



ACT
Government

Chief Minister, Treasury and
Economic Development

2016-17
INDIGENOUS SPORTS PARTNERED PROGRAMS

Funding Guidelines

Active Canberra

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About the Program

These guidelines provide details for organisations wishing to apply for financial assistance from the Indigenous Sports Partnered Programs (ISPP) for projects to be completed during the period of 1 November 2016 to 30 June 2017.

Administered by Active Canberra, the ISPP is a funding program for eligible organisations seeking financial support for sport or active recreation programs that target Aboriginal and/or Torres Strait Islander people.

The funding provided by through the ISPP 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.

Funding for the ISPP has been provided to the ACT Government through the Department of the Prime Minister and Cabinet's Indigenous Advancement Strategy (IAS).

Primary Objective

The primary objective of the ISPP is to increase participation opportunities in sport or active recreation for Aboriginal and Torres Strait Islander people and to build capacity within the community. The ISPP has an emphasis on a structured, frequent level of participation that supports positive health, social and wellbeing outcomes.

Outcomes

The outcomes of the ISPP are:

- To increase participation in sport and active recreation for Aboriginal and Torres Strait Islander people;
- To encourage the implementation of new or to improve existing sport and active recreation programs to increase participation opportunities for Aboriginal and Torres Strait Islander people;
- To provide education and training opportunities for employees, volunteers, club members etc. that will assist in the improved development and delivery of sport and active recreation activities for Aboriginal and Torres Strait Islander people; and
- To assist organisations purchase non-consumable, specialised equipment that will increase sport and active recreation opportunities for Aboriginal and Torres Strait Islander people.

Eligible Region

The ISPP will support projects that are delivered in the ACT and the immediate region within 80km of the ACT border.

Partnerships

Active Canberra 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 that target participation by Aboriginal and Torres Strait Islander people 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 ISPP.

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.

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 eligible region;
- 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 Active Canberra and any other ACT Government agency (except for current year's funding).

Who is not Eligible to Apply?

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

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.

What Type of Projects will be Considered?

- New sport and active recreation programs or improvements/extension to an existing program, to increase opportunities for Aboriginal and Torres Strait Islanders;
- Education and training for instructors and facilitators of physical activity programs for Aboriginal and Torres Strait Islanders that will improve the ability of individuals and organisations to deliver quality and safe programs; and
- Non consumable equipment items that will assist to increase opportunities for Aboriginal and Torres Strait Islanders to participate in sport and active recreation.

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 Active Canberra 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 eligible region (consideration will be given to education and training opportunities not available in the eligible region).

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 Active Canberra and must adhere to all conditions and guidelines of the ISPP.
3. All organisations must provide suitable acknowledgment of the financial support provided by Active Canberra under this program as outlined in the Acknowledgement Guidelines. This document can be accessed on the Active Canberra website, <http://www.sport.act.gov.au/>.

4. All organisations that receive public funding from Active Canberra 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 Active Canberra 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.

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 Active Canberra 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.

Funding Parameters

Through the ISPP organisations can apply for **up to \$30,000.00** (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 an application under the ISPP is detailed in the Assessment Criteria.

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 ISPP:

- 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.

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

Acquittal of Funding

Funded organisations must acquit funding provided through the ISPP within six weeks after the termination date of the funding period. In order to acquit ISPP 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 ISPP; 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 Active Canberra (except for current year’s funding) have been successfully acquitted, including financial acquittals for any other ACT Government agency grant.

Useful Links

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

- ACT Aboriginal and Torres Strait Islander Agreement 2015-2018:
 - <http://www.communityservices.act.gov.au/atsia/agreement-2015-18>
- Active Canberra’s Indigenous Sports Grants Program (ISGP)
 - <http://www.sport.act.gov.au/grants/indigenous-sports-grants-program>