

Community Recreation and Sport Facilities Program

2019-20



Ministers Message



I am delighted to open the 2019-20 round of the *Community Recreation and Sport Facilities Program*.

Like countless South Australians, I have had a close association with sport for many years, an association I continue to enjoy to this day.

Sporting clubs are the heart and soul of strong communities. From a young age children are able to begin their journey as a sportsperson, learning important social skills and discovering their sporting talents.

We can all agree on the positive benefit active recreation and sport clubs play in the lives of South Australians, and often these clubs owe their existence to a band of tireless volunteers, who give so generously of their time and energy to ensure teams and individuals can participate in sport. The South Australian Government takes its role in supporting these clubs very seriously.

Modern facility development funded through the *Community Recreation and Sport Facilities Program* will enable greater opportunity for participation in active recreation and sport for South Australians.

In 2019-20, \$4.35 million is available through the *Community Recreation and Sport Facilities Program* to improve and develop active recreation and sport facilities.

It is with great pleasure I invite applications for the 2019-20 Round *Community Recreation and Sport Facilities Program*.

Applications close midday Wednesday 17 April 2019.

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

Corey Wingard MP

Minister for Recreation, Sport and Racing

Contents

Ministers Message	ii
Before you start	iii
Aim of the program	1
Minor Facility Development	1
Major Facility Development	1
Important Dates	1
Who can apply	1
Who can't apply	1
Eligible Projects	2
Project Support	2
Ineligible Projects	3
Ineligible Costs	3
Application Process	4
1. Apply	4
2. Screening	4
3. Assessment Process	5
4. Recommendation Process	6
5. Notification Process	6
Acknowledging the SA Government's support and promoting success	6
Definitions	7
Grants and the GST	7
Child safe environment	8
Children's protection and facility design	8
Public Information	8

Before you start

Putting together a strong application takes time and energy, so it's important that you read these Guidelines to ensure your organisation and proposed project are eligible and that all of the essential information for your application to be assessed is submitted.

Applicants are encouraged to contact the Funding Services prior to submitting an application to determine suitability for funding.

Phone: 1300 714 990

Email: ORSGrants@sa.gov.au

Aim of the program

The objective of CRSFP contributes 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.

The program will assist eligible organisations to develop core infrastructure that directly impacts participation through rational development of good quality, well designed and utilised facilities.

Program Budget

The 2019-20 budget for CRSFP is \$4.35 million.

The grant amount requested cannot be more than 50 per cent of the total project cost. The applicant's contribution towards the project can include voluntary labour and/or donated materials.

Applicants seeking funding for recreational trails can apply for up to 75 per cent of the total project cost.

Eligible applicants may apply under the following categories.

Minor Facility Development

Facility development projects where the request for funding is from \$25,000 up to \$200,000 (GST exclusive).

Major Facility Development

Facility Development Projects where the request for funding is between \$200,000 - \$1,000,000 (GST exclusive). To be eligible for consideration in Major Facility Development:

- The landowner must be contributing significant financial resources to the project.
- The project must have been identified and prioritised through a planning process (e.g.

facility feasibility study, master plan or like document).

Important Dates

Program Opens	13 February 2019
Applications Close	17 April 2019 (12 noon)
Applicants Notified	After 31 July 2019

Agreements finalised and projects can commence August 2019 (only projects that commence on or after this date are considered for funding).

Who can apply

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*; or
- Be a Council; or
- Be a School Council/Board of Management; and
- Be operating for 12 months or longer.

Who can't apply

The following organisations will be considered ineligible for CRSFP funding:

- Organisations that hold a Gaming Machine Licence.
- For profit, commercial organisations.
- An organisation that has overdue ORSR grant acquittals.

Eligible Projects

Through this program funding is available to assist organisations:

- Construct or upgrade an active recreation and sport facility or multi use sports hub.
- Upgrade of an aquatic facility.
- Modifications to ensure that an existing facility meets environmental and Occupational Health and Safety regulations.
- Major upgrades to playing surfaces such as court resurfacing, installation of playing field irrigation systems/drainage systems.
- Installation of floodlighting.
- Construction/development of trails (walking, horse, bike, water-based).
- Water and energy saving initiatives including water harvesting, installation of new or upgrades to existing irrigation infrastructure, connection to existing water infrastructure (e.g. Glenelg Adelaide Pipeline), more efficient lighting, installation of solar panels and other innovative smart technologies.

Please note that the list above are 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).

Project Support

All projects must evidence written support from the Landowner (where the project is located), Council and the State Sporting Organisation (where applicable).

Before commencing your application please contact your Local Council and relevant State Sporting Organisation.

It is strongly advised that applicants contact these organisations at the earliest opportunity as it may require some time to consider the request and provide consent.

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.

For Major Projects (request over \$200,000) or projects undertaken by a Council, the project must 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 and evidence that it is contributing significant financial resources towards the project.

Ineligible Projects

The following project types are ineligible:

- Projects that commence prior to a Grant Agreement being finalised (August 2019).
- Projects that do not support active recreation and sport activities.
- Projects where the request for funding is more than \$1,000,000.
- Projects where the request for funding is greater than 50 percent of the total project cost (with the exclusion of recreational trails projects).
- The repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance.
- Requests solely for the purchase of recreation, entertainment, sporting, maintenance or any other equipment.
- Projects conducted outside of South Australia.
- Residential buildings including caretaker residences.
- Routine or cyclical maintenance works to existing facilities.
- Projects that have already received an ORSR grant.

Ineligible Costs

If you are successful, the ORSR grant 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.

Application Process

1. Apply

How to apply:

Register or login to an existing SmartyGrants account through the ORSR website.

Complete the application in full and submit prior to the closing time of the program. Late or incomplete applications may not be assessed. Additional documents that are submitted after the closing date may also not be considered in assessment.

Fax, Email or Physical submission of an application is not accepted.

Attachments you may need to supply with your application

- Landowner consent
- Most recent 12 month Statement of Financial Performance and/or Statement of Financial Position
- Site specific plan/aerial map showing current setup as well as location of proposed project
- Schematic Plans (site specific)
- Lighting plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes and internal cost estimates
- Quantity survey, tender price or independent qualified expert report for Major Projects
- Evidence of confirmation of funding sources (e.g. council minutes/report confirming contributions, letter from council CEO, and/or club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Photographs of the current state of the facility
- Letters of support from organisations that clearly indicate how the user group will either support and/or benefit from the project
- Detailed schedule of use
- Project management plan/framework
- Relevant sections of council reports/plans/strategic documents/community consultation that supports the project

2. Screening

ORSR screens applications to check that the:

- Applicant organisation is eligible to apply.
- Project and project costs are eligible for consideration.
- Applicant has evidenced funding contributions from project partners.
- Landowner (where the project is located), local council give support for the project.
- Application has been completed in full, and all essential information has been provided.

3. Assessment

Eligible applications are assessed on merit by the Office for Recreation, Sport and Racing against the Assessment Criteria by a Funding Assessment Committee.

Project Need

Extent to which the applicant has demonstrates and evidences that the project:

- Addresses an identified need, gap or deficiency in the availability of active recreation and sporting facilities to the community.
- Will lead to benefit/s for each user group.
- Users of the facility and the broader community support the project.

Participation and Utilisation

Extent to which the applicant has demonstrates and evidences that the project:

- Will lead to positive participation and utilization outcomes for active recreation and sport.
- Will lead to additional programming opportunities and/or improved inclusiveness.
- The project provides for multiple sports and/or user groups.
- The project will provide gender equity in programming/scheduling.

Quality Infrastructure

Extent to which the:

- Project improves the quality, safety, or standard of facilities that are available to the community.
- Applicant provides site plans that clearly address Community Safety, Risk Management, Universal Design Principles, and Environmentally Sustainable Design.

Strategic Justification

Extent to which the project:

- Is identified through a facility planning process and identified as a priority by the local council and/or state sporting organisation.
- Has committed funding from other project partners (e.g. applicant organisation, local government).
- Is classified as being of State or Regional level significance.
- Demonstrates economic impact during construction and operation, including employment during and after construction.

Project Delivery and Maintenance

Extent to which the applicant evidences capacity to:

Finance and deliver the project via confirmed funding contributions, itemised accurate costings/quotes, and 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.

Please note, satisfying the assessment criteria alone does not guarantee the receipt of funding. The proposed project will also be assessed against the relative merit of other projects in meeting the program criteria.

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

Please note, applications that would be ineligible to apply under the Grassroots Football, Cricket, and Netball Facility Program due to the sports involved will be prioritised in the Community Recreation and Sport Facilities Program.

4. Recommendation

Once assessment is completed, funding recommendations are forwarded to the Minister for Recreation, Sport and Racing for consideration.

Being successful through one grant program, does not guarantee an applicant funding through other grant programs administered by ORSR. Nor does it preclude an application in other grant programs for stages/additional components of a sports hub/large facility.

5. Notification

If our application is successful

Successful applicants (Grantees) will receive notification.

Grantees will be forwarded a Grant Offer detailing terms and conditions.

Once the agreement has been signed, Grantees can commence their project, which must be completed within 24 months.

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

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

All Grantees will be required to:

- Use the funding allocated only for the project purpose as detailed in the Grant Agreement.
- Open a separate bank account for grant funds to be deposited into (for projects over \$200,000). Successful organisations will need to report on any interest the grant funds earn in this bank account. Payment will not be made until confirmation of a separate bank account is received.
- Maintain accounting records in accordance with the generally accepted accounting principles. ORSR requests organisations adopt the Standard Chart of Accounts (SCOA) for Not for Profit Organisations.
- Comply with the relevant laws in force in South Australia.
- If requested appropriately acknowledge the Government of South Australia as a funding source for the project.
- Comply with the reporting and acquittal requirements of the Grant Agreement. Failure to comply may result in payments being suppressed and/or the organisation no longer being eligible to receive ORSR funding.

ORSR funding is performance based. Grantees are required to meet all obligations in their Grant Agreement.

If our application is unsuccessful

All unsuccessful applicants will receive notification. Applicants are encouraged to contact ORSR for feedback on their application.

Acknowledging the SA Government's support and promoting success

Successful applicants may be required to acknowledge the Government of South Australia's support through the provision of a grant from CRSFP.

Acknowledgement and publicity guidelines may form part of the Grant Offer, and include the requirement that all activities acknowledge Government of South Australia 's support through logo presentation on any activity-related publications, media releases, promotional material and placement of a permanent Government of South Australia endorsed sign/plaque at the site during construction and upon completed of infrastructure activities.

The Minister is to be given the opportunity to participate in any formal activity associated with the progress or completion of a facility or to officially open or launch the project. Openings and launches of CRSFP projects are to be coordinated through the Minister's Office.

Councils considering staging an opening or launch must give adequate notice.

Definitions

For the purpose of the program, sport is defined as:

Active Recreation activities are:

Those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.

Sport is:

A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

Useful tips

Applicants are encouraged to:

- Contact ORSR prior to submitting an application to determine suitability for funding.
- Retain a copy of original supporting documents.
- Keep your responses to the questions clear and concise.
- Prioritise your writing to ensure the most critical information is in a prominent position.
- Assume the reader is not familiar with your project.
- Additional documents should be directly referenced within the application.

Grants and the GST

It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.

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

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

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

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

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*. The statement is lodged with the Department for Education.

For further information please to the following link http://www.ors.sa.gov.au/sport_and_recreation/child_safety_and_member_protection/create_a_child_safe_environment

Children's protection and facility design

The following is adapted from: **Safe Environment Policy – Model Framework for Local Government in SA** (source: www.lga.sa.gov.au)

Premises – the physical environment in which activities are conducted

The physical environment in which an organisation conducts its activities can enhance opportunities for abuse, or it can reduce the risks. Organisations should consider the following issues.

- Safety and security in recreational areas such as playgrounds, reserves, skate parks, and places where young people gather. For example, design features which ensure visual surveillance and lighting.
- Access control, lighting, design of shower and toilet facilities when selecting locations to use for children's programs.
- Ideally, the organisation should be able to monitor people entering and leaving its programs.

- Rooms and closets not required for program activities should be secured to prevent children from being isolated.
- Indoor and outdoor areas should be adequately illuminated to enable observation of activities and discourage victimisation attempts in parking lots or play areas.

Public Information

The information and details from your application that may be made public are:

- Name of the applicant.
- Project title, summary of project description, project cost/s, amount/s requested and amount/s approved.
- Suburb, postcode or other general locational data of the project or applicant organisation; this excludes the full street address.

Part or all of this information may be made public in the following circumstances:

- In the event that the applicant is successful in securing funding, or
- In the event of a request pursuant to the *Freedom of Information Act 1991*.

Connect with us

Office for Recreation & Sport
South Australian Sports Institute
27 Valetta Road
Kidman Park SA 5025
PO Box 219
Brooklyn Park SA 5032

 officerecsport@sa.gov.au
 ors.sa.gov.au
 1300 714 990
 (08) 8457 1571

 @SARecandSport
 @SASI_sport
 @sa_sports_institute
 @ORSSASI



Government of South Australia
Office for Recreation and Sport