

**Office for Recreation and Sport**

# **Female Facilities Program**

Round 4



[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 Female Facilities Program (FFP) is to increase female participation in sport in South Australia 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."

FFP will contribute to this target by funding the development of new or upgrade of current, outdated change facilities and provide female friendly change facilities for participants and officials.

## What funding is available

The budget for Round 4 of FFP is \$10 million.

Eligible applicants may apply for up to and including \$500,000.

### **Please note**

- Organisations can apply for up to 100 per cent of the total eligible project cost. However projects will be prioritized where funding has also been committed from other partners (e.g. applicant organisation, landowner, local government).
- Organisations can only submit one application. *\*Councils are the only exception to this.*

## 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 FFP 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; and
- be operating for 12 months or longer.

## Who can't apply

The following organisations will be considered ineligible for FFP funding:

- for profit, commercial organisations.
- an organisation that has overdue Office for Recreation and Sport (ORS) grant acquittals

## Eligible Projects

Through this program funding is available to assist organisations:

- construct new female friendly change room facilities.
- redevelop or refurbish current change facilities to cater for female participants.
- develop new or redevelop/refurbish existing change rooms for female officials.
- construct parent and child change space

**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 and attaching the relevant Consent Form (see ORS website).

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

## Ineligible Projects

The following project types are ineligible:

- projects that commence prior to a Grant Agreement being finalised (February 2018)
- projects that include any in kind support
- projects that do not support sport activities
- projects that are not considered to be female change rooms
- 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
- school based projects
- 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 not associated with the development or construction of a change room facility
- costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities
- cost of landscaping for aesthetic purposes

- purchase of land
- 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

## 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 sporting facilities available to females..
- will lead to an improvement in female participation in sport.
- will provide additional programming opportunities to increase participation for females (in certain cases maintain).
- will lead to benefit/s for each female 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 females.
- 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:

### 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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 @ORSSASI



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