Sector Success Program

2026-2027 Guidelines



Government of South Australia
Office for Recreation, Sport and Racing

Minister's Message



I am pleased to invite applications for the 2026-27 Sector Success Program.

Sport and active recreation play a vital role in creating healthier, more connected and inclusive communities across South Australia. Participation delivers significant physical, mental and social benefits while strengthening community cohesion, developing leadership and creating opportunities for people of all ages and backgrounds to thrive.

The Malinauskas State Government is committed to Supporting a strong and sustainable sport and active recreation sector. Through the 2026-27 Sector Success Program, we are investing over $2.9 million in initiatives that build organisational capability, increase participation and create lasting benefits for communities throughout the state.

This year, the program has been streamlined into a single funding round, enabling organisations to develop projects that align with one or more of the program's strategic priorities:

- Workforce and Volunteers – elevating the skills, capacity and engagement of the sector's paid and volunteer workforce.
- Welcoming Communities – fostering safe, inclusive and welcoming environments by removing barriers to participation and increasing representation across all levels of sport and active recreation.
- Active Kids and Youth – increasing opportunities for children and young people to be involved in sport and active recreation through accessible, inclusive and enjoyable experiences that build social connection and support lifelong participation.

This year also introduces a revised application process designed to make it easier for organisations to apply and develop high-quality projects.

For the first time, the program will be delivered through a two-stage application process, commencing with a Registration of Interest followed by an invitation-only Full Application stage. Introduced in response to sector feedback, this approach is designed to reduce the time and resources required to prepare detailed applications while supporting the development of stronger projects and better funding outcomes.

I encourage eligible organisations to consider how this funding opportunity can support their strategic priorities and deliver meaningful outcomes for their members, participants and communities.

Registrations of Interest close Midday, Friday 18 December 2026.

Hon Rhiannon Pearce MP

Minister for Recreation, Sport and Racing

Table of Contents

Minister's message	**2**
Introduction	**5**
Objectives	**6**
Important dates	**6**
Budget	**7**
Request amount and co-investment	**7**
Eligibility criteria	**8**
Who is eligible?	8
Who is ineligible?	8
Eligible projects	9
Ineligible projects	9
Ineligible costs	9
Applicant and project location	9
How to apply	**10**
Stage 1 - Registration of Interest (ROI)	10
Stage 2 - Full Application (invitation only)	10
Application Process	10
Changes to submitted applications	11
Support and enquiries	11
Application requirements	**12**
Stage 1 - ROI	12
Stage 2 - Full Application (invitation only)	13
Important note	13
Partnerships	13
Key specifics to get correct	14
Assessment process	**15**
Stage 1 - ROI	15
Stage 2 - Full Application (invitation only)	15
ROI Shortlisting Panel and Funding Assessment Committee	16
Assessment against criteria	17
Assessment criteria	19
Recommendation	20
Final approval	20
Notification	20
Unsuccessful applications	20

Successful applications **21**
Grant agreement 21
Payment 21
Funding shortfalls/underspends 22
Monitoring and compliance 22
Ad hoc reporting 22
Financial and audit reports 22
Grant agreement variations and extensions 23
Acquitting a grant 23
Grant acknowledgement 24
Social media acknowledgement 24
Other information **25**
Child-safe environments 25
Grants and Goods and Services Tax (GST) 25
Financial reporting 25
How ORSR will use your information 26
Treatment of confidential information 26
When ORSR may disclose confidential information 26
Personal information 27
Reporting 27
Freedom of information 27
Definition of key terms **28**
Enquiries and feedback **29**



Introduction

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

The SSP will drive sector success, through funding that rewards organisations developing and delivering projects that align with ORSR's 2025-2030 Strategic Plan.



Objectives

The SSP directly supports the Sector Success Pillar within ORSR's 2025-2030 Strategic Plan to increase involvement of people in sport and active recreation activities so that they can experience the many physical, mental and emotional health and wellbeing benefits that participation brings.

Applicants must demonstrate how their proposed projects will contribute to ORSR's strategic priorities, outlined below:

ORSR Strategic Priorities:

Workforce and Volunteers
Elevate the skills, capacity and engagement of the sector's paid and volunteer workforce.

Welcoming Communities
Drive inclusive practices across all levels of sport and active recreation by removing barriers, increasing representation and fostering safe, welcoming environments.

Active Kids and Youth
Increase children's and youth participation through accessible, inclusive and enjoyable programs that build social connection and support lifelong participation.

Note: Infrastructure projects (any facility upgrades and/or developments) are not eligible under this program. Please refer to the Community Recreation and Sports Facilities Program.

Important dates

The following dates apply:

Registration of Interest (ROI) opens	Friday 20 November 2026
Registration of Interest (ROI) closes	Midday, Friday 18 December 2026
Stage 2 invitations issued	February 2027
Stage 2 applications close	March 2027
Applications assessed	April 2027
Applicants notified	May 2027
Agreements offered	June 2027 (anticipated)

Budget

The total budget for the 2026–2027 SSP is **$2,968,000.**

Of the total budget, $1,300,000 is exclusively available to sport and active recreation organisations.

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.

Request amount and co-investment

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

Applicants may request a minimum of $10,000 and up to $250,000 per project and up to two years of funding (eg, an applicant may request $150,000 in year one and $100,000 in year two, for a total of $250,000). Alternatively, an applicant may request up to $250,000 for one year of funding.

Organisations may submit a maximum of three applications under the 2026-27 SSP.

Eligibility criteria

Who is eligible?

To be eligible for funding, organisations must:

- Be a not-for-profit, incorporated under the *Associations Incorporations Act 1985 (SA)*; or hold a comparable legal status; or
- Be a local council; and
- Have been operating for 12 months or longer.

Who is ineligible?

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

- Individuals.
- State and federal government agencies.
- For-profit organisations.
- South Australian Sports Federation Incorporated.
- Organisations that have been operating for less than 12 months.
- An organisation that has an overdue ORSR grant acquittal as at the closing date of the Registration of Interest (ROI). However, applications may be considered if the outstanding ORSR grant acquittal has been submitted prior to the commencement of Stage 1 assessment.
- Pursuant to Direction of the Premier under section 10 of the *Public Sector Act 2009*, organisations named by the National Redress Scheme's Operator that have declined to join the Scheme or have been unresponsive (to the Scheme's Operator).



Eligible projects

Applicants must clearly outline how their project aligns with the priorities of the ORSR 2025-2030 Strategic Plan - available here.

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/or sport activities.
- Projects that do not align to the ORSR 2025-2030 Strategic Plan and ORSR strategic priorities outlined on pg. 6.

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

Eligible projects must occur within South Australia, although contributing partners may be based outside of South Australia.

How to apply

The SSP is delivered through a two-stage application process.

Stage 1 – Registration of Interest (ROI)

Applicants must first submit a Registration of Interest (ROI) through SmartyGrants.

The ROI is a short, high-level application that provides ORSR with an overview of the proposed initiative, the outcomes it seeks to achieve, and its alignment with the program priorities.

Eligible applications will be assessed comparatively against other submissions. Applications will be scored and ranked, and only a subset of applicants will be shortlisted.

Due to the competitive nature of the program, not all applications will advance to Stage 2.

Stage 2 – Full Application (invitation only)

Only applicants shortlisted through the ROI process will be invited to submit a Full Application.

Applicants will be required to provide more detailed information about their proposed initiative. Detailed Stage 2 requirements are outlined in the Application Requirements section of these Guidelines.

Applications will undergo a comprehensive assessment against the program criteria.

Application process

Carefully read these Guidelines to determine whether your organisation and proposed initiative meet the eligibility requirements.

Register for a SmartyGrants account 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.

A maximum of three applications may be submitted by any one organisation under the 2026-27 SSP.

Changes to submitted applications

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.

Support and enquiries

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 at: ORSR.Grants@sa.gov.au.



Application requirements

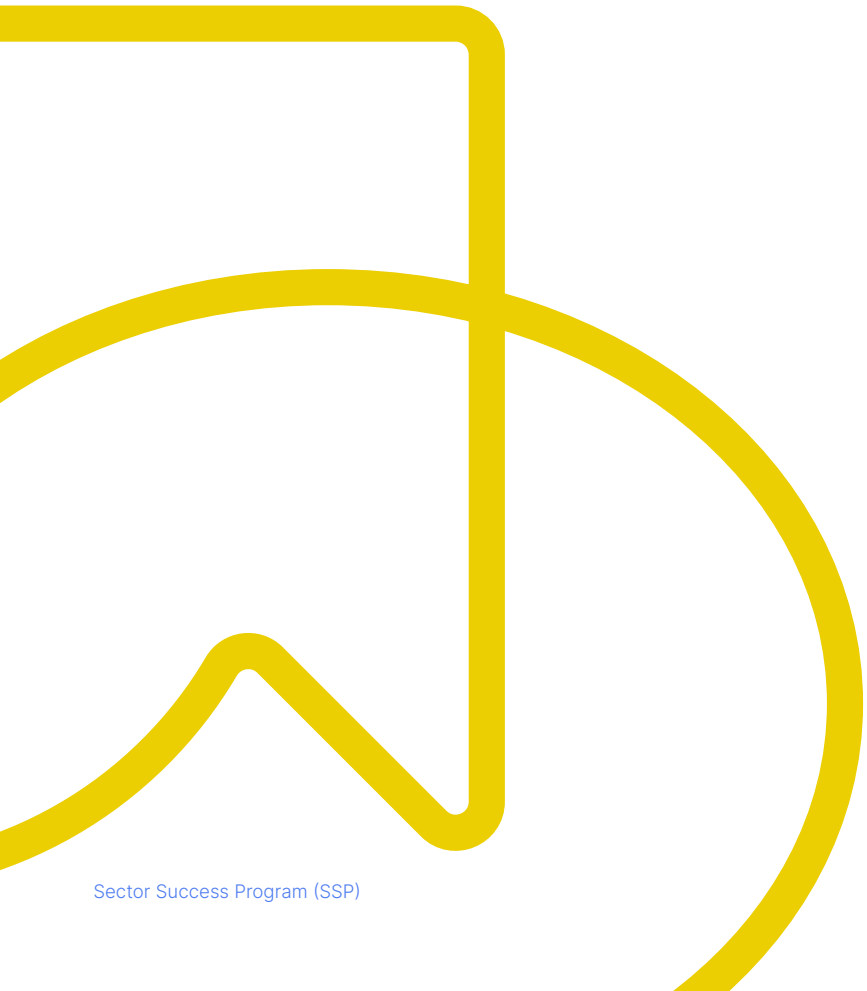
The information and evidence required differs between each stage of the application process.

Stage 1 – ROI

Applicants are required to provide the following information:

- project overview, including rationale, key activities, intended outcomes and measures of success;
- sustainability measures;
- project partners and any proposed financial or in-kind contributions;
- target groups and anticipated participation numbers;
- an indicative project budget, including the amount requested from SSP; and
- a copy of the applicants Strategic Plan.

All information provided at the ROI stage is submitted on a declaration basis and will be used to assess and comparatively rank applications for shortlisting.



Stage 2 – Full Application (invitation only)

Shortlisted applicants will be required to provide detailed information and evidence to support their proposal, which may include:

- evidence used to inform and develop the project;
- confirmation of cash and in-kind contributions, including evidence of project partnerships;
- letters of support from project partners contributing to the design and/or delivery of the project, clearly outlining their contribution to the project;
- letters of support from user groups demonstrating support for, and anticipated benefit from, the project;
- evidence of access to, or agreements for, facilities required to deliver the project;
- project management, delivery and risk management plans, including Gantt charts where appropriate;
- a comprehensive breakdown of project costs, including quotations, volunteer labour contributions and position descriptions for funded positions, where relevant; and
- the applicant's most recent Statement of Financial Position (Balance Sheet) and Statement of Financial Performance (Income and Expenditure Statement) covering a period of 12 months.
    - Statement(s) must be either audited, certified (signed by the club Treasurer) or electronically certified within the application form by an authorised member of the organisation.

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 through the assessment process.

Failure to provide sufficient evidence or supporting documentation at Stage 2 may result in an application being deemed ineligible or being less competitive during assessment.

Important note

Information provided at the ROI stage must remain **materially consistent** at Stage 2.

Significant changes to the project scope, location, or intent may impact the application's eligibility or assessment outcome.

Partnerships

Partnerships between sports and co contributions (in kind or financial support) are highly encouraged. Partnerships with affiliates, local councils, universities, local community organisations, Aboriginal Community Controlled Organisations or other specialist organisations that can provide capability, and subject matter expertise, access to local networks, etc. to support project design and delivery are also highly encouraged. Organisations should also demonstrate consultation or a co design approach when initiatives involve people from targeted groups who typically experience higher barriers to participation.

Key specifics 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 correctly entered 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. If you haven't provided your ABN or Statement by Supplier, ORSR are required to deduct withholding tax at the top marginal personal income tax rate. Download the Statement by Supplier form from the ATO website.
- Check that all the questions have been answered and all essential documentation is attached.
- Press 'submit' once you have completed the application. Upon request, amendments can be made prior to the closing date.

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

- Keep responses to the questions clear and concise.
- Prioritise writing to ensure the most critical information is in a prominent position.
- Use dot points where possible.
- 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, eg attach one collection of photos in one file rather than uploading multiple individual photos.
- Attachments should be pdf format where possible.

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



Assessment process

Eligibility screening

Stage 1 – ROI

ORSR conducts a preliminary assessment of all ROI applications to ensure that:

- the applicant organisation is eligible to apply;
- the proposed project is eligible; and
- all mandatory questions have been completed.

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

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

Stage 2 – Full Application (invitation only)

Shortlisted applicants invited to submit a Full Application will be subject to a Stage 2 eligibility screening to confirm that:

- all required supporting documentation has been provided;
- project scope and details remain materially consistent with the ROI submission;
- funding contributions and key project elements have been appropriately evidenced; and
- all mandatory application requirements have been satisfied.

If an application fails to pass Stage 2 eligibility screening the applicant may be contacted via email, using the details provided in the application. The online application form may be reopened for the applicant to update and resubmit.

If an application is not resubmitted before the date that is requested, ORSR will use the latest submitted version for eligibility screening and assessment.

ROI Shortlisting Panel and Funding Assessment Committee

The ORSR Chief Executive appoints the members of the ROI Shortlisting Panel and the Funding Assessment Committee.

The ROI Shortlisting Panel is responsible for assessing Stage 1 ROI applications and providing a shortlisting recommendation to the Senior Leadership Team.

The Funding Assessment Committee is responsible for assessing Stage 2 Full Applications and making funding recommendations to the Senior Leadership Team.

Both panels are comprised of officers from across ORSR with relevant expertise.

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



Assessment against criteria

Stage 1 – ROI

The ROI Shortlisting Panel assesses all Stage 1 applications.

Where an application is deemed eligible, the ROI Shortlisting Panel will assess the application against the relative merit of other projects in meeting the following Stage 1 criteria:

Project Design

- Extent to which the application demonstrates:
  - alignment with ORSR and applicant strategic priorities;
  - a clear project need; and
  - a realistic and achievable approach.

Stakeholder Engagement

- Extent to which the application demonstrates:
  - relevant stakeholder and/or partner support that strengthens project delivery and outcomes.

Participation and Community Impact

- Extent to which the application demonstrates:
  - an understanding of the needs of the identified target group(s); and
  - positive outcomes for participants and communities.

Delivery

- Extent to which the application demonstrates:
  - project readiness and value for money; and
  - the relevant skills and experience to deliver the project.

Applications will be scored and ranked based on merit. A subset of the highest-ranked applications will be shortlisted and invited to submit a Stage 2 application.

As part of the shortlisting process, consideration may also be given to factors such as ORSR and government strategic alignment, project type and overall program balance.

Submission of an ROI does not guarantee progression to Stage 2.

Stage 2 – Full Application (invitation only)

The Funding Assessment Committee will assess all eligible Stage 2 applications against the published Stage 2 assessment criteria, based on the information and supporting evidence provided.

Applications will be assessed on a comparative basis and ranked according to their overall merit relative to other eligible applications. In determining merit, the Funding Assessment Committee will consider the extent to which each project addresses the assessment criteria and contributes to the objectives of the program.

The Funding Assessment Committee may request additional information from applicants during the assessment process to clarify aspects of an application.

Please note, satisfying the assessment criteria alone does not guarantee receipt 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 (Stage 2)

Weighting	**Project design** Extent to which:
25%	• the project is well designed, clearly scoped and aligned with the objectives of the Sector Success Program and the applicant's strategic priorities; • the project demonstrates an evidence-informed approach to addressing the identified need and engaging the target audience; • the rationale for the proposed activities is clearly articulated and supported by evidence; and • the project includes a realistic sustainability plan demonstrating how outcomes will be maintained beyond the funding period.
	Stakeholder Engagement Extent to which the applicant demonstrates:
15%	• meaningful engagement with relevant stakeholders, partners and communities to inform and support project delivery; • collaboration arrangements that strengthen project outcomes and increase impact; and • evidence of co-investment, in-kind support or shared resources that enhance the project's capacity for success.
	Participation and Community Impact Extent to which:

30%	• the project addresses the needs of the identified target group(s) and is likely to increase and sustain participation in sport and active recreation through one or more of the following:
	  ◦ increasing enrolment by attracting new participants;
	  ◦ increasing retention of existing participants;
	  ◦ reducing participant dropout; and/or
	  ◦ re-engaging participants who have previously disengaged;
	• the project will deliver positive community outcomes beyond participation, through one or more of the following:
	  ◦ strengthening social connection, belonging and community cohesion;
	  ◦ creating welcoming, safe and inclusive environments;
	  ◦ reducing barriers to participation for underrepresented or disadvantaged groups; and/or
	  ◦ developing the capability and capacity of staff, volunteers and leaders to create lasting community benefit;
	• the project demonstrates an appropriate approach to measuring and reporting outcomes through fit-for-purpose evaluation methods; and
	• the project demonstrates a meaningful scale and reach, including the number of participants expected to benefit, geographic coverage, project locations and access to suitable facilities.

	Delivery Extent to which the applicant evidences:
30%	• a clear and achievable project plan, including deliverables, milestones, timelines, budget and risk management strategies; • value for money and sound financial capacity to deliver the project, including confirmed co-investment where applicable; • the organisational capability, governance arrangements, skills and experience required to successfully deliver the project; and • appropriate systems and resources to manage, monitor and report on project outcomes.

An applicant's ORSR grant management history may be considered when being assessed against the 'Delivery' criteria.

Please note the following situations are not considered ineligible; however, against the assessment criteria, they may not receive 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 Legacy' criteria.
- Project ideas that are assessed to be 'business as usual' or as already occurring may not receive a favourable assessment.
- Projects 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.

Recommendation

Once the assessment is completed, the ORSR Chief Executive 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) may be provided to the applicant's local Member of Parliament, who may decide to contact the grantee to congratulate them.

Unsuccessful applications

All unsuccessful applicants will receive notification through SmartyGrants. Applicants can contact ORSR for application feedback and advice when applying for future grants.

Successful applications

Grant agreement

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

Effective 1 January 2019, public authorities are required to use standard funding agreements approved by the Crown Solicitors Office. For the SSP, the Not-for-Profit Standard Grant Agreement will be used. 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.

Funding shortfalls/underspends

If the grantee does not receive all 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-contributions, 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 valid 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 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.

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 reports

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 reports throughout the term of the grant agreement.

Grant agreement variations and extension

Unexpected events may delay a project's 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.
- Deviations 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 grant 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's objectives.
- Where requested, providing photographs, videos and other details in relation to the completed project.

Grant acknowledgement

Grantees will be required to acknowledge the Government of South Australia's support.

Approval through ORSR is required before any public announcements for the grant. If the grantee makes a public statement about the project funded, ORSR 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 a project. Openings and launches of projects are to be coordinated through the Minister's office via Minister.Pearce@sa.gov.au.

Social media acknowledgement

To ensure the ORSR does not miss any project updates and news, grantees should include, where appropriate, the ORSR account tags in each of their social media posts. This will alert us to new posts so we, in turn, can 'Like' and share your content.

Facebook: @SARecandSport

Instagram: @sarecreationandsport

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

Other information

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 requirements 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 Compliance (CSC) statement.

The CSC statement is lodged with the Department for Human Services: https://dhs.sa.gov.au/how-we-help/ngo-and-sector-support/child-safe-environments

To lodge a CSC statement, visit: https://dhs.sa.gov.au/how-we-help/ngo-and-sector-support/child-safe-environment/child-safe-compliance-statements/submit-your-child-safe-compliance-statement

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

Successful applicants registered for GST will have their grant grossed up by 10 per cent to offset GST payable on the grant. Organisations not registered for GST will not have the grant grossed up. Grantees cannot have the grant agreement transferred to another body based on GST registration.

Also 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: 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.
- 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 following conditions:

- The applicant clearly identifies information as confidential and provides 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:

- The ORSR Chief Executive, employees and/or contractors to help ORSR manage the program effectively.
- The Minister.
- The Auditor-General, Ombudsman or Commissioner for Consumer and Business Services.
- A House or Committee of Parliament.

ORSR may also disclose confidential information if:

- Required or authorised by law (including if requested under the *Freedom of Information Act 1991 (SA)*).
- 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 Assessment Panel, and other Government of South Australia employees and contractors, so ORSR can:
  - Manage the program.
  - 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 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 to 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.

Definition of key terms

Term	Definition
Active recreation	Activities engaged in for the purposes 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 applied.
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.
Participant	Participant refers to any individual actively engaged in the sport or active recreation activity delivered through the project, including, but not limited to; athletes, coaches, officials and volunteers, where their involvement contributes to the intended outcomes of the project.



Government of South Australia

Office for Recreation, Sport and Racing

Enquiries and feedback

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