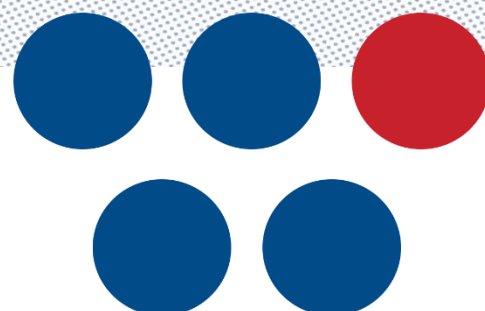


# **2021 - 2022**

# **Active Club Program**

## Round 50

## Program Guidelines





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## Minister's message

It is with great pleasure that I invite eligible sporting clubs and organisations to apply for grant funding through Round 50 of the Active Club Program. Round 50 will provide funding to continue to assist the sport sector rebuild following the COVID-19 pandemic and associated restrictions.

Clubs can apply for up to \$3,000 for funding of programs and equipment. These grants will prove valuable as clubs look to continue to bounce back from the impacts COVID-19 – the grant can be used to acquit various costs such as hand sanitiser, face masks, and COVID Marshall vests.

Sporting clubs and organisations play a pivotal role in our society by providing a way for South Australians to keep fit, have fun, contribute to their community and maintain a healthy lifestyle. In the wake of the COVID-19 pandemic, the Marshall Government has made more funding available in this round for clubs who may have been impacted.

Since 1996 the Active Club Program has provided over \$52 million in funding through more than 11,500 grants to local community organisations.

The Active Club Program aligns with the objectives of *Game On*, a Marshall Government initiative which aims to get South Australians moving and enjoying the many social, health and lifestyle benefits sport and recreation provide. Ongoing funding of the Active Club Program by the Marshall Government means South Australians can continue to access quality recreation and sport activities and facilities.

Applications close midday on Wednesday 17 November 2021.



**Hon Corey Wingard MP**

Minister for Recreation, Sport and Racing





# Introduction

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

The program was established in 1996, following the establishment of the Sport and Recreation Fund through the *Gaming Machines Act 1992 (SA)*. The Sport and Recreation Fund is currently resourced from taxation revenue on gaming machines and the Adelaide Oval sublease payments from the Stadium Management Authority pursuant to the *Adelaide Oval Redevelopment and Management Act 2011 (SA)*.

All funding approved from the Sport and Recreation Fund is reported to the Economic and Finance Committee of the Parliament of South Australia.

## Objectives

The objective of the ACP is to provide funding support to active recreation and sport clubs to further develop the programs and services they provide within the South Australian community.

*Game On: Getting South Australia* moving is a forward looking agenda to guide everyone involved in sport and recreation to create environments and opportunities to build a more active SA. The intention of ACP Round 50 is to support the achievement of *Game On* targets through projects that contribute to the following *Game On* issues:

- Affordable sport and recreation opportunities → reducing costs associated with **participating** in sport and recreation.
- Sustainable sport and recreation sector → reducing costs associated with **delivering** sport and recreation.
- More and better trained volunteers → supporting, recruiting, training and/or retaining **volunteers**.





## Important dates

The following dates apply to this funding round:

Applications Open	6 October 2021
Applications Close	17 November 2021 - Applications must be submitted online before 12 pm noon ACST
Applications Screened	December 2021
Assessment	December 2021/January 2022
Applicants Notified	After 27 January 2022
Agreements Offered	January/February 2022







# Budget

The budget for 2021-2022 ACP is \$1,024,000, sourced from the Sport and Recreation Fund.

## Grant Amounts

Whilst applicants cannot apply for a specific amount, grants of either \$1,500 or \$3,000 will be available for each applicant based on the membership of the club.

For eligible applicants with less than 100 members the maximum grant available will be \$1,500 and for applicants with 100 or more members the maximum grant available will be \$3,000.





# Eligibility Criteria

## Who is eligible?

To be eligible for the Active Club Program, applicants must be:

- a not-for-profit active recreation or sport club or community organisation whose purpose is the delivery of active recreation or sport programs and services in South Australia, and
- be incorporated under the *Associations Incorporations Act 1985 (SA)* or have some other comparable legal status, and
- have a minimum total membership base of 20 members. Total membership can include associate, social and life membership, and
- be operating for 12 months or longer.

## Who is ineligible?

The following organisations will be considered ineligible for ACP funding:

- An organisation that holds a Gaming Machine Licence.
- Organisations that have been operating for less than 12 months.
- For profit, commercial organisations.
- Local Councils (Local Government Authorities).
- State associations and peak bodies receiving Sport and Recreation Sustainability Program funding.
- Educational institutions.
- An organisation whose purpose is not the delivery of active recreation and sport programs.
- An organisation that has overdue ORSR grant acquittals as at the closing date of the applications. However, applications may be considered by the Funding Assessment Committee if these overdue ORSR acquittals have been submitted prior to the first day of the assessment conducted by the Funding Assessment Committee.
- An organisation that has a total membership base of less than 20 members.
- Organisations that do not have positive total equity.

## Applicant location

The applicant must be located within South Australia.





## Eligible Project Costs

If you are successful, an ACP Grant can be used to cover costs associated with enabling participation in sport. The following list includes example costs that the grant may be used for. The list is by no means exhaustive, other costs that meet the objectives of the program are welcome.

Eligible Project Costs	Examples	
Sporting equipment	Bats, balls, bowls, racquets, nets, transportable goals.	✓
Uniforms and protective gear	Playing guernseys, training tops, playing foot ware, protective helmets/pads, gloves, socks.	✓
Professional development	Coaching or officiating courses, MYOB courses, child safe environments, and associated travel costs.	✓
Medical training	Trainer courses, first aid courses, concussion in sport education, injury prevention courses.	✓
Medical equipment	Defibrillators, tape, first aid equipment, transportable weather protection.	✓
Club promotion	Developing websites, social media, traditional print media.	✓
COVID-19 related costs	Hand sanitiser, face masks, COVID Marshall vests.	✓
Hardship subsidies	Costs associated with assisting club member/s participate in sport who are experiencing hardship.	✓
Technology directly associated with participation or club sustainability	Tablets used for scoring, non-fixed score boards, communication equipment necessary for the activity or safety, cashless payment devices.	✓
Playing venue maintenance equipment	Line marking equipment, grass lawn mower.	✓

\*Please note that when acquitting a grant, justification may be required to evidence that an expense meets the outcomes of the program.







## Ineligible Project Costs

Upon expending your funds, you will be required to submit an online acquittal. At that time you will be required to report to ORSR on how the grant was expended. The following project costs will be considered ineligible:

- Costs incurred before 1 July 2021.
- Projects that do not provide a benefit to sport or active recreation.

Ineligible Project Costs	Examples	
Operating costs	Utilities, grant administration costs, office hire, venue lease or hire fees, rent, insurance costs.	✗
Covering food, catering costs and catering utensils.	Cutlery, crockery, glassware, coasters, perishable items.	✗
White goods	Refrigerators, freezers, dishwashers.	✗
Furniture	Chairs, tables, shelving, cupboards.	✗
Non-essential technology	Laptops or computers for personal use, printers, scanners, laminators, computer software, and associated accessories.	✗
Prizes	Trophies, including plaques, honour boards, prize money.	✗
Cleaning products not directly attributable to COVID-19 requirements.	Vacuum cleaners, toilet paper, paper towel, soap, dusters.	✗
Coach or player payments	Ongoing playing, coaching, instructing or honorarium wages (e.g. paid coaches).	✗
Facility projects and capital works	An expense that is a permanent fixture, irrigation, surface upgrades, building storage sheds, installing light towers.	✗
Travel and accommodation	Sending teams/individuals to participate in competitions.	✗
Motor vehicles		✗

Please note this list includes example costs that the grant may NOT be used for. If you are unsure if a cost is eligible, please contact ORSR.



# How to apply

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

The following steps briefly describes the process to submit an application:

- Register for the online application system ([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](mailto: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 the ORSR via email: [ORSR.Grants@sa.gov.au](mailto:ORSR.Grants@sa.gov.au).

## Mandatory attachments to the application

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

- ☐ The applicant's most recent certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet).

## 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/uploadedFiles/Content/MEI/downloads/BUS38509n3346\\_5\\_2012.pdf](https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf)).
- ☐ Check that all of 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 via email: [ORSR.Grants@sa.gov.au](mailto:ORSR.Grants@sa.gov.au).

Ensure you follow the helpful hints on each question.

It is not possible to approve all requests for assistance, 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 first day of the assessment by the Funding Assessment Committee, the application will be deemed withdrawn.

During the screening process, ORSR may request further information.

## New applicants

Where an applicant has not applied to ORSR previously, additional information will be requested to ensure the applicant meets the eligibility criteria, and in order to assist with an accurate assessment. The following additional information will be requested:

- Previous names and addresses of the applicant organisation, or amalgamation details of the applicant where applicable.
- A copy of the applicant's approved and registered constitution.
- Details of the facility land owner, and current lease and licence terms.
- A breakdown of membership.
- Any links to the applicant's online presence.
- Contacts for the applicant's State Sporting Organisation or Peak Body and Local Council.
- Details of Annual General Meeting.
- Copy most recent minutes taken at the applicant's board or committee meeting.
- Dates of the financial year the applicant conducts.
- Copies of three months of bank statements, held in the applicant's name.
- Number of signatories required for the bank account.
- Details of the registered Public Officer for the organisation.





## Funding Assessment Committee

The Chief Executive, ORSR appoints the members of the Funding Assessment Committee. The Funding Assessment Committee is comprised of officers 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 principles

Where an application is deemed eligible, the Funding Assessment Committee will prioritise it against the following principles:

- When an applicant last received funding for a Program and Equipment grant through the Active Club Program.
- Whether an applicant is affiliated with its Peak Body.
- Whether an applicant is registered with or has completed STARCLUB (for more information on this process refer to: <https://www.starclub.sa.gov.au>).
- Whether the applicant is represented in regular competition by:
  - Female junior teams or individuals (non-team sport).
  - Male junior teams or individuals (non-team sport).
  - Female senior teams or individuals (non-team sport).
  - Male senior teams or individuals (non-team sport).

For the purposes of this program juniors are considered as primary school or high school aged children.

Please note that satisfying the principles alone does not guarantee the receipt of funding.

It is anticipated that the number of eligible applications will exceed the funds available and therefore ORSR does not guarantee any applications will be successful nor that successful applications will receive the amount of funding requested or expected.







## **Recommendation**

Once the assessment is completed, the Chief Executive 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 of the outcome of the grant application.

Where successful, a grantee's details will be provided to the applicant's local Member of Parliament, where 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.







# 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 the standard funding agreements. For the Active Club Program the Not-for-Profit Low Value Grant – a simple letter agreement for low value grants of up to \$10,000 (GST exclusive) will be utilised. For more information regarding the Grant Agreements click [here](#).

Grantees will have at least 14 days, from the date of the offer to acknowledge and accept the Terms and Conditions. The offer will lapse if both parties do not execute the grant agreement within the specified timeframe.

Approval of grant funding is based on information provided within in the application. Any changes to details may be reviewed to consider any potential impacts.

The Funding Period for the project will be specified in the Grant Offer.

Round 50 covers the 2021-22 financial year, therefore the grant agreement start date can be expended from 1 July 2021.

## Payment

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

Payment will be transferred electronically into the Australian bank account nominated within the application.

Should a Grantee become overdue with any ORSR grant obligation, reporting or acquittal, payments may be placed on hold until those requirements are met.

## Monitoring and compliance

All Grantees will be required to:

- Use the grant for the purpose detailed in the Grant Agreement.
- 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 may be required to return the grant, or part thereof.
- Contact ORSR immediately when becoming aware of a breach of terms and conditions of the Grant Agreement.
- Comply with the other terms and conditions in the Grant Agreement.





## Grant agreement variations and extensions

ORSR understands that unexpected events may delay the expenditure of a grant. In these circumstances, Grantees can request an extension. Any request must be submitted through SmartyGrants. Requests may require the following details:

- What you would like the expiry date extended to.
- Justification for the expiry date extension.

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

If an extension request is submitted, ORSR reserves the right to approve or decline the request. In some circumstances ORSR may approve a more appropriate extension date.

To seek a variation, email [ORSR.Grants@sa.gov.au](mailto:ORSR.Grants@sa.gov.au) with your application identification number and ORSR will forward a variation request form to complete.

## Acquitting a grant

Upon expending your funds, you will be required to submit an online acquittal. A grant acquittal is a requirement outlined in the Grant Agreement. This requirement may include:

- Providing a breakdown of goods and services the grant was spent on, including a basic description and amount.
- Certification that the statements made in the acquittal are true and correct.
- Identify if the grant has achieved any of the program objectives.
- Photos or other evidence that the funding has been expended on the purpose (optional)

## Grant Acknowledgement

Approval through ORSR is required prior to public announcements around funding. If the Grantee makes a public statement about the project funded we require at a minimum, to acknowledge the grant by using the following:

‘This project received grant funding from the Government of South Australia through the Office for Recreation, Sport and Racing.’





## 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 submitting an application.

Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Taxation Office to be registered for GST (source: [www.ato.gov.au](http://www.ato.gov.au)).

Successful applicants which are registered for GST will have the Grant grossed up by 10% to offset GST payable on the grant. Organisations that are 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 ABN to the Australian Taxation Office.

### Financial reporting

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

For further information and examples of Statements of Financial Position and Financial Performance please visit: <https://www.cpaaustralia.com.au/-/media/project/cpa/corporate/documents/tools-and-resources/financial-reporting/not-for-profit-guide.pdf>.

### 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.
- Provide the information with an understanding that it will stay confidential.





## When ORSR may disclose confidential information

ORSR may disclose confidential information to the following:

- To ORSR Chief Executive, employees and contractors, to help ORSR manage the program effectively,
- To the Minister,
- To the Auditor-General, Ombudsman or Commissioner, and
- To 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 its 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 in regards to 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 environment

Organisations providing a service wholly or partly for children (under 18), are required to lodge a child safe environment compliance statement to indicate it is meeting the obligations for a child safe environment according to the *Children and Young People (Safety) Act 2017 (SA)*. The statement is lodged with the Department for Human Services. For more information please access the ORSR website

[https://www.orsr.sa.gov.au/sport\\_and\\_recreation/child\\_safety\\_and\\_member\\_protection/create\\_a\\_child\\_safe\\_environment](https://www.orsr.sa.gov.au/sport_and_recreation/child_safety_and_member_protection/create_a_child_safe_environment)







## 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, agency of the Government of South Australia.
Sport	A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.





## Enquiries and Feedback

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

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

A compliment or complaint can be lodged using the ORSR compliments and complaints form on the website: [https://www.orsr.sa.gov.au/contact\\_us/compliments\\_and\\_complaints](https://www.orsr.sa.gov.au/contact_us/compliments_and_complaints).

### Disclaimer:

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



**Government  
of South Australia**

Office for Recreation,  
Sport and Racing



27 Valetta Road  
Kidman Park, SA 5025



PO Box 219  
Brooklyn Park, SA 5032



ORSR.Grants@sa.gov.au



1300 714 990

**f** **in**

**orsr.sa.gov.au**