



**ACT**  
Government

# Community Sport Facilities Program

## Funding Guidelines

October 2023

Chief Minister, Treasury and  
Economic Development Directorate

### **Acknowledgment of Country**

Chief Minister, Treasury and Economic Development Directorate acknowledge the Ngunnawal People as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.

The Directorate acknowledge and respect their continuing culture and contribution they make to the life of this city and this region.



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## 1. ABOUT THE PROGRAM

### 1.1 Sport and Recreation

Sport and Recreation, positioned within Chief Ministers, Treasury and Economic Development Directorate, is the lead government agency for sport and active recreation in the ACT.

The role of Sport and Recreation is to provide leadership, support and to champion a sport and active recreation sector that is welcoming, progressive, sustainable and capable of providing a diverse range of participation experiences.

The Community Sport Facilities Program (CSFP) is designed to provide financial assistance to not-for-profit sport, recreation and community organisations to contribute to the development of fit for purpose, sustainable and accessible places and spaces for sport and active recreation.

The CSFP is a funding program that sits within the Sport and Recreation Investment Scheme (SRIS). The overarching purpose of the SRIS is to partner with deliverers of sport and active recreation in the ACT and invest in projects that support the strategic priorities outlined in [CBR Next Move](#), *furthering Government's vision for **all Canberrans moving more through sport and active recreation.***

### 1.2 Introduction

These guidelines provide details for organisations wishing to apply for an ACT Government investment from the Community Sport Facility Program (CSFP). This is an ACT Government program administered by Sport and Recreation.

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

These guidelines supersede all terms and conditions contained in previous guidelines administered by Sport and Recreation.

**It is recommended that you contact Sport and Recreation to discuss your project before starting your application.**

**All funding is subject to the appropriation of funds through the ACT Government budget process.**

## 2. KEY OBJECTIVES

The intended objectives of the CSFP are to:

1. support the delivery of good quality, well-designed and well-utilised facilities that will increase participation opportunities in sport and active recreation in the ACT;
2. contribute to the development of safe, accessible and inclusive infrastructure that enables organisations to enhance participation experiences;
3. grow participation in sport and active recreation, placing a focus on disadvantaged and underrepresented groups;
4. encourage a collaborative and innovative approach in the development of sport and recreation facilities in the ACT;
5. encourage the development of practical, multi-functional, low maintenance sport and recreation facilities; and
6. promote and incorporate environmental sustainability and climate resiliency into design, construction and operation.

## 3. OUTCOMES

The intended outcomes of the CSFP are to:

1. deliver places and spaces that help get Canberrans moving;
2. increase the accessibility to sport and active recreation facilities for everyone;
3. improve environmental sustainability to our sport and active recreation places and spaces; and
4. increase utilisation of existing places and spaces for sport and active recreation.

## 4. FUNDING PARAMETERS

Applicants can select from the following funding streams:

<b>Facility Planning and Design Stream</b>	<p><b>1. Facility planning and design funding.</b> This will be awarded to planning and design projects that will be complete within 12 months and have a total investment (exclusive of GST) of up to \$250,000.</p> <p><i>Types of planning and design projects may include feasibility studies, facility management plans, facility design plans etc. (refer to item 5.3 1).</i></p>
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**Capital Works /  
Construction  
Stream**

- 1. Single year funding.** This will be awarded to facility upgrade or development projects that will be complete within 12 months and have a total investment (exclusive of GST) of \$5,000 - \$1,000,000.
- 2. Multi-year funding.** This will be awarded to projects that require a planning and construction period of two years and have a total investment (exclusive of GST) of up to \$2,000,000 (e.g. an applicant may request up to \$1,000,000 in year one and up to \$1,000,000 in year two – for a total investment of \$2,000,000).

Please note:

- Co-investment towards the project is strongly encouraged and will be viewed more favourably.
- Each project requires a separate application. Bundled or multiple site projects will not be accepted.
- There is no guarantee that the full amount of investment requested will be received.
- Receiving financial assistance under the CSFP does not guarantee future stages of your project will be funded.

## 5. ELIGIBILITY REQUIREMENTS

### 5.1 Who is eligible to apply

The following organisations or groups are eligible to receive funding from the CSFP:

- 1. ACT State Sport Organisations (SSOs) and State Active Recreation Organisations** (including National Sporting Organisations where a unitary governance model is in place).
- 2. Not-for-profit sport, recreation or community organisations** operating in the ACT that are either incorporated in the ACT under the *Associations Incorporation Act 1991*, or a company registered under the *Corporations Act 2001 (Commonwealth)* with its principal outcome of business in the ACT.
- 3. ACT Licensed Clubs**, providing the project directly benefits community sport and active recreation.

Any of the above organisations applying for funding under the CSFP are required to:

1. have current Public Liability Insurance coverage to a minimum level of \$10,000,000;
2. have an Australian Business Number (ABN), and (if relevant) Australian Company Number (ACN);

3. be registered for the Goods and Services Tax (GST) if applicable (if turnover is greater than \$150,000 per annum);
4. provide copies of most recent certified or audited Statements of Financial Performance and Statement of Financial Position to confirm the organisation's ongoing position;
5. have a current organisational strategic or operational plan;
6. deliver programs within the ACT for Canberra residents;
7. have compliance requirements under *the Associations Incorporation Act 1991* up to date (if applicable);
8. **have satisfactorily acquitted all previous grants** provided by Sport and Recreation (except for current year's funding), including financial acquittals for any other ACT Government agency grant; and
9. have, if named in an application to the National Redress Scheme for Institutional Child Sexual Abuse and having been assessed as having the financial capacity to join the Scheme, joined the Scheme.

### 5.2 Who is not eligible to apply

The following organisations or groups are not eligible to receive funding from the CSFP:

1. Individuals;
2. Commercial entities;
3. Schools (eligible organisations working in partnership with ACT Public Schools to improve access and use of school facilities will be considered for funding);
4. Tertiary education institutions;
5. Parents and citizens associations (P&C's); and
6. Student community groups.

### 5.3 Eligible Projects

1. facility planning and design, which may include *feasibility studies* (i.e. market analysis, management plan, financial viability, risk assessment), *options studies* (i.e. site analysis/identification, concept plan, high-level cost plan), *preliminary planning* (i.e. preliminary sketch plans, heritage and ecological reports, geo-technical report, cost plan) and *detailed planning* (final sketch plans, document readiness, development application, detailed cost plan);
2. upgrades to existing facilities and constructing new facilities;
3. facilities and infrastructure upgrades that are female friendly – see [www.sport.act.gov.au](http://www.sport.act.gov.au) for guidelines;
4. projects which encourage flexible, multi-use, shared and integrated facilities and services;

5. projects which foster inclusive, diverse, accessible and responsible facility development through universal design, environmental sustainability, and strategically planned facilities;
6. projects which encourage collaboration with schools, service providers, facility managers and community organisations to deliver participation outcomes;
7. new playing surfaces;
8. the development of sport infrastructure to increase the accessibility and diversity of organised sport and active recreation activity opportunities and enhance the experience of users;
9. change rooms and ablutions;
10. sports storage;
11. enhancement of ACT Public School facilities that improve access and use by community sport and recreation organisations; and
12. upgrades to existing facilities that enhance the participation experience and the opportunities for social connection in the community sport setting.

### 5.4 Ineligible Projects

1. projects that are not located within the ACT;
2. projects that commence before investment approvals are announced;
3. requests for retrospective funding;
4. development of privately owned/commercial facilities;
5. programs that are assessed to be predominately elite focussed;
6. recurring general maintenance or repair costs of existing facilities including surfaces;
7. purchase of land;
8. standalone landscaping, carparks and access roads;
9. playgrounds;
10. bikeways or pathways;
11. non-fixed equipment;
12. facilities or fixtures for the express purpose of serving alcohol, unless part of a larger development that provides significant community outcomes;
13. projects that do not meet Australian Standards, National Construction Code and any relevant ACT Government infrastructure standards/specifications;
14. projects that have already received CSFP funding and are seeking an additional grant to meet cost increases;



15. facilities used primarily by commercial entities. *Note: Funding could support the development of facilities which, as a secondary benefit, allow sport and active recreation organisations to diversify their revenue streams and enhance their financial sustainability;*
16. facilities located on land owned or leased by a commercial entity;
17. a facility where little or no public access is available;
18. costs associated with voluntary labour and in-kind support;
19. repair of a facility damaged by vandalism, theft, fire, or any natural disaster where that facility should have been covered by the appropriate insurance; and
20. projects where the application fails to sufficiently address the relevant planning / development requirements.

## 5.5 Application process

Applications including all support material, must be made through the online SmartyGrants portal.

Applications must be received by the due time and date, as outlined on the online portal. Late applications will not be accepted.

**If you do not comply with the above eligibility requirements, your application will not be assessed for funding.**

## 6. ASSESSMENT

### 6.1 Eligibility Screening

Sport and Recreation will conduct a preliminary assessment of all applications ensuring that:

1. The applicant organisation is eligible to apply, and evidence of organisational requirements are provided (**refer to item 5.1**);
2. The application is completed in full, and the project closely aligns with one or more of the project eligibility criteria (**refer to item 5.3**); and
3. The status of any permits or approvals (e.g. building or planning approval) required to commence the project are approved.

During the screening process, Sport and Recreation may request further information.

All eligible applications are then provided to an assessment officer and a panel. The assessment panel is chaired by a senior staff member of Sport and Recreation.

## 6.2 Assessment Against Criteria

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

<p><b>Project Overview</b></p>	<ul style="list-style-type: none"> <li>• Why has the proposed project been prioritised?</li> <li>• What will the CSFP funding specifically be used for?</li> <li>• Who will benefit from the proposed project?</li> <li>• Who will be responsible for the management of the project?</li> <li>• How will you measure the impact of the project?</li> <li>• When will the project commence and be completed?</li> <li>• How much will the total project cost and how much CSFP funding are you applying for?</li> </ul> <p><i>note: co-investment from the applicant organisation towards the project is strongly encouraged and will be viewed favourably.</i></p> <ul style="list-style-type: none"> <li>• Which eligible categories does the project align with?</li> <li>• Does the project align with any of the ineligible categories?</li> </ul>
<p><b>Project Need</b></p>	<ul style="list-style-type: none"> <li>• What process did the organisation undertake to ensure the proposed facility project is needed / justified?</li> </ul> <p><b>Mandatory evidence:</b> a formalised needs analysis process (e.g. feasibility study) is required to have been undertaken for projects over \$500,000.</p> <ul style="list-style-type: none"> <li>• How will the project address an identified need, gap or deficiency in the availability of sport facilities to the ACT community?</li> <li>• How will the project lead to positive participation and facility utilisation outcomes for sport or active recreation?</li> <li>• Will the project facilitate improved inclusive access to organised sport or active recreation; and if so, how?</li> <li>• Will the project improve the quality, safety, or standard of sport / active recreation facilities that are available to the community; and if so, how?</li> <li>• How does the facility project align with key priorities within the organisation’s strategic plan?</li> <li>• Has your project received formal support from the relevant State Sporting or Active Recreation Peak Body?</li> <li>• How does the facility project align with key priorities within the CBR Next Move strategic plan?</li> <li>• What alternatives to the proposed project were considered and why were they rejected?</li> </ul>
<p><b>Project Feasibility</b></p>	<ul style="list-style-type: none"> <li>• Has the organisation undertaken a feasibility study relating to the project?</li> </ul> <p><b>Mandatory Evidence:</b> A project feasibility study must be provided for all projects with a total budget over \$500,000.</p> <ul style="list-style-type: none"> <li>• Does the facility project involve partnerships which will result in shared use / multi-purpose use of the facility?</li> </ul>

	<p><b>Mandatory Evidence:</b> A statement from partners regarding the nature of the shared use / multi-purpose facility project agreement is required for all shared use / multi-purpose facility projects.</p> <p><i>Life cycle costing is a key asset management tool that takes into account the whole of life implications of planning, acquiring, operating, maintaining and disposing of a facility related asset.</i></p> <ul style="list-style-type: none"> <li>• Has the organisation applied a Life Cycle Cost Analysis process to the project?</li> </ul> <p><b>Mandatory Evidence:</b> A lifecycle cost analysis must be provided for all projects with a budget over \$500,000.</p>
<p><b>Project Planning</b></p>	<ul style="list-style-type: none"> <li>• Has a clear, detailed, and realistic project plan been developed which meets CSFP requirements regarding project commencement and completion dates, etc.?</li> </ul> <p><b>Mandatory Evidence:</b> Examples could include (but may not be limited to) – feasibility study terms of reference / report, project management plan, design plans, evidence of landowner’s consent, planning / building approvals, required statutory approvals, project budget, etc.</p> <ul style="list-style-type: none"> <li>• Has a detailed project budget been developed which clearly identifies all project components that will be funded by the CSFP investment and any components to be funded by the applicant?</li> </ul> <p><b>Mandatory Evidence:</b> For capital works/construction projects valued at over \$500,000, applicants must provide an independent, detailed costings plan developed by a certified quantity surveyor.</p> <p><b>Mandatory Evidence:</b> For projects valued under \$500,000, applicants could include (but may not be limited to) - Project budget; quotes for all project related work which include the name and description of the item(s) or service(s) to be purchased, the quantity and total cost item(s) or service(s) to be purchased; and the supplier’s business/company details (business name, Australian Business Number or website).</p> <p><b>Note:</b> <i>co-investment from the applicant organisation towards the project is strongly encouraged and will be viewed favourably.</i></p> <ul style="list-style-type: none"> <li>• Do all facility related project plans (e.g. concept designs, architect plans, builder plans, etc.) meet Australian Design Standards, ACT Government facility planning requirements, any sport specific facility standards appropriate to the nature of the facility and environmentally sustainable design principles?</li> </ul> <p><b>Mandatory Evidence:</b> Examples could include (but may not be limited to) - evidence of the project meeting key design and building standards as appropriate (e.g. Australian Standards for Sport Facility Lighting, Female Friendly Changeroom Guidelines, specific sport design standards, etc.) <li>• Does the organisation have access to capacity, expertise, and skills needed to deliver the project outcomes successfully, within stated timelines and</li> </p>

budgets; and if not, how will the organisation access the required expertise?

**Mandatory Evidence:** Examples could include (but may not be limited to) - project management plan (inclusive of roles and responsibilities matrix), list of names, roles and qualifications of key project management personnel, names of firms being targeted to provide specific expertise, etc.

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.

Applicants will be advised of the outcome of their application as soon as possible after the assessment process. Sport and Recreation is unable to provide feedback on the outcome of your application prior to the conclusion of the assessment process.

### 6.3 Supporting Documentation

All organisations must provide relevant, authentic and sufficient evidence to support each question within the application process.

Where it is mandatory for applicants to provide documentation to support their response, this will be noted in the application. Where it is not mandatory to attach supporting documentation, applicants are encouraged to provide any additional information they feel will support the quality of the evidence within their application.

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

- Public Liability Insurance certificate.
- The applicant's most recently certified (signed by the club 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.
- Current organisational strategic plan and current state level organisation strategic plan.
- Landowner consent (where applicable)
- State Sporting Organisation support (where applicable).
- Quotes.
- Detailed project budget.
- Detailed project plan.
- Photographs and appropriate evidence of the current state of the facility (where applicable).
- Relevant reports/plans/strategic documents/community consultation that support the project.
- Evidence of permits/approvals where applicable (e.g. Development Application (DA), Building, Engineer, Planning, Heritage, Environmental).

For projects valued over \$500,000, the following documents are required:

- A project feasibility study.
- A lifecycle cost analysis.
- Independent detailed costings plan by a certified quantity surveyor.

Where project costs can be substantiated by a quote, quotes must:

- Include details, such as the name and description of the item(s), course(s) or service(s) to be purchased;
- Include the quantity and total cost item(s), course(s) or service(s) to be purchased; and
- Include the supplier's business/company details (business name, Australian Business Number or website).

## 7. ACCEPTING FUNDS

### 7.1 Funding requirements and payment process

Successful applicants will receive notification from Sport and Recreation on the outcome of their application and an associated offer of funding, including any special conditions. In consultation with Sport and Recreation, individual funding agreements will be developed.

A Funding Agreement may include the requirement of a project control group (pcg) for the management of any significant capital works/construction projects.

A Funding Deed that outlines the funding terms and conditions, including acquittal requirements and instructions for the payment process will be sent to successful applicants. Once signed and returned, the agreed funding amount will be paid directly to the organisation.

Payments can take up to 30 business days to process following the execution of the Funding Deed and upon receipt of an invoice.

### 7.2 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 investment is not used for its approved purpose.
2. All organisations are accountable for funds received from Sport and Recreation and must adhere to all conditions and guidelines of the CSFP.

3. All organisations must provide suitable acknowledgment for the financial support provided by Sport and Recreation under this program as outlined in the Acknowledgement Guidelines. Failure to do so may result in reduced funding in subsequent years. This document can be accessed on the Sport and Recreation website at <http://www.sport.act.gov.au/grants/grants-acknowledgement>
4. All organisations that receive public funding from Sport and Recreation must comply with the Federal Legislation 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 Sport and Recreation 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 Executive Branch Manager, Sport and Recreation, clearly outlining why the change of purpose is required. Organisations should not assume that a change of purpose request will be approved.

### 7.3 Goods and Services Tax (GST)

Funding requests are to be exclusive of 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), i.e. if turnover is greater than \$150,000 per annum.

For successful applicant organisations, Sport and Recreation will gross up the funding by 10% if registered for GST and after receipt of a Tax Invoice. Applicants that are not registered for the GST will not have their funding grossed up.

### 7.4 Publication

All successful applicants, their proposed activity and the funded amount will be published on the Sport and Recreation website and the Chief Minister, Treasury and Economic Development Directorate Annual Report.

## 8. ACQUITTAL OF FUNDING

All successful applicants/organisations must expend the funds within the timeframes nominated in the Funding Deed of the 2024 Community Sport Facilities Program.

A task to complete the acquittal will be set-up in SmartyGrants once the funding deed is executed. The user of the system will receive a notification to complete the task.

When you have expended the funds, please log on to SmartyGrants <https://www.smartygrants.com.au> and complete the acquittal process. Use the same username and password to log in that you used to register with SmartyGrants when you applied for the investment.

Within three months after the termination date of the funding period, the successful recipients must provide Sport and Recreation the completed acquittal and expenditure with the following:

1. 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 grant, in accordance with the matching funding requirement; or
2. documentation that **clearly** identifies the income and expenditure of the grant signed by the official auditor of the organisation; and
3. a report including key outcomes and pictures of the completed project.

**No further financial assistance will be provided until all outstanding grants provided by Sport and Recreation (except for current year's funding) have been successfully acquitted, including financial acquittals for any other ACT Government agency grant and organisations are compliant under the *Associations Incorporation Act 1991*.**

## 9. IMPORTANT INFORMATION FOR APPLICANTS

### 9.1 How to submit your application

All applications must be submitted via the online SmartyGrants Application Form.

**Hardcopy or email applications will not be accepted.**

You will need to create a login to begin your application and you may begin anywhere in the Application Form. Please ensure you save as you go.

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your Application Form. The help guide is accessible at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

If you have any questions about the Program Guidelines and/or eligibility requirements please contact the Senior Project Officer, Sport and Recreation on (02) 6207 6195 or email [Dougal.Reed@act.gov.au](mailto:Dougal.Reed@act.gov.au)

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Grants and Procurement Team for assistance on (02) 6207 5257 during business hours, or email [EconomicDevelopmentGrantsandProcurement@act.gov.au](mailto:EconomicDevelopmentGrantsandProcurement@act.gov.au).

### **Navigating (moving through) the application form**

On the right-hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

### **Saving your draft application and returning**

You can press 'save' at any point and log out. When you log back in, your draft application will be saved, and you can start where you left off.

### **Submitting your application**

The submit button is on the final page. You will not be able to submit your application until all the questions are completed.

### **Attachments and support documents**

You may wish to upload/submit attachments to support your application. For some Categories you will have to include attachments. This is very simple but requires you to have the documents saved on your computer, on a zip drive, or similar. If you are not able to upload a document, please contact the Program Officer for support.

### **Completing an application in a group/team**

A number of people can work on an application by creating a SmartyFile profile for your organisation. SmartyFile allows you to collaborate with other team members on SmartyGrants submissions and automatically pre-fill your organisational and contact information into SmartyGrants forms. Learn more at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

Once you have completed your Application Form it will be submitted to the Program Officer.

***PLEASE NOTE: Sport and Recreation is unable to view your application until it is submitted. All supporting documentation must be submitted with the grant application.***

You can upload supporting documentation to your Application Form on the page after the declaration and privacy statement.

If you submit your application and then realise you forgot to add an attachment, and it is before the deadline, we can re-open the form for you. If you have any technical difficulties



you need to contact the Grants and Procurement Team for assistance on (02) 6207 5257 during business hours or email [EconomicDevelopmentGrantsandProcurement@act.gov.au](mailto:EconomicDevelopmentGrantsandProcurement@act.gov.au) before the deadline for applications.

## 9.2 Addendum

Any additional information provided by the Chief Minister, Treasury and Economic Development Directorate as part of this funding program will be posted online at: <http://www.sport.act.gov.au>

## 9.3 Confidentiality

All material submitted to the Chief Minister, Treasury and Economic Development Directorate is provided in confidence. However, the ACT Government may promote successful applicants for the mutual benefit of the CSFP and the applicant.

Details of applications will not be made available to third parties without permission. However, applicants should be aware that the provisions of the *Freedom of Information Act 2016* apply to documents in the ACT Government's possession.

## 9.4 Complaints

A complaint is defined as an expression of dissatisfaction in relation to the application process and/or an unsuccessful application for a grant.

You or your representatives have the right to raise your concerns. This information supports us to improve services and supports your right to ask questions about the grant application process as well as decisions made in relation to an unsuccessful application.

You can expect to:

1. be treated respectfully, fairly and in confidence;
2. have your concerns dealt with as soon as possible;
3. be informed of progress; and
4. be told of the outcome.

## 10. FURTHER INFORMATION

For more information on the Program Guidelines, eligibility requirements or to lodge a complaint, please contact the Senior Project Officer, Sport and Recreation:

Phone: (02) 6207 6195

Email: [Dougal.Reed@act.gov.au](mailto:Dougal.Reed@act.gov.au)

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Email: [EconomicDevelopmentGrantsandProcurement@act.gov.au](mailto:EconomicDevelopmentGrantsandProcurement@act.gov.au).



Sport and Recreation  
Chief Minister, Treasury and  
Economic Development  
Directorate

October 2023