

Active Club Program

Round 43

Program and Equipment
Guidelines

EXAMPLE ONLY



Minister's Message



It is with great pleasure I invite applicants to apply for support through Round 43 of the *Active Club Program*.

Since 1996, the *Active Club Program* has provided \$41.2 million through more than 9,200 grants to local community organisations.

Participating in recreation and sport activities is an important and enjoyable part of life for many South Australians.

The clubs and organisations which provide healthy lifestyle opportunities play a pivotal role in our communities.

The ongoing funding through the *Active Club Program* means South Australians can continue to access quality recreation and sport activities and facilities, and enjoy the many social, health and lifestyle benefits this brings.

Our Government injected an extra \$40 million into recreation and sport in the State budget. It is a record amount and shows our commitment to sport in South Australia.

Through this support, the program has made a positive and lasting difference to the lives of many South Australians, their communities, and the organisations which play such an important role in them.

Applications close Monday 10 April 2017.

A handwritten signature in blue ink that reads "Leon Bignell". The signature is written in a cursive style and is positioned above the printed name and title.

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 Active Club Program

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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 2017/18 ACP is \$2,750,000. A notional allocation of \$50,000 is available for each of the 47 electorates per year, divided over two funding rounds.

For 2017/18 they are Rounds 43 and 44. \$40,000 is notionally available per electorate in Round 43, 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 43) 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.

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Important dates

The following dates apply to this funding round;

Performance please visit: <http://www.cpaaustralia.com.au/~media/corporate/allfiles/document/professional-resources/reporting/not-for-profit-guide.pdf>

Program Opens	11 February 2017
Applications Close	10 April 2017 (Only applications post marked or received on or before the closing date will be accepted)
Applicants Notified	31 July 2017
Agreements Finalised	August 2017

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

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-bd89-4d622ffcccea>

equipment, uniforms or ground maintenance equipment.

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.

If you are unsure about your organisation's eligibility please contact ORS.

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

Ineligible costs

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

- Costs incurred before 1 July 2017 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. If you are unsure, contact ORS on 1300 714 990
- Complete the ACP application form in full
- Send in the completed and signed original application form to ORS (details on last page of application form) by the closing date.

- attach the most recent financial statements (not bank statements) either;
 - certified (signed by the club Treasurer), or
 - audited by an accountant
- No late applications will be accepted.

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.

Useful tips

Applicants have found the following tips useful;

- Typed applications are preferred, but neatly handwritten applications are acceptable
- **FAXED or EMAILED 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
- Retain a copy of the application and original supporting documents
- **Do not bind the application or use display folders**
- Only supply **one** copy of the completed application
- It is not possible to approve all requests for assistance, therefore funding should not be deemed automatic or anticipated.

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, and
- In the event of a request pursuant to the *Freedom of Information Act 1991*.

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 43 covers the 2017/18 financial year, therefore grant money can be expended from 1 July 2017.

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.

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 details

Office for Recreation and Sport

www.ors.sa.gov.au

orsgrants@sa.gov.au

1300 714 990

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