



DEPARTMENT OF TERRITORY AND MUNICIPAL SERVICES

Sport and Recreation Grant Program

SPORT & RECREATION OPERATIONAL PROGRAM (SROP)

2010 Guidelines

Incorporating Annual Assistance and Triennial Assistance

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1.0 About the Program

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 Services.

The funding provided by Sport and Recreation Services 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 Services. **All funding is subject to the appropriation of funds through the ACT Government budget process.**

2.0 Primary Objective

The primary objective of the SROP is to provide financial assistance to eligible organisations to support participation in active lifestyles through the delivery of quality programs and services for the benefit of the Canberra community.

3.0 Outcomes

The intended outcomes of the SROP are:

- ➔ Increased community access and participation in sport and physical recreation;
- ➔ Increased participation in active lifestyles, particularly for children and young people;
- ➔ Enhanced health and well being through active participation in sport and physical recreation;
- ➔ Improved management, service delivery and administration practices in sport and physical recreation organisations;
- ➔ Increased employment opportunities within the industry; and
- ➔ Increased access to education and training opportunities.

4.0 General Eligibility

Any organisation applying for funding under the SROP must:

- ➔ **Be recognised by both the Sport and Recreation Ministers Advisory Council and Sport and Recreation Services as the ACT Peak Body representative prior to application (see Peak Body Criteria for more information);**
- ➔ Be a not for profit organisation;
- ➔ Be incorporated in the ACT under, either the *Associations Incorporation Act 1991*, or the *Corporations Act 2001 (Commonwealth)*;
- ➔ Deliver programs within the ACT;
- ➔ 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 \$100,000 per annum); and
- ➔ **Have satisfactorily acquitted all previous grants provided by Sport and Recreation Services (except for current year's funding).**

5.0 Peak Body Criteria

ACT Peak Body organisations must meet the following criteria:

- The organisation must have been incorporated within the ACT for a minimum of three consecutive years;
- The organisation must have the primary purpose in the development of not for profit sport and recreation activity articulated in the organisations written constitution;
- The organisation must have a current Drugs in Sport Anti Doping Policy (unless exempted by Sport and Recreation Services);
- 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 Australian Sports Commission (ASC) at the national and/or international level); or
- 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. If you are unsure of the current status of your organisation please contact the Grants Officer at Sport and Recreation Services on 620 72055.

The Peak Body Application Form can be obtained by contacting the Grants Officer at Sport and Recreation Services on 620 72055.

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

6.0 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 Services 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 Services under this program as outlined in the Acknowledgement Guidelines. This document can be accessed on the Sport and Recreation Services website (http://www.tams.act.gov.au/play/sport_and_recreation/funding). Failure to do so may result in reduced funding in subsequent years.
4. All organisations that receive public funding from Sport and Recreation Services 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, 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. All organisations seeking financial assistance must maintain/update their organisational profile on the Sport and Recreation Services Database. (http://www.tams.act.gov.au/play/sport_and_recreation/funding)

7.0 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 Sport and Recreation Services will gross up the grant/s by 10% after receipt of a Tax Invoice. Organisations that are not registered for the GST will not have their grants grossed up.

8.0 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:

- ➔ Annual Assistance; and
- ➔ Triennial Assistance.

Further details on each category are outlined in this document.

9.0 Annual Assistance

Annual Assistance is designed to subsidise operational costs to assist eligible peak body organisations work in partnership with Sport and Recreation Services 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.

Organisations that wish to apply for Annual Assistance under the SROP need to complete the **Annual Assistance Application Form** online: www.tams.act.gov.au/play/sport_and_recreation/funding ensuring that all the required details are completed and information supplied.

9.1 Annual Assistance – Funding Parameters

The following table indicates the different levels of funding available under Annual Assistance. Sport and Recreation Services will utilise the information included in the grant application to best determine the funding level that is appropriate for each individual organisation. Typically, organisations that receive funding under the SROP will display some of the characteristics listed below.

This information should only be used as a guide and does not take into consideration the organisations needs relating to the hosting of major events. 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.

Funding Level	Characteristics of the Organisation
Up to \$2,000	<ul style="list-style-type: none">• Small membership base with limited potential for growth• Small annual turnover• Limited or no club/affiliate structure• Limited capacity to undertake development opportunities• Low profile within the community• Highly dependant on government resources• Primarily administered by volunteers
\$4,000	<ul style="list-style-type: none">• Small membership base with moderate potential for growth• Small annual turnover• Limited or no club/affiliate structure

	<ul style="list-style-type: none"> • Limited capacity to undertake development opportunities • Low to medium profile within the community • High level of dependence on government resources • Primarily administered by volunteers
\$6,000	<ul style="list-style-type: none"> • Medium to large membership base with moderate potential for growth • Medium annual turnover • Organisation has a club/affiliate structure • Limited to moderate capacity to undertake development opportunities • Medium profile within the community • Moderate level of dependence on government resources • Primarily administered by volunteers
\$8,000	<ul style="list-style-type: none"> • Medium to large membership base • Medium to high annual turnover • Organisation has a club/affiliate structure • Moderate capacity to undertake development opportunities • Medium to high profile within the community • Possibly employs up to one full time staff member • Transitional level of funding for organisations moving towards Triennial Assistance

Sport and Recreation Services in its discretion on occasions may deem it appropriate to recommend a level of funding outside the scope of the funding parameters indicated above. This will need to be supported and approved by the Sport and Recreation Ministers Advisory Council and the Minister for Sport and Recreation.

9.2 Annual Assistance – Assessment Criteria

To determine the level of funding for eligible organisations your organisation will be assessed against the following criteria:

- Financial viability;
- Membership;
- Services provided including events;
- Identified areas of development;
- Proven capacity for growth;
- Profile and significance of activity in the community; and
- 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.

9.3 Acquittal of Annual Assistance

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

- A signed "Acquittal Form" certifying that the organisation has utilised the financial assistance in accordance with the Conditions and Guidelines of the SROP; and
- 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.

No further financial assistance will be provided until all outstanding grants have been successfully acquitted.

10.0 Triennial Assistance

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

The purpose of Triennial Assistance is to:-

- Provide organisations with financial certainty in the continuing implementation of participation programs;
- Allow organisations to undertake longer term planning initiatives;
- Allow organisations to employ and retain the required expertise; and
- Assist the administrative efficiency of the organisation.

Organisations wishing to apply for Triennial Assistance will need to complete the **Triennial Assistance Application Form** online at: www.tams.act.gov.au/play/sport_and_recreation/funding. It is recommended that your organisation make contact with the Client Services Unit at Sport and Recreation Services to assist in the development of an application for Triennial Assistance.

Typically, organisations that are successful in receiving Triennial Assistance meet the following criteria:

- Maintain a publicly accessible office, from which to organise programs;
- Proven high levels of membership and participation;
- Continuity of professional staff, with a minimum of one full time employee or part time equivalent;
- Strong leadership and management structures;
- Diversity of programs and a strong focus on development;
- Significant profile within the community;
- Long term strategic planning; and
- Proven financial management capacity in relation to the delivery of participation programs.

10.1 Features of Triennial Assistance

Triennial Assistance has the following features:

- The program is a rolling funding scheme;
- There are four funding categories ranging from A (\$42,000), B (\$26,000), C (\$14,000) to D (\$9,000);
- All organisations that receive Triennial Assistance will be required to agree to the terms 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.

10.2 Industry Peak Umbrella Organisations

Sport and Recreation Services 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.

10.3 Applying for Category Changes

Organisations that would like to change their level of Triennial Assistance funding 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.

10.4 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 in November. Developed in partnership with Sport and Recreation Services, this statement provides consistency in the structure against which strategic funding outcomes are determined and assessed.

Case Management allows for organisations to:-

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

10.5 Triennial Assistance - Assessment Criteria

Further to the assessment criteria outlined for Annual Assistance, organisations wishing to apply for Triennial Assistance will need to provide a detailed response for the following criteria:

- Demonstrate the need for funding;
- Leadership and management;
- Organisational planning and general administration; and
- 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.

Sport and Recreation Services 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 requires organisations to make only one detailed application every three years.

10.6 Acquittal of Triennial Assistance

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

- A signed "Acquittal Form", certifying that the organisation has utilised the financial assistance in accordance with the Conditions and Guidelines of the SROP; and
- 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.

No further financial assistance will be provided until all outstanding grants have been successfully acquitted.