

Office for Recreation and Sport

Active club Program

Round 45

Program and Equipment Guidelines



ors.sa.gov.au



Government of South Australia
Office 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 Active Club Program

About the program

The objective of the Active Club Program (ACP) is to provide funding support to active recreation and sport clubs to further develop the programs and services they provide within the community and to support the South Australian Strategic Plan's sport and recreation target (T83) "to increase the proportion of South Australians participating in sport or physical recreation at least once per week to 50 percent by 2020."

The budget for 2018/19 ACP is \$2,950,000. A notional allocation of \$50,000 is available for each of the 47 electorates per year, divided over two funding rounds.

For 2018/19 they are Rounds 45 and 46. \$40,000 is notionally available per electorate in Round 45, with \$30,000 of the notional amount available for facility applications and the remaining \$10,000 available for program and equipment funding. \$10,000 per electorate is available this round (Round 45) for program and equipment funding only.

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.

Important dates

The following dates apply to this funding round;

Program Opens	7 February 2018
Applications Close	11 April 2018 (Applications must be submitted via the SmartyGrants website by 12pm)
Applicants Notified	After 17 July 2018
Agreements Finalised	August 2018

Who can apply

To be eligible for ACP Funding, organisations must:

- be a not-for-profit active recreation or sport club or community organisation whose purpose is the delivery of active recreation or sport programs and services in South Australia
- be incorporated under the *Associations Incorporations Act 1985* or have some other comparable legal status
- have a minimum total membership base of 20 members. Total membership can include associate, social and life membership
- provide most recent certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and / or Statement of Financial Position (Balance Sheet)

Bank Statements or Bank Reconciliation Reports WILL NOT be accepted.

For further information and examples of Statements of Financial Position and Financial Performance please visit: <http://www.cpaaustralia.com.au/~media/corporate/allfiles/document/professional-resources/reporting/not-for-profit-guide.pdf>

The Office for Recreation and Sport (ORS) requests organisations adopt the National 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-bd89-4d622ffccea>

Who can't apply

The following organisations will be considered ineligible for ACP funding:

- An organisation that holds a Gaming Machine Licence
- Organisations that have been operating for less than 12 months
- For profit, commercial organisations
- Councils (Local Government)
- State Associations and Peak Bodies, receiving Sport and Recreation Sustainability Program funding
- Educational Institutions
- An organisation which purpose is not the delivery of active recreation and sport programs
- An organisation that has overdue ORS grant acquittals
- Unincorporated organisations
- An organisation that has a total membership base of less than 20 members
- Organisations that do not have positive total equity.

What funding is available

Eligible organisations can apply for up to \$5,000 through the program and equipment application form for costs associated with conducting programs to develop or improve the service the Club provides and/or the cost of consumable equipment, uniforms or ground maintenance equipment.

Ineligible costs

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

- Costs incurred before 1 July 2018 are not considered eligible.
- Operating costs, such as ongoing venue lease or hire fees, utilities, grant administration costs, office costs, rent expenses or insurance costs
- Purchasing of prizes, trophies, motor vehicles, white goods (such as refrigerators, freezers and dishwashers), furniture and covering food and catering costs, are also ineligible
- Facility projects or capital works are not eligible under program and equipment funding. Please note this includes any items that are fixed or are considered a permanent fixture. Examples may include pop up irrigation, surface upgrades, shade sails, building storage sheds, installing light towers etc.
- Travel and accommodation costs NOT associated with professional development. For example, ORS will fund coaches / officials / volunteers to travel to gain accreditation or to undertake training. ORS will not fund clubs to send teams / individuals to participate in competitions.
- Funding under this category cannot be used for playing, coaching, instructing or honorarium wages (e.g. paid coaches).

How to apply

The following steps briefly describes the process to submit an application.

- Carefully read the funding program guidelines to determine whether your organisation meets the criteria.
- 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

Useful tips

Applicants have found the following tips useful;

- FAXED or MAILED applications will NOT be accepted by the ORS
- Before submitting your application, check that all of the questions have been answered and that all essential documentation is attached.
- Ensure you follow the helpful hints on each question
- If you require assistance with your application, please call an ORS funding consultant on 1300 714 990.
- It is not possible to approve all requests for assistance, therefore funding should not be deemed automatic or anticipated

How applications are assessed

STEP 1 – Application Screening

Once the round has closed, ORS conducts a preliminary assessment of all applications to check that;

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

Incomplete applications may be deemed ineligible.

STEP 2 – Assessment against principles

If the application passes screening, a Funding Assessment Committee assesses all eligible applications, with the following principles used to prioritise applications;

- when an applicant last received funding through ACP (Programs and Equipment)
- whether an applicant is affiliated with their Peak Body
- whether an applicant has registered with or completed STARCLUB (see the page at: www.ors.sa.gov.au)

Please note, satisfying the principles alone does not guarantee the receipt of funding.

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 applications will be successful nor that successful applications will receive the full amount of funding requested.

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.

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.

Round 45 covers the 2018/19 financial year, therefore grant money can be expended from 1 July 2018.

Payment will be made in accordance with the terms and conditions of the Grant Agreement. It is expected that Grantees will have 11 months to complete their projects.

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 National 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-bd89-4d622ffcccea>
- 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 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 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.

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 at the same time as successful applicants.

Grants and the GST

It is 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 Taxation 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.

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).

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*.

Connect with us

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