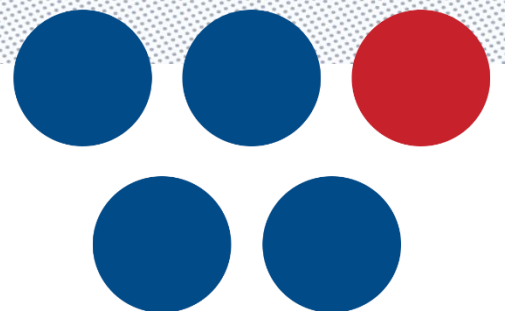# Active State Collaboration Program

2023–2024 Guidelines

Government of South Australia
Office for Recreation, Sport and Racing

Minister's message

I am delighted to open the 2023–2024 Active State Collaboration Program.

The Active State Collaboration Program directly supports the Office for Recreation, Sport and Racing's (ORSR) 2021–25 Strategic Plan and our vision to include more people in sport and recreation so that they can experience the many physical, mental and emotional health and wellbeing benefits that participation brings.

The ORSR and I recognise we cannot achieve this vision on our own. We are therefore seeking partners with a wide range of experiences, skillsets and innovative ideas to help us achieve it.

The Active State Collaboration Program focuses on inclusive projects that provide everyone with an opportunity to participate in sport and recreation, demonstrate collaboration, community impact, innovation, the use of research and technology, and are deliverable and sustainable projects.

We all have a role to play to make South Australia an active state and to include people and bring our community together through sport and recreation. I look forward to working with you on how you can support this important initiative and continue your contribution to getting South Australia active.

In 2023–2024, $1,462,198 is available through the Active State Collaboration Program.

Applications close midday on Wednesday 1 November 2023.

Hon Katrine Hildyard MP

Minister for Recreation, Sport and Racing

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Introduction

These guidelines set out the funding requirements for the Active State Collaboration Program (ASCP). The Office for Recreation, Sport and Racing (ORSR) is responsible for administering the program.

The ASCP will look to drive sport and recreation initiatives, through funding that rewards organisations partnering to develop and deliver projects to get more South Australians active.

Objectives

ASCP will support projects that align with the ORSR 2021–2025 Strategic Plan, which has an ambitious set of goals to get South Australians moving. Applicants will be required to demonstrate how their project will contribute to the ORSR strategic priorities (listed below).

Our Priorities

Active lives – Movement, play and performance is embedded into the daily lives of South Australians.

Places and spaces – Places and spaces that encourage and support movement, play and performance are accessible to all.

Strategic partnerships – Community outcomes are delivered through strategic partnerships.

Please note:

- Projects that bring communities together and impact physical activity participation rates through innovative solutions and leverage partnerships are more likely to be successful.

- Places and spaces projects should look to address activation, accessibility, and programming – infrastructure development projects are ineligible.

Important dates

The following dates apply to this funding round:

Applications open	5 September 2023
Applications close	1 November 2023 – Applications must be submitted online before 12 pm noon ACST
Applications screened	November 2023
Assessment	December 2023 / January 2024
Applicants notified	End of February 2024
Agreements offered	March 2024 (anticipated)

Budget

The total budget for ASCP is $1,462,198

Of the total budget, $930,000 is exclusively available to sport and active recreation organisations.

A notional allocation of $100,000 will be made available to projects where the requested amount is $30,000 or less.

Request amount and co-investment

All projects will be required to have a level of co-investment to drive greater returns on ORSR investment. While no minimum percentage is stipulated, the level of co-investment will form part of the assessment.

Applicants may request up to $300,000 per project and up to two years of funding (e.g., an applicant may request $170,000 in year one and $130,000 in year two – for a total of $300,000.) Alternatively, an applicant could request up to $300,000 for one year of funding.

Please note that projects that cannot be acquitted in year one, should apply for a two year project.

Eligibility criteria

Who is eligible?

To be eligible for funding, organisations must:

- Be a not-for-profit, incorporated under the *Associations Incorporations Act 1985 (SA)*; or

  hold a comparable legal status; or

- Be a local council; and

- Have been operating for 12 months or longer.

Note: Organisations that do not identify as a sport or active recreation organisation are only eligible to apply for inclusion-based projects.

Inclusion projects

For the purposes of this program, and to meet the definition of an inclusion project, the following elements determined by the Funding Assessment Committee should be evident:

- Evidence of barriers to participation for a particular target group.

- Strategies to overcome barriers to participation for a target group.

- Clear strategies and methodology to engage with the target group.

- Availability of programs offered predominantly for the target group (there may be other participants, but the program focus is on the inclusion of the target group).

Who is ineligible?

The following organisations will be considered ineligible for funding; however, they could be included as partners for a project:

- Individuals.

- State and federal government agencies.

- For-profit organisations.

- South Australian Sports Federation Incorporated.

- Organisations that have been operating for less than 12 months.

- An organisation that has overdue ORSR grant acquittals as at the closing date of the applications; however, applications may be considered by the Funding Assessment Committee if these overdue ORSR acquittals have been submitted before the first day of the assessment conducted by the Funding Assessment Committee.

Eligible projects

All projects must be able to prove a partnership by providing documentation that clearly demonstrates that **at least one other organisation is contributing to the development and delivery** of the project. Additional partners will be considered favourably within the assessment of the project.

Applicants must show how their project will achieve ORSR 2021–25 Strategic Plan priorities outlined on page 5. The ORSR 2021–25 Strategic Plan can be found [here](#).

Evidence of partnerships is critical for the assessment process and must be attached and submitted within the online application before the closing date. A template partnership evidence form is available on the [ORSR website](#) for use.

Ineligible projects

The following project types are ineligible:

- Infrastructure projects, including facility planning and design.
- Projects that do not support physical activity and movement, active recreation and/or sport activities.

Ineligible costs

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

- Salaries or wages for positions not related to the project.
- Grant or scholarship programs.
- Prizes / awards.
- Player appearances / role models / ambassadors.
- Events that have already occurred.
- Insurances.
- Any costs associated with preparing and submitting a funding application.

Applicant and project location

Eligible projects must occur within South Australia, although contributing partners may be based outside of South Australia.

How to apply

Carefully read these guidelines to determine whether your organisation and project meets the eligibility criteria.

The following steps briefly describe the process to apply:

- Register for the online application process (SmartyGrants) available through the ORSR website, or log in to an existing account (https://orsr.smartygrants.com.au/applicant/login).

- Complete the online application in full and submit before the closing time of the program. Late or incomplete applications may not be assessed.

If you find an error in your application after submitting it, you should notify ORSR immediately via email: ORSR.Grants@sa.gov.au, who will reopen your application to amend and resubmit.

ORSR may not be able to accept additional information or requests to change your submission after the closing date.

If you need further guidance in the application process, are unable to submit the SmartyGrants application or wish to withdraw a submitted application, you can contact ORSR via email: ORSR.Grants@sa.gov.au

Common attachments to the application

The following documents are commonly required for an application to be considered eligible:

- Evidence of a partnership.
- The applicant's 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) covering a period of 12 months.
- Project costings/budget.
- Evidence of confirmation of major funding sources (e.g., local council minutes/report confirming contributions, letter from local council CEO, and/or club bank statements).
- Project management plan/framework (where applicable).

All attachments must be submitted with your SmartyGrants application. Attachments and/or other information not submitted in the applicant's SmartyGrants application may not be considered once the assessment process has commenced.

Key specifics to get correct

Applicants must ensure the following;

- The applicant's legal name is entered exactly as it appears on the ASIC Register's website.
- The applicant's Australian Business Number (ABN) is entered correctly and matches the legal name.
- If you do not have an ABN, you will need to submit a completed Australian Taxation Office (ATO) Statement by Supplier Form with your application, otherwise 46.5 per cent of any approved grant may be withheld. Download the Statement by Supplier form from the ATO.
- Check that all the questions have been answered and all essential documentation is attached.
- Press 'submit' once you have completed the application. Amendments can be made prior to the closing date upon request.

Ensure you follow the helpful hints on each question within the application form as well as the following tips:

- Keep your responses to the questions clear and concise.

- Prioritise your writing to ensure the most critical information is in a prominent position.

- Use dot points where possible.

- Assume the reader is not familiar with your project.

- Additional documents should be directly referenced within the application.

- Accurately label attached files and avoid use of acronyms.

- Collate related files into a single document where possible, e.g. attach one collection of photos in one file rather than uploading multiple individual photos.

- Use .pdf for file attachments where possible.

It is not possible to approve all requests; therefore, funding should not be deemed automatic or anticipated.

Assessment process

Eligibility screening

ORSR conducts a preliminary assessment of all applications to ensure the following criteria are met:

- The applicant organisation is eligible to apply, and
- The core project is eligible (identified ineligible costs may be removed from a funding recommendation), and
- The applicant has evidenced project partners, including cash and in-kind contributions, and
- The application has been submitted, and all mandatory questions have been answered (incomplete applications may be deemed ineligible).

If an application fails to pass eligibility screening, the applicant will be contacted via email, using the details provided in the application. The online application form will be reopened for the applicant to update and resubmit.

If an application is not resubmitted before the date that is specified by ORSR or the Funding Assessment Committee, ORSR will utilise the latest submitted version for eligibility screening and assessment.

Funding Assessment Committee

The Chief Executive, ORSR appoints the members of the Funding Assessment Committee. The Funding Assessment Committee is comprised of officers from across ORSR.

ORSR recognises that conflicts of interest may arise with staff, technical experts, and others assessing the applications and forming recommendations. All employees of the Government of South Australia must comply with:

- The Code of Ethics of the South Australian Public Sector issued under the *Public Sector Act 2009 (SA).*
- Public Sector (Honesty and Accountability) Regulations 2010 (SA).

The assessment processes within ORSR are additionally governed by the following:

- ORSR Interests Management Policy.
- ORSR Grant Management Policy and Procedures.

Assessment against criteria

The Funding Assessment Committee assesses all applications.

Where an application is deemed eligible, the Funding Assessment Committee will assess the application against the relative merit of other projects in meeting the assessment criteria.

The Funding Assessment Committee may request additional information during the Committee's sitting period.

Please note, satisfying the assessment criteria alone does not guarantee receipt of funding.

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

Assessment criteria

Weighting	Collaboration and partnering Extent to which:
30%	• The project demonstrates it will positively contribute to the ORSR 2021–25 Strategic Plan priorities (under Objectives on page 5). • The project has multiple partners. • Those partners are directly involved/contributing to the development and delivery of the project. • The proportion of financial co-investment to the project.
	Physical activity and community impact Extent to which the applicant demonstrates:
30%	• Participation outcomes of the project. • Scope and impact (short and long term) of the project. • The project's support of inclusion, diversity, and/or women and girls' participation in physical activity. • How community outcomes are being delivered.
	Innovation Extent to which the project:
15%	• Is an innovative, forward-thinking approach. • Is a creative or new idea for a project, partnership, product and/or process.
	Use of technology and research Extent to which the project:
5%	• Addresses systemic issues to improve operations or outcomes for multiple organisations through the application of technologies or research. • Develops and/or utilises /is informed by research.
	Delivery and sustainability Extent to which the applicant shows:
20%	• Potential for a project to be sustainable beyond funding provided via this grant program. • A clear project scope, key milestones and proven ability to complete projects within timeframes. • Capacity to finance the project via confirmed co-investment. • Skills, capacity and experience to administer and deliver programs/projects.

An applicant's ORSR grant management history may be considered when being assessed against the "Delivery and sustainability" criteria.

Please note the following situations are not considered ineligible; however, against the previous assessment criteria, they may not receive positive assessment.

- Applications which feature substantial in-kind contributions (relative to the total project cost) may not be considered as favourably as confirmed cash contributions when assessed against the 'Delivery and sustainability' criteria.

- Project ideas that are assessed to be 'business as usual' or as already occurring may not receive a favourable assessment.

- Projects that are solely to increase profits or revenue sources for the benefit of ownership/shareholders.

- Projects that cover existing employee salary costs with no clear role description indicating agreed upon reallocation of time to project.

Recommendation

Once the assessment is completed, the Chief Executive, ORSR will provide funding recommendations to the Minister for Recreation, Sport and Racing for consideration.

Please be aware that the amount of funding recommended may be lower than the amount requested.

Final approval

The Minister for Recreation, Sport and Racing will provide final approval.

Notification

All applicants will be notified of the outcome of their grant application.

The details of successful applicants (grantees) may be provided to the applicant's local Member of Parliament, who may decide to contact the grantee to congratulate them.

Unsuccessful applications

All unsuccessful applicants will receive notification through SmartyGrants. Applicants are encouraged to contact ORSR for application feedback and advice when applying for future grants.

Successful applications

Grant agreement

Successful applicants (grantees) will be sent a Grant Offer detailing the terms and conditions of the funding.

Effective 1 January 2019, public authorities are required to use standard funding agreements approved by the Crown Solicitors Office. For the ASCP, the Not-for-Profit Standard Grant Agreement will be used. For more information regarding the grant agreements, click here.

Grantees will have at least 14 days, from the date of a written offer, to execute a funding agreement with ORSR ('execute' means both the applicant and ORSR have signed the agreement). The offer may lapse if both parties do not execute the grant agreement within the specified timeframe.

Approval of grant funding is based on information provided within the application. Any changes to details may be reviewed to consider any potential impacts.

An approval may have specific conditions that have been determined through the assessment process. Any such details will be specified in the grant offer.

Payment

Payment of grant funding will be made in accordance with the terms and conditions of the grant agreement.

Approved grant funding will be transferred electronically into the Australian bank account nominated within the application.

Should a successful applicant become overdue with any obligations, reporting or acquittals, payments may be placed on hold until those are met.

Funding shortfalls/underspends

If the grantee does not receive all the stated co-investments to the project as per their application, the grantee will be required to meet the funding shortfall.

If the total cost of the project is greater than the grant plus co-investments, the grantee will be required to meet all such additional costs.

If the actual cost of the project comes in under budget, the grantee will be required to repay a portion of the grant as outlined in the grant agreement.

Monitoring and compliance

All grantees will be required to:

- Only use the funding for eligible costs as detailed within the grant agreement.
- Comply with the relevant laws in force in South Australia.
- Maintain valid public liability insurance for a minimum of $1,000,000 for any one claim for the funding period.
- Appropriately acknowledge the Government of South Australia as a funding source.

- Comply with the reporting and acquittal requirements of the grant agreement. Failure to comply may result in ORSR grant payments being suspended and/or the organisation no longer being eligible to receive ORSR funding or being required to return the grant, or part thereof.

- Submit reports, financial reports, and other required documentation in line with the funding agreement. The amount of detail required in reports/documentation will be proportionate to the grant amount.

- Allow ORSR to monitor the grant progress by assessing submitted reports/documentation. In some cases, ORSR may need to re-examine claims, seek further information or request an independent audit of claims and payments.

- Comply with the other terms and conditions in the grant agreement.

- Contact ORSR immediately when becoming aware of a breach of terms and conditions of the grant agreement.

Ad hoc reporting

Ad hoc reports may be required for the project. This may include reports to confirm progress, or to explain any significant delays or difficulties in completing the project.

Financial and audit reports

Where the grantee is required by law to prepare audited financial statements, or requested by the Government Party, it will need to provide these statements and audit reports throughout the term of the grant agreement.

Grant agreement variations and extensions

Unexpected events may delay a project's progress. In these circumstances, grantees can request a project variation to the terms of the grant agreement, such as the purpose or expiry date. Any request must be submitted through SmartyGrants. Requests may require the following details:

- The reason and justification for the variation.

- Updated details and other relevant supporting documentation.

- New project timelines and and/or new milestones.

If a variation request is submitted, the following factors will be considered:

- Impact to project outcomes.

- Consistency with the program objective/s.

- Deviations from the original proposal and a subsequent re-assessment against program assessment criteria.

- Timeframe implications.

The program does not allow for any increase to the agreed amount of grant funds as established in the grant agreement.

Acquitting a grant

Upon expending the grant, grantees will be required to acquit the grant through SmartyGrants. Grant acquittal requirements will be outlined in the grant agreement. These requirements may include:

- Providing a detailed breakdown of goods and services the grant was spent on, including descriptions and amounts.
- Providing details and amounts of the final funding sources for the project.
- Certification that the statements made in the acquittal are true and correct.
- Identifying if the grant has achieved the program's objectives.
- Where requested, providing photographs, videos and other details in relation to the completed project.

Grant acknowledgement

Grantees will be required to acknowledge the Government of South Australia's support.

Approval through ORSR is required before any public announcements for the grant. If the grantee makes a public statement about the project funded, we require at a minimum acknowledgement of the grant by using the following statement:

> "This project received grant funding from the South Australian Government through the Office for Recreation, Sport and Racing."

Acknowledgement and publicity guidelines may form part of the grant agreement and include the requirement that all activities acknowledge the Government of South Australia's support through logo presentation on any activity-related publications, media releases, and promotional material.

The Minister must be given the opportunity to participate in any formal activity associated with commencement or launch of a project. Openings and launches of projects are to be coordinated through the Minister's office.

Social media acknowledgement

To ensure the ORSR does not miss any project updates and news, grantees should include, where appropriate, the ORSR account tags in each of their social media posts. This will alert us to new posts so we, in turn, can 'Like' and share your content.

Facebook: @SARecandSport

Instagram: @sarecreationandsport

When acknowledging a grant or mentioning ORSR's support on your website or in any digital communications, please include a link to https://www.orsr.sa.gov.au/.

Other information

Grants and Goods and Services Tax (GST)

It is recommended that applicants seek independent legal and financial advice to determine all taxation obligations before applying.

Please note that if your organisation's annual turnover is greater than $150,000 (non-profit organisations) then the Australian Taxation Office require you to be registered for GST (source: www.ato.gov.au).

Successful applicants registered for GST will have their grant grossed up by 10 per cent to offset GST payable on the grant. Organisations not registered for GST will not have the grant grossed up. Grantees cannot have the grant agreement transferred to another body based on GST registration.

Also note, from 1 July 2017, government entities at the federal, state, territory and local levels report the grants they pay to people or organisations with an Australian Business Number to the Australian Taxation Office.

Financial reporting

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.

How ORSR will use your information

ORSR may share your information with other government agencies for relevant purposes such as:

- To improve the administration, monitoring and evaluation of government programs.
- For research.
- To announce grant recipients.

Treatment of confidential information

ORSR will treat information provided by applicants as sensitive and confidential if it meets one of the four following conditions:

- You clearly identify information as confidential and provide an explanation.
- Information is commercially sensitive.
- Disclosing information would cause unreasonable harm to you or someone else.
- Information is provided with an understanding that it will stay confidential.

When ORSR may disclose confidential information

ORSR may disclose confidential information to the following:

- The ORSR Chief Executive, employees and/or contractors to help ORSR manage the program effectively.

- The Minister.

- The Auditor-General, Ombudsman or Commissioner for Consumer and Business Services.

- A House or Committee of Parliament.

ORSR may also disclose confidential information if:

- Required or authorised by law (including if requested under the *Freedom of Information Act 1991 (SA))*.

- The grantee agreed to the information being disclosed.

- Someone other than ORSR has made the confidential information public.

Personal information

ORSR must treat your personal information according to the Premier and Cabinet Circular Information Privacy Principles Instructions and the *Privacy Act 1988* (Cwth). This includes informing you:

- What personal information ORSR collects.

- Why ORSR collects your personal information.

- To whom ORSR gives your personal information. ORSR may give personal information collected to our employees and contractors, the Assessment Panel, and other Government of South Australia employees and contractors, so ORSR can:

    o Manage the program.

    o Research, assess, monitor and analyse our programs and activities.

ORSR, or the Minister, may:

- Announce the applications received or successful applicants to the public.

- Publish personal information on ORSR websites.

- Decide how we collect, use, disclose and store your personal information.

- Provide you with information about how you can access and correct your personal information.

Reporting

Effective disclosure and reporting of administered grants is essential for public accountability. Reliable and timely information on grants is vital for public and government confidence in the quality and integrity of grants administration. ORSR may publish grant applications and requests, grant recipients and funding amounts approved on the ORSR website.

Freedom of information

The *Freedom of Information Act 1991 (SA)* and the *Privacy Act 1988 (Cwth)* are the main pieces of legislation that provide access to and amendment of personal information.

Arrangements for managing Freedom of Information (FOI) requests should be discussed with ORSR's FOI Officer. The FOI Act is about openness and access to government-held information and is based on the principle that government information should be accessible by the public because it belongs to the public. Consequently, it is important that recorded information is accurate, up to date, complete, not misleading and relevant to the purpose for which it was collected.

The FOI Officer must be contacted to assist with FOI requests. The circumstances under which an agency may refuse a request for information under FOI laws are limited. Advice on possible exemptions should be sought from the FOI Officer.

Child-safe environments

Children and young people have a right to be safe and protected at all times, including when accessing services in the community.

Child protection legislation in South Australia requires certain organisations to provide a child-safe environment. All state authorities and persons or bodies who provide a service or undertake an activity that constitutes child-related work under the *Child Safety (Prohibited Persons) Act 2016* must meet these obligations.

To meet the requirements under the *Children and Young People (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016*, these organisations must have a child-safe environments policy in place, meet working with children check obligations and lodge a child-safe environments compliance statement.

The statement is lodged with the Department for Human Services:
https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments

To lodge a child-safe environment compliance statement, visit:
https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/lodging-a-child-safe-environments-compliance-statement

Definition of key terms

Term	Definition
Active recreation	Activities engaged in for the purposes of relaxation, health and wellbeing or enjoyment, with the primary activity requiring physical exertion and the primary focus on human activity.
Applicant	The organisation that has submitted an application.
Application	The document that applicants use to apply for funding under the program.
Funding period	The period of the grant agreement where spending on the approved project and its outcomes can occur.
Grantee	The recipient of a successful grant.
Minister	The Minister for Recreation, Sport and Racing.
ORSR	Office for Recreation, Sport and Racing, an agency of the Government of South Australia.
Sport	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.

Enquiries and feedback

For further information or clarification, you can contact ORSR through the website: https://www.orsr.sa.gov.au/

ORSR may publish answers to your questions on the website as Frequently Asked Questions.

A compliment or complaint can be lodged using the ORSR compliments and complaints form on the website: https://www.orsr.sa.gov.au/.