

Sport and Recreation Sustainability Program 2018-21 Guidelines



Minister's Message



It is with great pleasure I invite applications for funding through the *Sport and Recreation Sustainability Program*.

This program provides important financial support for the leadership, policies and administrative services provided by South Australian State sport and recreation organisations and industry representative bodies.

The funding delivered to sport and recreation leaders through this program contributes to the State Government achieving a key goal of increasing the number of South Australians regularly participating in sport or physical recreation.

As Minister for Recreation and Sport, I firmly believe sport and active recreation play an integral role in enriching the lives of all South Australians and the communities in which we live.

If you have any queries in relation to this program, including if your organisation may be eligible, please contact a Funding Consultant at the Office for Recreation and Sport on 1300 714 990.

The closing date for applications for funding through the 2018 to 2021 *Sport and Recreation Sustainability Program* is Monday, 4 December 2017.

A handwritten signature in blue ink that reads "Leon Bignell".

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 Sport and Recreation Sustainability Program.

About the program

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

The SRSP contributes to this target by providing financial support for the leadership, policies and administrative services provided by South Australian State Sport and Active Recreation Organisations, Industry Support Organisations and Industry Representative Bodies. This funding will also be aligned to meet the Office for Recreation and Sport's (ORS) strategic aims.

Definitions

For the purpose of the program, the following terms have been defined.

Active Recreation is where:

- the primary purpose and primary focus of the activity undertaken, is to engage in human physical activity for its own sake
- the physical activity gained is not an indirect benefit of the primary activity
- organisations delivering these activities do so for the primary purpose of human physical activity.

Sport is where:

A human activity capable of achieving a result requiring physical exertion and/or physical skill which, by its nature and organisation, is competitive and is generally accepted as being a sport.

Important dates

The following dates apply to this funding round;

Program Opens	14 October 2017
Applications Close	4 December 2017
Applicants Notified	From 31 March 2018
Agreements Forwarded	By 31 May 2018

Who can apply

Applicants must be an incorporated, not-for-profit organisation or company limited by guarantee for a minimum of three years.

To be considered for funding under this grant program, organisations must complete the Recognition process with the Office for Recreation and Sport. If you have not already undertaken this process, please apply online http://ors.sa.gov.au/sport_and_recreation/managing_your_club_or_association/resources_to_help_you_run_your_association

The following is a guide to the criteria for Recognition as a state peak body:

State Sporting Organisations

Recognition as a State Sporting Organisation requirements are:

- Is capable of representing all South Australians participating in the sport
- Is affiliated with the National Sport Organisation
- has sound governance policies and practices
- Is a legal, not-for-profit entity.

State Active Recreation Organisations

Recognition as a State Active Recreation Organisation requirements are:

- To be affiliated with the national recreation organisation where such body exists

Industry Support Organisation

The primary role of these organisations is to support the industry through training, support, the provision of information and development, for organisations and individuals.

Recognition as an Industry Support Organisation requirements are:

- must be affiliated with the national organisation generally recognised as supporting the segment or group, where such a body exists, and they in turn must recognise you as their South Australian representative.

Peak Industry Representative Bodies

The two recognised peak industry representative bodies are:

- Sport SA and Recreation SA

Please note:

1. Unitary or One Management Model organisations will need to meet additional requirements :
 - a. Have a local office open to the public
 - b. State based advisory group contributing to the development of local strategic direction
 - c. Separate state based financial records
2. Organisations will not be considered for funding if they have ORS grant acquittals and/or reports overdue and/or they have a financial turnover of \$10 Million or more. If you are unsure about your organisation's eligibility please contact Funding Services on 1300 714 990.

What funding is available

The maximum amount that an applicant will be allocated under the SRSP is \$100,000 per annum. The SRSP will be notionally allocated for up to three years.

For recognised State Sporting Organisations for people with a disability, the assessment will recognise the additional costs associated with providing sport and active recreation opportunities for people with a disability.

The assessment will also recognise the additional cost to organisations providing elite sporting pathways that are aligned with a recognised SASI program.

myRecSport

Organisations currently registered and using myRecSport are required to update their industry profiling information and latest financial statements as part of their obligations under the Memorandum of Understanding for ORS Recognition. This is to be completed within five months of the end of their financial year and ensure the Our Industry Profile section is updated **no later than 31 October every year.**

This information will be used in the assessment process. Organisations that have not updated this information by the closing date may be deemed ineligible and not assessed.

How to apply

ORS has introduced online application capability for this grant round, this will be accessed from the ORS website.

Information sessions on how to access and complete this online application will be held.

Please note

- Satisfying eligibility criteria does not guarantee the receipt of funding, therefore funding should not be deemed automatic or anticipated.
- All funding is subject to the appropriation of funds through the South Australian Government budget process.
- 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 SRSP application form in full.
- New applicants must attach their most recent financial statements (not bank statements) either certified (signed by the Treasurer) or audited.
- late applications will not be accepted and any application that is incomplete may not be assessed.

How applications are assessed

STEP 1 – Application Screening

Once the round has closed, 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.

STEP 2 – Assessment

Organisations will be assessed on the basis of profiling information provided and will be categorised with like organisations of similar service size and financial turnover.

A level of funding will be recommended for each organisation that meets the program criteria and the strategic objectives of the Government and ORS. The level of funding will be based on the bandwidth for each category and the organisations relevant placement.

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.

Further information is available at <https://www.decd.sa.gov.au/child-protection/child-safe-environments>.

Useful tips

- Carefully read the funding program guidelines to determine whether your organisation meets the criteria.
- Before lodging your application, check that all of the questions have been answered and that all essential documentation is attached.
- FAXED or EMAILED applications will NOT be accepted by the ORS.
- 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.

- 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.
- 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.

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
- 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*.

Need more information

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

Phone: 1300 714 990
Email: ORSGrants@sa.gov.au
Website: www.ors.sa.gov.au
Postal: PO Box 219
Brooklyn Park SA 5032

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

Address: 27 Valetta Road, Kidman Park 5025

Postal: PO Box 219, Brooklyn Park 5032

Phone: 1300 714 990