



**ACT**  
Government

# State Organisation Support Program

## Funding Guidelines

FOR CATEGORY 3 STATE SPORTING ORGANISATIONS

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.



## **Accessibility**

**The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.**

If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone Access Canberra Contact Centre – **13 22 81**.

If English is not your first language and you require the **translating and interpreting services** please telephone **131 450**.

If you are deaf or hearing impaired and require the **National Relay Service** please telephone **131 677** then ask for **133 427**.

Table of Contents

- 1. ABOUT THE PROGRAM..... 4**
  - 1.1 Sport and Recreation ..... 4
  - 1.2 Introduction ..... 4
- 2. KEY OBJECTIVES ..... 5**
- 3. FUNDING PARAMETERS ..... 5**
- 4. ELIGIBILITY REQUIREMENTS..... 6**
  - 4.1 Who is eligible to apply ..... 6
  - 4.2 Who is not eligible to apply..... 6
  - 4.3 Eligible Projects ..... 7
  - 4.4 Ineligible Projects ..... 7
  - 4.5 Application process ..... 8
- 5. ASSESSMENT ..... 9**
  - 5.1 Eligibility Screening ..... 9
  - 5.2 Assessment Against Criteria..... 9
  - 5.3 Supporting Documentation..... 10
- 6. ACCEPTING FUNDS ..... 10**
  - 6.1 Funding requirements and payment process ..... 10
  - 6.2 Conditions of funding..... 11
  - 6.3 Goods and Services Tax (GST) ..... 11
  - 6.4 Publication ..... 12
- 7. ACQUITTAL OF FUNDING ..... 12**
- 8. IMPORTANT INFORMATION FOR APPLICANTS ..... 12**
  - 8.1 How to submit your application..... 12
  - 8.2 Addendum..... 14
  - 8.3 Confidentiality ..... 14
  - 8.4 Complaints ..... 14
- 9. FURTHER INFORMATION ..... 15**

## 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 State Organisation Support Program (SOSP) is designed to allow the ACT Government to form strategic partnerships with ACT State Sport and State Active Recreation organisations who demonstrate the potential to enhance the diversity of organised sport and active recreation opportunities available to the Canberra community.

The SOSP 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 Category 3 state sport and active recreation organisations wishing to apply for an ACT Government investment from the SOSP for projects to be administered via a 3-year funding agreement. 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 SOSP are to support projects of significance that assist the ACT Government meet its strategic objectives as outlined in the [CBR Next Move](#).

1. **Capability and Capacity:** building the skills and scale of the sport and recreation workforce, including volunteers, to address sector challenges and opportunities.
2. **Welcoming and Inclusive Environments:** developing the culture, knowledge, processes, and service environments to consistently deliver positive participation experiences.
3. **Participation and Performance:** supporting the pathways at all levels for long-term participation and talent development.
4. **Places and Spaces:** facilities, infrastructure, and open space to enable sport and recreation participation.

**Please note:**

- *Places and spaces* projects should look to address activation, accessibility, and programming – infrastructure development projects are ineligible.

## 3. FUNDING PARAMETERS

The SOSP will be administered via a 3-year funding agreement. Organisations applying under the SOSP are eligible for up to \$35,000 per year to be used for improving organisational capacity and capability as determined by the organisation’s prior submission to the SSO Categorisation Matrix.

<b>Category 3 SSOs</b>	Annual operational expense allocation - \$10,000 (set amount) Annual project expense allocation - \$5,000 (minimum) and \$25,000 (maximum)
------------------------	---

**Please note:**

- \$10,000 of annual instalment must be used for operational costs associated with the delivery of the funded initiatives.
- Project expenses may have a different amount for each funding year.
- Funding requests are to be exclusive of GST (refer to Item 6.3)
- Organisations must be able to demonstrate that they have sufficient funds to commence and complete the project.
- Only one SOSP application per organisation will be accepted.
- There is no guarantee the full amount of investment requested will be received.
- All funding is subject to annual performance reporting and assessment.
- Receiving financial assistance under SOSP does not guarantee future stages of your project will be funded.

- SSOs not successful in gaining SOSP funding are eligible to apply for Club Enhancement Program (CEP) funding.

To ensure the SOSP encourages capability enhancement over time, and in doing so helps Category 3 State Sport and State Active Recreation Organisations to establish and maintain sustainable business models, Category 3 SSOs may only be eligible to receive SOSP funding for a maximum of 6 years (i.e. 2 x 3 year terms).

## 4. ELIGIBILITY REQUIREMENTS

### 4.1 Who is eligible to apply

ACT State Sport Organisations (SSOs) and State Active Recreation Organisations that are recognised by Sport and Recreation as a peak body and have been categorised through the *SSO Categorisation* as a **Category 3** organisation are eligible to apply for an investment from the SOSP.

**If you are unsure of your categorisation please contact Sport and Recreation.**

A Category 3 organisation applying for an investment under the SOSP must in addition to the SSO Categorisation criteria:

1. have compliance requirements under the Associations Incorporation Act 1991, or the Corporations Act 2001 up to date;
2. demonstrate the proposed project is being delivered in the ACT;
3. **have satisfactorily acquitted all previous investments** provided by Sport and Recreation (except for current year's funding), including financial acquittals for any other ACT Government agency funding; and
4. 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.

### 4.2 Who is not eligible to apply

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

1. Category 1 and 2 State Sport and Active Recreation Organisations;
2. State Sport Organisations who have not been / are not categorised;
3. ACT Sport and Active Recreation Clubs;
4. For profit, private organisations;
5. Schools; Tertiary education institutions;

6. Parents and citizens associations; and
7. Student community groups.

### 4.3 Eligible Projects

The SOSP will consider Category 3 organisations whose applications clearly align with addressing performance measures identified through the SSO Categorisation process.

Funding is to be used for specific projects within your sport, and operational expenses. An application may seek to address a number of identified projects over the 3-year term.

<b>Year 1</b>  <b>Project Initiatives</b>	Up to \$25,000 of funding to address <b>organisational governance, policy and planning initiatives</b> .  <i>\$10,000 allocated towards operational costs to support project initiative.</i>
<b>Year 2</b>  <b>Project Initiatives</b>	Up to \$25,000 of funding to support <b>digital transformation and data/software upgrades</b> .  <i>\$10,000 allocated towards operational costs to support project initiative.</i>
<b>Year 3</b>  <b>Project Initiatives</b>	Up to \$25,000 of funding to support <b>participation and workforce development</b> .  <i>\$10,000 allocated towards operational costs to support project initiative.</i>

### 4.4 Ineligible Projects

1. requests for retrospective funding;
2. capital developments and improvements (refer to [Community Sport Facilities Program](#));
3. costs associated with voluntary labour and in-kind support;
4. costs associated with the development of elite/high performance activities;
5. costs associated with hosting of stand alone events;
6. costs associated with travel to competition, training and events;
7. requests for items damaged by vandalism, theft, fire, or any natural disaster where those should have been covered by the appropriate insurance;
8. clothing or consumable equipment used for promotional purposes; and
9. prize money, trophies, catering and hospitality expenses.

## 4.5 Application process

The following table summarises the funding process, outlined in more detail throughout this document.

<b>Review</b>	<ul style="list-style-type: none"> <li>• Review the funding guidelines.</li> <li>• Contact Sport and Recreation to discuss your Year 1 “Governance, Policy, Planning” project and receive the application link.</li> </ul>
<b>Apply</b>	<ul style="list-style-type: none"> <li>• Start preparing a project proposal for Year 1 Project Initiatives.</li> <li>• Submit your project and supporting documentation using SmartyGrants.</li> </ul>
<b>Assess</b>	<ul style="list-style-type: none"> <li>• A panel will assess all applications.</li> <li>• Following initial assessment, applicants may be contacted to discuss the proposed Year 1 project with the assessment team.</li> <li>• Unsuccessful applicants will be notified and encouraged to seek feedback.</li> <li>• Successful applicants will be notified and will work with Sport and Recreation to identify project milestones the funding will be attached to. A deed to access funding will follow.</li> </ul>
<b>Deliver</b>	<ul style="list-style-type: none"> <li>• Projects will be delivered on time, on budget, and meet the objectives and impacts outlined in your application.</li> <li>• Performance assessments will take place with Sport and Recreation over the 3-year funding period.</li> <li>• Project proposals for Year 2 and Year 3 projects will be approved during performance assessments with Sport and Recreation.</li> </ul>
<b>Measure</b>	<ul style="list-style-type: none"> <li>• Measure and document project objectives and impacts both during and at the conclusion of your project.</li> <li>• Funded projects are expected to comply with any reporting requirements outlined in the funding deed.</li> </ul>

Applications must be received by the due time and date, as outlined on the online SmartyGrants 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.**



## 5. ASSESSMENT

### 5.1 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 4.1**); and
2. The project is completed in full, and the project closely aligns with the project eligibility criteria (**refer to item 4.3**).

### 5.2 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 SOSP:

<b>Project Description and Objectives</b>	<ul style="list-style-type: none"> <li>• Clarity of project goals and objectives.</li> <li>• The potential impact of the project on the organisation.</li> <li>• Demonstrates ability to measure and evaluate impact.</li> </ul>
<b>SSO Categorisation outcomes</b>	<p>Demonstrate how the proposed “year 1” governance, policy, planning initiative:</p> <ul style="list-style-type: none"> <li>• aligns with addressing performance measures identified through the SSO Categorisation process.</li> <li>• aligns with one (or more) strategic priorities identified in <i>CBR Next Move</i>.</li> </ul>
<b>Timelines and budget</b>	<ul style="list-style-type: none"> <li>• A realistic budget that includes all necessary expenses.</li> <li>• A realistic timeframe that meets program requirements regarding project commencement and completion dates.</li> </ul>
<b>Capacity and capability</b>	<ul style="list-style-type: none"> <li>• Demonstrates readiness, capacity, expertise, and skills to deliver project outcomes and achieve success. This may include the formation of relevant partnerships and/or collaborations with relevant stakeholders.</li> </ul>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• The likelihood of the project of having a lasting impact after the funding period.</li> </ul>

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.

### 5.3 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.

Failure to submit this information may jeopardise any offer of funding.

All organisations must submit a **minimum of one quote** (preferably two) to substantiate costs in relation to any application made under the SOSP.

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).

Applicants may be contacted at any stage of the assessment process to clarify any information provided in the application and/or to request further information to support decision making.

## 6. ACCEPTING FUNDS

### 6.1 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 inclusive of project milestones and performance measures.

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.

### 6.2 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 SOSP.
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.

### 6.3 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.

## 6.4 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.

## 7. ACQUITTAL OF FUNDING

All successful applicants/organisations must expend the funds within the timeframes nominated in the Funding Deed of the 2024-2026 State Organisation Support Program.

If any funding cannot be acquitted in accordance with the agreed project milestones and performance measures, or if there is other evidence that the SSO is not fully complying with obligations, Sport and Recreation may, at its discretion, by written notice to the SSO:

- reduce a future payment or instalment of funding to take account of the unacquitted funding;
- require the SSO to repay the unacquitted funding within a specified period; or
- withhold future funding.

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.

## 8. IMPORTANT INFORMATION FOR APPLICANTS

### 8.1 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 grants 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.

## 8.2 Addendum

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

## 8.3 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 SOSP 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.

## 8.4 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.

## 9. 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)

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:

Phone: (02) 6207 5257

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



Sport and Recreation  
Chief Minister, Treasury and  
Economic Development  
Directorate

October 2023