Infrastructure Projects
Program Guidelines

- Community Recreation and Sport Facilities Program 2020-21
- Grassroots Facilities Program Round 1
- Regional and Districts Facilities Program Round 1
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Minister’s message

I am delighted to open the 2020-2021 suite of infrastructure project grant programs, consisting of:

- Community Recreation and Sport Facilities Program 2020-21
- Grassroots Facilities Program Round 1
- Regional and Districts Facilities Program Round 1

Following our community consultation with the South Australian sport and recreation sector in 2019, the Marshall Government has listened and is moving to streamline existing grant programs that have similarities.

These programs will assist organisations to develop infrastructure that will enable greater opportunity for participation in active recreation and sport for all South Australians through the rational development of well-designed and utilised facilities.

Sporting clubs are the heart and soul of strong communities. These clubs often owe their existence to a band of tireless volunteers, who generously give their time and energy to ensure teams and individuals can participate in sport. I am proud of the role the South Australian Government plays in supporting these clubs.

In 2020-2021, $24,328,000 is available across the Infrastructure Projects suite of grant programs.

The three programs align with the objectives of Game On: Getting South Australia moving, a Marshall Government initiative which aims to get South Australians moving and enjoying the many social, health and lifestyle benefits sport and recreation provide.

Ongoing infrastructure funding by the Marshall Government means South Australians can continue to access quality recreation and sport activities and facilities.

Applications close midday on Wednesday 27 January 2021.

Hon Corey Wingard MP
Minister for Recreation, Sport and Racing
Introduction

These guidelines set out the funding requirements for the Community Recreation and Sport Facilities Program (CRSFP), Grassroots Facilities Program (GFP), and Regional and Districts Facilities Program (RDFP). The Office for Recreation, Sport and Racing (ORSR) is responsible for administering these programs.

To support the implementation of the State Sport and Recreation Infrastructure Plan the Government has committed $35 million towards the establishment of the $10 million RDFP and the $25 million GFP – these budgets are to be split over 2020-21 and 2021-22.

This new funding combined with existing program budgets will result in $44 million being available for infrastructure grants over the next two financial years.

Objectives

Community Recreation and Sport Facilities Program (CRSFP)

The objective of CRSFP is to provide access to funding for the development of sustainable, functional, inclusive and fit-for-purpose active recreation and sport facilities that meet the current and future needs of the South Australian community. CRSFP will assist eligible organisations to develop infrastructure that directly addresses demonstrated need and supports participation through the rational development of good quality projects.

Grassroots Facilities Program (GFP)

The objective of GFP is to increase sport participation and improve gender equality to support healthier, happier and safer communities. GFP will assist eligible organisations to develop core infrastructure that directly impacts participation through the rational development of good quality, well designed and utilised facilities.

Regional and Districts Facilities Program (RDFP)

The objective of RDFP is to create regionally significant sport and active recreation precincts (sport and active recreation hubs) that meet the current and future needs of the South Australian community. RDFP will assist eligible organisations to develop infrastructure that is strategically justified through the rational development of good quality projects. For further information on what the RDFP is, please see page 11.

All programs will support the objectives of Game On: Getting South Australia moving.

Game On: Getting South Australia moving is a forward-looking agenda to guide everyone involved in sport and recreation to create environments and opportunities to build a more active SA. The intention of 2020-2021 CRSFP and Round 1 of GFP and RDFP is to support the achievement of Game On targets through projects that contribute to the following Game On issues:

- Quality and accessibility of public open spaces ➔ high quality and accessible public open spaces for active recreation.
- Affordable sport and recreation opportunities ➔ reducing costs associated with participating in sport and recreation.
- Sustainable sport and recreation sector ➔ reducing costs associated with delivering sport and recreation.
• The lack of and maintenance of facilities ➔ high quality, inclusive and accessible sport and recreation infrastructure.

Important dates

The following dates apply to this funding round.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications Open</td>
<td>14 November 2020</td>
</tr>
<tr>
<td>Applications Close</td>
<td>27 January 2021 - Applications must be submitted online before 12 pm noon ACST</td>
</tr>
<tr>
<td>Applications Screened</td>
<td>February 2021</td>
</tr>
<tr>
<td>Assessment</td>
<td>February / March 2021</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>After 1 April 2021</td>
</tr>
<tr>
<td>Agreements Offered</td>
<td>April / May 2021</td>
</tr>
<tr>
<td>Projects must commence construction</td>
<td>within 6 months from payment of Grant</td>
</tr>
<tr>
<td>Projects must be completed</td>
<td>24 months from execution of Grant Agreement</td>
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Budget

Community Recreation and Sport Facilities Program

The budget for CRSFP is $4,328,000, with the Minister for Recreation, Sport and Racing (Minister) approving that a portion of the Sport and Recreation Fund is directed to CRSFP. The Sport and Recreation Fund is established through the *Gaming Machines Act 1992 (SA)* and is currently resourced from taxation revenue on gaming machines. Funding approved from the Sport and Recreation Fund is reported to the Economic and Finance Committee of the Parliament of South Australia.

$2,205,000 is sourced from the Sport and Recreation Fund and the Government of South Australia allocating an additional $2,123,000 for 2020-21 through appropriation.

A notional allocation of $1,500,000 will be made available to projects where the requested amount is $50,000 or less.

Grassroots Facilities Program

The budget for GFP is $15,000,000, entirely sourced from state government appropriation.

Regional and Districts Facilities Program

The budget for RDFP is $5,000,000, entirely sourced from state government appropriation.

Request amounts and required co-contributions

Co-contributions are limited to confirmed cash contributions and in-kind materials and labour.

Where an application is for a project that involves an insurance payout, that payout cannot be used as part of the co-contribution requirement.

<table>
<thead>
<tr>
<th>Total Project Cost</th>
<th>Minimum Applicant Contribution</th>
<th>Maximum Grant</th>
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<tr>
<td>Up to $3 million</td>
<td>50%</td>
<td>$1.5 million</td>
</tr>
<tr>
<td>$3 million to $4.5 million</td>
<td>50% to 66%</td>
<td>$1.5 million</td>
</tr>
<tr>
<td>$4.5 million and above</td>
<td>66%</td>
<td>$3 million</td>
</tr>
<tr>
<td>All Trail Projects</td>
<td>25%</td>
<td>$1 million</td>
</tr>
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Request amount less than $1.5 million

Applications requesting $1.5 million or less must contribute a minimum of 50% in funding towards the project. Applications requesting $1.5 million or less may be eligible to receive funding through CRSFP, GFP or RDFP.

Request amount greater than $1.5 million

Only projects that meet RDFP eligibility criteria can apply for more than $1.5 million.
RDFP applications with a total project cost of more than $4.5 million must contribute a minimum of 66% in funding towards the project, with a maximum grant request of $3 million.

RDFP applications with a total project cost of $4.5 million or less must contribute a minimum of 50% in funding towards the project, with a maximum grant request of $1.5 million.

**Requests for recreational trail projects**

Applications for recreational trails must contribute a minimum of 25% in funding towards the project – requests are capped at $1 million.
Community Recreation and Sport Facilities Program (CRSFP) eligibility criteria

Who is eligible?
To be eligible for CRSFP funding, organisations must:

- Be a not-for-profit sport club, association or sports facility manager incorporated under the *Associations Incorporations Act 1985 (SA)*; or
- Be a local council; or
- Be a school council/board of management; and
- Have been operating for 12 months or longer.

Who is ineligible?
The following organisations will be considered ineligible for CRSFP funding:

- An organisation that holds a Gaming Machine Licence.
- Organisations that have been operating for less than 12 months.
- For profit, commercial organisations.
- 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 prior to the first day of the assessment conducted by the Funding Assessment Committee.

Ineligible projects
Projects where the major beneficiary holds a Gaming Machine Licence.

Applicant and project location
The applicant and project must be located within South Australia.

Eligible grant projects
All projects must evidence permission from the landowner (where the project is located). For projects located at a school, the applicant must provide evidence that the project will be used by clubs and the local community outside of school hours and evidence that it is contributing significant financial resources towards the project.

Applicants should demonstrate how their project will achieve program objectives. Examples of eligible projects may include:

- Construction or upgrade of an active recreation and sport facility or multi-use sports hub. Some examples of this include:
  - Significant upgrades to playing surfaces, including multi-sport upgrades and resurfacing that supports increased use.
  - Building, expanding and/or upgrading change rooms, parent and child change spaces and officials’ areas.
  - Improved sports floodlighting and safety lighting.
• Upgrade of an aquatic facility.
• Modifications to ensure that an existing facility meets environmental and Occupational Health and Safety regulations.
• Construction/development of trails (walking, horse, bike, water-based).
• Water and energy saving initiatives including water harvesting, installation of new or upgrades to existing irrigation infrastructure, connection to existing water infrastructure, more efficient lighting, installation of solar panels and other innovative smart technologies.

Please note that the list above includes example projects that may be funded. The list is by no means exhaustive and applications for other projects that meet the objectives of the program are welcome.

Where applicable all projects must also meet relevant state sporting organisation and Australian Standards (e.g. change room dimensions).

Grassroots Facilities Program (GFP) eligibility criteria

Who is eligible?
To be eligible for GFP funding, organisations must:
• Be a not-for-profit sport club, association or sports facility manager incorporated under the Associations Incorporations Act 1985 (SA); or
• Be a local council; or
• Be a school council/board of management; and
• Have been operating for 12 months or longer.

Who is ineligible?
The following organisations will be considered ineligible for GFP funding:
• Organisations that have been operating for less than 12 months.
• For profit, commercial organisations.
• 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 prior to the first day of the assessment conducted by the Funding Assessment Committee.

Applicant and project location
The applicant and project must be located within South Australia.

Eligible grant projects
All projects must evidence permission from the landowner (where the project is located). For projects located at a school, the applicant must provide evidence that the project will be used by clubs and the local community outside of school hours and evidence that it is contributing significant financial resources towards the project.
Applicants should demonstrate how their project will achieve program objectives. Examples of eligible projects may include:

- Construction or upgrade of unisex change room facilities (including modular)
- Install new or replace and improve on existing lighting for training or playing areas.
- Redevelop or refurbish current change facilities.
- Construct parent and child change space.
- Develop new or redevelop/refurbish existing change rooms for officials.
- Develop or redevelop playing surfaces (new surfaces, cricket pitches or practice nets, drainage, irrigation etc.).

Additional amenities (i.e. storage or medical treatment rooms) may be considered if they complement the overall facility and are not the primary reason for the project.

Please note that the list above includes example projects that may be funded. The list is by no means exhaustive and applications for other projects that meet the objectives of the program are welcome.

For projects located at a school, the applicant must provide evidence that the project will be used by clubs and the local community outside of school hours and evidence that it is contributing significant financial resources towards the project.

Where applicable all projects must also meet relevant state sporting organisation and Australian Standards (e.g. change room dimensions).

Regional and Districts Facilities Program (RDFP) eligibility criteria

Who is eligible?
To be eligible for RDFP funding, organisations must:

- Be a not-for-profit sport club, association or sports facility manager incorporated under the *Associations Incorporations Act 1985 (SA)*; or
- Be a local council; or
- Be a school council/board of management; and
- Have been operating for 12 months or longer.

Who is ineligible?
The following organisations will be considered ineligible for RDFP funding:

- Organisations that have been operating for less than 12 months.
- For profit, commercial organisations.
- 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 prior to the first day of the assessment conducted by the Funding Assessment Committee.
Applicant and project location
The applicant and project must be located within South Australia.

Classification
All projects must demonstrate that the:
☐ Precinct is currently or will be classified as a regional level facility upon completion of the project.

To be classified as a regional level facility for the purposes of this program, applicants must meet four of the five criteria as listed below.

The precinct before, or upon project completion must:
☐ Benefit over 600 weekly active participants.
☐ Feature a multi-use shared community infrastructure space (e.g. a shared club room and change room facility).
☐ Be able to schedule multiple sports concurrently.
☐ Be able to host under 18 state level competition or above, for at least two different sports.
☐ Be home to at least two sporting organisations.

Eligible grant projects
All projects must evidence permission from the landowner (where the project is located).

The project must also be identified in a planning document (facility feasibility study, master plan or similar planning process document) which justifies and prioritises the need for the project.

Applicants should demonstrate how their project will achieve program objectives. Examples of eligible projects include:

- Projects that enhance a precinct classified as regional level.
- Projects that will establish a precinct as regional level.

For projects located at a school, the applicant must provide evidence that the project will be used by clubs and the local community outside of school hours and evidence that it is contributing significant financial resources towards the project.

Where applicable all projects must also meet relevant state sporting organisation and Australian Standards (e.g. change room dimensions).
Ineligible costs

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

- Costs that are not considered labour or materials.
- Costs associated with ongoing operations, such as 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.
- Project management fees where the project is being managed by a local council or school.

Ineligible projects

The following project types are ineligible across CRSFP, GFP and RDFP:

- Facility planning and design.
- Projects that are to upgrade or develop major stadia.
- Projects that have already received funding through an ORSR grant process.
- Projects solely for the upgrade or redevelopment of public toilet facilities.
- Projects that commence prior to a Grant Agreement being finalised.
- Projects that do not support active recreation and sport activities.
- The repair of like-for-like replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that are covered by insurance.
- Routine or cyclical maintenance works to existing facilities.
- Residential buildings including caretaker residences.
- The purchase of recreation, entertainment, sporting, maintenance or any other equipment.
Local council and state sporting organisation project support

Before commencing your application please contact your local council and relevant state sporting organisation (SSO). It is strongly advised that applicants contact these organisations at the earliest opportunity as it may require time to consider the request and provide the necessary support.

All projects with a total project cost over $100,000 are strongly encouraged to provide local council and SSO support for their project as this information is critical for the assessment process. It is recommended applicants provide their local council and SSO with the template provided on the ORSR website to complete, this document must then be submitted with the application online prior to the closing date.

How to apply

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

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

- Complete the online application in full and submit prior to the closing time of the program. Any late or incomplete applications may not be assessed.
- Faxed, emailed or physical submissions are no longer accepted.

If you find an error in your application after submitting it, you should notify ORSR immediately via email: ORSR.Grants@sa.gov.au. ORSR 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:

- Landowner consent.
- 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.
- Quotes.
- Photographs and appropriate evidence of the current state of the facility.
- 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).
- Plans – infrastructure blueprints, aerial imagery of site (current and proposed), schematic specific plans e.g. lighting charts including lux levels.
- SSO support form.
- local Council support form.
- In-kind voluntary labour and/or materials breakdown. (where applicable)
- Letters of support from organisations that clearly indicate how the user group will either support and/or benefit from the project.
- Project management plan/framework. (where applicable)
- Relevant sections of local council reports/plans стратегии documents/community consultation that support the project.

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 through the assessment process.

**Key specifics to get correct**

Applicants must ensure the following:

- The applicant’s legal name is entered exactly how it appears on the ASIC Registers 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% 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 point writing 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 documents into singular files where possible e.g. attach one collection of photos in one file rather than uploading multiple individual photos.

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 ensuring that:

- 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 major funding contributions from project partners, and
- Landowner consent is provided (where the project is located), 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 requested 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 Conflict of Interest Policy.
- ORSR Grant Management Policy and Procedures.

Assessment against criteria

The Funding Assessment Committee assess all applications.

Where an application is deemed eligible, the Funding Assessment Committee will assess 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. Applicants should be aware that additional information may be requested.

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

<table>
<thead>
<tr>
<th>Weighting</th>
<th>Project Need</th>
<th>Extent to which the applicant has demonstrated and provided evidence that the project:</th>
</tr>
</thead>
</table>
| 22.5%     | Project Need | **Addresses an identified need, gap or deficiency in the availability of active recreation and sporting facilities to the community.**  
**Will lead to benefits for each user group.**  
**Has support from users of the facility and the broader community.** |

<table>
<thead>
<tr>
<th>Participation and Utilisation</th>
<th>Extent to which the applicant has demonstrated and provided evidence that the project:</th>
</tr>
</thead>
</table>
| 22.5%                         | **Will lead to positive participation and utilisation outcomes for active recreation and sport.**  
**Will lead to additional programming opportunities and/or improved inclusiveness.**  
**Provides for multiple sports and/or user groups.**  
**Will provide gender equity in programming/scheduling.** |

<table>
<thead>
<tr>
<th>Quality Infrastructure</th>
<th>Extent to which the:</th>
</tr>
</thead>
</table>
| 20%                    | **Improves the quality, safety or standard of facilities that are available to the community.**  
**Applicant provides plans that address Community Safety, Risk Management, Universal Design Principles, and Environmentally Sustainable Design.** |

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<thead>
<tr>
<th>Strategic Justification</th>
<th>Extent to which the project:</th>
</tr>
</thead>
</table>
| 10%                     | **Is identified through a facility planning process and identified as a priority by the local council and/or relevant state sporting organisation.**  
**Demonstrates economic impact during construction and operation, including employment during and after construction.** |

<table>
<thead>
<tr>
<th>Project Delivery</th>
<th>Extent to which the applicant evidences capacity to:</th>
</tr>
</thead>
</table>
| 25%             | **Begin the project within six months of receipt of funding**  
**Finance the project via:**  
  o Confirmed funding contributions.  
  o Itemised accurate costings.  
  o Project management history.  
**Identify the project scope and outline how the project will be completed within a prescribed timeframe.**  
**Manage the ongoing maintenance and life-cycle replacement costs.** |
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.

Larger facility projects that are staged over a period of time should note that being successful through one grant program for a stage does not guarantee an applicant funding through other grant programs for another stage.

**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 recommended funding amount may be lower than the original request amount.

**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.

Where successful, grantee details will be provided to the applicant’s local Member of Parliament. The local Member of Parliament may decide to contact the grantee to congratulate them and/or present a certificate.

**If your application is unsuccessful**

All unsuccessful applicants will receive notification through SmartyGrants. Applicants are encouraged to contact ORSR for feedback and advice on their application.
If your application is successful

**Grant agreement**

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

Effective from 1 January 2019, public authorities are required to use the standard funding agreements approved by the Crown Solicitors office. For CRSFP, GFP, and RDFP the not-for-profit grant agreement will be utilised. 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.

Grantees are given six (6) months to begin the project from receipt of funding and 24 months to complete the project.

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

Payment 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, payment may be placed on hold until those are met.

The Grantee must use any bank interest that accrues from the deposit of the Grant for the Purpose outlined within a Grant Agreement.

The Grantee may only draw down or use the Grant to the extent necessary to progress the construction or redevelopment of the Facility and in compliance with their Grant Agreement.

**Funding shortfalls/underspends**

If the Grantee does not receive all of the stated co-contributions 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-contributions, 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 a 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 in effect 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 suppressed and/or the organisation no longer being eligible to receive ORSR funding or being required to return the grant, or part thereof.
- Submit project status reports and financial reports in line with the funding agreement. The amount of detail required in reports will be proportionate to the project size, complexity and grant amount.
- Allow ORSR to monitor project progress by assessing submitted reports, and may conduct site visits. 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 report

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

Compliance visits

ORSR may visit the site during the project period to review compliance with the grant agreement, and to inspect relevant records that must be kept under the funding agreement. ORSR will provide reasonable notice of any compliance visit.

Events

Grantees must notify the Minister for Recreation, Sport and Racing, and are encouraged to notify the local Member for Parliament or their representatives or ORSR/government delegate to attend any special events relating to the construction or completion of the project. Requirements are outlined in 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 vary 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 is being requested.
- Updated plans, details and other relevant supporting documentation.
- New project timelines and new milestones.

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

- How it affects the project outcome.
- Consistency with the program objective/s.
- Any deviation from original proposal and a subsequent re-assessment against program assessment criteria.
- Timeframe implications.

The program does not allow for an increase to the agreed amount of grant funds as set out in the funding 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.
- Identify if the grant has achieved any or all of the program objectives.
- Where requested, photographs, videos and details of the completed project.
Grant acknowledgement

Successful applicants may be required to acknowledge the Government of South Australia’s support. Approval through ORSR is required prior to any public announcements for the grant. If the grantee makes a public statement about the project funded we require at a minimum, to acknowledge the grant by using the following:

‘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. Placement of a permanent Government of South Australia endorsed sign/plaque at the site during construction and upon completion of infrastructure activities should be coordinated with the Ministers office.

The Minister must be given the opportunity to participate in any formal activity associated with the commencement, progress or completion of a facility or to officially open or launch the project. Openings and launches of projects are to be coordinated through the Minister’s office.

Grantees considering staging an opening or launch must give adequate notice.
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 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 GST (source: [www.ato.gov.au](http://www.ato.gov.au)).

Successful applicants which are registered for GST will have the grant grossed up by 10% to offset GST payable on the grant. Organisations that are not registered for GST will not have the Grant grossed up. Grantees cannot have the grant agreement transferred to another body on the basis of GST registration.

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

Financial reporting


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, or
- 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 conditions below:

- 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:

- To ORSR Chief Executive, employees and contractors, to help ORSR manage the program effectively,
- To the Minister,
- To the Auditor-General, Ombudsman or Commissioner for Consumer and Business Services, and
- To a House or Committee of Parliament.

ORSR may also disclose confidential information if:

- required or authorised by law,
- The grantee agreed to the information being disclosed, or
- 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 give 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:
  - Manage the program, and
  - 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 in regards to 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 for 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 environment

Organisations providing a service wholly or partly for children (under 18), are required to lodge a child safe environment compliance statement to indicate it is meeting the obligations for a child safe environment according to the Children and Young People (Safety) Act 2017 (SA). The statement is lodged with the Department for Human Services. For further information please access the ORSR website at https://www.orsr.sa.gov.au/sport_and_recreation/child_safety_and_member_protection/create_a_child_safe_environment.

Children’s protection and facility design


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.
## Definition of key terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Active recreation</td>
<td>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.</td>
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<tr>
<td>Active recreation facilities</td>
<td>Active recreation facilities where the facility’s primary purpose is to support community use rather than organised sport / competition.</td>
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<td>Applicant</td>
<td>The organisation that has submitted an application.</td>
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<td>Application</td>
<td>The document that applicants use to apply for funding under the Program.</td>
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<td>Funding period</td>
<td>The period of the grant agreement where spending on the approved project and its outcomes can occur.</td>
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<td>Grantee</td>
<td>The recipient of a successful grant.</td>
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<td>Local level facility</td>
<td>A sporting facility that caters for local level sporting competition and events</td>
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<td>Minister</td>
<td>The Minister for Recreation, Sport and Racing.</td>
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<tr>
<td>ORSR</td>
<td>Office for Recreation, Sport and Racing, an agency of the Government of South Australia.</td>
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<tr>
<td>Regional level facility</td>
<td>A sporting facility of regional significance that meets the requirements.</td>
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<tr>
<td>Sport</td>
<td>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.</td>
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<td>Total project cost</td>
<td>The sum of all eligible costs of a project.</td>
</tr>
<tr>
<td>Total project value</td>
<td>The sum of all costs associated with the project.</td>
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Enquiries and feedback

For further information or clarification, you can contact ORSR through the website: [https://www.orsr.sa.gov.au/](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/contact_us/compliments_and_complaints](https://www.orsr.sa.gov.au/contact_us/compliments_and_complaints).

Disclaimer:
These guidelines were accurate at the time of publishing and supersede all terms and conditions contained in the previous guidelines for CRSFP, GFP, and RDFP.