

2023-2024  
Guidelines

# THE POWER OF HER

## Infrastructure and Participation Program

Football



Government of South Australia  
Office for Recreation, Sport and Racing

## MINISTER'S MESSAGE

During the 2023 FIFA Women's World Cup, we saw women, amongst the best athletes in the world, celebrated for being strong, talented and powerful. The success of the Matildas and the FIFA Women's World Cup provides significant opportunity to drive lasting change through football.

The Malinauskas State Government committed \$18 million in funding to create a lasting legacy for girls' and women's sport in South Australia. \$10 million of this investment is for football.

This funding will provide eligible organisations an opportunity to deliver dedicated facilities, improvements, equipment and programs that will grow female participation in football. Building on the highly successful *The Power of Her Women in Leadership Symposium*, this new The Power of Her – Infrastructure and Participation Program will enable organisations to use this legacy funding to empower South Australian girls and women to equally and actively participate in the sport they love.

Successful applicants will provide innovative and creative approaches to addressing the challenges facing female football and barriers to participation. The State Government recognises that the upgrade and development of sporting facilities, programs and equipment is crucial to ensuring that women of all abilities can participate in football.

We intend to fund female friendly initiatives that meet the needs of South Australian women and girls and provide greater opportunity for them to take up or deepen their participation in the world game.

In 2023–24, \$2,000,000 is available for football through this new grant program.

Thank you very much to Football SA for agreeing to help the State Government capitalise on the momentum generated by our magnificent Matildas and the FIFA Women's World Cup.

As the peak body for football in South Australia, their partnership in this program will be vital to ensuring we maximise the impact of this funding.

It is with great pleasure that I invite applications for the 2023–24 The Power of Her – Infrastructure and Participation Program.

Applications close midday on Wednesday 3 April 2024.

**Hon Katrine Hildyard MP**

**Minister for Recreation, Sport and Racing**



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# INTRODUCTION

These guidelines set out the funding requirements for The Power of Her – Infrastructure and Participation Program (IPP), for the sport of football. This is the Government’s dedicated female grant program to support girls’ and women’s participation within sport in South Australia. The program will provide funding for both infrastructure projects and program and equipment projects that meet the objectives of the program.

The Office for Recreation, Sport and Racing (ORSR) is responsible for administering the program.



# OBJECTIVES

The objective of IPP is to build on and deepen the legacy of the 2023 FIFA Women's World Cup by providing funding for dedicated facilities, improvements to facilities, equipment and programs for girls' and women's sport in South Australia.

Successful projects will foster and enhance the participation of female athletes in sport by addressing key challenges and barriers to female participation.

Recognising the importance of gender equality in sports, this program aims to grow South Australia's inclusive sporting landscape and empower girls and women to thrive in whichever sport they pursue.

IPP will support eligible applicants to provide safe, accessible spaces, programs and equipment that foster female sporting participation and meet the current and future needs of South Australian girls and women.

# IMPORTANT DATES

The following dates apply to this funding round:

<b>Applications open</b>	Tuesday 5 March 2024
<b>Applications close</b>	Wednesday 3 April 2024 Applications must be submitted online before 12 pm midday ACST
<b>Applications screened</b>	April 2024
<b>Assessment</b>	May 2024
<b>Applicants notified</b>	June 2024
<b>Agreements offered</b>	After notification (anticipated June 2024)
<b>Infrastructure projects must commence construction</b>	Within 12 months from payment of grant
<b>Infrastructure projects must be completed</b>	24 months from execution of grant agreement

Program and equipment projects will be expected to commence within six months from payment of the grant.

# AVAILABLE FUNDING

The IPP offers funding through two streams:

- Infrastructure stream
- Program and equipment stream

Eligible applicants may submit applications for multiple streams.

## INFRASTRUCTURE STREAM

The **infrastructure stream** will provide funding for the development of functional, inclusive and fit-for-purpose female friendly football facilities that meet the current and future needs of the South Australian community.

Eligible applicants may request a maximum of **\$250,000**, with Football South Australia (FSA) and local government councils eligible to apply for a maximum of **\$500,000**.

All **Infrastructure Stream** applications must contribute a minimum of 50% in funding towards the project unless both of the following two circumstances are evidenced:

- The facility is physically located within a geographical catchment area that is experiencing socio-economic disadvantage\*; and
- The facility or land on which the facility exists or is to be constructed is not owned or under the control of a local government or education body.

\*For the purposes of this program, a community experiencing socio-economic disadvantage is identified as having a Socio-Economic Indexes for Areas (SEIFA) decile score of 4 or lower as determined in the Australian Bureau of Statistics Suburbs and Localities, Indexes, SEIFA 2021.

[Socio-Economic Indexes for Areas \(SEIFA\), Australia, 2021 | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au/australian-bureau-of-statistics/publications/collections/2021/seifa)

Applications evidencing both above circumstances are required to contribute a minimum of 25% in funding toward the project.

	Minimum Applicant Contribution	Maximum Grant - Eligible Applicants	Maximum Grant - Council	Maximum Grant - Football SA
Infrastructure projects	<b>50%</b>	<b>\$250,000</b>	<b>\$500,000</b>	<b>\$500,000</b>
Infrastructure projects located in a Low SEIFA area and not owned or under the control of local government or an education body	<b>25%</b>	<b>\$250,000</b>	<b>N/A</b>	<b>\$500,000</b>

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.

Where an organisation has received State Government funding, that funding cannot be used as part of the co-contribution requirement.

## PROGRAM AND EQUIPMENT STREAM

The **program and equipment stream** will provide funding to undertake football initiatives that promote gender equality and support female participation through inclusive practices and enhanced opportunities.

These projects should align with your organisation's gender equality and participation strategies and support existing and proposed initiatives to grow and sustain equality for female participation.

Eligible applicants may request a maximum of **\$25,000**. All program and equipment stream projects will be required to contribute a minimum of 50% in funding towards the project. This may be in the form of either confirmed cash or in-kind contribution (eg, volunteer labour, project administration, partner contribution, facility hire).

## APPLICANT AND PROJECT LOCATION

The applicant and project must be located within South Australia.





# BUDGET

In 2023-24 the total budget for The Power of Her IPP (football) is \$2,000,000, notionally allocated across the following funding streams:

Project Type	Budget
Infrastructure Stream	<b>\$1,800,000</b>
Program and Equipment Stream	<b>\$200,000</b>

In the event where the nominated budget for a stream is not fully exhausted, the remaining portion of that budget will be carried over to the 2024-25 round.

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# INFRASTRUCTURE STREAM

Eligible applicants (see below) will be able to apply for up to \$250,000 to provide funding for the development of functional, inclusive and fit-for-purpose female friendly football facilities that meet the current and future needs of women and girls of the South Australian community.

Football SA and councils are eligible to apply for a maximum of \$500,000.

All Infrastructure stream applications must meet the co-contribution funding requirements of the program.

## WHO IS ELIGIBLE?

To be eligible for the infrastructure stream, organisations must:

- Be a not-for-profit sport club, sports organisation or sports facility manager incorporated under the *Associations Incorporations Act 1985* (SA), or hold a comparable legal status; or
- Be a local council; or
- Be a school council/board of management\*; and
- Have been operating for 12 months or longer; and
- Have a minimum of two current female sports team/s or programs/s; and
- Have completed the Office for Recreation, Sport and Racing's **Club Culture Assessment Tool** prior to the grant closing date\*\*.

\*If the applicant is a school council/board of management, the applicant must provide evidence of an executed license or user agreement (minimum of 5 years) with a club or association that provides access to the facility outside of schools hours.

\*\*If the applicant is a school council/board of management or local council the **Club Culture Assessment Tool** must be completed by the football club/Association that is the primary beneficiary of the project prior to the grant closing date.

## WHO IS INELIGIBLE?

The following organisations will be considered ineligible for the infrastructure stream funding:

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

## ELIGIBLE 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 of a license or user agreement and that the project will be used by football clubs and the local community outside of school hours.

All applicants must evidence how their project will deliver facilities that meet universal design principles and also lead to better and/or increased opportunities for existing and/or new female participants.

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

- Construction of new or upgraded unisex and universally designed changerooms for female participants, coaches and officials.
- Creation and improvement of football facilities that prioritise the training and competition needs of female athletes.
- Significant upgrades to playing surfaces and resurfacing that support increased female use.
- Provision of parent and child change spaces.
- New or improved sports floodlighting and safety lighting to increase or improve training and competition opportunities for female participants.
- Modifications to ensure that an existing facility meets environmental and Occupational Health and Safety regulations.

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 will be considered.

Where applicable, all projects must comply with universal design principles (eg, unisex toilets/showers).

## DESIGN PRINCIPLES

Where applicable, all projects must meet Football SA (FSA) and Australian Standards (eg, change room dimensions, lux lighting requirements). Projects should comply with Universal Design Principles and Environmentally Sustainable Design.

Universal Design is a design philosophy that ensures that buildings, environments and experiences are innately accessible to as many people as possible, regardless of their age, level of ability, cultural background, or any other differentiating factors that contribute to the diversity of our communities.

Environmentally Sustainable Design aims to reduce the negative impact of a project on the environment. It may include energy efficiency initiatives, energy and/or water conservation and management, effective waste management, consideration of the materials used in construction of a project, consideration a project's impact on the surrounding environment, solar panels and future proofing sites to cater for new technologies.

## LOCAL COUNCIL AND STATE SPORTING ORGANISATION SUPPORT

All projects are strongly encouraged to provide local council and State Sporting Organisation (SSO) support for their project as this information is critical for the assessment process. 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. It is recommended applicants provide their local council and SSO with the template provided on the ORSR website to complete. This document can then be submitted with the application online prior to the closing date.

## INELIGIBLE PROJECTS

The following project types are ineligible:

- Projects not for the benefit of female users.
- Projects not for the benefit of football.
- Facility planning and design.
- Projects that are to upgrade or develop major stadia.
- Projects that currently have an active/open grant through an ORSR grant program.
- Projects solely for the upgrade or redevelopment of public toilet facilities.
- Projects that commence (ie, breaking ground) prior to a Grant Agreement being finalised.
- 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.
- Portable infrastructure.
- The purchase of recreation, entertainment, sporting, maintenance or any other equipment.

## 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.
- Purchase of land.
- Project management fees where a local council or school is managing the project.

## PROGRAM AND EQUIPMENT STREAM

Up to \$25,000 is available to undertake football initiatives that provide gender equity and support female participation through inclusive practices and enhanced opportunities.

These projects should align with your organisation's gender equality and participation strategies and support existing and proposed initiatives to sustain equality for female participation.

### WHO IS ELIGIBLE?

To be eligible for the Program and equipment stream, organisations must:

- Be a not-for-profit sport club, sports organisation or sports facility manager incorporated under the *Associations Incorporations Act 1985 (SA)*, or hold a comparable legal status; and
- Have been operating for 12 months or longer.
- Have completed the Office for Recreation, Sport and Racing's **Club Culture Assessment Tool** prior to the grant closing date.

### WHO IS INELIGIBLE?

The following organisations will be considered ineligible for the program and equipment stream funding:

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

## ELIGIBLE PROJECTS

Examples of eligible projects may include:

- Providing access to high quality sports equipment tailored to the specific requirements of women and girls.
- Delivering coaching and officiating programs that encourage more women to pursue roles as coaches, referees and officials, developing a supportive and inclusive coaching environment and increasing the number of women in leadership roles.
- Initiatives to increase participation of women and girls and keep them engaged in football and physical activity.
- Developing and implement targeted projects that specifically cater to the needs and interests of specific cohorts of women and girls. (eg, Aboriginal people, people with diverse cultural backgrounds, people with a disability, mature age people, LGBTIQ people and people from regional/remote areas).
- Develop health and wellness programs that focus on the unique needs of women and girls.
- Establishment of mentoring programs, workshops, courses or events to inspire and upskill aspiring female athletes, coaches, referees, officials, administrators and volunteers.

The list is by no means exhaustive and applications for other projects that meet the objectives of the program will be considered.

## INELIGIBLE PROJECTS

- Projects that are not deemed to be for the benefit of women and girls and do not contribute to growing female participation.
- Projects not for the benefit of football.

## INELIGIBLE COSTS

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

- Honorariums.
- Prize money, trophies, catering, travel and hospitality expenses.
- Purchase or leasing of vehicles and accessories for personal use.
- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities.
- Non-essential technology (laptops, computers, or printers).
- Infrastructure projects.
- Requests for retrospective funding where expenditure has occurred prior to the execution of a Funding Agreement.
- Any costs associated with preparing and submitting a funding application.
- Travel costs associated with sending athletes/teams interstate or overseas.



# 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 ([orsr.smartygrants.com.au/applicant/login](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](mailto:ORSR.Grants@sa.gov.au), who will reopen your application to amend and resubmit.

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](mailto:ORSR.Grants@sa.gov.au).

## COMMON ATTACHMENTS TO THE APPLICATION

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.

Attachments should be as recent as possible, noting that key documents which are dated or signed over six months ago may come into consideration when being assessed.

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



## INFRASTRUCTURE STREAM

- 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 major funding contributions (eg, local council minutes/report confirming contributions, letter from local council Chief Executive Officer and/or club bank statements).
- Plans – infrastructure blueprints, aerial imagery of site (current and proposed), schematic specific plans eg, lighting charts including lux levels.
- SSO support form.
- Local council support form.
- Comprehensive in-kind voluntary labour and/or materials breakdown (where applicable).
- Letters of support from organisations that clearly indicate how the female user group(s) will either support and/or benefit from the project.
- Project management plan/framework (where applicable).
- Relevant sections of local council reports/plans/strategic documents/community consultation that support the project.
- The applicant's gender equality and participation strategy (where one exists). In cases where the applicant is a school council/board of management or local council and not a club, this criteria will extend to the primary beneficiary (sporting organisation) of the project.

## PROGRAM AND EQUIPMENT STREAM

- 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.
- Evidence of major funding contributions (eg, local council minutes/report confirming contributions, letter from local council CEO and/or club bank statements).
- SSO support form.
- Local council support form.
- Comprehensive in-kind breakdown (where applicable).
- Letters of support from organisations that clearly indicate how the user group will either support and/or benefit from the project.
- The applicant's gender equality and participation strategy (where one exists).





## 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 website.
- Check that all the questions have been answered and all essential documentation is attached.
- Press 'submit' once you have completed the application. Upon request, amendments can be made prior to the closing date.

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.
- 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 eg, 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 nor 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 major funding contributions from project partners. Where significant funding is being sourced from the Federal/Local Government, appropriate consideration will be made to allow for differing program timelines, and
- Evidence of major project costs are provided (quotes), and
- Landowner consent is provided (infrastructure stream only), 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 ORSR Chief Executive 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 – PROGRAM AND EQUIPMENT STREAM

Weighting	Project Need: Extent to which the applicant has demonstrated
30%	The need for the project is clearly evidenced.
	The project aligns to the objectives of The Power of Her – Infrastructure and Participation Program.
	How elements of the project's design and implementation will specifically cater to women and girls.
	How the project creates or enhances a safe, accessible space that fosters welcoming environments for women and girls.
	Participation: Extent to which the applicant has demonstrated
30%	How the project will increase and sustain female participation or involvement in sports and physical activities.
	How the project will lead to additional and/or priority programming opportunities for female participants and/or improved inclusiveness.
	The expected scale and reach of the project, including the number of participants, project locations, and access to suitable facilities and equipment.
	How the project promotes and supports equality of opportunity.
	Support: Extent to which the project
15%	Has evidence of community and stakeholder consultations and project support (provide relevant attachments and support).
	Is well resourced and supported through a financial support, sponsorship, or in-kind.
	Aligns with the organisation's gender equality and participation plans and will support existing and proposed initiatives and policies to sustain equality for female participation.
	Impact and Delivery: Extent to which the applicant has demonstrated
25%	The sustainability of the project beyond the funding period.
	A clear project plan that outlines the project scope, key deliverables and milestones and timeframe.
	A clear and detailed budget which clearly identifies project costs and funding sources, with itemised, accurate and up-to-date quotes.
	How the project is well planned, feasible and the applicant has the capacity skillset to deliver it.
	Ability to finance the project through the confirmation of cash funding contributions.

## ASSESSMENT CRITERIA – INFRASTRUCTURE STREAM

Weighting	<b>Project Need:</b> Extent to which the applicant has demonstrated and provided evidence that the project
25%	<p>Addresses an identified need, gap or deficiency in the availability of fit-for-purpose female sporting facilities to the community.</p> <p>Will lead to benefits for each female user group and has support from users of the facility and the broader community.</p> <p>Is an appropriate solution and will achieve the desired outcomes efficiently.</p>
	<b>Participation and Utilisation:</b> Extent to which the applicant has demonstrated and provided evidence
25%	<p>That the project will increase and sustain female participation or involvement in sports and physical activities.</p> <p>That the project will lead to additional and/or priority programming opportunities for female participants and/or improved inclusiveness.</p> <p>Of the expected scale and reach of the project, including the number of participants, project locations, and access to suitable facilities and equipment.</p> <p>That the project promotes and supports equality of opportunity.</p>
	<b>Quality Infrastructure:</b> Extent to which the
20%	<p>Project improves the quality, safety or standard of facilities that are available to the community and meets relevant sporting and recreation organisation requirements and Australian Standards.</p> <p>Applicant provides plans that address Risk Management, Universal Design Principles and Environmentally Sustainable Design.</p> <p>Applicant provides appropriately detailed plans and specifications that clearly demonstrate what will be constructed.</p>
	<b>Strategic Justification:</b> Extent to which the project
10%	<p>Is identified through a facility planning process.</p> <p>Demonstrates the strategic importance of the project to the applicant, female user groups and the community.</p> <p>Is prioritised by the local council and/or relevant state sporting organisation.</p> <p>Aligns with ORSR’s strategic plan and the State Sport and Recreation Infrastructure Plan.</p>
	<b>Project Delivery:</b> Extent to which the applicant evidences capacity to
20%	<p>Begin the project within 12 months of receipt of funding.</p> <p>Effectively manage the project through relevant project management history.</p> <p>Finance the project through the confirmation of cash funding contributions and/or detailed and accurate in-kind contributions.</p> <p>Finance the project through provision of itemised accurate and up-to-date quotes.</p> <p>Identify the project scope and outline how the project will be completed within a prescribed timeframe.</p> <p>Manage the ongoing maintenance and life-cycle replacement costs.</p>

Larger facility projects that are staged over a period 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.

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

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

## RECOMMENDATION

Once the assessment is completed, the ORSR Chief Executive 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.



## 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.

## 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 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 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/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, ORSR 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 ORSR 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 [orsr.sa.gov.au](http://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 ATO require you to be registered for GST (source: [ato.gov.au](http://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 ABN to the ATO.

## FINANCIAL REPORTING

ORSR requests organisations adopt the National Standard Chart of Accounts for Not-for-Profit Organisations: [acnc.gov.au/for-charities/manage-your-charity/national-standard-chart-accounts](http://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:

- The applicant clearly identifies information as confidential and provides 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 employees and contractors, the Funding Assessment Committee, and other Government of South Australia employees and contractors, so ORSR can:
  - Manage the program.
  - Research, assess, monitor and analyse 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 ORSR 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* (SA) and the *Child Safety (Prohibited Persons) Act 2016* (SA), 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:

[dhs.sa.gov.au/how-we-help/child-and-family-support-system-cfss/child-safe-environments](https://dhs.sa.gov.au/how-we-help/child-and-family-support-system-cfss/child-safe-environments)

To lodge a child-safe environment compliance statement, visit:

[dhs.sa.gov.au/how-we-help/child-and-family-support-system-cfss/child-safe-environments/lodging-your-statement](https://dhs.sa.gov.au/how-we-help/child-and-family-support-system-cfss/child-safe-environments/lodging-your-statement)

# DEFINITION OF KEY TERMS

Term	Definition
<b>FOOTBALL</b>	A form of football (soccer) played by two teams of eleven players with a round ball which may not be handled during play except by the goalkeepers.
<b>APPLICANT</b>	The organisation that has applied.
<b>APPLICATION</b>	The document that applicants use to apply for funding under the program.
<b>FUNDING PERIOD</b>	The period of the grant agreement where spending on the approved project and its outcomes can occur.
<b>GRANTEE</b>	The recipient of a successful grant.
<b>MINISTER</b>	The Minister for Recreation, Sport and Racing.
<b>ORSR</b>	Office for Recreation, Sport and Racing, an agency of the Government of South Australia.
<b>SPORT</b>	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.

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## ENQUIRIES AND FEEDBACK

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



**Government of South Australia**  
Office for Recreation, Sport and Racing