

Community Recreation and Sport Facilities Program

2026-2027
Guidelines



Government of South Australia
Office for Recreation, Sport and Racing

Minister's Message

I am pleased to invite eligible organisations to apply for funding through the 2026–27 Community Recreation and Sport Facilities Program.

Sport and active recreation play an important role in building stronger, healthier and more connected communities across South Australia. Whether through local clubs, regional facilities or shared community spaces, quality infrastructure helps create opportunities for people of all ages, abilities and backgrounds to participate and thrive.

The South Australian Government is committed to supporting safe, inclusive, accessible and sustainable sport and recreation facilities that meet the needs of our growing and diverse communities. Investing in community infrastructure not only supports participation and wellbeing, but also strengthens community connections and creates places where people can come together.

For 2026–27, the Community Recreation and Sport Facilities Program will provide \$5.9 million to support the development, upgrade and renewal of sport and recreation infrastructure across the state.

This year, the program introduces a new two-stage application process. Applicants will first submit a Registration of Interest, with shortlisted projects invited to progress to a Full Application. This approach is designed to reduce the administrative burden on applicants while ensuring detailed assessment effort is focused on the most competitive projects.

The program continues to support projects that deliver lasting community benefit through quality, fit-for-purpose infrastructure. From improving local club facilities and recreation spaces to developing regional sport hubs and shared-use infrastructure, funded projects will help create welcoming and accessible environments that encourage participation for years to come.

I encourage all eligible organisations with well-planned projects that address a demonstrated community need to consider applying.

Thank you to the many volunteers, committee members, coaches, officials and community leaders whose dedication continues to strengthen sport and recreation throughout South Australia. I look forward to seeing the projects that emerge through this funding round and the positive impact they will have on communities across our state.

Registration of Interest applications close at midday, Friday 4 September 2026.

Hon Rhiannon Pearce MP
Minister for Recreation, Sport and Racing



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Introduction

These Guidelines outline the funding requirements, eligibility criteria, assessment process and application requirements for the Community Recreation and Sport Facilities Program (CRSFP).

The Office for Recreation, Sport and Racing (ORSR) is responsible for administering the program.

CRSFP uses a two-stage application process, comprising a Registration of Interest (ROI) and a Stage 2 Full Application. This approach is designed to reduce the administrative burden on applicants while ensuring assessment effort is focused on the most competitive projects.

Applicants should read these Guidelines carefully before submitting an application.



Objectives

The objective of CRSFP is to provide access to funding for the development of sustainable, functional, inclusive and fit-for-purpose active recreation and sport facilities that meet the current and future needs of the South Australian community.

CRSFP will assist eligible organisations to develop infrastructure that directly addresses demonstrated need and supports participation through the rational development of good quality projects.

CRSFP is aligned with the [ORSR 2025–2030 Strategic Plan](#), which sets the direction for a thriving sector. One of the key pillars of the Strategic Plan is activated places and spaces that ensures South Australians have access to inclusive, accessible and sustainable places and spaces that encourage sport and active recreation participation at all levels.

Important dates

The following dates apply to this funding round:

Registration of Interest (ROI) opens	Friday 7 August 2026
Registration of Interest (ROI) closes	Friday 4 September 2026
Stage 2 invitations issued	October 2026
Stage 2 applications close	Late November 2026
Applications assessed	December 2026 – February 2027
Applicants notified	March 2027
Agreements offered	After notification
Projects must commence construction	Within 12 months from payment of grant
Projects must be completed	Within 24 months from execution of grant agreement



Budget and request amount

The total budget for the 2026-27 round of CRSFP is \$5,900,000.

The following notional allocations will be made available:

- \$4,900,000 to projects where the requested amount is between \$100,001 and \$750,000.
- \$1,000,000 to projects where the requested amount is between \$5,000 and \$100,000.

Eligible applicants may request a minimum of \$5,000 and a maximum of \$750,000.

Where a notional allocation is not fully exhausted, the remaining funds will be allocated based on the discretion of the Funding Assessment Committee.

Co-contribution

All applications must contribute a minimum of 50% in funding towards the project unless one of the following two circumstances are evidenced:

1. The predominant outcome is the upgrade or construction of a trail; or
2. The facility is physically located within a geographical catchment area (suburb) that is experiencing socio-economic disadvantage*.

Applications that meet one of the above circumstances must contribute a minimum of 25% in funding toward the project.

*For the purposes of this program, a community (based on suburb) experiencing socio-economic disadvantage is identified as having a Socio-Economic Indexes for Areas (SEIFA) decile score of 4 or lower as determined in the Australian Bureau of Statistics **Suburbs and Localities, Indexes, SEIFA 2021**.

Socio-Economic Indexes for Areas (SEIFA), Australia, 2021 | [Australian Bureau of Statistics \(abs.gov.au\)](https://abs.gov.au).

Summary

Co-contributions are limited to confirmed cash contributions and in-kind materials and labour.

Where an application is for a project that involves an insurance payout, that payout cannot be used as part of the co-contribution requirement.

Where an organisation has received funding through the SA Football Facilities Fund, that funding cannot be used as part of the co-contribution requirement. If you are unsure of your eligibility, please contact ORSR or the South Australian National Football League.

Where an organisation has received State Government funding, that funding cannot be used to meet the co-contribution requirements, unless it is provided by the State Government in its capacity as the landowner.

Eligibility criteria

Who is eligible?

To be eligible for CRSFP funding, organisations must:

- Be a not-for-profit sport club, association or sports facility manager incorporated under the Associations Incorporations Act 1985 (SA), or hold a comparable legal status; or
- Be a local council; or
- Be a school council/board of management; and
- Have been operating for 12 months or longer.

Where a proposed project is located at a school:

- The application must include a formal, executed agreement (e.g. licence or user agreement) with a community sport organisation (e.g. club or association);
- The agreement must guarantee the community organisation regular, ongoing access outside of school hours to the funded facility for a minimum of five (5) years from the anticipated project completion date.

Who is ineligible?

The following organisations will be considered ineligible for CRSFP funding:

- Organisations that have been operating for less than 12 months.
- For-profit organisations.
- An organisation that has overdue ORSR grant acquittals as at the closing date of the Registration of Interest (ROI). However, applications may be considered by the Funding Assessment Committee if the outstanding ORSR grant acquittals have been submitted prior to the commencement of Stage 2 assessment.



Applicant and project location

The project must occur within South Australia, although contributing partners may be based outside of South Australia.

Eligible projects

All projects must evidence permission from the landowner (where the project is located). For projects located at an education site, the applicant must provide evidence that the project will be used by clubs and the local community outside of education use hours.

Applicants should demonstrate how their project will achieve program objectives. Examples of eligible projects may include:

- Construction or upgrade of an active recreation and sport facility or multi-use sports hub. Some examples of this include:
 - Significant upgrades to playing surfaces, including multi-sport upgrades and resurfacing that supports increased use.
 - Building, expanding and/or upgrading changerooms, parent and child change spaces and officials' areas.
 - Improved sports floodlighting and safety lighting.
- Upgrade of an aquatic facility.
- Modifications to ensure that an existing facility meets environmental and Occupational Health and Safety regulations.
- Construction/development of trails (walking, horse, bike, water-based).
- Water and energy saving initiatives including water harvesting, installation of new or upgrades to existing irrigation infrastructure, connection to existing water infrastructure, more efficient lighting, installation of solar panels and other innovative smart technologies.

Please note that the list above includes example projects that may be funded. The list is by no means exhaustive and applications for other projects that meet the objectives of the program will be considered.

Design principles

Where applicable, all projects must meet relevant State Sporting Organisation (SSO) and Australian Standards (e.g. change room dimensions, lux lighting requirements). Project should comply with Universal Design Principles, and Environmentally Sustainable Design.

Universal Design is a design philosophy that ensures that buildings, environments and experiences are innately accessible to as many people as possible, regardless of their age, level of ability, cultural background, or any other differentiating factors that contribute to the diversity of our communities.

Environmentally Sustainable Design aims to reduce the negative impact of a project on the environment. It may include energy efficiency initiatives, energy water conservation and management, effective waste management, consideration of the materials used in construction of a project, consideration a project's impact on the surrounding environment, solar panels, and future proofing sites to cater for new technologies.

Local council and state sporting organisation support

Applicants are strongly encouraged to engage with their local council and relevant State Sporting Organisation (SSO) as early as possible when developing their project proposal. Early engagement helps ensure that projects align with local and sporting priorities and allows sufficient time for councils and SSOs to consider the proposal and provide any necessary feedback or support.

Applicants who are invited to submit a Stage 2 – Full Application are strongly encouraged to provide evidence of local council and State Sporting Organisation support, as this information can assist the Funding Assessment Committee in understanding the strategic importance of the project and its alignment with local and sporting priorities. Applicants are encouraged to use the templates available on the ORSR website to assist in obtaining this information.

As councils and SSOs may require time to review project proposals, applicants should commence engagement well before submitting their Registration of Interest (ROI).

Ineligible projects

The following project types are ineligible:

- Facility planning and design.
- Projects that are to upgrade or develop major stadia.
- Projects that currently have an active/open grant through an ORSR grant program.
- Projects solely for the upgrade or redevelopment of bars, kitchens, playgrounds or public toilet facilities.
- Projects that commence (i.e. breaking ground, paying of a deposit) prior to a Grant Agreement being finalised.
- Projects that do not support active recreation and sport activities.
- The repair of like-for-like replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that are covered by insurance.
- Routine or cyclical maintenance works to existing facilities.
- Residential buildings including caretaker residences.
- Portable infrastructure.
- The purchase of recreation, entertainment, sporting, maintenance or any other equipment.

Ineligible costs

If you are successful, the ORSR grant contribution cannot be used to cover the following project costs:

- Costs that are not considered labour or materials.
- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities.
- Cost of landscaping for aesthetic purposes.
- Costs associated with the construction or sealing of car parks or roads.
- Insurances.
- Any costs associated with preparing and submitting a funding application.
- Purchase of land.
- Project management fees where a local council or school is managing the project.



How to apply

The Community Recreation and Sport Facilities Program is delivered through a two-stage application process. This approach reduces the administrative burden on applicants while ensuring that assessment effort is focused on the most competitive projects.

Stage 1 – Registration of Interest (ROI)

Applicants must first submit a **Registration of Interest (ROI)** via the [SmartyGrants](#) system.

The ROI is a short, high-level application that provides ORSR with an overview of the proposed project, its intended outcomes and readiness for delivery.

Eligible applications will be assessed comparatively against other submissions. Applications will be scored and ranked, and only a subset of applicants will be shortlisted.

Due to the competitive nature of the program, not all applications will progress to Stage 2.

Submission of an ROI does not guarantee progression to Stage 2.

Stage 2 – Full Application (Invitation Only)

Only applicants who are shortlisted through the ROI process will be invited to submit a **Full Application**.

Detailed Stage 2 requirements are outlined in the Application Requirements section of these Guidelines.

Applications at this stage will undergo a detailed assessment against the program criteria and based on the evidence provided.

Submission process

All applications must be submitted electronically through SmartyGrants via the ORSR website.

Applicants must:

- ensure all required questions are completed,
- provide accurate and current information, and
- submit applications prior to the advertised closing dates.

Late or incomplete applications may not be accepted.

Support and enquiries

If you require guidance throughout the application process, please contact ORSR via the website or email the grants team.

Application requirements

The Community Recreation and Sport Facilities Program uses a two-stage application process, with different requirements at each stage.

Stage 1 – Registration of Interest (ROI)

At the ROI stage, applicants are required to provide high-level information only about their organisation and proposed project.

This includes:

- An overview of the project and its scope,
- The community need being addressed,
- Expected participation and community outcomes,
- Alignment with relevant strategies or plans,
- Indicative project costs and funding sources, and
- Basic information regarding project readiness and delivery.

Applicants are not required to submit supporting documentation at this stage (e.g. quotes, detailed designs, approvals or confirmed funding).

All information provided at the ROI stage is submitted on a declaration basis and will be used to assess and comparatively rank applications for shortlisting.

Stage 2 – Full Application (Invitation Only)

Applicants who are shortlisted at the ROI stage will be invited to submit a Full Application, which requires detailed project information and supporting documentation.

At this stage, applicants will be required to provide evidence to support their proposal, which may include:

- Landowner consent.
- The applicant's most recent Statement of Financial Position (Balance Sheet) and Statement of Financial Performance (Income and Expenditure Statement) covering a period of 12 months.
 - Statement(s) must be either audited, certified (signed by the club Treasurer) or electronically certified within the application form by an authorised member of the organisation.
- Professional quotes, estimates or costings.
- Photographs and appropriate evidence of the current state of the facility.
- Evidence of major funding contributions (e.g. local council minutes/report confirming contributions, letter from local council CEO, and/or club bank statements).
- Plans and technical documentation, including infrastructure plans, aerial imagery, site plans, lighting designs and other relevant specifications.
- SSO support form.
- Local council support form.
- Comprehensive in-kind voluntary labour and/or materials breakdown (where applicable).
- Letters of support from organisations that clearly indicate how the user group will either support and/or benefit from the project.
- Project management plan/framework (where applicable).
- Relevant sections of local council reports/plans/strategic documents/community consultation that support the project.

All attachments must be submitted with your SmartyGrants application. Attachments and/or other information not submitted in the applicant's SmartyGrants application may not be considered through the assessment process.

Failure to provide sufficient evidence or supporting documentation at Stage 2 may result in an application being deemed ineligible or being less competitive during assessment.

Important note

Information provided at the ROI stage must remain **materially consistent** at Stage 2.

Significant changes to the project scope, location, or intent may impact the application's eligibility or assessment outcome.

Preparing a Strong Stage 2 Application

Applicants must ensure the following when completing Stage 2;

- The applicant's legal name is entered exactly how it appears on the ASIC Registers [website](#).
- The applicant's Australian Business Number (ABN) is entered correctly and matches the legal name.
- If you do not have an ABN, you will need to submit a completed Australian Taxation Office (ATO) [Statement by Supplier](#) Form with your application. If you haven't provided your ABN or Statement by Supplier, ORSR are required to deduct withholding tax at the top marginal personal income tax rate. Download the Statement by Supplier form from the ATO website.
- Check that all the questions have been answered and all essential documentation is attached.
- Press submit once you have completed the application. Upon request, amendments can be made prior to the closing date.

Ensure you follow the helpful hints on each question within the application form as well as the following tips:

- Keep your responses to the questions clear and concise.
- Prioritise your writing to ensure the most critical information is in a prominent position.
- Use dot point writing where possible.
- Additional documents should be directly referenced within the application.
- Accurately label attached files and avoid use of acronyms.
- Collate documents into singular files where possible e.g. attach one collection of photos in one file rather than uploading multiple individual photos.

It is not possible to approve all requests; therefore, funding should not be deemed automatic or anticipated.



Sport and Recreation Facilities Cost Guide

To support applicants in preparing realistic, evidence-informed project cost estimates at the Registration of Interest (ROI) stage, ORSR has developed a **Sport and Recreation Facilities Cost Guide** in partnership with **Rider Levett Bucknall (RLB)**.

The Cost Guide provides indicative benchmark costs for a range of common sport and recreation infrastructure projects and is available within the ROI application form.

Purpose of the Cost Guide

The Cost Guide is intended to:

- assist applicants to develop realistic project cost estimates at the ROI stage;
- improve the consistency and credibility of project cost information submitted to ORSR;
- reduce the need for applicants to obtain detailed quotes before knowing whether their project will progress to Stage 2; and
- support the two-stage application process by reducing the administrative burden on applicants.

Using the Cost Guide

Applicants are encouraged to use the Cost Guide when preparing project cost estimates for their ROI.

Where applicants already have access to professional cost estimates, quantity surveyor advice, quotations or other reliable project-specific cost information, they are encouraged to use that information when preparing project cost estimates.

The Cost Guide provides benchmark costs only and should be used as a planning tool. It does not replace project-specific quotes, estimates or professional advice and may not account for all project types, site conditions or regional cost variations.

Use of the Cost Guide is encouraged but not mandatory.

Applicants invited to submit a Stage 2 – Full Application will be required to provide appropriate evidence to support project costs, such as professional estimates and/or quotations.

Assessment process

Applications for the Community Recreation and Sport Facilities Program are assessed through a **two-stage process**.

Only applications that meet eligibility requirements will progress through each stage. As the program is highly competitive, the value of funding sought is expected to exceed the funding available and not all applications will progress through the assessment process.

Stage 1 – Registration of Interest (ROI)

All submitted ROIs will first undergo an **eligibility screening** to confirm that:

- the applicant organisation is eligible,
- the proposed project is eligible, and
- all mandatory questions have been completed.

Eligible applications will then be **assessed comparatively** against the following criteria:

- Project need
- Participation and community benefit
- Strategic alignment
- Deliverability and readiness

Applications will be assessed based on the **quality, clarity and credibility** of the information provided.

Applications will be scored and ranked based on merit. A subset of the highest-ranked applications will be **shortlisted and invited to submit a Stage 2 application**.

As part of the shortlisting process, consideration may also be given to factors such as geographic distribution, project type and overall program balance.

Submission of an ROI does not guarantee progression to Stage 2.

Stage 2 – Full Application (invitation only)

Shortlisted applicants will be invited to submit a **Full Application**.

Applications will first be subject to a **Stage 2 eligibility screening** to confirm that:

- all required supporting documentation has been provided,
- project scope and details remain materially consistent with the ROI submission;
- funding contributions and key project elements have been appropriately evidenced; and
- all mandatory application requirements have been satisfied.

If an application fails to pass Stage 2 eligibility screening the applicant will be contacted, using the details provided in the application. The Stage 2 online application form will be reopened for the applicant to update and resubmit. If an application is not resubmitted before the date that is requested by ORSR or the Funding Assessment Committee, ORSR will use the latest submitted version for eligibility screening and assessment.

Eligible applications will then be assessed by the Funding Assessment Committee against the program's assessment criteria, based on the information and supporting evidence provided.

Applications will be assessed comparatively and ranked based on their overall merit.

Funding recommendations

The Funding Assessment Committee is responsible for assessing Stage 2 Full Applications and making funding recommendations to the Senior Leadership Team for consideration, prior to submission to the Minister for Recreation, Sport and Racing for final approval.

Final approval and notification

Final funding decisions are made by the Minister for Recreation, Sport and Racing.

All applicants will be notified of the outcome of their application following the completion of the approval process.

Funding Assessment Committee and ROI Shortlisting Panel

The ORSR Chief Executive appoints the members of the **Funding Assessment Committee (FAC)** and the **Registration of Interest Shortlisting Panel (ROISP)**.

The ROI Shortlisting Panel is responsible for assessing Stage 1 Registration of Interest applications and providing a shortlisting recommendation to the Senior Leadership Team.

The Funding Assessment Committee is responsible for assessing Stage 2 Full Applications and making funding recommendations to the Senior Leadership Team.

Both panels are comprised of officers from across ORSR with relevant expertise.

ORSR recognises that conflicts of interest may arise with staff, technical experts, and others assessing the applications and forming recommendations. All employees of the Government of South Australia must comply with:

- the Code of Ethics of the South Australian Public Sector issued under the *Public Sector Act 2009 (SA)*
- the Public Sector (*Honesty and Accountability*) Regulations 2010 (SA)

The assessment processes within ORSR are additionally governed by the following:

- ORSR Interests Management Policy
- ORSR Grant Management Policy and Procedures

Important note

Please note that satisfying the assessment criteria does not guarantee funding.

The number of eligible applications and total funding requested is expected to exceed the funding available. Accordingly, ORSR does not guarantee that projects will be successful or that successful projects will receive the full amount requested.

Assessment against criteria

The Funding Assessment Committee assesses all eligible applications submitted through Stage 2.

Where an application is deemed eligible, the Funding Assessment Committee will assess the application against the relative merit of other projects in meeting the assessment criteria.

The Funding Assessment Committee may request additional information during the Committee's sitting period.

Assessment criteria (Stage 2 only)

Weighting	Project need Extent to which the applicant has demonstrated and provided evidence that the project:
25%	- Addresses an identified need, gap or deficiency in the availability of fit for purpose active recreation and sporting facilities to the community. - Will lead to benefits for each user group and has support from users of the facility and the broader community. - Is an appropriate solution and will achieve the desired outcomes efficiently.
	Participation and Utilisation Extent to which the applicant has demonstrated and provided evidence that the project:
25%	- Will lead to positive participation and utilisation outcomes for active recreation and sport. - Will lead to additional programming opportunities and/or improved inclusiveness. - Provides for multiple sports and/or user groups. - Will provide gender equity in programming/scheduling.
	Quality Infrastructure Extent to which the:
20%	- Project improves the quality, safety or standard of facilities that are available to the community and meets relevant sporting and recreation organisation requirements and Australian Standards. - Applicant provides plans that address Risk Management, Universal Design Principles, and Environmentally Sustainable Design. - Applicant provides appropriately detailed plans and specifications that clearly demonstrate what will be constructed.
	Strategic Justification Extent to which the project:
10%	- Is identified through a facility planning process. - Demonstrates the strategic importance of the project to the applicant, user groups and the community. - Is prioritised by the local council and/or relevant state sporting organisation. - Aligns with ORSR's strategic plan, and the State Sport and Recreation Infrastructure Plan.
	Project Delivery Extent to which the applicant evidences capacity to:
20%	- Begin the project within 12 months of receipt of funding. - Effectively manage the project through relevant project management history. - Finance the project through the confirmation of cash funding contributions, and or detailed and accurate in-kind contributions. - Finance the project through provision of itemised accurate and up to date quotes. - Identify the project scope and outline how the project will be completed within a prescribed timeframe. - Manage the ongoing maintenance and life-cycle replacement costs.

Larger facility projects that are staged over a period of time should note that being successful through one grant program for a stage does not guarantee an applicant funding through other grant programs for another stage.

An applicant's ORSR grant management history may be considered when being assessed against the "Project Delivery" criteria.

Applications which feature substantial in-kind contributions (relative to the total project cost) may not be considered as favourably as cash contributions when being assessed against the "Project Delivery" criteria.

Unsuccessful applications

All unsuccessful applicants will receive notification through SmartyGrants. Applicants are encouraged to contact ORSR for advice when applying for future grants.



Successful applications

Grant agreement

Successful applicants (grantees) will be sent a Grant Offer detailing the terms and conditions of the funding.

Effective 1 January 2019, public authorities are required to use standard funding agreements approved by the Crown Solicitor's Office. For the ASCP, the Not-for-Profit Standard Grant Agreement will be used. For more information regarding the grant agreements, [click here](#).

Grantees will have at least 14 days, from the date of a written offer, to execute a funding agreement with ORSR ('execute' means both the applicant and ORSR have signed the agreement). The offer may lapse if both parties do not execute the grant agreement within the specified timeframe.

Approval of grant funding is based on information provided within the application. Any changes to details may be reviewed to consider any potential impacts.

Grantees are given twelve (12) months to begin the project from receipt of funding and 24 months to complete the project.

An approval may have specific conditions that have been determined through the assessment process. Any such details will be specified in the grant offer.

Payment

Payment of grant funding will be made in accordance with the terms and conditions of the grant agreement.

Approved grant funding will be transferred electronically into the Australian bank account nominated within the application.

Should a successful applicant become overdue with any obligations, reporting or acquittals, payments may be placed on hold until those are met.

The grantee must use any bank interest that accrues from the deposit of the grant for the purpose outlined within a grant agreement.

The grantee may only draw down or use the grant to the extent necessary to progress the construction or redevelopment of the facility and in compliance with their grant agreement.

Funding shortfalls/underspends

If the grantee does not receive all the stated co-investments to the project as per their application, the grantee will be required to meet the funding shortfall.

If the total cost of the project is greater than the grant plus co-contributions, the grantee will be required to meet all such additional costs.

If the actual cost of the project comes in under budget, the grantee will be required to repay a portion of the grant as outlined in the grant agreement.

Monitoring and compliance

All grantees will be required to:

- Only use the funding for eligible costs as detailed within the grant agreement.
- Comply with the relevant laws in force in South Australia.
- Maintain valid public liability insurance for a minimum of \$1,000,000 for any one claim for the funding period.
- Appropriately acknowledge the Government of South Australia as a funding source.
- Comply with the reporting and acquittal requirements of the grant agreement. Failure to comply may result in ORSR grant payments being suspended and/or the organisation no longer being eligible to receive ORSR funding or being required to return the grant, or part thereof.
- Submit reports, financial reports, and other required documentation in line with the funding agreement. The amount of detail required in reports/documentation will be proportionate to the grant amount.
- Allow ORSR to monitor the grant progress by assessing submitted reports/documentation. In some cases, ORSR may need to re-examine claims, seek further information or request an independent audit of claims and payments.
- Comply with the other terms and conditions in the grant agreement.
- Contact ORSR immediately when becoming aware of a breach of terms and conditions of the grant agreement.

Ad hoc reporting

Ad hoc reports may be required for the project. This may include reports to confirm progress, or to explain any significant delays or difficulties in completing the project.

Financial and audit reports

Where the grantee is required by law to prepare audited financial statements, or requested by the Government Party, it will need to provide these statements and audit reports throughout the term of the grant agreement.

Compliance visits

ORSR may visit the site during the project period to review compliance with the grant agreement, and to inspect relevant records that must be kept under the funding agreement. ORSR will provide reasonable notice of any compliance visit.

Events

Grantees must notify the Minister for Recreation, Sport and Racing, and are encouraged to notify the local Member for Parliament or their representatives or ORSR/government delegate to attend any special events relating to the construction or completion of the project. Requirements are outlined in the grant agreement.

Grant agreement variations and extension

Unexpected events may delay a project's progress. In these circumstances, grantees can request a project variation to the terms of the grant agreement, such as the purpose or expiry date. Any request must be submitted through SmartyGrants. Requests may require the following details:

- The reason and justification for the variation.
- Updated details and other relevant supporting documentation.
- New project timelines and and/or new milestones.

If a variation request is submitted, the following factors will be considered:

- Impact to project outcomes.
- Consistency with the program objective/s.
- Deviations from the original proposal and a subsequent re-assessment against program assessment criteria.
- Timeframe implications.

The program does not allow for any increase to the agreed amount of grant funds as established in the grant agreement.

Acquitting a grant

Upon expending the grant, grantees will be required to acquit the grant through SmartyGrants. Grant acquittal requirements will be outlined in the grant agreement. These requirements may include:

- Providing a detailed breakdown of goods and services the grant was spent on, including descriptions and amounts.
- Providing details and amounts of the final funding sources for the project.
- Certification that the statements made in the acquittal are true and correct.
- Identifying if the grant has achieved the program's objectives.
- Where requested, providing photographs, videos and other details in relation to the completed project.

Grant acknowledgement

Grantees will be required to acknowledge the Government of South Australia's support.

Approval through ORSR is required before any public announcements for the grant. If the grantee makes a public statement about the project funded, we require at a minimum acknowledgement of the grant by using the following statement:

“This project received grant funding from the South Australian Government through the Office for Recreation, Sport and Racing.”

Acknowledgement and publicity guidelines may form part of the grant agreement and include the requirement that all activities acknowledge the Government of South Australia's support through logo presentation on any activity-related publications, media releases, and promotional material.

The Minister must be given the opportunity to participate in any formal activity associated with commencement or launch of a project. Openings and launches of projects are to be coordinated through the Minister's office via Minister.Pearce@sa.gov.au.

Social media acknowledgement

To ensure the ORSR does not miss any project updates and news, grantees should include, where appropriate, the ORSR account tags in each of their social media posts. This will alert us to new posts so we, in turn, can 'Like' and share your content.

Facebook: [@SAREcandSport](https://www.facebook.com/SAREcandSport)

Instagram: [@sarecreationandsport](https://www.instagram.com/sarecreationandsport)

When acknowledging a grant or mentioning ORSR's support on your website or in any digital communications, please include a link to orsr.sa.gov.au.

Other information

Grants and Goods and Services Tax (GST)

It is recommended that applicants seek independent legal and financial advice to determine all taxation obligations before applying.

Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then the Australian Taxation Office require you to be registered for GST (source: www.ato.gov.au).

Successful applicants registered for GST will have their grant grossed up by 10 per cent to offset GST payable on the grant. Organisations not registered for GST will not have the grant grossed up. Grantees cannot have the grant agreement transferred to another body based on GST registration.

Also note, from 1 July 2017, government entities at the federal, state, territory and local levels report the grants they pay to people or organisations with an Australian Business Number to the Australian Taxation Office.

Financial reporting

ORSR requests organisations adopt the National Standard Chart of Accounts for Not-for-Profit Organisations: acnc.gov.au/for-charities/manage-your-charity/national-standard-chart-accounts.

How ORSR will use your information

ORSR may share your information with other government agencies for relevant purposes such as:

- To improve the administration, monitoring and evaluation of government programs.
- For research.
- To announce grant recipients.

Treatment of confidential information

ORSR will treat information provided by applicants as sensitive and confidential if it meets one of the four following conditions:

- The applicant clearly identifies information as confidential and provides an explanation.
- Information is commercially sensitive.
- Disclosing information would cause unreasonable harm to you or someone else.
- Information is provided with an understanding that it will stay confidential.

When ORSR may disclose confidential information

ORSR may disclose confidential information to the following:

- The ORSR Chief Executive, employees and/or contractors to help ORSR manage the program effectively.
- The Minister for Recreation, Sport and Racing.
- The Auditor-General, Ombudsman or Commissioner for Consumer and Business Services.
- A House or Committee of Parliament.

ORSR may also disclose confidential information if:

- Required or authorised by law (including if requested under the *Freedom of Information Act 1991 (SA)*).
- The grantee agreed to the information being disclosed.
- Someone other than ORSR has made the confidential information public.

Personal information

ORSR must treat your personal information according to the Premier and Cabinet Circular Information Privacy Principles Instructions and the Privacy Act 1988 (Cwth). This includes informing you:

- What personal information ORSR collects.
- Why ORSR collects your personal information.
- To whom ORSR gives your personal information. ORSR may give personal information collected to our employees and contractors, the Assessment Panel, and other Government of South Australia employees and contractors, so ORSR can:
 - Manage the program.
 - Research, assess, monitor and analyse our programs and activities.

ORSR, or the Minister, may:

- Announce the applications received or successful applicants to the public.
- Publish personal information on ORSR websites.
- Decide how we collect, use, disclose and store your personal information.
- Provide you with information about how you can access and correct your personal information.

Reporting

Effective disclosure and reporting of administered grants is essential for public accountability. Reliable and timely information on grants is vital for public and government confidence in the quality and integrity of grants administration. ORSR may publish grant applications and requests, grant recipients and funding amounts approved on the ORSR website.

Freedom of information

The *Freedom of Information Act 1991 (SA)* and the *Privacy Act 1988 (Cwth)* are the main pieces of legislation that provide access to and amendment of personal information.

Arrangements for managing Freedom of Information (FOI) requests should be discussed with ORSR's FOI Officer. The FOI Act is about openness and access to government-held information and is based on the principle that government information should be accessible to the public because it belongs to the public. Consequently, it is important that recorded information is accurate, up to date, complete, not misleading and relevant to the purpose for which it was collected.

The FOI Officer must be contacted to assist with FOI requests. The circumstances under which an agency may refuse a request for information under FOI laws are limited. Advice on possible exemptions should be sought from the FOI Officer.

Child-safe environments

Children and young people have a right to be safe and protected at all times, including when accessing services in the community.

Child protection legislation in South Australia requires certain organisations to provide a child-safe environment. All state authorities and persons or bodies who provide a service or undertake an activity that constitutes child-related work under the *Child Safety (Prohibited Persons) Act 2016* must meet these obligations.

To meet the requirements under the *Children and Young People (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016*, these organisations must have a child-safe environments policy in place, meet working with children check obligations and lodge a child-safe environments compliance statement.

For information on child safe environments, go to: <https://dhs.sa.gov.au/how-we-help/ngo-and-sector-support/child-safe-environment>

To lodge a child-safe environment compliance statement, visit: <https://dhs.sa.gov.au/how-we-help/ngo-and-sector-support/child-safe-environment/compliance-statements>

Definition of key terms

Term	Definition
Active recreation	Activities engaged in for the purposes of relaxation, health and wellbeing or enjoyment, with the primary activity requiring physical exertion and the primary focus on human activity.
Applicant	The organisation that has applied.
Application	The document that applicants use to apply for funding under the program.
Education Site	Defined as a school, preschool, TAFE, or university, or any other site primarily used for education and learning.
Funding period	The period of the grant agreement where spending on the approved project and its outcomes can occur.
Grantee	The recipient of a successful grant.
Minister	The Minister for Recreation, Sport and Racing.
Materially Consistent	Information provided in the Stage 2 Full Application that remains substantially the same as that submitted in the Registration of Interest. Significant changes to project scope, location or intent may affect eligibility or assessment outcomes.
ORSR	Office for Recreation, Sport and Racing, an agency of the Government of South Australia.
Registration of Interest (ROI)	Stage 1 of the application process. The ROI is a high-level application used to confirm eligibility, assess project merit, and identify projects that will be shortlisted to progress to Stage 2.
ROI Shortlisting Panel (ROISP)	A panel appointed by the ORSR Chief Executive to assess eligible Registration of Interest applications, undertake comparative assessment and provide shortlisting recommendations to the Senior Leadership Team.
Stage 2 Full Application	Stage 2 of the application process. Only applicants shortlisted through the ROI process are invited to submit a Full Application, which requires detailed project information and supporting evidence.
Shortlisting	The process of comparatively assessing and ranking eligible ROI applications to determine which projects will be invited to submit a Stage 2 Full Application.
Sport	A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.



Government of South Australia

Office for Recreation, Sport and Racing

Enquiries and feedback

For further information or clarification, you can contact ORSR through the website: orsr.sa.gov.au.

ORSR may publish answers to your questions on the website as Frequently Asked Questions.

A compliment or complaint can be lodged using the ORSR compliments and complaints form on the website: orsr.sa.gov.au.