

Office for Recreation, Sport and Racing

Active Club Program

2019-20 (Round 47)

Facility Guidelines



ors.sa.gov.au



Government of South Australia
Office for Recreation, Sport and Racing

Minister's Message



It is with great pleasure I invite applicants to apply for support through Round 47 of the Active Club Program.

Since 1996, the Program has provided \$46.9 million through more than 10,000 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.

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 Wednesday 17 April 2019.

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



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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

About the program

The Active Club Program (ACP) provides funding support to assist active recreation and sport clubs to further develop the programs and services they provide within the community.

The budget for the 2019-20 ACP is \$3,150,000. A notional allocation of \$50,000 is available for each of the 47 electorates per year. The program has two funding rounds per year. For 2019-20 they are Rounds 47 and 48.

In Round 47 \$40,000 is notionally available per electorate, with \$30,000 of the notional amount available for facility applications and the remaining \$10,000 available for program and equipment funding.

Facility projects will only be considered for 2019-20 (Round 47). If your organisation is interested in applying for a program and/or equipment grant please refer to the ACP program and equipment guidelines and application form. A budget of \$400,000 is available for all facility applications that are not successful in 2019-20 (Round 47), which will be assessed on a state-wide merit basis.

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.

What funding is available

Eligible organisations can apply for up to \$25,000 through the facility development application form.

For facility development projects, organisations can apply for up to 75% of the total project cost. The applicant's contribution towards the project can include voluntary labour and/or donated materials and in-kind support.

To incentivise projects with strategic merit. Applicants will be able to apply for up to 100% of the cost, up to \$25,000.

For 2019-20 (Round 47) utility-related projects such as solar panels, water saving initiatives, flood lighting upgrades, universal access change room refurbishments and resurfacing projects, organisations can apply for up to 100% of the total project cost.

Funding is only available for projects:

- that commence August 2019 or later. Projects that commence prior to this date will be considered ineligible for funding
- that have the consent of the landowner (refer Landowner Consent on page 5).

Please note:

Organisations can submit one (1) facility application and one (1) program and equipment application for Round 47.

For projects requesting more than \$25,000, please refer to the Community Recreation and Sport Facilities Program http://www.ors.sa.gov.au/funding/apply_for_funding/community_recreation_and_sport_facilities_program

Important dates

The following dates apply to this funding round;

Program Opens	13 February 2019
Applications Close	17 April 2019 (Applications must be submitted via the SmartyGrants website by 12 noon)
Applicants Notified	<u>After</u> 31 July 2019
Agreements Finalised	August 2019

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

The Office for Recreation, Sport and Racing (ORSR) requests organisations adopt the National Standard Chart of Accounts for Not for Profit

Organisations: <https://www.acnc.gov.au/for-charities/manage-your-charity/national-standard-chart-accounts>

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 ORSR 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.

Eligible Projects

Following is a list of example projects that may be funded. This list is by no means exhaustive and applications for other projects that meet the objective of the program are welcomed.

Facility Development Projects

- upgrade or development of a single or multiuse active recreation and sport facility
- upgrade of an aquatic facility
- modifications to ensure that an existing facility meets environmental and Occupational Health and Safety regulations
- upgrades to playing surfaces such as court resurfacing, installation of playing field irrigation systems/drainage systems
- installation of floodlighting
- construction/development of trails (walking, horse, bike, water-based)
- construction of a community use playground/fitness trail.

What projects will not be funded

The following project types are ineligible:

- projects that do not support active recreation and sport activities
- projects where the major beneficiary holds a Gaming Machine Licence
- projects that commence prior to a Grant Agreement being finalised (August 2019)
- projects where the request for funding is more than \$25,000
- projects where the request for funding is greater than 75 per cent of the total project cost
- projects solely for the purchase of land
- projects that do not have the consent of the landowner
- requests solely for the purchase of recreation, entertainment, sporting, maintenance or any other equipment
- the repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or

other natural disasters that would normally be covered by insurance

- projects conducted outside of South Australia
- residential buildings including caretaker residences
- routine or cyclical maintenance works to existing facilities
- school based projects where there is little or no use by clubs and/or the local community outside of regular school hours.

What project costs are ineligible

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

- costs associated with ongoing operations such, but not limited to, electricity, water and other utilities
- cost of landscaping for aesthetic purposes
- costs associated with the construction or sealing of car parks or roads
- insurances
- any costs associated with preparing and submitting a funding application
- building work and professional fees incurred prior to a Grant Agreement being finalised (August 2019)
- project management fees where the project is being managed by a local council or school.

How to apply and useful tips

The following steps briefly describes the process to submit an application.

- FAXED or MAILED applications will NOT be accepted by the ORSR
- It is important that your legal name is entered exactly how it appears on the ASIC Registers Website
- It is important that your ABN is entered correctly and matches your legal name
- If you do not have an ABN, you will need to submit a completed ATO Statement by Supplier Form with your application, otherwise 46.5% of any approved grant may

be withheld. Download the Statement by Supplier form from the ATO: https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf

- Before submitting your application, check that all of the questions have been answered and that all essential documentation is attached.
- Ensure you follow the helpful hints on each question
- If you require assistance with your application, please call an ORSR Funding Consultant on 1300 714 990
- It is not possible to approve all requests for assistance, therefore funding should not be deemed automatic or anticipated

How applications are assessed

STEP 1 – Application Screening

Once the round has closed, the ORSR screens applications to check that:

- the applicant organisation is eligible to apply
- the project is eligible for consideration
- The application has been completed in full, and all essential information has been provided. Incomplete applications may be deemed ineligible and not assessed.

STEP 2 – Assessment against criteria

A Funding Assessment Committee assesses all facility development applications on merit against the following criteria:

- extent to which there is a demonstrated need for the project
- extent to which the project improves the quality, safety or standard of facilities that are available to the community
- extent to which the applicant has the capacity to deliver the project and its ongoing maintenance
- extent to which the applicant's peak body/landowner endorses and supports the project
- Extent to which the project addresses strategic Government policy objectives and/or local

council active recreation and sport facility needs.

The ORSR will place priority on projects that:

- address strategic Government policy objectives
- are consistent with existing strategic priorities as identified by the peak organisation body and/or local council
- broaden community access and demonstrate a significant impact on active recreation and sport outcomes
- encourage greater shared use of existing facilities
- provide a direct benefit to the wider community.
- Priority may also be given to projects where the applicant:
 - has secured their portion of the project cost
 - has obtained all development permits/ approvals required to commence their project.

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 the ORSR does not guarantee projects will be successful nor that successful projects will receive the full amount of funding requested.

STEP 3 - Recommendations

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

If our application is successful

Successful applicants (Grantees) will receive written notification from the Minister. You will then be able to access your Grant Agreement on the SmartyGrants portal detailing the terms and conditions of the funding provided.

Once the agreement has been acknowledged you can commence your project.

Payment will be made in accordance with the terms and conditions of the Grant Agreement.

The ORSR may request updates on the progress of the project throughout the period of the project.

Organisations have 12 months to complete the facility 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. ORSR requests organisations adopt the Standard Chart of Accounts for Not for Profit Organisations – <https://www.acnc.gov.au/for-charities/manage-your-charity/national-standard-chart-accounts>
- 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 Australia 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 ORSR funding
- ensure that they/landowner will effect and maintain, with a reputable insurer and at their/landowner cost, a policy of insurance insuring all of the works you or your contractors undertake using the Grant against loss or damage for their full reinstatement or replacement value.

If our application is unsuccessful

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

Landowner Consent

It is a requirement of ACP facility applications that the landowner (where the project is located) gives consent for the project.

To do this the landowner must complete the Landowner Consent Form (refer application form). Please note, the landowner may require some time to consider your request and complete the form, so you are strongly encouraged to contact them at the earliest opportunity.

If you or the landowner have any queries, please contact the ORSR on 1300 714 990.

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 the grant grossed up by 10% to offset the GST payable on the grant. Organisations that are not registered for the GST will not have the grant grossed up.

If successful, organisations cannot have the Grant Agreement transferred to another body on the basis of GST registration.

Child Protection Act and facility design

Under the *Children and Young People (Safety) Act 2017* all organisations providing sport or recreational services wholly or partly for children are required to have in place a Child Safe Environment Policy (or include this into their existing Member Protection Policy).

To be compliant the organisation must be able to show it has undertaken a child safe risk assessment. The risk assessment should give consideration to maximising safety through appropriate design features of public places, buildings and facilities, parks and reserves, playgrounds and areas where young people gather, access services and participate in programs.

The following are adapted from: **Safe Environment Policy – Model Framework for Local Government in SA** (source: 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, 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

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