ACT Government

Club Enhancement Program

Funding Guidelines

Chief Minister, Treasury and
Economic Development Directorate

Current as of July 2026

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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Table of Contents

1. ABOUT THE PROGRAM 4
   1.1 Sport and Recreation 4
   1.2 Introduction 4
2. KEY OBJECTIVES 5
3. OUTCOMES 5
4. FUNDING PARAMETERS 5
5. ELIGIBILITY REQUIREMENTS 6
   5.1 Who is eligible to apply 6
   5.2 Who is not eligible to apply 7
   5.3 Eligible Projects 7
   5.4 Ineligible Projects 8
   5.5 Application process 8
6. ASSESSMENT 9
   6.1 Eligibility Screening 9
   6.2 Assessment Against Criteria 9
   6.3 Supporting Documentation 10
7. ACCEPTING FUNDS 11
   7.1 Funding requirements and payment process 11
   7.2 Conditions of funding 11
   7.3 Goods and Services Tax (GST) 12
   7.4 Publication 12
8. ACQUITTAL OF FUNDING 12
9. IMPORTANT INFORMATION FOR APPLICANTS 13
   9.1 How to submit your application 13
   9.2 Addendum 14
   9.3 Confidentiality 14
   9.4 Complaints 15
10. 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 Club Enhancement Program (CEP) is designed to provide financial assistance to ACT sport and active recreation clubs and state sporting organisations (SSOs) to further develop programs and services they provide within the Canberra community.

The CEP 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 of up to **$30,000** from the Club Enhancement Program (CEP) for projects to be completed during the relevant calendar year. This is an ACT Government funding 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 CEP are to:

1. support clubs, district associations and State Sport Organisations (SSOs) in the ACT to build their organisational capacity and operate more effectively in their communities;
2. provide/subsidise training and education opportunities that will assist in the improved development and delivery of sport and active recreation activities in the ACT;
3. encourage collaboration and planning between SSOs, peak bodies, other clubs and community groups to foster better decision making;
4. support clubs to address barriers in participation, particularly for women and girls and population groups under-represented in sports participation including, culturally and linguistically diverse (CALD) communities, people with a disability, LGBTQ+ and Aboriginal and Torres Strait Islanders (ATSI);
5. implement new or improve existing activities to provide quality service to their members and meet community needs; and
6. assist organisations purchase non-consumable and/or bespoke equipment that will enhance sport and active recreation opportunities.

3. OUTCOMES

The intended outcomes of the CEP are to:

1. improve club governance, planning and management structures and practices;
2. enhance the skillset of coaches, officials, volunteers and management committees;
3. improve partnerships with other clubs, SSOs, peak bodies and community groups; and
4. increase community access and participation in sport and active recreation.

4. FUNDING PARAMETERS

All organisations must be aware of the following funding parameters:

1. SSOs, clubs and district associations can apply for a maximum of **$30,000** and a minimum of **$500** in funding to any single application under the CEP.

Please note:

- Funding requests are to be exclusive of GST (refer to **Item 7.3**)
- Co-investment towards the project is encouraged.
- There is no guarantee that the full amount of investment requested will be received.

5. ELIGIBILITY REQUIREMENTS

5.1 Who is eligible to apply

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

1. ACT Sport and Active Recreation clubs and district associations who are affiliated with their State Sport / Active Recreation Organisation, or National Sporting Organisation; and
2. ACT State Sporting Organisations (SSOs), relevant industry organisations and any equivalent in respect to active recreation.

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

1. be 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;
2. be a not-for-profit organisation;
3. have current Public Liability Insurance coverage to a minimum level of $10,000,000;
4. have an Australian Business Number (ABN), and (if relevant) Australian Company Number (ACN);
5. be registered for the Goods and Services Tax (GST) if applicable (if turnover is greater than $150,000 per annum);
6. have an administrative structure (location and contact person) in the ACT and ability to demonstrate service delivery and financial accountability in the ACT;
7. provide a copy of the most recent certified or audited Statements of Financial Performance and Statement of Financial Position to confirm the organisation's ongoing position;
8. have a current organisational strategic or operational plan;
9. deliver programs within the ACT for Canberra residents;
10. have compliance requirements under the *Associations Incorporation Act 1991* up to date (if applicable);
11. **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 grant; and
12. 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 CEP:

1. Individuals;
2. Schools (including school-based programs delivered by sporting providers);
3. Tertiary education institutions;
4. Parents and citizens associations (P&C's);
5. Student community groups; and
6. For profit, commercial organisations.

5.3 Eligible Projects

1. Costs associated with the development and implementation of governance, planning and management structures and practices (e.g., consultation, research, data, policy and procedure manuals);
2. Costs associated with training and education programs or workshops, not reasonably delivered through a State Sport / Active Recreation Organisation, that will lead to volunteer coaches, officials and committee members gaining education and accreditation (e.g., course payment, facilitator fees or venue hire).

   Applicants are strongly encouraged to form partnerships where programs have capacity to educate members outside of your own club; *Applicants should identify individuals undertaking high level training and education courses.*
3. Innovative digital applications, marketing and communications to enhance participation experiences and/or increase participation;
4. Innovative participation programs or activities, including where in partnership with relevant community organisations, that enhance participation experiences and/or increase participation (school-based programs are not eligible for support);
5. Non-consumable and/or bespoke equipment retained by the club that does not require regular replacement (e.g., non-fixed score boards, timing equipment, communication equipment, cashless payment devices or training/safety equipment); and
6. Cost associated with the hosting of "one-off" community participation events that have the potential to raise profile, revenue and participation.

5.4 Ineligible Projects

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

1. clothing/uniforms or consumable equipment (e.g., bats, balls, bowls, racquets, nets, first aid replenishments) unless for the purpose of providing a one-off financial contribution for the establishment of a new club/organisation;
2. requests for white goods, furniture, technology (computers, laptops, printers, scanners) not directly associated with participation;
3. requests for retrospective funding (projects that have already commenced or been completed);
4. infrastructure developments and improvements (refer to Community Sport Facilities Program);
5. general administrative and management costs associated in operating the organisation (utilities, office hire, venue lease, rent, insurance costs);
6. costs associated with initiatives that Sport and Recreation considers to be the 'core business' of the organisation;
7. costs associated with salaries for staff currently employed by the applicant organisation;
8. costs associated with coach or player payments;
9. costs associated with voluntary labour and in-kind support;
10. costs associated with hosting of any annual or other event that Sport and Recreation considers to be core business;
11. costs associated with travel/accommodation to competition, events or training;
12. requests for items damaged by vandalism, theft, fire or any natural disaster where those should have been covered by the appropriate insurance;
13. prize money, trophies, catering and hospitality expenses; and
14. activities that occur outside of the ACT (consideration will be given to education and training opportunities not available in the ACT);
15. Any application by an eligible organisation that may conceivably be used to support/benefit any associated commercial entity.

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**); and
2. The project is completed in full, and the project closely aligns with one or more of the project eligibility criteria (**refer to item 5.3**).

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 CEP:

Project Need	• Why and how has the proposed project been prioritised? • Which of the CEP Program Objectives does the proposed project relate to? (refer to item 2) • How will the proposed project contribute to the achievement of identified objectives? • How does the project align with key priorities within the club/association's strategic plan? • How does the project align with strategic priorities within CBR Next Move?
Project Planning	• Who will be responsible for the management of the project and who else will be involved in the project's successful implementation? • When will the project commence and be completed? • What are the key stages of the project? • How much will the total project cost and how much CEP funding are you applying for?

	Mandatory requirement: Provide a minimum of one quote (preferably two) for all costs associated with the proposed project. • How will your organisation know the project has been a success?

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

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

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).

Quotes provided in the form of website shopping carts or screen shots are acceptable, provided they contain the above information.

7. ACCEPTING FUNDS

7.1 Funding requirements and payment process

Successful applicants will be required to enter into a Funding Deed 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 Funding Deed attached and instructions for the payment process.

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

Funds will be paid in one instalment following the execution of the Funding Deed (unless otherwise stipulated in the Funding Deed).

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 funding 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 CEP.
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 2026 Community Enhancement Program.

A task to complete the acquittal will be set-up in SmartyGrants once the 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 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 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 funding; or
2. documentation that **clearly** identifies the income and expenditure of the funding, signed by a registered accountant or 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 to any organisation until all outstanding investments 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.

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

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 funding 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 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 CEP 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

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Sport and Recreation
Chief Minister, Treasury and Economic Development Directorate

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