



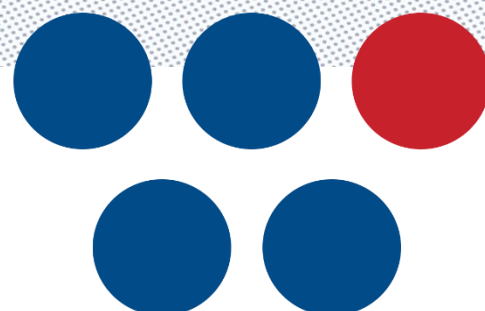
2022-2026

**State Sport and Recreation
Development Program**

Guidelines



Government of South Australia
Office for Recreation, Sport and Racing





Minister's message

I am delighted to open the 2022-2026 State Sport and Recreation Development Program and invite eligible organisations to apply for funding.

The Government of South Australia and the Office for Recreation, Sport and Racing recognises and values the important role that a strong and independent sport and recreation industry plays in creating active communities and improving the lives of South Australians.

Through the State Sport and Recreation Development Program, the State Government provides important financial support for the leadership, policy development and services provided by South Australian State Sport and Recreation Organisations, Industry Support Organisations and National Sport Organisations operating under a one management or unitary structure.

The State Sport and Recreation Development Program contributes to the Office for Recreation, Sport and Racing's Strategic Plan 2021-25 vision:

- Active State - Ensure lifelong movement, play and performance is part of our daily routine.
- Connected Communities - Bring people together to build strong, healthy, safe and more resilient communities.
- Inspire Performance - Empower people to achieve their sporting dreams.

For 2022-2026, approximately \$11 Million is available through the State Sport and Recreation Development Program.

Applications close midday on Friday 17 June 2022.



Hon Katrine Hildyard MP

Minister for Recreation, Sport and Racing





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Introduction

The South Australian Government's State Sport and Recreation Development Program (SSRDP) is a new grant program that replaces the Sport and Recreation Sustainability Program. SSRDP reflects a rejuvenated focus on state sport and recreation organisations to develop their business priorities and assist with building their capacity.

These guidelines set out the objectives, eligibility criteria and funding requirements for the SSRDP. The Office for Recreation, Sport and Racing (ORSR) is responsible for administering the program.

Objectives

The objective of SSRDP is to provide financial support to eligible State Sport and Active Recreation Organisations, Industry Support Organisations, and National Sporting Organisations operating under a one management or unitary structure to ensure a sustainable and thriving sector, capable of providing a diversity of physical activity opportunities for South Australians.

ORSR has an ambitious set of goals to get South Australians moving. SSRDP contributes to ORSR meeting its Strategic Goals as outlined in the ORSR Strategic Plan 2021-25. SSRDP will also support the vision of this Plan:

- Active State - Ensure lifelong movement, play and performance is part of our daily routine.
- Connected Communities - Bring people together to build strong, healthy, safe and more resilient communities.
- Inspire Performance - Empower people to achieve their sporting dreams.





Important dates

The following dates apply to this funding round:

Applications Open	3 June 2022
Applications Close	17 June 2022 - Applications must be submitted online before 12 pm noon ACST
Applications Screened	June 2022
Assessment	June 2022
Applicants Notified	8 July 2022
Agreements Offered	8 July 2022

Budget

The total budget for SSRDP for the four years (2022-26) is \$11,014,000, made up of a combination of State Government appropriation and the State Government's election commitment to State Sporting Organisations.

On a financial year basis, the budget is broken down as follows:

- 2022-23 - \$2,700,000
- 2023-24 - \$2,735,000*
- 2024-25 - \$2,771,000*
- 2025-26 - \$2,808,000*

*The increase in program budget for 2023-2026 relates to annual indexation.

Available funding

The minimum amount that an applicant will be allocated under the SSRDP is \$7,500 per annum and capped at \$100,000 per annum. Annual indexation will apply to these figures, reflecting the indexed component of the funding source. The SSRDP will be notionally allocated for up to four years.





Eligibility criteria

Who is eligible?

To be eligible for SSRDP funding, applicants must meet the requirements of **one** of the following organisation classifications:

- State Sporting Organisation
- State Active Recreation Organisation
- Industry Support Organisation
- National Sporting Organisation operating under a one management or unitary structure.

State Sporting Organisation

To be eligible for SSRDP funding as a State Sporting Organisation, applicants must:

- Be a not-for-profit organisation;
- Be incorporated under the *Associations Incorporation Act 1985* (SA) or a company limited by guarantee for a minimum of three years;
- Produce compliant financial statements and/or annual reports for the past three years;
- Have a current three-year (or longer) strategic plan;
- Have lodged a child safe environment compliance statement with the Department of Human Service (DHS), provides leadership to their affiliated organisations and actively promotes their obligations under the *Children and Young People (Safety) Act 2017* and *Child Safety (Prohibited Persons) Act 2016* (or similar);

and

- Be affiliated with a national organisation accepted by Sport Australia as the National peak organisation for the relevant sport or activity and listed on the Sport Australia website https://www.sportaus.gov.au/australian_sports_directory;
 - Be the controlling body for the sport in South Australia, with a base in South Australia, and complete control of organisational strategy and finances for South Australia;
 - Have active branches or affiliated Clubs or Associations in at least four planning regions of South Australia (organisations with limited capacity with respect to facility access will be exempt from this criteria);
 - Conduct annual, regional and/or State championships in open and/or age groups, as deemed appropriate for the sport;
 - Have an operable and current anti-doping policy compliant with the World Anti-Doping Code and approved by Sport Integrity Australia;
 - Have implemented or adopted a match fixing policy that is consistent with that of their national body and South Australian legislation.
- 



State Active Recreation Organisation

To be eligible for SSRDP funding as a State Active Recreation Organisation, applicants must:

- Be a not-for-profit organisation;
- Be incorporated under the *Associations Incorporation Act 1985* (SA) or a company limited by guarantee for a minimum of three years;
- Produce compliant financial statements and/or annual reports for the past three years;
- Have a current three-year (or longer) strategic plan;
- Have lodged a child safe environment compliance statement with the Department of Human Service (DHS), provides leadership to their affiliated organisations and actively promotes their obligations under the *Children and Young People (Safety) Act 2017* and *Child Safety (Prohibited Persons) Act 2016* (or similar);

and

- Be the pre-eminent body for the activity in South Australia, with a base in South Australia, and significant control of organisational strategy and finances for South Australia;
- Demonstrate that the activity involves 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.*
- Demonstrate that the organisation's constitution 'aims' and 'objectives' support the delivery of active recreation as its main function;
- Show a level of membership to demonstrate it functions as the peak organisation for the representation of the active recreation activity in South Australia.

Industry Support Organisation

To be eligible for SSRDP funding as an Industry Support Organisation, applicants must:

- Be a not-for-profit organisation;
- Be incorporated under the *Associations Incorporation Act 1985* (SA) or a company limited by guarantee for a minimum of three years;
- Produce compliant financial statements and/or annual reports for the past three years;
- Have a current three-year (or longer) strategic plan;
- Have lodged a child safe environment compliance statement with the Department of Human Service (DHS), provides leadership to their affiliated organisations and actively promotes their obligations under the *Children and Young People (Safety) Act 2017* and *Child Safety (Prohibited Persons) Act 2016* (or similar);

and

- Demonstrate that the primary role is to support the industry through training, the provision of information and development, for organisations and individuals;
- Be the pre-eminent organisation for taking responsibility for supporting the segment or group in South Australia;
- Be accountable at the state level for providing its members with technically and ethically sound programs, policies and services.





National Sporting Organisation operating under a one management or unitary structure

To be eligible for SSRDP funding as a National Sporting Organisation operating under a one management or unitary structure, applicants must:

- Be a not-for-profit organisation;
- Be incorporated under the *Associations Incorporation Act 1985* (SA) or equivalent interstate legislation or a company limited by guarantee for a minimum of three years;
- Produce compliant financial statements and/or annual reports for the past three years, accompanied by a specific breakdown of the South Australian income and expenditure.
- Have a current three-year (or longer) strategic plan;
- Have lodged a child safe environment compliance statement with the Department of Human Service (DHS), provides leadership to their affiliated organisations and actively promotes their obligations under the *Children and Young People (Safety) Act 2017* and *Child Safety (Prohibited Persons) Act 2016* (or similar);

and

- Be recognised as a national sporting organisation accepted by Sport Australia as the National peak organisation for the relevant sport or activity and listed on the Sport Australia website https://www.sportaus.gov.au/australian_sports_directory;
- Be the controlling body for the sport in South Australia, with a base in South Australia;
- Have active branches or affiliated Clubs or Associations in at least four planning regions of South Australia (organisations with limited capacity with respect to facility access will be exempt from this criteria);
- Conduct annual, regional and/or State championships in open and/or age groups, as deemed appropriate for the sport;
- Have an operable and current anti-doping policy and match fixing policy as adopted through the National Integrity Framework or approved by Sport Integrity Australia.





Who is ineligible?

The following organisations will be considered ineligible for SSRDP funding:

- Organisations with a three-year average annual financial turnover greater than \$10 million (minus government grants). Note that the annual financial turnover of National Sporting Organisations operating under a one management or unitary structure will be based on the annual financial turnover of the South Australian branch;

Annual financial turnover is the total ordinary income that your organisation derives in the income year in the course of running the business.

- State Sporting Organisations, State Active Recreation Organisations, and Industry Support Organisations that have been operating for less than three years;
- For profit, private organisations;
- An organisation that has overdue ORSR grant acquittals as at the application closing date of the program. However, applications may be considered by the ORSR if these overdue acquittals have been submitted prior to the date when the final grant recommendations are forwarded to the Minister for approval.

Government Policy Position

- Organisations that have a minimum of 40% women on their governing board will be offered a notional four-year agreement subject to maintaining the minimum of 40% women board members for the life of the agreement. Should an organisation's board composition change and they no longer meet this requirement the funding agreement will be suspended or terminated.
- Any organisations that do not meet the minimum 40% of women requirement in year one (2022-23) will be required to provide ORSR with a plan to address the board composition and will be offered a one-year agreement only. Further funding will only be considered once the organisation meets the board composition requirement. ORSR will provide advice and guidance on meeting the minimum.





How to apply

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

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

- Register for the online application process ([SmartyGrants](#)) available through 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 physical submissions are no longer accepted.

If you find an error in your application after submitting it, you should notify ORSR immediately via email: ORSR.Grants@sa.gov.au, who will reopen your application to amend and resubmit.

ORSR may not be able to accept additional information or requests to change your submission after the closing date.

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

Mandatory attachments to the application

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

- The applicant's last three certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and Statement of Financial Position (Balance Sheet). Three set of documents each covering a period of 12 months.
- A copy of the applicant's constitution.
- A copy of the applicant's current three-year (or longer) strategic plan.
- A copy of the applicant's policies on anti-doping and match fixing (State Sporting Organisations and National Sporting Organisations only).

Documents that may be requested during the application process

The following documents may be required for an application to be considered for assessment:

- Evidence of affiliation with a national organisation accepted by Sport Australia as the National peak organisation for the relevant sport or activity.
- Evidence demonstrating that the applicant has significant control of strategy and finance.
- Evidence of lodgement of the applicant's child safe environment compliance statement with the Department of Human Services such as copy of email confirmation.
- A copy of the applicant's Service Level Agreement between National Sporting Organisation and State Sporting Organisation (if a Service Level Agreement has been executed).
- A copy of the applicant's most recent annual report.
- Evidence that the applicant has a minimum of 40 percent women board members.
- Any other document requested by the ORSR that can support any claims within an application.

All attachments must be submitted with your SmartyGrants application.





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:
<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>.
- 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.
- 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.

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





Assessment process

Eligibility screening

ORSR conducts a preliminary assessment of all applications ensuring that:

- The applicant organisation is eligible to apply, and
- The application has been completed in full, and all essential information has been provided (incomplete applications may be deemed ineligible).

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

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

Funding Assessment Committee

The Chief Executive, ORSR appoints the members of the Funding Assessment Committee. The Funding Assessment Committee is comprised of Executive and Leadership positions from across ORSR.

ORSR recognises that conflicts of interest may arise with staff, technical experts, and others assessing the applications and forming recommendations. All employees of the Government of South Australia must comply with:

- The Code of Ethics of the South Australian Public Sector issued under the *Public Sector Act 2009* (SA).
- *Public Sector (Honesty and Accountability) Regulations 2010* (SA).

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

- ORSR Conflict of Interest Policy.
- ORSR Grant Management Policy and Procedures.

Assessment against criteria

The Funding Assessment Committee assess all applications.

Where an application is deemed eligible, the Funding Assessment Committee will assess each application based on the information provided.

The Funding Assessment Committee may request additional information. Applicants should be aware that additional information may be requested after the application lodgement closing date.

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





Assessment criteria

Eligible applicants will be assessed based on their previous three-year annual financial turnover (minus Government grants and revenue derived from gambling) and membership.

The assessment will also take into consideration the following factors:

- Applicant's proven capacity to administer and deliver programs/projects;
- Strategic objectives of the Government and ORSR.

Recommendation

The Chief Executive, ORSR will provide funding recommendations to the Minister for Recreation, Sport and Racing for consideration.

Final approval

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

Notification

All applicants will be notified in writing of the outcome of the grant application.

If your application is unsuccessful

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





If your application is successful

Grant agreement

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

Effective from 1 January 2019, public authorities are required to use standard funding agreements approved by the Crown Solicitors Office. For SSRDP the Not-for-Profit 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. Any changes to details may be reviewed to consider any potential impacts.

An approval may have specific conditions that have been determined through the assessment process. Any such details will be specified in the Grant Offer.

Payment

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

Monitoring and compliance

All Grantees will be required to:

- Only use the funding for eligible costs as detailed within the Grant Agreement.
- Comply with the relevant laws in force in South Australia.
- Maintain in effect Public Liability Insurance for a minimum of \$1,000,000 for any one claim for the Funding Period.
- Appropriately acknowledge the Government of South Australia as a funding source.
- Comply with the reporting and acquittal requirements of the Grant Agreement. Failure to comply may result in ORSR grant payments being suppressed and/or the organisation no longer being eligible to receive ORSR funding or being required to return the grant, or part thereof.
- Submit 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.

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 audit report throughout the term of the Grant Agreement.

Grant agreement variations and extensions

Unexpected events may delay a project's progress. In these circumstances, Grantees can request a project variation to vary the terms of the grant agreement such as the Purpose or Expiry Date. Any request must be submitted through SmartyGrants. Requests may require the following details:

- The reason the variation is being requested and justification for.
- Updated plans, details and other relevant supporting documentation.
- New project timelines and new milestones.

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

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

The program does not allow for an increase to the agreed amount of grant funds as set out in the funding agreement.

Acquitting a grant

Upon expending the grant, Grantees will be required to acquit the grant through SmartyGrants. Grant acquittal requirements will be outlined in the Grant Agreement. These requirements may include:

- Providing a detailed breakdown of goods and services the grant was spent on, including descriptions and amounts.
- Providing details and amounts of the final funding sources for the project.
- Certification that the statements made in the acquittal are true and correct.
- Identify if the grant has achieved any of the program objectives.
- Where requested, photographs, videos and details of the completed project.





Grant acknowledgement

Successful applicants may be required to acknowledge the Government of South Australia's support.

Approval through ORSR is required prior to public announcements for the Grant. If the Grantee makes a public statement about the funding, the ORSR require at a minimum the following acknowledgement:

'The organisation 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, or promotional material.





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 the GST will not have the Grant grossed up. Grantees cannot have the Grant Agreement transferred to another body on the basis of GST registration.

Please note, from 1 July 2017, government entities at the federal, state, territory and local levels report the grants they pay to people or organisations with an Australian Business Number 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, or
- Someone other than ORSR has made the confidential information public.

Personal information

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

- What personal information ORSR collects.
- Why ORSR collects your personal information.
- To whom ORSR give your personal information. ORSR may give personal information collected to our employees and contractors, the Assessment Panel, and other Government of South Australia employees and contractors, so ORSR can:
 - Manage the program, and
 - Research, assess, monitor and analyse our programs and activities.

ORSR, or the Minister, may:

- Announce the applications received or successful applicants to the public;
- Publish personal information on ORSR websites;
- Decide how we collect, use, disclose and store your personal information;
- Provide you with information 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.
Annual financial turnover	The total ordinary income that your organisation derives in the income year in the course of running the business.
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, 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/>.

Disclaimer:

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



**Government
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