

**2017 Inclusive Participation**

**Funding Program**

**Funding Guidelines**

Active Canberra

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# **1. About the Program**

These guidelines provide details for organisations wishing to apply for financial assistance from the Inclusive Participation Funding Program (IPFP) for projects to be completed during the period of 1 July 2017 to 30 June 2018.

Administered by Active Canberra (AC), the IPFP’s primary objective is to increase participation opportunities in sport and recreation for the identified target populations.

The funding provided by AC is limited and as such, all applications will be assessed on relative merit. It is not possible to approve all requests for assistance, therefore funding should not be deemed automatic or anticipated.

# **2. Target Population Groups**

The identified target population groups eligible to receive funding under the IPFP are:

* Aboriginal and Torres Strait Islander People
* Culturally and Linguistically Diverse (CALD) People
* Older Adults (45 years and over)
* People with a Disability

# **3. Primary Objective**

The primary objective of the IPFP is to increase participation opportunities in sport and recreation for the identified targeted population groups. This can be achieved in the following ways:

* To provide financial assistance to eligible organisations in the ACT to create new, or improve existing programs, to increase the participation of the target population groups;
* To enhance the capacity and usage of sport and recreational facilities through the provision of specialised non consumable equipment for the target population groups to participate in sport and active recreation programs; and
* Improvement of education and training for those assisting in the development and delivery of sport and active recreation programs and services for the target population groups.

**ACTIVE 2020 Strategy**

The IPFP objectives are consistent with those detailed in the ACTIVE 2020 strategy, a long term strategic plan for sport and active recreation in the ACT Region, promoting partnerships to develop the industry and unite the system to connect and promote the economic and social value of sport and active recreation to the community.

ACTIVE 2020 identifies seven fundamental goals as the key strategic priorities upon which the industry will be nurtured and promoted over the period 2011-2020.

Applications for the 2017 IPFP are required to identify one of these strategic priorities to which it best aligns. The ACTIVE 2020 strategy can be found at: <http://active2020.com.au/>.

# **4. Outcomes**

The intended outcomes of the IPFP are:

* to increase participation in sport and active recreation for the **target population groups**;
* to encourage the sport and recreation industry to implement new or improve existing programs to increase participation opportunities for the **target population groups**;
* to provide training and education opportunities for employees, volunteers and members that will assist in the improved development and delivery of sport and active recreation activities for the **target population groups**; and
* to assist organisations purchase non-consumable, specialised equipment that will increase sport and active recreation opportunities for the **target population groups**.

# **5. General Eligibility**

Any organisation applying for funding must:

* be incorporated under the Associations Incorporation Act 1991 and have all compliance requirements up to date;
* deliver programs within the ACT;
* have current Public Liability Insurance coverage to a minimum level of $10,000,000;
* have an Australian Business Number (ABN);
* be registered for the Goods and Services Tax (GST) if applicable (if turnover is greater than $150,000 per annum); and
* have satisfactorily acquitted all previous grants provided by AC and any other ACT Government agency (except for current year’s funding).

# **6. Who is not Eligible to Apply?**

* Schools;
* Parents and citizens associations;
* Tertiary education institutions; and
* Student community groups.

# **7. Partnerships**

AC acknowledges that sport and active recreation programs are often best facilitated by partnerships. A program that is developed and implemented in partnership will often benefit from the collective knowledge, resources and staff of the partners. In particular, programs for the identified target population groups will benefit from a consultative approach that engages multiple partners of various capabilities.

Applicants are strongly encouraged to form partnerships with partners outside of their own organisation to deliver programs funded through the IPFP.

**Evidence of partnerships**

The assessment panel will consider favourable applications that:

* demonstrate a capacity and commitment to working in partnership with key partners in the delivery of the project; and
* include evidence of the support and contribution from key partners.

# **8. Permissions and Approvals**

Before commencement of any project, your organisation must meet **all** planning, health, environment, legal and insurance requirements under Australian and Territory laws.

# **9. What Type of Projects will be Considered?**

* New sport and active recreation programs or improvements/extension to an existing program, to increase opportunities for the target population groups;
* Education and training for instructors and facilitators of physical activity programs for the target population groups that will improve the ability of individuals and organisations to deliver quality and safe programs; and
* Specialised non consumable equipment items that will assist to increase opportunities for the target population groups to participate in sport and active recreation.

# **10. What Type of Projects will not be Considered?**

As a guide, the following projects will not be considered:

* requests for retrospective funding;
* general administrative and management costs associated in operating the organisation;
* costs associated with initiatives that AC considers to be the ‘core business’ of the organisation;
* costs associated with salaries for staff currently employed by the applicant organisation;
* clothing or consumable equipment (e.g. bats and balls);
* prize money, trophies, catering and hospitality expenses; and
* activities that occur outside of the ACT (consideration will be given to education and training opportunities not available in the ACT).

# **11. Conditions of Funding**

1. The declaration on the application form certifies that all information provided in the application is true and correct. Action may be taken for repayment of any funding made where information contained in the application is subsequently found to be false or the funding is not used for its approved purpose.
2. All organisations are accountable for funds received from AC and must adhere to all conditions and guidelines of the IPFP.
3. All organisations must provide suitable acknowledgment of the financial support provided by AC under this program as outlined in the Acknowledgement Guidelines. This document can be accessed on the AC website, <http://www.sport.act.gov.au/>.
4. All organisations that receive public funding from AC must comply with the ACT Government Policy on Equal Employment Opportunity (EEO).
5. All organisations must be able to demonstrate that every effort is being made to ensure that the principles of access and equity are guiding the development of the organisation and any programs that it conducts.
6. Successful applicants will need to seek written approval from AC to make any variation to the project, as detailed in the application form. Requests to amend the scope of the project need to be addressed to the Director, Active Canberra, clearly outlining why the change of purpose is required. Organisations should not assume that a change of purpose request will be approved.

# **12. Goods and Services Tax (GST)**

GST is payable to organisations that receive financial assistance under this program if they are GST registered with the Australian Tax Office (ATO) and can provide an Australian Business Number (ABN). For successful applicant organisations AC will gross up the funding/s by 10% after receipt of a Tax Invoice. Organisations that are not registered for the GST will not have their funding grossed up.

# **13. Funding Parameters**

Through the IPFP organisations can apply for **up to $15,000.00** (GST exclusive), no matching funding required.

Although no matching funding is required, organisations are encouraged to financially contribute to the project. Organisations should note that the financial capacity of the organisation to contribute to a project under the IPFP is detailed in the Assessment Criteria.

# **14. Assessment Criteria**

Applications that meet all the general eligibility requirements will be assessed against the following criteria in meeting the primary objective and outcomes of the IPFP:

* Demonstrated need;
* Demonstrated benefits;
* Partnerships;
* Value for money;
* Financial capacity of the applicant organisation to achieve the stated outcome of the project;
* Feasibility of project; and
* Application quality and organisation history.

Even though an application may meet the above criteria, approval will depend on the number of applications received, the relative merit of the application, government priorities and available funds.

# **15. Provision of Quotes**

As detailed in the General Eligibility guidelines, all organisations must submit a **MINIMUM** of **one quote** (preferably two) to substantiate costs in relation to any application made under the IPFP. Failure to submit this information may jeopardise any offer of funding.

# **16. Acquittal of Funding**

Funded organisations must acquit funding provided through the IPFP within three months after the termination date of the funding period. In order to acquit IPFP funding, funded organisations must provide the following:

* A signed “Acquittal Form”, certifying that the organisation has utilised the financial assistance in accordance with the Conditions and Guidelines of the IPFP; and
* A copy of the relevant audited financial statement or invoices, receipts, bank statements or other financial documentation that **CLEARLY** identifies the income and expenditure of the funding.
* Documentation that **CLEARLY** identifies the income and expenditure of the funding, signed by a registered accountant or the official auditor of the organisation.

**No further financial assistance will be provided to any organisation until all outstanding grants provided by AC (except for current year’s funding) have been successfully acquitted, including financial acquittals for any other ACT Government agency grant.**

# **17. Useful Links**

Below is a list of links that may be of use for applicants of the IPFP:

* ACT Aboriginal and Torres Strait Islander Agreement 2015-2018:
  + <http://www.communityservices.act.gov.au/atsia/agreement-2015-18>
* ACT Multicultural Framework 2015 - 2020*:*
  + [www.dhcs.act.gov.au/multicultural](http://www.dhcs.act.gov.au/multicultural)
* ACT Active Ageing Framework 2015-2018:
  + <http://www.communityservices.act.gov.au/wac/ageing/active-ageing-framework>
* Involve: Canberra Disability Commitment:
  + <http://www.involvecbr.com.au/>