



Performance Pathways Program

2022-2023 Guidelines



Government of South Australia
Office for Recreation, Sport and Racing

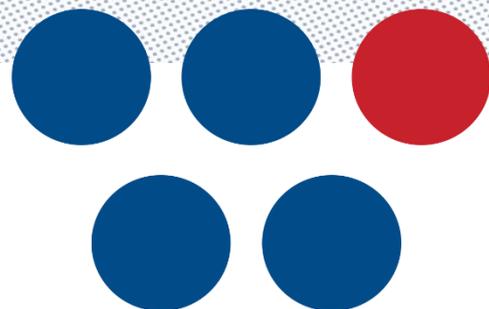
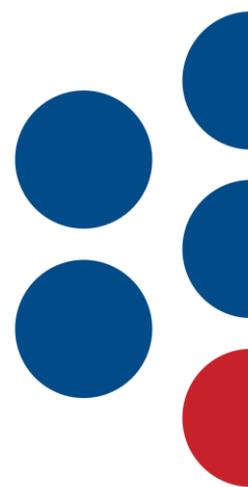




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Minister's message

I am delighted to open the 2022-2023 Performance Pathways Program and invite eligible organisations to apply for funding.

The program will seek to increase representation and medal success in Olympic, Paralympic, Commonwealth Games, and World Championships for South Australian-based athletes and teams.

South Australian-based athletes comprise 10% of Australian teams and achieve 10% of Australian medals at Olympic, Paralympic and Commonwealth Games and this program will help to further support South Australia as a high performance training and competition destination.

Through the Office for Recreation, Sport and Racing the Performance Pathways Program will empower South Australians to achieve sporting excellence by contributing to the provision and improvement of high performance pathway offerings.

Through this program I know we will make a positive and lasting difference for many South Australian athletes, coaches and their sport.

In 2022-2023, \$700,000 is available through the Performance Pathways Program.

Applications close midday on Wednesday 22 June 2022.



Hon Katrine Hildyard MP

Minister for Recreation, Sport and Racing





Introduction

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

Objectives

The objective of the PPP is to support State Sporting Organisations and National Sporting Organisations operating under a one management or unitary structure 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	8 June 2022
Applications Close	22 June 2022
Applications Screened	June 2022
Presentations and Final Submission due	July 2022
Assessment	July 2022
Applicants Notified	31 July 2022
Agreements Offered	August 2022

Budget

The total budget for the PPP is \$700,000, sourced from state government appropriation.

Request Amount

Applicants may request up to \$70,000 per year through PPP. Applicants may request up to two years of funding to align with the Olympic Cycle.

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





Eligibility criteria

Who is eligible?

To be eligible for funding, organisations must:

- Be incorporated under the *Associations Incorporation Act 1985* (SA) or a company limited by guarantee;
- 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 the current or next cycle of Olympic, Paralympic, Commonwealth Games sports;
- Have been operating for 12 months or longer.

Who is ineligible?

The following organisations will be considered ineligible:

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

Eligible projects

All applicants must be able to provide evidence that they have endorsement from their associated NSO. The applicant must provide documentation showing how their NSO is aligned to the program.

A project must align with the overall high-performance strategic plan of the associated NSO. Evidence of the NSO's endorsement of the project is critical for the assessment process and must be submitted with the online application prior to the closing date.

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

Projects must aim to improve the quality of the daily training environment, supporting the program goal of having more South Australian athletes being nationally identified and categorised by their NSO.





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.

- 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 (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 NSO endorsement.
- The applicant's most recent certified (signed by the 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:
- <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 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.





Assessment criteria

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

Weighting	Value
	Extent to which the applicant evidences:
15%	<ul style="list-style-type: none"> • Scope and impact of the project. • The proportion of financial co-investment to the project.
	Talent Pool Extent to which the applicant:
25%	<ul style="list-style-type: none"> • 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%	<ul style="list-style-type: none"> • 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%	<ul style="list-style-type: none"> • 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 (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 PPP 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, 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.

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.





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.
- 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/>.

Disclaimer:

These guidelines were accurate at the time of publishing and supersede all terms and conditions contained in the previous guidelines for Performance Pathways Program.



**Government
of South Australia**

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