



# Statewide Enhancement Program

## Stream 1

### State Organisation Support (SOS) Funding

# Funding Guidelines

2009-2010

# Statewide Enhancement Program – Stream 1

## State Organisation Support Funding

### Minister's Message



I am pleased to invite applications for the 2009-2010 Statewide Enhancement Program (StEP).

As Minister, I hold a strong commitment to maintaining and developing partnerships with active recreation and sport providers throughout the State.

Since the implementation of StEP in 2004, the program has provided over \$33 million in funding to the sport and active recreation sector. This funding supports programs and services aimed at increasing involvement in sport, active recreation and physical activity in South Australia and providing pathways and opportunities towards sporting excellence.

The allocation of funds through this program plays an integral role in achieving a key component in South Australia's Strategic Plan of exceeding the Australian average for participation in sport and physical activity by 2014.

I seek your continued contribution, knowledge and support in working with the Government toward our goals in further developing sport and recreation opportunities for South Australians.

I look forward to receiving many exciting and significant project proposals.

Michael Wright MP  
**MINISTER FOR RECREATION, SPORT AND RACING**

# Statewide Enhancement Program – Stream 1

## State Organisation Support Funding

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# Statewide Enhancement Program – Stream 1

## State Organisation Support Funding

### About the Program

StEP is a triennial funding program which was established to assist the South Australian Government to work in partnership with State sporting and active recreation organisations and other approved bodies to implement programs and initiatives that support the SA Strategic Plan's sport and recreation target (T2.3) "to exceed the Australian average for participation in sport and physical activity by 2014."

StEP contributes to this target by providing funding support for sport and active recreation programs that aim to meet Office for Recreation and Sport's (ORS) strategic outcomes.

### Definitions

For the purpose of the Program, the following terms have been defined:

**Active Recreation** is where:

- The primary purpose and primary focus of the activity undertaken, is to engage in human physical activity for its own sake;
- The physical activity gained is not an indirect benefit of the primary activity; and
- Organisations delivering these activities do so for the primary purpose of human physical activity.

**Sport** is: A human activity capable of achieving a result requiring physical exertion and/or physical skill, which, by its nature and organisation, is competitive and is generally accepted as being a sport.

### Dates to remember

Program opens:	<b>Saturday 17 January 2009</b>
Program closes:	<b>5:15pm Monday 2 March 2009</b> ( <i>Applications post marked on or before the closing date will be accepted</i> )
Outcomes advised:	<b>It is anticipated that applicants will be notified in June 2009</b>

# Statewide Enhancement Program – Stream 1

## State Organisation Support Funding

### StEP Funding Streams

StEP has been divided into streams:

<b>State Organisation Support Funding (SOS) Stream 1</b>	<b>Sport and Active Recreation Project Funding (SARP) Stream 2</b>
<p><b>As outlined in these guidelines</b></p>	<p>SARP provides funding to eligible organisations to assist in the development and delivery of programs that aim to meet one of more of the following outcomes:</p> <ul style="list-style-type: none"><li>▪ Increase community participation in sport and active recreation at all levels;</li><li>▪ Improve the quality of sport and active recreation programs and services that are available to South Australians; and</li><li>▪ Support the development of talented/elite athletes.</li></ul> <p>The 2009-2010 round of STEP is the final round of the current triennial funding period (2007-2010). Successful applicants will receive one-year funding.</p> <p>For more information refer StEP SARP Funding Guidelines and Application Form.</p>

### State Organisation Support Funding (SOS) – Stream 1

SOS provides triennial (3-year) funding to eligible State sport and active recreation organisations and peak industry bodies to support the delivery of core programs and services.

The 2009-2010 round of STEP is the final round of the current triennial funding period (2007-2010). Successful applicants will receive one-year funding.

### Who can apply?

#### Peak Industry Representative Bodies

To be eligible for SOS funding Peak Industry Bodies must:

- Be the recognised State peak body responsible for the delivery of services/programs to a specific industry sector;
- Be an incorporated, 'not for profit' organisation;
- Be able to demonstrate good financial management through the provision of sound financial history/systems;
- Have a Strategic Plan that covers the triennial funding period (2007-2010); and
- Have in place appropriate governance processes, policies and systems to meet industry, corporate and legislative responsibilities.

# Statewide Enhancement Program – Stream 1

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## State Organisation Support Funding

### Who can apply (cont.)?

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#### **State Sport Organisations**

To be eligible for SOS funding State Sport Organisations must:

- Be affiliated with a National Sporting Organisation (NSO) who in turn is recognised by the Australian Sports Commission;
- Be recognised by the sports NSO as the State body for the sport in South Australia;
- Be an incorporated, 'not for profit' organisation;
- Be able to demonstrate good financial management through the provision of sound financial history/systems;
- Have a Strategic Plan that covers the triennial funding period (2007-2010);
- Have an operable and current anti-doping policy that complies with the SA Government Policy on Doping in Sport.
- Have an operable and current Harassment Free and/or Member Protection policy/procedure; and
- Have in place appropriate governance processes, policies and systems to meet industry, corporate and legislative responsibilities.

#### **State Active Recreation Organisations**

To be eligible for SOS funding State Active Recreation Organisations must:

- Be the State peak body responsible for the development/delivery of active recreation opportunities;
- Be an incorporated, 'not for profit' organisation;
- Be able to demonstrate good financial management through the provision of sound financial history/systems;
- Have a Strategic Plan that covers the triennial funding period (2007-2010);
- Where appropriate have an operable and current anti-doping policy that complies with the SA Government Policy on Doping in Sport;
- Where appropriate have an operable and current Harassment Free and/or Member Protection policy/procedure; and
- Have in place appropriate governance processes, policies and systems to meet industry, corporate and legislative responsibilities.

### Who can't apply?

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- Schools.
- Local Government Authorities.
- Sport, active recreation organisation's and industry bodies that are not the recognised state peak body.
- Organisations that have acquittals and/or reports from any ORS funding programs overdue.
- For profit organisations.

# Statewide Enhancement Program – Stream 1

## State Organisation Support Funding

### How will our application be assessed?

#### Stage 1: Initial Screening

Following the closure of the round, ORS will screen all applications to check the organisation's eligibility for funding through SOS, and that all of the essential supporting documentation has been provided.

Acceptance of supporting documentation received after the closing date will be at the discretion of the ORS.

Applicants are required to provide all essential documentation to proceed to the next stage.

#### Stage 2: Assessment Process

Eligible applications will be assessed on the answers given in the application form and categorised (refer categorisation model page 9) using the following process:

##### 1. Assessed Against the General Characteristics for Each Category

Organisations are assessed according to the following General Characteristics:

##### **Sport and Active Recreation Organisations**

- Participation/Membership Base
- Finance (organisations annual turnover)
- Level of dependence on government funding
- Staffing levels
- Profile of activity (active recreation organisations)
- Capacity for elite development (sport organisations)
- Service provision to regional SA
- Proven capacity to deliver services and programs

##### **Industry Representative Bodies**

- Level of industry support
- Finance (organisations annual turnover)
- Level of dependence on government funding
- Scope of influence
- Industry control/regulations
- Training and resources
- Industry promotion and communication

**2. Organisations Ranked Within Each Category** Once placed in categories, organisations are then further ranked against other organisations with similar characteristics and capacities to deliver programs/services, within that category.

**3. Funding Allocation** A level of funding is allocated to each successful organisation. The level of funding will be based on the funding bandwidth for each category and the relative placement of an organisation within that category.

#### Stage 3: Recommendations

Funding recommendations are forwarded to the Minister for Recreation, Sport and Racing for consideration. All organisations will be notified of the outcome of their application once approval has been given.

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## State Organisation Support Funding

### How do we apply?

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1. Carefully read the funding program guidelines to determine whether your organisation meets the eligibility criteria. If you are unsure, contact an ORS Funding Services Consultant on 7424 7708.
2. If you are eligible, complete all relevant questions in the StEP SOS, Stream 1 Application Form.
3. Ensure your strategic plan is updated to include outcomes to be achieved 2007 – 2010.
4. Send in the completed application form with all of the required essential supporting documentation to the ORS (details on back of application form) by the closing date.

#### Please note:

- Applications must be written or typed on the application form. An electronic Microsoft Word “type in” version is available through our website [www.recsport.sa.gov.au](http://www.recsport.sa.gov.au)
- Faxed applications WILL NOT be accepted.
- Please do not bind the application or use display folders.
- Only supply 1 copy of the completed application and attachments.
- Satisfying the SOS eligibility criteria does not guarantee the receipt of funding, therefore funding should not be deemed automatic or anticipated.
- These guidelines supersede all terms and conditions contained in previous StEP guidelines.
- All funding is subject to the appropriation of funds through the South Australian Government budget process.

### What if our application is successful?

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- Successful applicants (grantees) will receive written notification from the Minister.
- A Funding Agreement will then be forwarded to grantees detailing the terms and conditions of the funding.
- Once the Funding Agreement has been signed between the grantee and the Minister it cannot be altered unless both parties agree formally in writing.
- Payments will be processed in accordance with the payment schedule detailed in the Funding Agreement and forwarded directly to the organisation either via a cheque or electronic funds transfer (EFT).

### What are the conditions of funding?

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As a recipient of funding, grantees must meet the conditions as stated in the Funding Agreement, including to:

- Use the funding allocated only for the purpose as detailed in the Funding Agreement;
- Maintain accounting records of the funding in accordance with generally accepted accounting principles;
- Comply with the laws in force in South Australia;
- Appropriately acknowledge the State Government of South Australia as a funding source; and
- Comply with all reporting and acquittal obligations as detailed in the Funding Agreement. Failure to comply may result in ORS funding payments being suppressed and/or the organisation no longer being eligible to receive ORS funding.

# Statewide Enhancement Program – Stream 1

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## State Organisation Support Funding

### **What if our application is unsuccessful?**

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All ineligible and unsuccessful applicants will be notified by mail. Organisations are encouraged to contact the ORS for feedback on their application.

### **For more information**

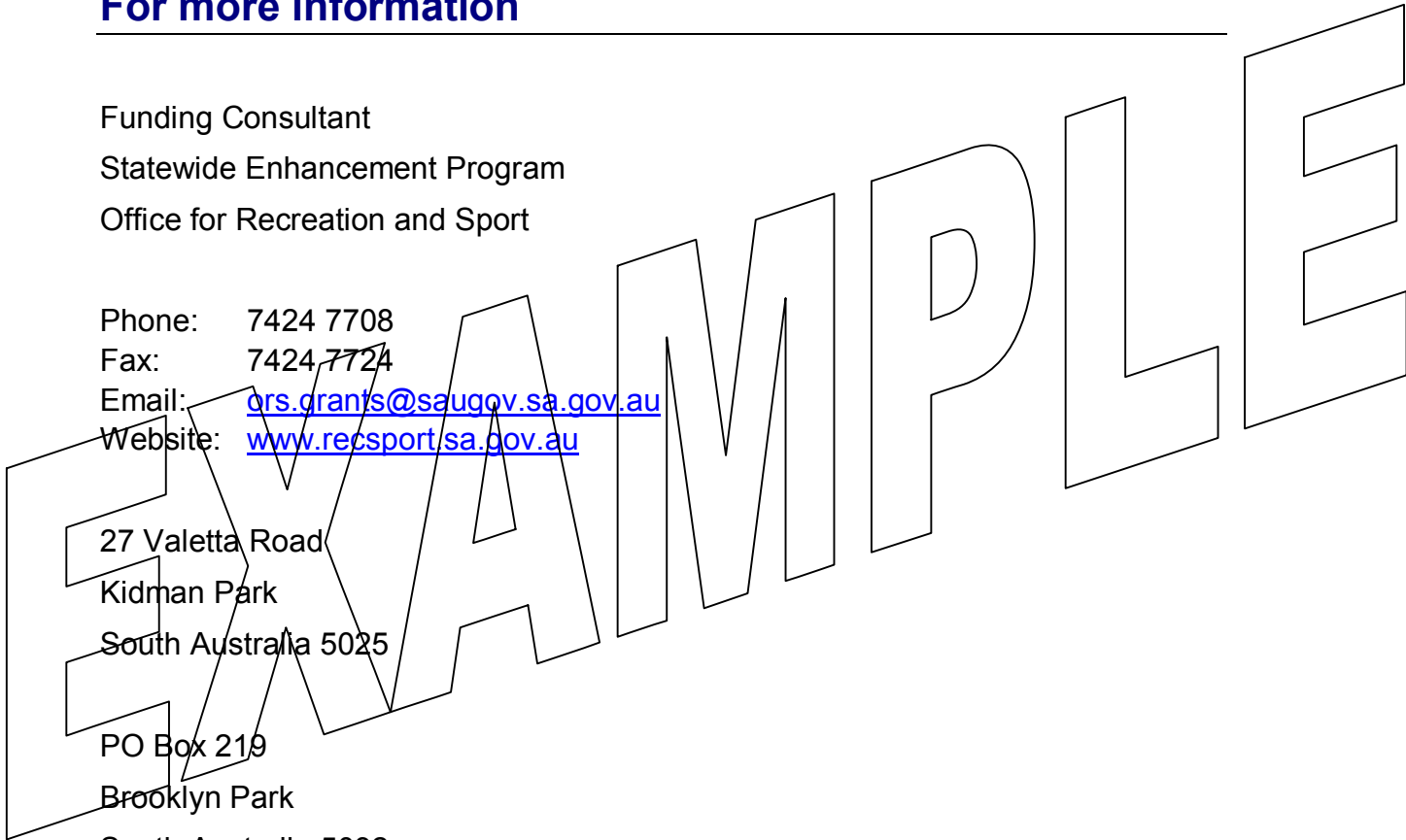
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# Statewide Enhancement Program – Stream 1

## State Organisation Support Funding

### Categorisation Model

#### State Sport & Active Recreation Organisations

CATEGORIES	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4
Funding Bands	Up to \$20,000 per year	\$20,000 to \$50,000 per year	\$50,000 to \$100,000 per year	\$100,000 and above per year
Purpose of Funding	Stability	Stability and Growth	Growth and Development	Strategic Leadership
General Characteristics of Each Category	<ul style="list-style-type: none"> <li>Small participation base</li> <li>High dependence on government funds</li> <li>Primarily administered by volunteers</li> <li>Small annual turnover</li> <li>Low profile activity</li> <li>Low capacity to undertake participation development programs</li> <li>Low level of service provision to regional South Australia</li> </ul>	<ul style="list-style-type: none"> <li>Small to medium participation base</li> <li>High to moderate dependence on government funds</li> <li>Employs up to three full-time and/or part-time staff</li> <li>Small to medium annual turnover</li> <li>Medium profile activity</li> <li>Has capacity to undertake basic participation programs</li> <li>Moderate capacity for elite development</li> <li>Moderate level of service provision to regional South Australia</li> </ul>	<ul style="list-style-type: none"> <li>Medium to high participation base</li> <li>Moderate to low dependence on government funds</li> <li>Employs up to seven full-time and/or part-time staff</li> <li>Medium to high annual turnover</li> <li>Has good potential for growth and to undertake development projects</li> <li>Significant national and international profile</li> <li>Strong capacity for elite development</li> <li>Moderate to high level of service provision to regional South Australia</li> </ul>	<ul style="list-style-type: none"> <li>High participation base</li> <li>Low dependence on government funds</li> <li>Employs more than seven full-time and/or part-time staff</li> <li>High annual turnover</li> <li>Has strong potential for growth and to undertake development of the industry</li> <li>Significant national and international profile</li> <li>High capacity for elite development</li> <li>High level of service provision to regional South Australia</li> </ul>

#### Industry Representative Bodies

CATEGORIES	CATEGORY 1	CATEGORY 2	CATEGORY 3
Funding Bands	Up to \$20,000 per year	\$20,000 to \$50,000 per year	\$50,000 and above per year
General Characteristics of Each Category	<ul style="list-style-type: none"> <li>Small membership representative base</li> <li>High dependence on government funds</li> <li>Scope of influence is narrow and limited to a particular interest area or segment of the industry</li> <li>Responsible for the development of controls and regulations over the activity</li> <li>Develops training and resources to support the safe conduct of the activity</li> <li>Communicates government initiatives to members of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Medium membership representative base</li> <li>Moderate dependence on government funds</li> <li>Has national recognition as the industry body in SA for a segment within the industry</li> <li>Responsible for the development of controls and regulations over the activity</li> <li>Develops training and resources to support the safe conduct of the activity</li> <li>Communicates government initiatives to members of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Large membership representative base</li> <li>Low dependence on government funds</li> <li>Provides a single point of contact for the broad representative views of a sector</li> <li>Develops industry specific training resources and materials</li> <li>Facilitates sector wide projects</li> <li>Communicates government initiatives to the industry and general community</li> <li>Promotes industry responsibility and self regulation</li> </ul>