

Community Recreation and Sport Facilities Program

2017/18



Minister's Message



Becoming involved with club sports is a fantastic way for children and young people to learn new skills, make friends, stay fit and have fun.

Clubs play a crucial role providing a healthy lifestyle and set down the foundations for children's involvement in sport and active recreation. They are where children hone their sporting and leadership skills, and where people of all ages learn to work in teams.

Sporting 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 get out and give their best.

The State Government supports all levels of sport – from grassroots through to elite.

In 2017/18, \$4.183 million is available through the *Community Recreation and Sport Facilities Program* to improve and develop community facilities.

Since 2010, this Government has provided financial support of more than \$42.8 million to help build South Australian facilities across 390 projects for our clubs and organisations.

It is with great pleasure I invite applications for the 2017/18 *Community Recreation and Sport Facilities Program* funding.

Applications close Monday, 10 April 2017.

A handwritten signature in blue ink that reads "Leon Bignell".

Leon Bignell MP
Minister for Recreation and Sport

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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 Office for Recreation and Sport (ORS) prior to submitting an application to determine suitability for funding.

Phone: 1300 714 990

Email: ORSGrants@sa.gov.au

Disclaimer:

These guidelines were accurate at the time of publishing and supersede all terms and conditions in the previous guidelines for the Community Recreation and Sport Facilities Program.

About the program

The aim of the Community Recreation and Sport Facilities Program (CRSFP) is to support the South Australian Strategic Plan's sport and recreation target 83 "to increase the proportion of South Australians participating in sport or physical recreation at least once per week to 50% by 2020".

The CRSFP contributes to this target by providing 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 2017/18 budget for CRSFP is \$4.183 million.

Definitions

For the purpose of the program, active recreation and 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.

Important dates

Program Opens	11 February 2017
Applications Close	10 April 2017 (Only applications post marked or received on or before the closing date will be accepted)
Applicants Notified By	31 July 2017
Agreements Finalised and projects can commence	August 2017 (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 not-for-profit, incorporated active recreation and sporting groups that do not hold a Gaming Machine Licence and/or
- Be a community-based incorporated organisation whose role is to manage active recreation and sport facilities (e.g. Progress Associations) that do not hold a Gaming Machine Licence
- Be a Local Council where the project has been 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
- Be a School Council/Board of Management. School applications 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.

Who can't apply

- Organisations that hold a Gaming Machine Licence
- Organisations that have been operating for less than 12 months
- For profit, commercial organisations
- An organisation that has overdue ORS grant acquittals
- Unincorporated organisations

If you are unsure about your organisation's eligibility please call ORS on 1300 714 990.

What funding is available

MINOR FACILITY DEVELOPMENT

Facility Development Projects where the request for funding 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 similar document).

Please note

Funding is only available for projects that commence August 2017 or later; after grant agreements have been finalised.

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.

What projects can be funded

Funding is only available for projects:

- that commence August 2017 or later. Projects that commence prior to this date will be considered ineligible for funding
- that have the consent of the landowner (refer Landowner Consent form in the application).

The following lists are example projects that may be funded. The lists are by no means exhaustive and applications for other projects that meet the objectives of the program are welcome.

Facility Development Projects

- upgrade or development of a single use 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.

What projects will not be funded

The following project types are ineligible:

- projects that do not support active recreation and sport activities
- projects where the major beneficiary holds a Gaming Machine Licence
- projects that commence prior to a Grant Agreement being finalised (August 2017)
- projects where the request for funding is more than \$1,000,000
- projects where the request for funding is greater than 50 per cent of the total project cost (with the exclusion of recreational trails projects)
- projects that do not have the consent of the landowner
- requests solely for the purchase of recreation, entertainment, sporting, maintenance or any other equipment
- the repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance
- projects conducted outside of South Australia
- residential buildings including caretaker residences
- routine or cyclical maintenance works to existing facilities
- school based projects where there is little or no use by clubs and/or the local community outside of regular school hours.

Ineligible costs

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

- 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
- building work and professional fees incurred prior to a Grant Agreement being finalised (August 2017)

- project management fees where the project is being managed by a local council or school.

If you are unsure about your project's eligibility please call ORS on 1300 714 990.

How to apply

- **carefully read the funding program guidelines to determine whether your organisation and project meet the eligibility criteria.** If you are unsure, contact ORS on 1300 714 990
- complete the CRSEFP application form in full
- send in the original completed application, signed declaration form, and supporting documents
- send copies of supporting documents to ORS and retain originals for your own records
- no late applications will be accepted and any incomplete applications may not be assessed.

How applications are assessed

STEP 1 – Application Screening

Once the round has closed, ORS screens applications to check that:

- the applicant organisation is eligible to apply
- the project is eligible for consideration
- the application has been completed in full, and all essential information has been provided. Incomplete applications may be deemed ineligible and not assessed.
- That applicants incorporated under the *Association Incorporations Act 1985* must provide 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)

For further information and examples of Statements of Financial Position and Financial Performance please visit:

<http://www.cpaaustralia.com.au/~media/corporate/allfiles/document/professiona- resources/reporting/not-for-profit-guide.pdf>

ORS suggests organisations adopt the National Standard Chart of Accounts for Not for Profit Organisations:

<http://www.acnc.gov.au/CMDownload.aspx?ContentKey=172f3215-6ac4-4216-9093-499e49942389&ContentItemKey=3684b016-93a0-4f47-bd89-4d622ffccea>

Bank Statements or Bank Reconciliation Reports WILL NOT be accepted.

STEP 2 – Assessment against criteria

A Funding Assessment Committee assesses all applications and if the application passes screening the project will be assessed on merit against the following criteria:

- Extent to which there is a demonstrated need for the project.
- Extent to which the project improves the quality, safety, or standard of facilities that are available to the community.
- Extent to which the applicant has the capacity to deliver the project.
- Extent to which the applicant has the capacity manage its ongoing maintenance.
- Extent to which the applicant has or can evidence support/endorsement for the project (e.g. Peak Body, Council, other nearby clubs).

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 ORS does not guarantee projects will be successful nor that successful projects will receive the full amount of funding requested.

STEP 3 - Recommendations

Once assessment is completed, funding recommendations are forwarded to the Minister for Recreation and Sport for consideration. All organisations will be notified in writing of the outcome of their application.

Landowner consent

It is a requirement of the CRSFP that the landowner (where the project is located) gives consent for the project, and if you are applying through Major Facility Development, that the landowner is contributing significant financial resources to the project

To do this the landowner must complete the Landowner Consent Form (refer application form). Please note, the landowner may require some time to consider your request and complete the form, so you are strongly encouraged to contact them at the earliest opportunity.

If you, or the landowner, have any queries regarding completing the Landowner Consent Form then please contact ORS on 1300 714 990.

Some useful tips

- applicants are encouraged to contact the ORS prior to submitting an application to determine suitability for funding
- **FAX or EMAIL will NOT be accepted by ORS**
- do not bind the application or use display folders
- only supply one copy of the completed application
- retain a copy of the application and original supporting documents
- typed applications are preferred, but neatly handwritten applications are acceptable. An electronic Microsoft Word 'type in' version is available through our website: www.ors.sa.gov.au
- before submitting your application, check that all of the questions have been answered, the declaration has been signed by two (authorised) people, and that all essential documentation is attached
- keep your responses to the questions clear and concise
- if you need to attach additional information, ensure that it is clearly labelled and securely attached to your application

- prioritise your writing to ensure the most critical information is able to be accessed quickly
- assume the reader is not familiar with your project
- one-sided print with no staples is preferred
- any additional documents should be directly referenced within the application
- do not insert pages within the application, additional documents/supplementary information should be placed within the attachments section

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.

Children's Protection Act 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.*

Child safe environment

A legislative requirement since 2011, organisations providing a service wholly or partly for children (under 18), are required to lodge a child safe compliance statement.

For more information please review the following Factsheet. (http://www.ors.sa.gov.au/_data/assets/pdf_file/0010/272773/ChildSafeFactsheet.pdf)

Public Information

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

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

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

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

If our application is successful

Successful applicants (Grantees) will receive written notification from the Minister. You will then be sent a Grant Agreement detailing the terms and conditions of the funding provided.

Once the agreement has been signed you can commence your project, which must be completed within 18 months.

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

ORS 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 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 the successful organisation shows proof of the separate bank account
- maintain accounting records in accordance with the generally accepted accounting principles. ORS suggests organisations adopt the Standard Chart of Accounts (SCOA) for Not for Profit Organisations

- comply with the relevant laws in force in South Australia
- appropriately acknowledge the State Government of South Australian 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 ORS funding

ORS 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 ORS for feedback on their application.

Need more information

For further clarification on the guidelines or to discuss your project or application, please contact ORS on:

Phone: 1300 714 990
Email: ORSGrants@sa.gov.au
Website: www.ors.sa.gov.au

Contact details

Office for Recreation and Sport

www.ors.sa.gov.au

orsgrants@sa.gov.au

1300 714 990

EXAMPLE ONLY