



**ACT**  
Government

# Industry Partnership Program

## Funding Guidelines

FOR CATEGORY 1 & 2 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 Industry Partnership Program (IPP) is designed to allow the ACT Government to form strategic partnerships with ACT State Sport and State Active Recreation organisations who demonstrate high levels of capacity and capability to deliver identified projects of significance.

The IPP 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 1 and 2](#) state sport and active recreation organisations wishing to apply for an ACT Government investment from the IPP 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 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 IPP are to support significant “game changing” projects 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 planning and development projects are ineligible.

## 3. FUNDING PARAMETERS

The IPP will be administered via a 3-year funding agreement. Funding is dependent on category classification.

<b>Category 1</b>  <b>State Sporting Organisations</b>	Maximum annual instalment of \$125,000  Minimum annual instalment of \$35,000  <b>Example:</b> an applicant may request up to \$125,000 in year one, up to \$125,000 in year two, and up to \$125,000 in year three – for a total of \$375,000
<b>Category 2</b>  <b>State Sporting Organisations</b>	Maximum annual instalment of \$85,000  Minimum annual instalment of \$35,000  <b>Example:</b> an applicant may request up to \$85,000 in year one, up to \$85,000 in year two, and up to \$85,000 in year three – for a total of \$255,000

**All Organisations are required to provide a minimum 25% financial co-investment of the total 3-year IPP amount requested.**

**Example:** for an organisation requesting a total 3-year amount of \$375,000 through the IPP, the level of co-investment towards the project would start from \$93,750.

### Please note:

- Annual instalments should be consistent with key stages of your project (i.e. design, development, pilot delivery, review, promotion; and sustainable rollout).
- Projects can have a different annual amount for each funding year.
- Funding requests are to be exclusive of GST (refer to Item 6.3)
- Only one application per organisation will be accepted for assessment (this includes any joint application in partnership with another State Sport or State Active Recreation Organisation).
- 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 IPP does not guarantee future stages of your project will be funded.

## 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 and have been categorised through the SSO Categorisation as either a **Category 1** or **Category 2** organisation are eligible to apply for an investment from the IPP.

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

A Category 1 or Category 2 organisation applying for an investment under the IPP 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 investment; 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 are not eligible to receive funding from the IPP:

1. Category 3 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 IPP will be administered via 3-year funding agreements that support significant “game changing” projects (either individually or in partnership) that assist in the achievement of the strategic priorities within the [CBR Next Move Sport and Recreation Strategy 2023 - 2028](#).

The program is designed to allow the ACT Government to invest in innovative, collaborative and co-investment projects with SSOs who demonstrate high levels of capacity and capability to deliver identified projects which are assessed as scalable and sustainable.

Programs working in partnership, must be able to provide documentation that clearly demonstrates the other organisation is contributing to the development and delivery of the project.

The program does not allow funding recipients to use funds for operational / business as usual activities, or other day to day business costs, but funding can be used to source project specific specialist human and/or technical resources.

### 4.4 Ineligible Projects

1. requests for retrospective funding;
2. capital developments and improvements (refer to [Community Sport Facilities Program](#));
3. general administrative and management costs associated in operating the organisation (utilities, office hire, venue lease, rent, insurance costs);
4. costs associated with initiatives that Sport and Recreation considers to be the ‘core business’ of the organisation;
5. costs associated with salaries for staff currently employed by the applicant organisation, unless these costs are directly aligned with IPP;
6. costs associated with voluntary labour and in-kind support;
7. costs associated with the development of elite/high performance activities;
8. costs associated with hosting of stand alone events;
9. costs associated with travel to competition, training and events;

10. requests for items damaged by vandalism, theft, fire, or any natural disaster where those should have been covered by the appropriate insurance;
11. clothing or consumable equipment used for promotional purposes; and
12. 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 to determine whether your project is suitable. Is it “game changing”?</li> <li>• Contact Sport and Recreation to discuss your project and receive the application link.</li> </ul>
<b>Apply</b>	<ul style="list-style-type: none"> <li>• Start preparing a comprehensive project proposal.</li> <li>• Submit your project proposal 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 invited to discuss the proposed 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 and performance measures 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>• Structured performance reviews will take place with Sport and Recreation over the 3-year funding period.</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**);
2. The application is completed in full, and the project closely aligns with one or more of the project eligibility criteria (**refer to item 4.3**); and

### 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 IPP:

<b>Project Description and Objectives</b>	<ul style="list-style-type: none"> <li>• Clarity of project goals and objectives – how is it “game changing”.</li> <li>• An innovative approach to addressing the identified issue or problem.</li> <li>• Feasibility and relevance of project implementation plan.</li> <li>• The potential impact of the project on the target population or community.</li> <li>• Demonstrates ability to measure and evaluate impact.</li> </ul>
<b>Alignment with Strategic Plan</b>	<p>Demonstrate how the proposed initiative:</p> <ul style="list-style-type: none"> <li>• aligns with one (or more) strategic priorities identified in <i>CBR Next Move</i></li> <li>• aligns with key priorities in your organisations strategic plan or development plan.</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, capability, and partnerships</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 and Scalability</b>	<ul style="list-style-type: none"> <li>• The likelihood of the project continuing and having a lasting impact after the funding period.</li> </ul>

- Demonstrates how the proposed initiative could be adapted to a bigger scale.

**Following submission of the application and its initial assessment, applicants may be invited to discuss the proposed project with the full assessment panel.**

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 completed 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 submit a comprehensive project proposal (considerate of criteria in item 5.2) including any supporting material via SmartyGrants online application management system.

Applicants are encouraged to provide any additional information they feel will support the quality of the evidence within their application. This could include, but not limited to quotes and relevant reports/plans/strategic documents/community consultation that support the project.

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

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).

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 IPP.
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 Industry Partnership 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 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 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 investment 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 IPP 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.

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 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