Partnerships Program

2022-2023 Guidelines

Game On
Getting South Australia moving

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Minister's message

I am delighted to open the 2022-2023 Partnerships Program.

Over the past two years we've undertaken a wide-reaching consultation process to engage with the sport and recreation sector across a number of key areas so we could learn more about what mattered.

This feedback assisted in the release of *Game On: Getting South Australia Moving* (Game On), the State Sport and Recreation Infrastructure Plan and the Grants Review. These documents will guide the industry for years to come.

The Grants Review enables an important shift to key areas that help get more people active, which was a key outcome of the Game On strategy.

Furthermore, the Grants Review recommends a more partnered approach, encouraging applicants, state sport and recreation and peak industry organisations, councils and other interested parties across the South Australian community to work together towards the achievement of more collaborative and coordinated solutions for the future of sport and recreation across the state.

The Partnerships Program responds to the priorities highlighted within Game On as well as creating a great opportunity for collaboration between all levels of sport and recreation stakeholders, to enable a more active state.

The Partnerships Program encourages innovation, the use of research and technology, and supports the adaption and evolution of sport and recreation programs, services and approaches. It does this by placing additional focus on active recreation programs that provide everyone with an opportunity to increase activity levels.

We all have a role to play to make South Australia the most active state, and I look forward to working with you on how you can support this important initiative and continue your contribution to getting South Australia moving.

In 2022-2023, $3,591,000 is available through the Partnerships Program.

Applications close midday on Wednesday 13 April 2022.

Hon Corey Wingard MP

Minister for Recreation, Sport and Racing

Introduction

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

Partnerships is a new grant program looking to drive sport and recreation initiatives through funding that rewards organisations partnering to develop and deliver projects to get more South Australians active.

Partnerships features two streams of funding - Game On and Performance Pathways.

Objectives

Game On Partnerships

Game On Partnerships will support projects that align with *Game On: Getting South Australians moving* by addressing issues and barriers and/or capitalising on opportunities.

Projects that incorporate innovative solutions and leverage partnerships with multiple organisations to build system resilience or capacity, adapt activities to attract new participants or improve the reach and provide scalability are more likely to be successful.

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 South Australia. The intention of Game On Partnerships is to support the achievement of *Game On: Getting South Australians moving* targets through projects that contribute to the following *Game On: Getting South Australians moving* issues and opportunities:

Game On: Getting South Australians moving opportunities

- Lifelong physical activity – making it an easy non-negotiable social norm
- Growth in active transport – improving accessibility, connectivity or safety
- Active young people – where physical activity and physical literacy is valued, accessible and supported by the community
- Affordable sport and recreation opportunities – so anyone, anywhere can access affordable activities
- Sustainable sport and recreation sector – strategic initiatives that address systemic issues relating to the cost of delivering activities
- More and better trained volunteers – so volunteers, organisations and participants get the most out of their experience

Performance Pathway Partnerships

Performance Pathway Partnerships will support State Sporting Organisations to develop and operate their performance pathways so that South Australian high-performance athletes can achieve their potential in Olympic, Paralympic, or Commonwealth Games sports.

This will be achieved by developing initiatives, projects and programs to improve the quality of the daily training environment provided to South Australian athletes resulting in more of our athletes being nationally identified and categorised by their National Sports Organisation.

Important dates

The following dates apply to this funding round.

Applications Open	16 February 2022
Applications Close	13 April 2022 - Applications must be submitted online before 12 pm noon ACST
Applications Screened	April/May 2022
Assessment	May/June 2022
Applicants Notified	June/July 2022
Agreements Offered	July 2022 (anticipated)

Budget

The total budget for Partnerships is $3,591,000 entirely sourced from state government appropriation.

A notional allocation of $718,200 will be made available to the Performance Pathway Partnerships projects.

Request amount and co-investment

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

Game On Partnerships

Applicants may request up to $300,000 per project through Game On Partnerships Program. Applicants may request up to three years of funding.

E.g. An applicant may request $200,000 in year one, $70,000 in year two, and $30,000 in year three – for a total of $300,000. Alternatively an applicant could request up to $300,000 for one year of funding. Keeping in mind that projects that cannot be acquitted in year one, should apply for multi-year funding.

Performance Pathways Partnerships

Applicants may request up to $70,000 per year through Performance Pathway Partnerships. Applicants may may request up to three years of funding.

E.g. An applicant may request up to $70,000 in year one, $70,000 in year two, and $70,000 in year three.

Game On Partnerships - Eligibility criteria

Who is eligible?

To be eligible for funding, organisations must:

- Be a legal entity.
- Have been operating for 12 months or longer.

Who is ineligible?

The following organisations will be considered ineligible for Game On Partnerships Project funding, however they could be included as partners for a project.

- Individuals.
- State and Federal Government agencies.
- 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 be able to evidence a partnership by providing documentation that shows at least one other organisation is contributing to the development and delivery of the project. Additional partners will be considered favourably within the assessment of the project.

Applicants must demonstrate how their project will achieve Game On opportunities outlined on page 6.

Evidencing partnerships

Partnership projects must demonstrate how partners are contributing to the development and delivery of the project. Evidence of partnerships is critical for the assessment process and must be attached and submitted within the online application prior to the closing date.

A template partnership evidence form is available on the ORSR website for use.

Ineligible projects

The following project types are ineligible.

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

Ineligible costs

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

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

Applicant and project location

The project must occur within South Australia, although contributing partners may be based outside of South Australia.

Performance Pathway Partnerships - Eligibility criteria

Who is eligible?

To be eligible for funding, organisations must:

- Be a nationally affiliated State Sporting Organisation (SSO) or a National Sporting Organisation (NSO) operating under a One Management or Unitary organisation structure, whose sport discipline competes or will compete in current or next cycle of Olympic, Paralympic, Commonwealth Games sports; and

- Have been operating for 12 months or longer.

Who is ineligible?

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

- Individuals.
- Other government agencies.
- Local councils.
- Private businesses.

Organisations that have overdue ORSR grant acquittals as at the closing date of the program may also be deemed ineligible by the Funding Assessment Committee unless complete acquittal documentation is submitted prior to the first day of commencement of assessment.

Eligible projects

All projects must be able to provide evidence of a partnership with their NSO. The project must align with the overall high-performance strategic plan of the NSO.

Projects must be for the development or the operation of performance pathways so that South Australian high-performance athletes can achieve their potential in Olympic, Paralympic, or Commonwealth Games sports.

Projects must improve the quality of the daily training environment resulting in more South Australian athletes being nationally identified and categorised by their NSO.

Evidencing partnerships

The applicant should provide documentation showing how partners are aligned to the program. Additional partners will be considered favourably within the assessment of the project. Additional partners beyond the NSO should demonstrate how they are contributing to the development and delivery of the project.

A template partnership evidence form is available on the ORSR website for use.

Evidence of partnerships is critical for the assessment process and must be submitted with the online application prior to the closing date.

Ineligible projects

The following project types are ineligible.

- Infrastructure projects, including facility planning and design.
- Projects that do not support high performance sport activities.
- Projects which are delivered as part of the school curriculum.

Ineligible costs

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

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

Applicant and project location

The project must occur within South Australia, although contributing partners may be based outside of South Australia.

How to apply

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

The following steps briefly describe how to submit an application.

Game On

- Register for the online application process (SmartyGrants) available on the ORSR website, or log in to an existing account – (https://orsr.smartygrants.com.au/applicant/login).
- Complete the online application in full and submit prior to the closing time of the program. Any late or incomplete applications may not be assessed.
- Faxed, emailed or printed submissions will not be accepted.

Performance Pathways

- Register for the online application process (SmartyGrants) available on the ORSR website, or log in to an existing account – (https://orsr.smartygrants.com.au/applicant/login).
- Complete the online application (Part 1) in full and submit prior to the closing time of the program. Any late or incomplete applications may not be assessed.
- Faxed, emailed or printed submissions will not be accepted.

- All eligible applicants will be contacted and invited to present their project in person and complete and submit a further detailed online application (Part 2) prior to the presentation.
- A limited window of time will be available to conduct all presentations, please ensure your organisation is available and flexible during this period. Online presentation options will be made available, and applicants may opt out of the presentation, however this is advised against as part of a competitive process.

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

Common attachments to the application

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

- Evidence of a Partnership.
- The applicant's most recent certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) covering a period of 12 months.
- Project costings/Budget.
- Evidence of confirmation of major funding sources (e.g. local council minutes/report confirming contributions, letter from local council CEO, and/or club bank statements).
- Project management plan/framework (where applicable).

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

Key things to get correct

Applicants must ensure the following;

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

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

- Keep your responses to the questions clear and concise.
- Prioritise your writing to ensure the most critical information is in a prominent position.
- Use dot points where possible.
- Assume the reader is not familiar with your project.
- Additional documents should be directly referenced within the application.
- Accurately label attached files and avoid use of acronyms.
- Collate related files into a single document where possible e.g. attach one collection of photos in one file rather than uploading multiple individual photos.
- Use .pdf for file attachments where possible.

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

Assessment process

Eligibility screening

ORSR conducts a preliminary assessment of all applications ensuring that the following criteria are met:

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

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

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

Funding Assessment Committee

The Chief Executive of ORSR appoints the members of the Funding Assessment Committee for each program. The Funding Assessment Committee is comprised of officers from 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).

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

- ORSR Conflict of Interest Procedure.
- 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 merits of other projects in term of meeting the assessment criteria.

Applicants should be aware that the Funding Assessment Committee may request additional information during the Committee's sitting period.

Please note, satisfying the assessment criteria alone does not guarantee an allocation 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.

Game On Partnerships - Assessment criteria

Weighting	Game On Partnerships Extent to which:
30%	• The project demonstrates it will positively contribute to one or more of the *Game On: Getting South Australians moving* opportunities (under Objectives on page 6). • The project has additional partnerships. • Those partners are directly involved/contributing to the development and delivery of the project.
	Value Extent to which the applicant evidences:
20%	• The proportion of financial co-investment to the project. • Participation outcomes of the project. • Scope and impact of the project.
	Innovation Extent to which the project:
20%	• Is an innovative, forward thinking approach to overcoming the issues of physical inactivity for South Australians identified Game On: Getting South Australians moving. • Is a creative or new idea for a project, partnership, product and/or process.
	Use of technology and research Extent to which the project:
10%	• Addresses systemic issues to improve operations or outcomes for multiple organisations through the application of technologies or research. • Uses technology and research to encourage and enable movement.
	Delivery and sustainability Extent to which the applicant evidences:
20%	• A clear project scope, key milestones and proven ability to complete projects within timeframes. • Capacity to finance the project via confirmed co- investment. • Skills, capacity and experience to administer and deliver programs/projects. • Appropriately manage previous ORSR grants. • Potential for project to be sustainable beyond funding provided via this grant program.

Please note the following situations are not considered ineligible, however against the assessment criteria above may not receive as positive assessment.

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

- Project ideas that are assessed to be 'business as usual' or as already occurring may not receive a favourable assessment against "Value" and "Innovation" criteria.

- Project that are solely to increase profits or revenue sources for the benefit of ownership/shareholders. Projects that cover existing employee salary costs with no clear role description indicating agreed upon reallocation of time to project.

Performance Pathways Partnerships - Assessment criteria

In conjunction with the presentation, the application form (Part 2) will be assessed against the assessment criteria outlined below.

Weighting	Partnerships and Value Extent to which the applicant evidences:
15%	• Scope and impact of the project. • Additional partnerships to the project. • The proportion of financial co-investment to the project.
	Talent Pool Extent to which the applicant:
25%	• Justifies the proposed project based on the number of current talented athletes who are demonstrating the potential to be future medallists at World Championships / Olympic / Paralympic / Commonwealth Games. • Demonstrates a plan for progression and/or expansion of athlete and coaching talent over the lifetime of the project, e.g. number of athletes progressing into SASI and NSO pathway programs.
	Program Delivery Extent to which the applicant evidences:
35%	• Who will be responsible for management of the project. • Who will be responsible for the delivery of the project. • The key deliverables over the term of the program. • The ability to deliver the performance pathway program outcomes based on current and proposed staffing, resources, technologies, facilities etc • Ability to appropriately manage previous ORSR grants. • A detailed budget demonstrating the potential for project to be sustainable beyond funding provided via this grant program, including details of any user pay requirements.
	Strategic Justification ORSR will make an assessment on:
25%	• How the program links together underpinning SSO / Club programs and post-project pathway – e.g. SASI programs / national representative programs. • The current categorisation level of the Sport https://www.ais.gov.au/networks/sport_categorisation • A detailed plan that outlines a nationally aligned, state delivered program. • Alignment with the ORSR strategic plan. • Alignment of the program to state priorities (high performance outcomes, infrastructure, participation).

Recommendation

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

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

Final approval

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

Notification

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

The details of successful applicants (grantees) 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 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 Partnerships a standard 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. 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 conditions that have been determined through the assessment process. Any such details will be specified in the grant offer.

Payment

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

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

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

The grantee must use any bank interest that accrues from the deposit of the grant for the purpose outlined within the grant agreement.

Funding shortfalls/underspends

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

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

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

Monitoring and compliance

All grantees will be required to:

- Only use the funding for eligible costs as detailed within the grant agreement.

- Comply with the relevant laws in force in South Australia.

- Maintain 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 suspended 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 possibly conducting 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 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.

Grant agreement variations and extensions

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

- The reason and justification for the variation.
- Updated details and other relevant supporting documentation.
- New project timelines and and/or new milestones.

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

- Impact to project outcomes.
- Consistency with the program objective/s.
- Any deviation 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 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.
- Identifying if the grant has achieved the program objectives.
- Where requested, providing photographs, videos and other details in relation to the completed project.

Grant acknowledgement

Successful applicants must 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 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 the project. Openings and launches of projects are to be coordinated through the Minister's office.

Game On Partnerships branding requirements:

For successful Game On Partnership applicants, an acknowledgement of the *Game On: Getting South Australians moving* initiative must be used on your website, in press releases, newsletters, brochures, annual reports or other promotional materials related to the grant project.

A *Game On: Getting South Australians moving* Visual Standards Guide has been developed to support this promotion and acknowledgements. The Visual Standards Guide provides clear guidelines for use of the Game On logo and explains the significance of the State Government's *Game On: Getting South Australians moving* message to get South Australia moving and enjoying the benefits of physical activity.

The *Game On: Getting South Australians moving* Visual Standards Guide includes *Game On: Getting South Australians moving* logos for use and is available at:
https://www.orsr.sa.gov.au/__data/assets/pdf_file/0024/31578/GameOn_Visual_Standards_Guide.pdf

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

Share your grant story
To ensure we do not miss your grant project updates and news, please include, where appropriate, the hashtag and account tags in each of the social media posts. This will enable us to know when you have posted and we, in turn, can like and share your content.

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 you are required by the Australian Taxation Office to be registered for GST (source: www.ato.gov.au).

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

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

How ORSR will use your information

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

- to improve the administration, monitoring and evaluation of government programs,
- for research, 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:

- ORSR Chief Executive, employees and contractors, to help ORSR manage the program effectively,
- The Minister,
- The Auditor-General, Ombudsman or Commissioner for Consumer and Business Services, and
- 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.
- Someone other than ORSR has made the confidential information public.

Personal information

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

- What personal information ORSR collects.
- Why ORSR collects your personal information.
- To whom ORSR gives your personal information. ORSR may give personal information collected to our employees and contractors, the Funding Assessment Committee, 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 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 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 environments

Children and young people have a right to be safe and protected at all times, including when accessing services in the community.
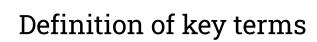
Child protection legislation in South Australia requires certain organisations to provide a child-safe environment. All state authorities and persons or bodies who provide a service or undertake an activity that constitutes child-related work under the *Child Safety (Prohibited Persons) Act 2016* must meet these obligations.

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

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

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

Definition of key terms

Term	Definition
Active recreation	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.
Applicant	The organisation that has submitted an application.
Application	The document that applicants use to apply for funding under the program.
Funding period	The period of the grant agreement where spending on the approved project and its outcomes can occur.
Grantee	The recipient of a successful grant.
Minister	The Minister for Recreation, Sport and Racing.
ORSR	Office for Recreation, Sport and Racing, an agency of the Government of South Australia.
Sport	A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

Enquiries and feedback

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

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

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