

Sport and Recreation Sustainability Program

Guidelines

2018-21

Update for 2019-20

Contents

Aim of the program	2
Definitions	2
Who can apply?	2
Important Dates	3
What funding is available?	3
Other useful tips.....	3
How to apply	4
How applications are assessed.....	4
Grants and GST.....	4
Child Safe Environment	5
If our application is successful.....	5
If our application is unsuccessful.....	5
Information that may be made public	6
Need more information.....	6

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

Aim of the program

The aim of the Sport and Recreation Sustainability Program, (SRSP), is to assist eligible organisations to develop and implement projects that will grow the sport or activity, improve services and/or address barriers to inclusion.

The SRSP will contribute to the South Australian Government Policies:

- Better prevention for a healthy South Australia.
- Encouraging active kids
- Supporting diverse and vibrant multicultural community

Funding will also be aligned to meet the Office for Recreation, Sport and Racing's Strategic Plan elements of Capacity and Capability and Investment.

Definitions

For the purpose of the program, active recreation and sport is defined as:

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.

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, Sport and Racing. 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 us

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.

Important Dates

The following dates apply to this funding round;

Program Opens	3 October 2018
Applications Close	5 December 2018 12pm (midday)
Applicants Notified	After 31 March 2019
Agreements Forwarded	After 31 May 2019

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 two 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.

Other useful tips

- Carefully read the funding program guidelines to determine whether your organisation and project meet the eligibility criteria.
- before lodging your application, check that all of the questions have been answered and that all essential documentation is attached

- it is not possible to approve all requests for assistance, therefore funding should not be deemed automatic or anticipated.

How to apply

- Carefully read the funding program guidelines to determine whether your organisation and project meet the eligibility criteria. If you are unsure, contact a Funding Consultant on 1300 714 990
- Register for our new online application process from the ORSR website

Please note:

- Incomplete applications or applications received without all essential documentation may be considered ineligible
- It is not possible to approve all requests for assistance, 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.

How applications are assessed

STEP 1 – Application Screening Once the round has closed, ORSR 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, need, scope and value of the program/project

Immediate outcomes for the Recreation and Sport Industry/Community

Applicant's contribution and proven capacity to administer and deliver programs/projects

Sustainable and long term outcomes for the organisation/Recreation and Sport Industry/Community

Stage 3: Recommendations

Once assessment is completed, funding recommendations are forwarded to the Minister for Recreation, Sport and Racing for consideration. All organisations will be notified in writing of the outcome of their application

Grants and 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 (DE) 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, DE.

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 <https://www.education.sa.gov.au/child-protection/child-safe-environments>

If our application is successful

Successful applicants (Grantees) will receive written notification from the Minister.

A Funding Agreement will be forwarded to Grantees detailing the terms and conditions of the funding provided.

Once the Funding Agreement has been signed between the Grantee and the

Minister, it cannot be altered unless both parties agree formally in writing.

Payments will be processed in accordance with the payment schedule detailed in the Funding Agreement.

As a recipient of funding, all Grantees must meet the terms and conditions as stated in the Funding Agreement, including:

- Use the funding allocated only for the purpose as detailed in the Funding Agreement.
- Maintain accounting records in accordance with the generally accepted accounting principles including the Standard Chart of Accounts for the Not-for-Profit Sector.
- Comply with the relevant laws in force in South Australia.
- Appropriately acknowledge the State Government of South Australia as a funding source.
- Comply with the reporting and acquittal requirements of the Funding Agreement. Failure to comply may result in payments being withheld and/or the organisation no longer being eligible to receive Office for Recreation, Sport and Racing funding.
- Maintain in force, in its own name and at its own expense, appropriate and adequate insurance cover for not less than an amount of \$10 Million for any one claim.

If our application is unsuccessful

All ineligible or unsuccessful applicants will receive written notification at the same time as successful applicants. Applicants are encouraged to contact ORSR for feedback on their application.

Information that may be made public

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*.

Need more information

For further clarification on the guidelines or to discuss your project or application, please contact the Office for Recreation, Sport and Racing on:

Phone: 1300 714 990
Email: ORSGrants@sa.gov.au
Website: www.ors.sa.gov.au