

VACSWIM 2018-19

Funding Guidelines



VACSWIM is a government funded initiative that's been providing South Australian primary school children with water knowledge for more than 50 years.

Minister's Message



It is with great pleasure that I invite applications for funding support to assist with the delivery of the 2018-19 VACSWIM program.

The South Australian Government, through the Office for Recreation, Sport and Racing, provides funding to approved providers of VACSWIM SA through this annual VACSWIM funding program for locations across South Australia.

Drowning is one of the leading causes of death for children up to the age of 14.

With South Australia's countless beaches and waterways, it is vital that as much as possible is done to provide young children and their families with water safety education.

We want to encourage and support South Australians to continue to enjoy the aquatic activities around the pool, rivers, lakes and beaches that are a large part of our lifestyle.

VACSWIM SA provides an important opportunity for children to develop a range of skills and positive experiences in the areas of water safety, confidence and competence in the water, personal survival activities and basic emergency procedures.

Our objective is that over 12,000 children will participate in the 2018-19 VACSWIM program across as many as 140 locations.

Applications close Wednesday 13 June 2018.

A handwritten signature in blue ink that reads "Corey Wingard". The signature is fluid and cursive.

Hon Corey Wingard MP
Minister for Recreation, Sport and Racing

About the program

VACSWIM SA provides primary school aged children (aged 5 to 13 years old at the time of the program) with opportunities to develop a range of skills and positive experiences in the areas of water safety, confidence and competence in the water, personal survival activities and basic aquatic emergency procedures.

VACSWIM is conducted by qualified instructors in a controlled environment located at school pools, public and private pools, beaches and lakes throughout South Australia.

The Office for Recreation, Sport and Racing will fund the delivery of VACSWIM through the annual VACSWIM funding program to approved organisations across South Australia.

Definitions

In these guidelines the following definitions apply:

- “VACSWIM SA” or “VACSWIM” means the school holiday water safety program for Participants.
- “Participant” means a primary school aged child (aged 5 to 13 years old at the time of the program) who participates in a VACSWIM SA program or such other persons or class of person as the Minister approves.
- “Operator” means the organisations funded by the Office for Recreation, Sport and Racing to operate the VACSWIM SA program at a location.
- “Controlling Body” means the organisations which owns or controls the use of a particular location.

Important dates

The following dates apply to this funding round:

Program Opens	14 May 2018
Applications Close	4pm Wednesday 13 June 2018
Applicants Notified After	20 July 2018
Agreements Finalised	By 31 July 2018

Who can apply

To be eligible for VACSWIM funding, organisations must be a controlling body for a location (school pool, public or private commercial pool, beach or lake in South Australia) and:

- operate VACSWIM themselves OR
- sub-contract the delivery of VACSWIM to another suitable individual or organisation OR
- authorise another suitable third party to apply for funding to operate VACSWIM at their location.

The pre-approved third party providers are:

- Surf Life Saving South Australia for beach locations
- Royal Life Saving Society of South Australia for pools, lakes and inland waters
- Young Men’s Christian Association of South Australia for pools.

If you have not applied for VACSWIM funding before please call Office for Recreation, Sport and Racing on 1300 714 990 prior to applying.

Who can't apply

- organisations that do not control a location (school pool, public or private commercial pool, beach or lake in South Australia)
- third party providers that do not have the authorisation of the controlling body to apply for the delivery of VACSWIM at that location.

What funding is available

Eligible organisations can apply for up to three years funding (2018-19 to 2020-21) to conduct the VACSWIM program at a location.

Funding will be allocated to successful organisations on a location by location basis as a per child subsidy taking into account previous VACSWIM attendance and instructor requirements.

Funding will be allocated to allow each location to recover direct costs of providing VACSWIM, and to make a return to cover cost of preparation, planning and future development.

Locations operating with less than 25 participants will be allocated sufficient funding to ensure that they are able to conduct a viable, safe program with at least two qualified staff on duty at all times, with special reference to ensure VACSWIM programs are available at regional and remote locations.

Organisations operating VACSWIM programs at five or more locations may be eligible for additional administration funding, with special reference to ensure VACSWIM programs at regional and remote locations.

- 5 to 10 locations \$5,000
- 10 to 20 locations \$10,000
- 20 to 40 locations \$25,000
- More than 40 locations \$40,000

Program content

- Operators must deliver VACSWIM using a water safety program that meets or exceeds the National Water Safety Education Competency Framework, Level II, Primary School (www.watersafety.com.au/AustralianWaterSafetyStrategy/20122015Strategy.aspx)
- The Royal Life Saving Society Australia *Swim and Survive Program* (Level 1 to 7), Young Men's Christian Association of South Australia *School aged (5-12 years) program* and the Surf Life Saving Association *Surf and Survive Program* (Level 1 to 7) are the recommended programs to deliver VACSWIM.
- Operators proposing other programs must demonstrate how that program complies with the National Water Safety Education Competency Framework, Level II, Primary School
- VACSWIM participants must be provided with a minimum of 315 minutes instruction time for a 7-day program (e.g. daily classes of 45 minutes on each day).

Dates

- VACSWIM 2018-19 classes should primarily operate over the 7-day period (excluding the weekend) between Wednesday, 2 January and Thursday, 10 January 2019.
- Alternative periods may be applied for, should it meet the needs of the specified location.

Staffing

- Operators are responsible for the engagement of suitably qualified instructors to conduct VACSWIM.
- Operators must comply with AUSTSWIM Swimming and Water Safety Program Guidelines (www.austswim.com.au/AboutUs/IndustryGuidelines/Guidelines.aspx)

Additional fees to participants

- An enrolment fee may be charged, up to a maximum of \$30/child and capped at a maximum of \$100/family for four or more children (GST exclusive).
- Specific location costs (eg pool entry or site/location fee).
- Equipment hire fee, not to exceed \$1.50/child/location (GST exclusive).

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 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, Department for Education.

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>

Health and safety

Each operator is required to have in place:

- Child Safe Environments Policy – in accordance with the *Children's Protection Act 1993*, operators must be registered as compliant with the Department of Education.
- Work Health and Safety Policy – as required by the *Work Health and Safety Act 2012*, applicable to all staff, volunteers and customers

- Sun Smart Policy – to encourage care when in the sun and ensure all participants are encouraged to wear sun protection throughout the program
- Hot/Extreme Weather Policy – provision needs to be made by operators to cancel, modify or re-schedule classes at a particular location as determined by the conditions at that location
- Catastrophic Fire Danger – in accordance with Country Fire Service https://www.cfs.sa.gov.au/site/prepare_for_a_fire/community_programs/bushfire_safety_for_organisations_and_business.jsp
- Emergencies procedure – site specific procedures to take into account the large number of participants at the site at any time during the program
- Marine dangers procedure – for all beach locations, with provision for shark spotting, resuscitation and rescue equipment as determined by the conditions at each location.

How to apply

- Carefully read the funding program guidelines to determine whether your organisation meets the criteria. If you are unsure, contact Office for Recreation, Sport and Racing on 1300 714 990
- Register for our new online application process from the Office for Recreation, Sport and Racing website
- Complete the VACSWIM application form in full
- Attach the most recent annual financial statements (not bank statements) either certified (signed by Treasurer) or audited; or other comparable documentation
- Late applications may not be accepted and any application that is incomplete may not be assessed.

Useful tips

- Carefully read the funding program guidelines to determine whether your organisation meets the criteria.
- Register for our new online application process through the Office for Recreation, Sport and Racing website
- before submitting your application, check that all of the questions have been answered and that all essential documentation is attached
- Complete the application in full and submit prior to the closing time of the program. Late and any incomplete applications may not be assessed
- Fax, email or physical submission of an application is no longer accepted
- 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 program has closed, the Office for Recreation, Sport and Racing 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 and not assessed.

STEP 2 – Assessment against principles

If the application passes screening, a Funding Assessment Committee will assess applications based on the organisations previous VACSWIM history. This process will calculate anticipated participants, staffing and delivery costs. Please note,

satisfying the principles alone does not guarantee the receipt of funding.

In addition, Office for Recreation, Sport and Racing does not guarantee applications will be successful.

STEP 3 - Recommendations

Once assessment is completed, funding recommendations are forwarded to the General Manager, Office for Recreation, Sport and Racing 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.

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:

Subsidies and Location Allowances

- 80% on receipt of required documents
- 20% on completion and receipt of your interim report for each location and ORS being satisfied that each location has used their best endeavours to achieve the target number.

Administration Allowances

- 100% on receipt of required documents.

Where a location fails to achieve 90% of the target attendance, the Office for Recreation, Sport and Racing may withhold up to \$15.00 for each participant below the target number, up to a maximum of 20% of total funding allocated for that location, if the ORS is not satisfied you have used your best endeavours to achieve the target number.

Note: Office for Recreation, Sport and Racing may pay 100% of the Subsidies and Location Allowance to organisations that have a demonstrated rapport with the VACSWIM program.

All Grantees will be required to:

- use the funding allocated only for the delivery of VACSWIM 2018-19 as detailed in the Grant Agreement
- maintain accounting records in accordance with the generally accepted

accounting principles. Office for Recreation, Sport and Racing requests organisations adopt the 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 VACSWIM and 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 Office for Recreation, Sport and Racing grant payments being suppressed and/or the organisation no longer being eligible to receive Office for Recreation, Sport and Racing funding or may be required to return the grant, or part thereof.
- maintain Volunteer Accident Cover if utilising volunteers for the period of the Grant.

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, 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*.

The location, organisation and contact details for registration will also be made available on the VACSWIM SA website.

Need more information

For further clarification on the guidelines or to discuss your 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

Connect with us

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Office for Recreation and Sport