



Applications

open on 18 October 2019

close on 2 December 2019

# SPORT & RECREATION OPERATIONAL PROGRAM GUIDELINES

Chief Minister, Treasury and  
Economic Development  
Directorate

October 2019

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## 1. ABOUT THE PROGRAM

### 1.1 Sport and Recreation

Sport and Recreation (within Chief Ministers, Treasury and Economic Development Directorate) is in the business of developing the ACT Community's physical activity levels from social through to high performance participation through infrastructure planning, athlete support, sector partnerships and capacity building programs to contribute to health, social and economic benefits.

### 1.2 Introduction

These guidelines provide details for organisations wishing to apply for operational funding for the relevant calendar year from the Sport and Recreation Operational Program (SROP). This is an ACT Government grant 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.

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

## 2. PRIMARY OBJECTIVE

The primary objective of the SROP is to, in accordance within the Active 2020 Strategy, provide financial assistance to eligible sport and physical recreation organisations to support participation in active lifestyles through the delivery of quality programs and services for the benefit of the Canberra community.

## 3. OUTCOMES

The intended outcomes of the SROP are to:

1. increase community access and participation in sport and physical recreation;
2. increased participation in active lifestyles, particularly for children and young people;
3. enhanced health and well being through active participation in sport and physical recreation;
4. improved management, service delivery and administration practices in sport and physical recreation organisations;
5. increased employment opportunities within the industry; and

6. increased access to education and training opportunities.

The Minister for Sport and Recreation is responsible for the final endorsement of all recommendations for the SROP.

## 4. FUNDING CATEGORIES

The SROP provides an opportunity for eligible organisations to apply for funding for operational assistance. The SROP provides funding under the two following categories:

1. Annual Assistance; and
2. Triennial Assistance.

### 4.1 Annual Assistance

Annual Assistance is designed to subsidise operational costs to assist eligible peak body organisations to work in partnership with Sport and Recreation to develop participation opportunities in sport and physical recreation in the ACT. Annual Assistance is a single allocation of grant funding to be utilised during the relevant calendar year.

**PLEASE NOTE:** In reference to the ACTIVE 2020 Plan – a strategic plan for the sport and active recreation in the ACT for 2011-2020, organisations applying for Annual Assistance need to clearly identify within the application process at least one Strategic Initiative to which your organisation's priority outcome best aligns during the funding period.

### 4.2 Triennial Assistance

Triennial Assistance is designed to subsidise operational costs to assist eligible peak body organisations work in partnership with Sport and Recreation to develop long term participation opportunities in sport and physical recreation in the ACT.

The purpose of Triennial Assistance is to:

1. provide organisations with financial certainty in the continuing implementation of participation programs;
2. allow organisations to undertake longer term planning initiatives;
3. allow organisations to employ and retain the required expertise; and
4. assist the administrative efficiency of the organisation.



## 5. FUNDING PARAMETERS

### 5.1 Annual Assistance

The following table indicates the different levels of funding available under Annual Assistance. Typically, organisations that receive funding under the SROP will display some of the characteristics listed in **Table 1**.

Requesting funding at a certain level is no certainty of approval, Sport and Recreation will assess each application on merit and may assess your application at a higher or lower level to that applied for.

Organisations need to be aware that levels of funding could significantly change from year to year dependant on the quality and level of information forwarded in the grant application process and the organisation's broader strategic agenda.

**Table 1**

Funding Level	Characteristics of the Organisation
1. \$10,000 to \$11,000	<ul style="list-style-type: none"><li>1.1 medium to large membership base;</li><li>1.2 medium to high annual turnover;</li><li>1.3 organisation has a club/affiliate structure;</li><li>1.4 moderate capacity to undertake development opportunities;</li><li>1.5 medium to high profile within the community;</li><li>1.6 possibly employs up to one full time staff member;</li><li>1.7 transitional level of funding for organisations moving towards Triennial Assistance.</li></ul>
2. \$7,500 to \$8,500	<ul style="list-style-type: none"><li>2.1 medium to large membership base with moderate potential for growth;</li><li>2.2 medium annual turnover;</li><li>2.3 organisation has a club/affiliate structure;</li><li>2.4 limited to moderate capacity to undertake development opportunities;</li><li>2.5 medium profile within the community;</li><li>2.6 moderate level of dependence on government resources;</li><li>2.7 primarily administered by volunteers.</li></ul>
3. \$5,000 to \$6,000	<ul style="list-style-type: none"><li>3.1 small membership base with moderate potential for growth;</li><li>3.2 small annual turnover;</li><li>3.3 limited or no club/affiliate structure;</li><li>3.4 limited capacity to undertake development opportunities;</li></ul>

Funding Level	Characteristics of the Organisation
	3.5 low to medium profile within the community; 3.6 high level of dependence on government resources; 3.7 primarily administered by volunteers.
4. \$2,500 to \$3,500	4.1 small membership base with limited potential for growth; 4.2 small annual turnover; 4.3 limited or no club/affiliate structure; 4.4 limited capacity to undertake development opportunities; 4.5 low profile within the community; 4.6 highly dependant on government resources; 4.7 primarily administered by volunteers.

## 5.2 Features of Triennial Assistance

Triennial Assistance has the following features:

- the program is a rolling funding scheme;
- there are four funding categories ranging from:
  - \$70,000;
  - \$45,000;
  - \$26,000; and
  - \$17,000,
- as part of the ACT Government's support for gender inclusivity, triennially funded organisations are being encouraged to move towards a **minimum of 40% female Board representation**. For the purpose of this policy 40% is the minimum, with no rounding up of a percentage applied;
- organisations that have not reached this target as at 31 December 2019 will receive only 50% of their assessed funding amount as a first instalment. Payment of the balance is subject to the provision to Sport and Recreation of a documented strategy by **no later than 30 April 2020** that shows how the organisation will transition its Board structure to meet this 40% target by the end of 2020. This will be articulated in any letter of funding offer and associated funding Deed;
- funding implications for 2021 will apply to organisations that do not meet and maintain the 40% female Board representation target as at 31 December 2020;
- all organisations that receive Triennial Assistance will be required to agree to the terms and conditions and sign a three-year Triennial Assistance Deed; and
- development of a mutually agreed "Output Statement" developed through a Case Management approach to funding provision.

It is recommended that your organisation make contact with the Community Participation Unit, Sport and Recreation to assist in the development of an application for Triennial Assistance.

Typically, organisations that are successful in receiving Triennial Assistance display the following characteristics:

1. maintain a publicly accessible office, from which to organise programs;
2. proven high levels of membership and participation membership (see **Item 10** for definitions);
3. continuity of professional staff, with a minimum of one full time employee or part time equivalent;
4. strong leadership and management structures;
5. diversity of programs and a strong focus on development;
6. significant profile within the community;
7. long term strategic planning; and
8. proven financial management capacity in relation to the delivery of participation programs.

## 6. ELIGIBILITY REQUIREMENTS

### 6.1 General eligibility

An Organisation applying for funding under the SROP must:

1. be recognised by Sport and Recreation as the ACT Peak Body representative prior to application (see **Item 6.2** Peak Body Criteria for more information);
2. be a not for profit organisation;
3. be incorporated in the ACT under the *Associations Incorporation Act 1991*, **or** a company registered under the *Corporations Act 2001 (Commonwealth)* with its principal place of business in the ACT;
4. deliver programs within the ACT;
5. have current Public Liability Insurance coverage to a minimum level of \$10,000,000;
6. have an Australian Business Number (ABN);
7. be registered for the Goods and Services Tax (GST) if applicable (if turnover is greater than \$150,000 per annum);
8. have compliance requirements under the *Associations Incorporation Act 1991* up to date; and
9. **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.

## 6.2 Peak Body criteria

ACT Peak Body organisations must meet the following criteria:

1. the organisation must have been incorporated within the ACT for a minimum of three consecutive years;
2. the organisation must have the primary purpose in the development of not for profit Sport and Recreation activity articulated in the organisations written constitution;
3. the organisation must have a current Drugs in Sport Anti Doping Policy (unless exempted by Sport and Recreation);
4. the organisation must have a current Member Protection Policy;
5. The organisation must be an umbrella organisation, or the pre-eminent organisation with responsibility for that activity within the ACT (when a dispute exists, this will be determined by which organisation is recognised by the Sport Australia at the national and/or international level); or
6. be the organisation taking responsibility for the activity within the ACT.

Organisations who wish to apply for recognition as the ACT Peak Body for their respective activity will have to complete the Peak Body Application Form available by contacting the Grants Officer at Sport and Recreation.

If you are unsure of the current status of your organisation please contact the Grants Officer at Sport and Recreation on 6207 6195.

**Organisations should be aware that recognition as an ACT Peak Body does not guarantee funding under the SROP.**

## 6.3 Application process

Applications including all support material, must be made through the online grants portal:

- **Annual Assistance**  
<https://actsportandrec.smartygrants.com.au/2020SROP-AA>
- **Triennial Assistance**  
<https://actsportandrec.smartygrants.com.au/2020SROP-TA>

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.**



## 7. ASSESSMENT

### 7.1 Annual Assistance

To determine the level of funding, eligible organisations will be assessed against the following criteria:

1. financial viability;
2. membership (see **Item 10** for definitions);
3. services provided including events;
4. identified areas of development;
5. proven capacity for growth;
6. profile and significance of activity in the community; and
7. assessment of latest operational plan or equivalent document.

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.

### 7.2 Triennial Assistance

#### 7.2.1 Assessment criteria

Consistent with the organisational characteristics for Triennial recipients, organisations wishing to apply for Triennial Assistance will need to provide a detailed response for the following criteria:

- a. demonstrate the need for funding;
- b. leadership and management;
- c. organisational planning and general administration; and
- d. network and client focus.

Selection to receive funding is a competitive process and will be based on the information provided by organisations against each of the assessment criteria and past performance (where relevant).

Sport and Recreation recognises that this application is a challenging process and organisations should be aware of the importance of its content. This detailed information is required to make fair funding assessments.

The three year rolling model for Triennial Assistance will still require organisations to make an application each year in order to provide Sport and Recreation with up to date information on the organisation.

## **7.2.2 Industry Peak Umbrella organisation**

Sport and Recreation acknowledges that there is a sector of the Sport and Recreation community that is separate and different to the majority of Sport and Recreation organisations and will therefore need special consideration in relation to Triennial Assistance.

Industry peak umbrella organisations can be best described as the organisation that represents each sector of the Sport and Recreation industry, and provides leadership, guidance and strategic direction for that sector.

Industry peak umbrella organisations are exempt from the grant condition to provide matching funding and may receive funding outside the scope paid under Category A, B, C or D.

## **7.2.3 Applying for category changes**

Organisations that would like to change their level of Triennial Assistance are eligible to submit a new application after being in the same category for a minimum of two years. Organisations will need to clearly demonstrate its requirement for increased funding.

## **7.2.4 Case Management**

To ensure the objectives of SROP are met, all organisations that receive Triennial Assistance are required to provide a Case Management “Output Statement” each year with an annual meeting generally held later in the calendar year. Developed in partnership with Sport and Recreation, this statement provides consistency in the structure against which strategic funding outcomes are determined and assessed.

Case Management allows for organisations to:

1. strive for continuous improvement and provide an adequate return on investment to the ACT Government;
2. improve communications; and
3. have a more flexible structure against which strategic funding outcomes are determined and assessed.

# **8. CONDITIONS OF FUNDING**

## **8.1 Grant requirements and payment process**

Successful applicants will be required to enter into a Deed of Grant with the ACT Government setting out the terms and conditions for which funding will be provided, including acquittal requirements within the agreed timeframe.

Successful applicants will receive a notification from Sport and Recreation with a Deed of Grant attached and instructions for the payment process.

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

## 8.2 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 grant made where information contained in the application is subsequently found to be false or the grant 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 SROP.
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: <http://www.sport.act.gov.au/grants/grants-acknowledgement>.
4. All organisations that receive public funding from Sport and Recreation must comply with the ACT Government Policy on Equal Employment Opportunity (EEO).
5. All organisations must be able to demonstrate that all principles and guidelines of the National Junior Sport Policy are guiding its directions in junior sport development.
6. 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.
7. All organisations that receive funding for 2020 SROP from Sport and Recreation need to be aware that the announcement of successful applicants will be released in February 2020.
8. All organisations, with the exception of industry peak umbrella groups, are required to provide matching funding (dollar for dollar) for operational assistance received from the SROP.

## 8.3 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), i.e. if turnover is greater than \$150,000 per annum.

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

## 8.4 Publication

All successful applicants, their proposed activity and the funded amount will be published on the Sport and Recreation website.

## 9. ACQUITTAL OF FUNDING

All successful applicants/organisations must expend the funds within the timeframes nominated in the Deed of Grant of the 2020 Sport & Recreation Operational Program.

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

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

1. a copy of the relevant audited financial statement 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 media report including 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*.**

## 10. MEMBERSHIP / PARTICIPATION DEFINITIONS

### Membership Categories

The Sport Australia together with all State/Territory Departments of Sport and Recreation have agreed to a consistent method of tracking membership numbers. Below are the five agreed categories with their definition.

**Full Active Members:** Members who have access to the full range of programs and services offered by the organisation or their affiliated club or association, as a participant, coach or official. This type of member typically pays a full registration fee and participates actively in programs and services.

**Program Participants:** Members/participants who have access to a limited range of programs and services offered by the organisation or their affiliated club or association as a participant. This type of member/participant typically pays a lesser registration fee and participates in programs and services rather than in regular competitions.

**Event participants:** Participants who pay a fee per event to participate in the activity and receive limited other services (for example, newsletter) from the organisation. This type of participant pays no formal membership fee and may not have access to programs and services of the state organisation.

**School-delivered programs:** Participants involved in regular competitions, programs and championship events organised by state organisations which may be at school facilities.

**School-managed competitions:** Participants involved in events, competitions or programs organised primarily by schools that are not directly affiliated with national/state organisations.

## **11. IMPORTANT INFORMATION FOR APPLICANTS**

### **11.1 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**.

### **11.2 When to submit your application**

- Applications open **9am Friday 18 October 2019**.
- Applications close **5pm Monday 2 December 2019**.

**Late applications will not be accepted.**

### **11.3 How to submit your application**

All applications must be submitted via the online Sport and Recreational Operational Program Application Form



- **Annual Assistance**

<https://actsportandrec.smartygrants.com.au/2020SROP-AA>

- **Triennial Assistance**

<https://actsportandrec.smartygrants.com.au/2020SROP-TA>

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

You will need to create a log in 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 in the 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 Business Services Team for assistance on (02) 6207 1080 during business hours, or email

[EconomicDevelopmentBusinessServices@act.gov.au](mailto:EconomicDevelopmentBusinessServices@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 using the same log in details provided that only one person is working on the application at any given time. Ensure you save as you go.

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

**PLEASE NOTE: The Grants Program Officer 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 Business Services Team for assistance on (02) 6207 1080 during business hours or email [EconomicDevelopmentBusinessServices@act.gov.au](mailto:EconomicDevelopmentBusinessServices@act.gov.au) before the deadline for applications.

## 11.4 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/grants>

In addition, all applicants that have started or submitted an online application form will be notified by email to the address that is registered with SmartyGrants.

## 11.5 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 Grants Program 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 Office's possession.

## 11.6 Complaints

### What you can expect

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.

## **12. FURTHER INFORMATION**

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

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 Business Services Team for assistance:

Phone: (02) 6207 1080

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



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