



### A Guide to completing the Application Form

Please take the time to read this Guide as it contains important information that will assist you to complete the Application Form.

In this guide you will find the following information:

- Important things to do before you complete the application
- Completing the application
- Important things to do when you have completed the application

#### Important things to do before you complete the application form

1. Read the Funding Guidelines to check your eligibility to apply.
2. If you are eligible to apply, read this Guide and gather the information you need to complete the application.
3. Contact the Grants Consultant if you need more information:
  - Phone: 8416 6708
  - Email: [ors.grants@saugov.sa.gov.au](mailto:ors.grants@saugov.sa.gov.au)

#### Completing the application

1. Applications must be in writing on the Application Form provided. A Word 'type-in' form is available for download at [www.recsport.sa.gov.au](http://www.recsport.sa.gov.au) under Grants and Scholarships.
2. Please do not bind the application or use a display folder.
3. Submit one (1) copy only by post or in person. Do not fax or email the application.
4. The following is a step by step guide to completing the Application Form. The explanations provided are 'for example' purposes only.

### Section 1 - Information about the Organisation

The Office for Recreation and Sport (ORS) will use the information collected in Section 1 to check your eligibility for funding and keep accurate records

QUESTION	EXPLANATION	RESPONSE
1. Eligibility to apply for funding	Prior to completing the Application Form you must read the Funding Guidelines. This will assist you to determine your eligibility to apply for funding.	If eligible tick the 'Yes' box If you are unsure please contact a Grants Consultant
2. Starting date for your project/purpose (dd/mm/year)	If your project/purpose has commenced prior to 1 July 2008 you are not eligible for funding.	Insert the date
3. Name of Organisation	Insert the name of your organisation as it appears on the Certificate of Incorporation.	Insert name
4. Certificate of Incorporation number	Insert the number as it appears on the Certificate of Incorporation.	Insert number
5. ABN (if applicable)	Issued by the Australia Taxation Office and used by the ORS for payment purposes.	Insert number
6. Registered for GST	Required by the ORS for payment purposes. If unsure contact the Australian Taxation Office.	Tick Yes/No
Questions 7 - 8	Address details for your organisation.	Insert text
9. Name and details of contact person for the project/purpose	This is the person that ORS will contact for any extra information or clarification of your project/purpose.	Insert text
10. Information about your membership	List the number of members under each category.	Insert number
11. Services delivered in the last 12 months	List the types of sport and/or active recreation programs or services that your organisation has delivered in the last 12 months.	Insert text
Questions 12 - 13	The ORS is interested in how you came to know about this funding program.	Tick

# ACTIVEClub Program

## COMPLETING THE APPLICATION FORM

### Section 2 – Information about your project/proposal

The Office for Recreation and Sport (ORS) will use the information collected in Section 2 to assess your project against the criteria for funding.

QUESTION	EXPLANATION	RESPONSE
14. Project/purpose title	Give your project/proposal a short title. (20 words or less)	Insert text
15. What are you going to do?	Provide a concise description of your project. <i>For example: To purchase sporting equipment for an open day; to resurface the two tennis courts used by the juniors.</i>	Insert text
16. Why are you doing it?	Provide a concise explanation as to why you want to do this project/purpose. <i>For example: the club does not own sporting equipment that can be used by the general public; the tennis courts have become riddled with pot holes and are almost unusable for the coming summer season of tennis.</i>	Insert text
17. How will people know about it?	Provide a concise description of how you will promote your project/purpose. <i>For example: distribute leaflets; advertise in the local paper; promote on website.</i>	Insert text
18. Where will it be conducted?	This is the location where the project/purpose will be conducted. Venue name, Street name, Suburb must be provided. <i>For example: Adelaide Oval, War Memorial Drive, North Adelaide. If you have any concerns regarding the location details, contact an Grants consultant for clarification.</i>	Insert text
19. How will the project/purpose increase or improve opportunities for participation in sport and active recreation?	Provide details about how your project/purpose will increase or sustain participation in sport or active recreation. Examples of area that may be addressed include: <ul style="list-style-type: none"> <li>• How the project/purpose will encourage people from the general community to become active in the organisation.</li> <li>• What pathways the project /purpose will provide to encourage continued participation in the organisation.</li> </ul>	Insert text
20. Who do you expect to be participating in or benefit from your project/purpose?	List the names of groups and provide letters of support where applicable. Examples include, but are not limited to: <ul style="list-style-type: none"> <li>• Special needs or disadvantaged groups.</li> <li>• Groups other than your own who want to participate or become active.</li> <li>• Other community groups or organisations who may benefit from your proposed facility upgrade.</li> </ul>	Insert text and where applicable attach letters of support
21. Have you identified any risks, including safety issues associated with the project/purpose?	Answer yes or no. If you answered yes identify the risks/safety issues and how your organisation proposes to address them. <i>For example: Risk - volunteers working outdoors with heavy machinery. Solution – provide training on use of equipment and provide safety equipment</i>	Tick Yes/No If yes, insert text
22. How will the project/purpose improve the quality or standard of your existing facility or equipment?	<i>For example: Existing issue – the two junior tennis courts are in disrepair and dangerous to use. The project/purpose will address this issue – a resurface will make the courts usable and safe for the juniors' competition.</i>	Insert text

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### Section 4A – Program and Equipment Grant costing

#### Question 23

1. Section 4A is to be completed if you selected the 'Program and Equipment Grant' option.
2. In this section you must show the costing for your program and equipment project/purpose.
3. Total Grant requested cannot exceed \$10,000.
4. Where necessary attach a separate list.
5. You are also required to attach verification of all contributions.

*For example: Donations of equipment/materials; Council support; any other support etc.*

### Section 4B – Facility Grant project costing

#### Questions 24-25

1. Section 4B is to be completed if you selected the 'Facility Grant' option.
2. In this section you must show the costing (GST Inclusive) for your project/purpose.
3. Grant funding is available for 50% of the project/purpose cost up to \$20,000.
4. All expenses to be incurred in undertaking the project/purpose must be listed in Section A – Project/Purpose Costs.
5. Copy relevant amounts from Section A to Section B – Project/Purpose Revenue.
6. Attach verification of all contributions. For example: donations of equipment/materials; Council support; other support.
7. Attach a breakdown of estimated volunteer labour costs.
8. Suggested rate for labour costs:
  - Skilled volunteer labour - \$45 per hour
  - Unskilled labour - \$20 per hour

QUESTION	EXPLANATION	RESPONSE
26. Managing ongoing costs of the project	Please describe how you will cover the extra annual costs that may be incurred as a result of the project/purpose (eg. What is your fundraising plan, can the costs be managed as part of normal expenses).	Insert text and attachments where relevant.
27. Ownership of land/property	You must identify who owns/manages the land where you will be conducting your project/purpose? <i>Written approval is required from the landowner.</i>	Tick a box and attach written approvals.
28. Is the land leased or licensed?	Please indicate whether the land is leased or licensed. <ul style="list-style-type: none"> <li>· If yes please include the expiry date. If the organisation is in between leases/licences being renewed, please have the landowner include this information in the letter of approval.</li> <li>· If the land is not leased or licensed, please contact a Grants Consultant to discuss you situation.</li> </ul>	Tick Yes/No and if applicable include the expiry date.

### Section 5 – Declaration

1. The declaration must be read and signed by two authorised representatives in your organisation.
2. At least one representative must be a member of the Board/Management Committee.
3. **It is an offence to knowingly make a false or misleading statement.**

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## COMPLETING THE APPLICATION FORM

### Important things to do after you complete the Application Form

#### 1 Check your application – Section 6 of the Application Form

To prevent delays in processing and assessing your application, use the checklist in Section 6 of the Application Form to ensure that it is complete and all the required documents are attached.

**Late applications will not be accepted.**

#### 2 Submit your application

Submit your application (including attachments) to the Office for Recreation and Sport before the closing date and time.

##### **By post:**

**Applications post-marked on or before the closing date will be accepted**

##### **Active Club Program**

Office for Recreation and Sport  
PO Box 219  
BROOKLYN PARK SA 5032

##### **In person:**

**Hand delivered applications must be received by 5:15pm Monday 20 October 2008**

##### **Active Club Program**

Office for Recreation and Sport  
27 Valetta Road  
KIDMAN PARK SA 5025

**Reminder: Do not fax or email your application**