local Government in SA** (source: [www.lga.sa.gov.au](http://www.lga.sa.gov.au))

### Premises – the physical environment in which activities are conducted

The physical environment in which an organisation conducts its activities can enhance opportunities for abuse, or it can reduce the risks. Organisations should consider the following issues.

- safety and security in recreational areas such as playgrounds, reserves, skate parks, and places where young people gather. For example, design features which ensure visual surveillance and lighting
- access control, lighting, design of shower and toilet facilities when selecting locations to use for children's programs
- ideally, the organisation should be able to monitor people entering and leaving its programs
- rooms and closets not required for program activities should be secured to prevent children from being isolated
- indoor and outdoor areas should be adequately illuminated to enable observation

of activities and discourage victimisation attempts in parking lots or play areas.

## 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.
- 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*

### Connect with us

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