

Office for Recreation, Sport and Racing

Sport and Recreation Development and Inclusion Program

Guidelines

2019-20

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Government of South Australia
Office for Recreation, Sport and Racing

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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

Minister's Message



Being healthy and active has many benefits not just for individuals but for the whole community.

The State Government supports sport at all levels – from grassroots to elite athletes and is committed to improving the lives of all South Australians.

The *Sport and Recreation Development and Inclusion Program* is an important way of ensuring sport and recreation is accessible and I am pleased to invite applications for funding through the 2019-20 round.

This program enables state sporting organisations and industry representative bodies to deliver opportunities for South Australians who may otherwise face barriers to participation.

Eligible organisations can apply for financial support for projects or programs that encourage inclusion or for initiatives that aim to improve the industry's ability to provide community sport and recreation opportunities. State sporting organisations may wish to undertake club development programs for their affiliated clubs, volunteer management initiatives, or new programs to grow a sport or active recreation.

For further details or to discuss your project, please contact a Funding Consultant at the Office for Recreation, Sport and Racing on 1300 714 990 prior to submitting an application for funding assistance.

The closing date for applications through the 2019-20 round of the *Sport and Recreation Development and Inclusion Program* is Wednesday 5 December 2018.

A handwritten signature in blue ink that reads "Corey Wingard". The signature is fluid and cursive, with a long horizontal stroke at the end.

Hon. Corey Wingard MP

Minister for Recreation, Sport and Racing

Aim of the program

The aim of the Sport and Recreation Development and Inclusion Program, (SRDIP), 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 SRDIP 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, Access and Opportunity and Places and Spaces.

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?

Funding will be provided to support the delivery of sport and active recreation outcomes by the not-for-profit sector.

To be eligible for funding through the Sport and Recreation Development and Inclusion Program, an organisation must be:

- a sport or active recreation organisation; or
- a non-sport or active recreation organisation when the project outcomes deliver significant benefit for sport or active recreation organisations or when the project benefits targeted populations and does not duplicate a program delivered by sport or active recreation organisations.

Organisations must also:

- be not-for-profit
- be properly constituted and incorporated under the Associations Incorporation Act (1985) or have another comparable legal status
- be able to demonstrate good financial management through the provision of sound financial history/systems (minimum 1 year of operation)
- not have any overdue grant acquittals and/or reports for Office for Recreation, Sport and Racing grants.

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 2019-20 budget for SRDIP is \$3.2m.

An organisation may make applications for multiple eligible projects through the Sport and Recreation Development and Inclusion Program.

Organisations doing so will be required to prioritise their applications in terms of importance.

It is also proposed that Grantees may be approved a notional allocation for **up to two years**. However, agreements will be negotiated for the first year, with any right/s of renewal pending satisfactory achievement of the agreed obligations and renegotiation of the obligations in subsequent years.

Organisations can apply for a maximum of \$100,000 per year under the Sport and Recreation Development and Inclusion Program.

Eligible Projects

The matrix below summarises the eligibility of organisations for the different project types through this application process.

Projects are to be delivered on a state-wide or regional basis, unless a local inclusion need is being addressed.

Projects focusing on the needs of greater metropolitan and regional areas are encouraged.

If you are unsure about your organisation's eligibility please call the ORSR on 1300 714 990.

Further information about Inclusion projects is on the next page and it is strongly advised that you read and consider this information if you are applying for an inclusion project.

Project Type	Sport and Recreation Organisations	Councils	Community Organisations
Strategic Projects that improve organisational performance of State organisation or are state level projects	✓	x	x
Development of new or improved programs/pathways/events - state level project	✓	x	x
Targeted support for talented athletes at state level	✓	x	x
State or regional Club development and volunteer management initiatives	✓	✓	x
Inclusion initiatives that embed sustainable opportunities for targeted populations	✓	✓	✓

Ineligible Projects / Activities

The following are examples of projects that will not be considered for funding:

- projects that do not meet the definition of active recreation or sport (refer Definitions)
- facility related projects
- school based projects conducted during curriculum time
- salaries or wages for a position that are not linked to a program
- purchase of vehicles
- Grant or scholarship Programs.
- Prizes / Awards
- Player appearances / Role Models
- National championships events

Your application may include some activities from this list in the overall project plan, but you will not be able to allocate grant funds to these activities.

Activities that are not ineligible, but score lower are:

- One off events
- Volunteer recognition / awards events
- Fee subsidies / free memberships

Inclusion Projects

For a project to be considered 'inclusion' the following elements must be evident:

- Identified target group for one of the following communities: Indigenous, Multicultural, People with a Disability, Women, Mature Age, LGBTIQ and how the project links to broader inclusion outcomes. Social disadvantage will be considered where there is sufficient evidence provided to substantiate this.
- Clear strategies and methodology to engage with the target group
- Strategies to overcome barriers to participation for target group – this may include training / education for organisation staff/volunteers to support their work with the target group
- Program is offered predominantly for the target group (there may be other participants, but the program focus in on the inclusion of target group)
- Exit strategy to allow continued participation when funding ceases. Participant contribution to the program is one strategy.

Higher scores will be given to inclusion projects that contain:

- Program that builds in ongoing participation opportunities, which may include links to existing clubs, programs, venues.
- Participant contribution to the program, to support sustainability of the program and the individual's ability to continue participation in the activity if they move away from this targeted program.
- Demonstrated links to partner organisations, communities or target groups. This may include Letters of support, existing relationships and partnerships.
- Evidence base for program to support demonstrated need and choice of the program you propose to deliver. This may include statistical data, demographic outline and research.
- Clear link between the project and the overall inclusion strategy of the organisation.

Tips for applicants to consider

- Provide a clear project description with enough detail to fully understand what is being delivered (can be useful to have someone else read the application before you submit it)
- Ensure consistency in the application; that each section reflects the same message and the project plan reflects the project outline and performance measures.
- Demonstrated need – provide evidence, research to support your assertions. If you do quote research or documentation, provide information about the source reference.
- If you have received funding for this project previously, ensure that you include the requested report on the outcomes and performance of the project.
- If you have conducted a pilot for this project, ensure you include outcomes and data from the pilot.
- If you list other stakeholders, provide evidence that these stakeholders are aware of and supportive of the project – support letters would be one way to do that.
- It is recommended that projects have participant contribution to support sustainability of the program. This includes training for coaches, officials and other volunteers, particularly if the training may lead to paid work.
- Where the project costs have a significant level of expenditure on employment, provide details on the role that position will play in the delivery of the project.
- Ensure that the level of contribution you are making reflects the priority you have allocated to the project (when you have multiple applications).

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
- Complete the Sport and Recreation Development and Inclusion Program application form in full for each project (eg. If your organisation is applying for 2 projects, you must submit 2 separate applications)

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

Stage 1: Initial Screening

Following the closure of the round, the Office for Recreation, Sport and Racing will screen applications to check that all essential documentation has been provided and no other issues have been highlighted. Acceptance of essential documentation received after the closing date will be at the discretion of the Office for Recreation, Sport and Racing.

Applicants are required to provide all essential documentation in order to proceed to the next stage.

Stage 2: Assessment Process

Eligible applications will be assessed on the answers provided in the application form and whether the project meets the following assessment criteria:

- 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

Satisfying the above assessment criteria alone does not guarantee the receipt of a grant. The proposed project will also be assessed against the relevant merit of other projects in meeting the funding program objectives, objectives of the Office for Recreation, Sport and Racing, South Australian Government Policies and the extent to which the project will increase sustained participation in active recreation and sport.

Please note:

It is anticipated that the number of eligible applications and funds sought will exceed the funds available and therefore the Office for Recreation, Sport and Racing does not guarantee projects will be successful, nor that all successful applications will receive the full amount of funding requested.

Stage 3: Recommendations

Funding recommendations will be forwarded to the Minister for Recreation, Sport and Racing for consideration. All applicants will be notified of the outcome of their application once the Minister has approved the recommendations.

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