

# SPORTS TRAILS



Australian Government  
Australian Sports Commission

## COMMUNITY SPORT INFRASTRUCTURE GRANT PROGRAM PROGRAM GUIDELINES AUGUST 2018



# A MESSAGE FROM THE MINISTER

Local sport infrastructure plays a critical role in keeping communities healthy, active and connected. It has the capacity to provide benefits beyond sport, as a place for communities to gather, create connections and develop networks.

The Australian Government is committed to ensuring that more Australians have access to quality sport infrastructure, encouraging greater community participation in sport and physical activity.

Accessible, safe, inclusive and sustainable sport and physical activity infrastructure is essential to getting Australians to be more physically active. In many locations, particularly in regional areas, sports venues are under-utilised due to poor lighting, disrepair or inadequate facilities such as female change rooms and toilets.

At a time of growth in the demand across the community to participate in sport, ensuring accessible, safe, inclusive and sustainable sporting and physical activity infrastructure is essential to getting Australians to be more physically active.

Improvements to community infrastructure – such as lighting towers and expanded change room and toilet facilities, particularly for people with a disability, girls and women – will greatly increase participation opportunities. In many communities, sport plays an important connectedness role and is integral to the social wellbeing of individuals. The success of AFLW, the Matildas, the Diamonds Netball team, Australian Women's Cricket and Rugby Sevens teams has led to an upsurge in women's participation in sport.

Individuals will benefit from increased physical activity and participation in sport by having better access to quality sport facilities.

Communities will be able to better utilise existing sporting infrastructure to live more active and healthy lifestyles.

The Community Sport Infrastructure Grant Program will fund minor capital projects of small to medium scale, particularly improvements to existing sport infrastructure. The program aims to ensure more Australians have access to quality sport infrastructure, encouraging greater community participation in sport and physical activity.

**Senator the Hon. Bridget McKenzie**  
**Minister for Sport**

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# 1. INTRODUCTION

These guidelines set out the funding requirements for the Community Sport Infrastructure Grant Program (the program). The Australian Sports Commission (ASC), referred to in these guidelines as 'Sport Australia', is responsible for administering the program.

A glossary of key terms used in these guidelines is attached at Appendix A.

Further information is available at [www.sportaus.gov.au/csi](http://www.sportaus.gov.au/csi) to help determine if your project is eligible and to prepare your application. All necessary consultations, planning and approvals should be completed prior to the application process.

# 2. PROGRAM OVERVIEW AND OBJECTIVES

In the 2018 Budget, the Australian Government announced it would invest \$29.7 million in 2018-19 to improve local community sport infrastructure. This investment will support minor capital projects of small to medium scale, through the provision of grants valued up to \$500,000. The grant program will commence in August 2018.

The objective of these grants is to support local communities to participate, recreate, learn and develop together. The grant has two guiding themes: *Community Sporting Hubs and Inclusion*. Both are focussed on encouraging greater levels of participation in community sport and physical activity.

The theme of *Community Sporting Hubs* revives the role of community sporting clubs and facilities as central to the functioning of local communities, increasing their relevance to new and existing participants. *Community Sporting Hubs* will support use of infrastructure by new and diverse community groups, positioning local sporting facilities as relevant, central gathering places; the new 'town hall'.

Innovative upgrades that bring communities together is the central tenet of *Community Sporting Hubs*. Initiatives could include:

- a club, in partnership with a community garden group, upgrading kitchen facilities to prepare local/ cultural food and creating new social spaces for participants to connect with each other;
- a partnership between neighbouring clubs to provide shared wellbeing spaces including change room facilities, social spaces and multipurpose physical activity spaces; and/or
- investing in active spectator spaces where community members can gather, socialise and be active when watching sport.

The theme of *Inclusion* supports the important role that community sport infrastructure plays in offering welcoming, inclusive and accessible participation opportunities for all members of the community. As Australia's population grows and diversifies, *Inclusion* projects will ensure community sport infrastructure evolves to meet changing needs of new user groups.

Innovative upgrades that ensure all members of the community can participate in sport and physical activity is the central tenet of *Inclusion*. Initiatives could include:

- lighting of infrastructure including walking/running tracks, courts and grounds to provide safe and active travel spaces for communities;
- building additional umpire change rooms to provide a safe, private space for female officiators; and
- converting swimming pools into multiple spaces by creating flexible and adjustable partitioned walls to accommodate different activities, cultural sensitivities and/or water play.

Your application can support one or both themes or propose an additional innovation to increase participation.

Specifically, the grant program aims to:

- support increased growth in sport and physical activity participation;
- encourage development of multi-use, shared and co-located facilities;
- offer a range of flexible, community based, participation opportunities;
- prioritise opportunities for women and girls, multicultural communities and people of all abilities to play sport and be physically active;
- increase engagement and reach in local communities; and
- promote community pride, connection and leadership.

### 3. IMPORTANT DATES

<b>Activity</b>	<b>Key Date</b>
<b>Applications open</b>	2 August 2018
<b>Application close</b>	14 September 2018
<b>Notification of outcomes and funding announcements</b>	1 November 2018 onwards
<b>Expected completion date</b>	30 June 2019



# 4. GRANT AMOUNT AND PROJECT DURATION

## 4.1 Grant amount

Three grant streams are available to cater for capital projects of small to medium scale. The maximum grant amount is \$500,000.

Stream	Grant Range
Stream 1	Total eligible grant funding application up to \$50,000
Stream 2	Total eligible grant funding application between \$50,001 and \$200,000
Stream 3	Total eligible grant funding application between \$200,001 and \$500,000

## 4.2 Project duration

It is expected that projects will be completed in the 2018/2019 financial year however; a project's duration will depend on its scale and complexity, and will be specified in the funding agreement.

Project works can commence after a funding agreement has been executed. Projects must commence in 2018/19 and be completed within the timeframe specified in the funding agreement.



## 5. ELIGIBILITY CRITERIA

Applicants and projects must meet **eligibility criteria to be considered for funding**.

### 5.1 Who is eligible?

To be eligible, applicants must be one of the following Australian entity types AND have been operating for 12 months or longer:

- A sporting organisation, such as a community sports club, national, state or registered sport association;
- A local government entity;
  - The Australian Capital Territory does not have local government entities and is therefore eligible to apply.
- An education institution in a remote, or very remote location (as defined in the Glossary), and only if community sport infrastructure exists on land owned or managed by the institution's council/board of management is accessible to the broader community;
- A not-for-profit (NFP) organisation whose NFP status must be demonstrated through one of the following:
  - Current Registration with the Australian Charities and Not-for-profits Commission (ACNC);
  - State or territory incorporated association status; or
  - Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of your organisation.

### 5.2 Who is not eligible?

You are ineligible to apply if you are:

- A for-profit organisation; or
- An individual, partnership or trust (however, an incorporated trustee may apply on behalf of a NFP trust organisation); or
- A Commonwealth, state or territory government agency or body, (including government business enterprises but excluding the Australian Capital Territory).

### 5.3 Co-contributions

Whilst not mandatory, co-contributions (including in-kind) will be considered favourably and scored higher where co-contributions exist for projects. Full and confirmed details of any co-contributions must be outlined in your application.

### 5.4 Project location

The project must be located in Australia (please refer to Glossary for details of excluded areas).



## 5.5 Eligible projects and activities

Applicants should demonstrate how their project will achieve objectives outlined in Section 2.

Examples of eligible projects may include:

- upgrades to playing surfaces, including multi-sport upgrades and resurfacing that supports increased use;
- building, expanding and/or upgrading change rooms and officials' areas;
- external entry/exit accessible amenities;
- improved sports lighting and safety lighting, including installation of solar panels;
- improvements to ground and court capacity that support increased use;
- improvements to spectator amenities; and
- internal/external amenity uplift that support increased use.

Applications for other projects that meet the objectives of the program are encouraged.

Expenditure of grant funds is restricted to activities directly related to project details which have been specified in the funding agreement.

## 5.6 Ineligible projects and activities

The program will not fund projects that:

- have already commenced works;
- do not meet Australian standards;
- include building or upgrade of licenced areas; or
- include building or upgrade of gaming areas.

In addition, the program will not fund the following:

- purchase of land;
- requests for retrospective funding;
- ongoing operational costs;
- upgrading or redeveloping public toilet facilities;
- repair of facilities (except as part of a larger project that meets the objectives of the funding);
- facility planning and design;
- maintenance works; or
- purchasing equipment.

Please refer to Appendix B for further details of ineligible projects and activities.

## 6. SELECTION CRITERIA

Eligible applications will be assessed against three selection criteria:

1. Community Participation;
2. Community Need; and
3. Project Design and Delivery.

The amount of detail and supporting evidence required will depend on the grant amount requested (as outlined in Section 7.1).

### 6.1 Selection Criteria 1 – Community Participation [50%]

**Extent to which the project:**

- a. addresses an identified need, gap or deficiency in the availability and/or accessibility of community sport and physical activity facilities (15 points);
- b. leads to an increase in sport and physical activity participation (15 points);
- c. leads to an increase in the inclusiveness of new or under represented user groups (10 points); and
- d. provides participation opportunities for multiple sports and/or user groups (10 points).

### 6.2 Selection Criteria 2 – Community Need [25%]

**Extent to which the project:**

- a. is identified through a facility planning process and identified as a priority for local government and/or state/national sporting organisation or club (10 points);
- b. improves the quality or standard of facilities available to the community (5 points);
- c. has secured an in-kind or financial co-contribution (5 points); and
- d. demonstrates a local economic impact during construction and operation, including employment during and after construction (5 points).

### 6.3 Selection Criteria 3 – Project Design and Delivery [25%]

**Extent to which the project:**

- a. shows appropriate project design and planning has been undertaken (15 points), including:
  - i. a project plan that details how and when the project will be commenced and completed;
  - ii. appropriate approvals submitted or in place to commence the project in the 2018/19 financial year;
  - iii. site plans that clearly address community safety, risk management, universal design principles and environmental sustainability where appropriate; and
  - iv. detail on how project costs have been accurately identified.
- b. the applicant has a proven capacity and capability to complete the project (10 points):
  - i. experience delivering similar projects; and
  - ii. the skills and experience to manage both the project and the grant funding.

## 7. HOW TO APPLY

Before you apply, please read these guidelines and related materials to make sure you understand all relevant requirements. You can find relevant information at [www.sportaus.gov.au/csi](http://www.sportaus.gov.au/csi).

All applications must be submitted online during the funding application period.

To apply, you must:

- submit an online application form via [www.sportaus.gov.au/csi](http://www.sportaus.gov.au/csi);
- provide all the information that we need to assess your application;
- consider all eligibility and selection criteria, ensuring you have addressed relevant criteria; and
- include all mandatory attachments.

Please ensure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Commonwealth). We will investigate false or misleading information and may not consider your application for the grant. If you find an error in your application after submitting it, you should notify Sport Australia immediately via email: [communitysportinfrastructure@ausport.gov.au](mailto:communitysportinfrastructure@ausport.gov.au).

We cannot accept additional information or requests to change your submission after the closing date.

If you need further guidance in the application process, are unable to submit an online application or wish to withdraw a submitted application, you can contact Sport Australia via email: [communitysportinfrastructure@ausport.gov.au](mailto:communitysportinfrastructure@ausport.gov.au).

## 7.1 Attachments to the application

We require the following documents with your application. The amount of detail required from you is relative to the project size, complexity and grant amount requested. Templates for these documents can be found at [www.sportaus.gov.au/csi](http://www.sportaus.gov.au/csi).

Applicant type	Forms / Documents	For grant requests up to \$50,000	For grant requests \$50,001 to \$200,000	For grant requests \$200,001 to \$500,000
All applicants	<b>Landowner Consent/Support Form</b> Evidence of consent/support from the landowner or facility owner (for leased premises).	Optional	Optional	Mandatory
All applicants	<b>Local Government Consent/Support Form</b> Evidence of support from Local Government.	Optional	Optional	Mandatory
All applicants	<b>Peak Sporting Organisation Support Form</b> Evidence of support from any other relevant peak sporting organisations.	Optional	Optional	Mandatory
All applicants	<b>Project Support Form</b> Evidence of support from any other project stakeholder, facility tenant, or facility user groups.	Optional	Optional	Optional
All applicants	<b>Schedule of Use Form</b> Evidence of current and proposed facility schedule by new or existing clubs and community groups.	Mandatory		
All applicants	<b>Applicant business case or project plan which may include evidence of:</b> <ul style="list-style-type: none"> <li>• Feasibility study.</li> <li>• Project plan.</li> <li>• Site-specific aerial and schematic plans.</li> <li>• Technical plans such as lighting plans and lux charts (if applicable).</li> <li>• Stakeholder consultation.</li> <li>• Appropriate development approvals/permits<sup>1</sup>.</li> <li>• Independent quotes/cost estimates.</li> <li>• Project budget including co-contributions</li> <li>• Project governance/ management framework.</li> <li>• Risk management plan.</li> <li>• Cultural heritage management plan.</li> <li>• Facility management plan.</li> </ul>	Optional	Mandatory	Mandatory

Applicant type	Forms / Documents	For grant requests up to \$50,000	For grant requests \$50,001 to \$200,000	For grant requests \$200,001 to \$500,000
Remote and Very Remote Education Institutions	<p><b>Project Support Form</b> Evidence of support from the Department of Education; and</p> <p><b>Schedule of Use Form</b> Evidence that the facility will be accessible to the local community and/or clubs.</p>	Mandatory		
Not-for-profit organisations	<p><b>ACNC registration; or State/Territory incorporated association registration.</b> Evidence of Australian Charities and Not-for-Profit Commission or State/Territory incorporated association registration.</p>	<p>Mandatory</p> <p><i>Please note: If you do not have active ACNC registration or state or territory incorporated association registration at the time of application, you must provide Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.</i></p>		
Not-for-profit organisations	Accountant's declaration demonstrating financial status.	Optional		
Not-for-profit organisations that are incorporated trustees applying on behalf of a trust	<p><b>Relevant Trust documents</b> Evidence of the relationship of the incorporated trustee to the trust.</p>	Mandatory		
Non ABN holders	<p><b>ATO Statement by Supplier form</b> Evidence to justify the grantor not withholding from the payment to the grantee.</p>	Mandatory		

### Attachments to your application

You must attach supporting documentation to the online application, ensuring that the total size of attachments is 25MB or less.

## 8. APPLICATION ASSESSMENT

All applications will initially be assessed against the eligibility criteria. All eligible applications will then proceed to the selection criteria assessment stage.

During the assessment process, Sport Australia may require further information and may seek to source this information from a number of external sources.

We reserve the right to recommend grant amounts that may differ from the amount requested in the application.

Applications will be assessed by an industry panel including representation from the:

- Commonwealth Department of Health (Office for Sport);
- Sport Australia;
- Sport / physical activity industry; and
- Sport Australia Board.

All applications will be assessed using the same selection criteria, based on the funding amounts requested for each project. This will ensure projects of similar sizes are assessed consistently.

Eligible applications that are assessed by the industry panel as meeting or exceeding the selection criteria will proceed to Sport Australia Board for endorsement.

### 8.1 Final Approval

The Minister for Sport will provide final approval. In addition to the application and supporting material, other factors may be considered when deciding which projects to fund.

While delivery of funding will be on a competitive basis, if, after completing the assessment process, emerging issues have been identified and/or there are priorities that have not been met, other projects may be considered to address these emerging issues (or other forms of financial arrangements with applicants to otherwise further the objectives of the program). It is expected that, in these cases, the assessment criteria outlined in these guidelines will remain applicable.

The Program Delegate may require additional conditions be attached to the grant funding.

## 9. NOTIFICATION

All applicants will be notified in writing of the outcome of their grant application.

The Program Delegate's decision is final in all matters, including the:

- grant amount to be awarded; and
- terms and conditions of funding.

There is no review or appeals process after the Program Delegate's final decision.

# 10. SUCCESSFUL APPLICANTS

## 10.1 Funding agreement

Successful applicants must enter into a funding agreement with Sport Australia. The type of funding agreement will depend on the size and complexity of your project.

You will have 30 days, from the date of a written offer, to execute a funding agreement with Sport Australia ('execute' means both the applicant and Sport Australia have signed the agreement). The offer may lapse if both parties do not execute the grant agreement within this time. In certain circumstances, we may extend this period.

Approval of grant funding is based on information provided in your application. Any changes to details will be reviewed to consider any potential impact on approval by the Program Delegate.

Grant payment will not be made until an executed funding agreement is in place, and Sport Australia will not be responsible for any project expenditure until this time.

Funding approval may have specific conditions that have been determined through the assessment process. Any such details will be specified in a written offer as well as the funding agreement.

The timeline for completion of the project will be specified in the funding agreement.

## 10.2 Payment

The funding agreement will state the:

- maximum funding amount payable to the organisation; and
- any co-contributions applicable to the project.

Sport Australia will not exceed the maximum funding amount under any circumstances. Any extra costs incurred will be the responsibility of the grantee or organisation responsible for the project.

Sport Australia will transfer grant funding electronically into a nominated Australian bank account. Specific requirements for the bank account will be set out in the funding agreement. Sport Australia will issue payment based on:

- agreed progress against milestones; and
- acceptance of satisfactory progress reports.

## 10.3 Monitoring and Compliance

Grantees are required to submit Progress and Financial reports in line with the funding agreement.

Required details for reports include:

- progress against agreed project milestones;
- contributions of participants directly related to the project;
- expenditure of grant funds against deliverables; and
- evaluation of increased participation levels.

Milestones and the amount of detail provided in reports will be proportionate to the project size, complexity and grant amount.

Sport Australia will monitor project progress by assessing submitted reports, and may conduct site visits to confirm details as necessary. In some cases, Sport Australia may need to re-examine claims, seek further information or request an independent audit of claims and payments.

If you become aware of a breach of terms and conditions under the funding agreement, Sport Australia must be contacted immediately.

### **10.3.1 Progress report**

Grant payments are made on receipt of satisfactory progress reports.

Any delays of project reporting should be discussed with Sport Australia as soon as possible after they have been identified.

### **10.3.2 End of project report**

End of project report requirements will be outlined in the funding agreement. These requirements may include:

- providing evidence as specified in the grant agreement;
- detailing total eligible expenditure incurred for the project;
- an evaluation of the completed project, including the outcomes achieved, particularly in relation to increased participation;
- acquittal of Sport Australia grant amount and expenditure against deliverables;
- submission within four weeks of completing the project; and/or
- reporting in a format provided in the grant agreement.

### **10.3.3 Ad hoc report**

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.

### **10.3.4 Financial and audit report**

Where total project cost is greater than \$250,000, or we consider your project to be high risk, you will need to provide an independently audited financial and audit report. A financial and audit report will verify that expenditure of the grant as specified in the grant agreement.

## **10.4 Compliance visits**

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



## 10.5 Project variations

We understand that unexpected events may delay a project's progress. In these circumstances, grantees can request a project variation. Any request should include details of:

- changed project milestones;
- extended timeframe for completion, and
- any changed project activities.

The program does not allow for an increase to the agreed amount of grant funds as set out in the funding agreement.

Proposed changes to specifications in the funding agreement must be made in writing before the end date of the funding agreement.

If a project delay causes a shift in milestones and payment dates to a different financial year, a variation to the funding agreement may be required. Movement of funds between financial years can only occur if there is sufficient funding to allow for a revised payment schedule. In such cases, where there are insufficient funds, grant funding may be forfeited.

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

- how it affects the project outcome;
- consistency with the program policy objective; and
- changes to the timing of grant payments.

## 10.6 Organisation Details

You must inform Sport Australia of any key changes to your organisation or its business activities, particularly if they affect the ability to complete the project, carry on business and pay debts due. This includes the following changes:

- name;
- addresses;
- nominated contact details; and
- bank account details.

## 10.7 Events

You must notify Sport Australia of any events relating to the project and provide an opportunity for the Minister, Local Member for Parliament or their representatives, or Sport Australia /government delegate to attend. These requirements will be outlined in the funding agreement.

## 10.8 Program Evaluation

An evaluation of the program will take place to determine the extent to which funded activities are contributing to the objectives and outcomes. Sport Australia may use information from applications and project reports for this purpose. Sport Australia may also conduct interviews, or request information about the grant's impact, to evaluate the program's effectiveness in achieving its outcomes. Sport Australia may contact grantee's after a project is completed to assist with this evaluation.

## 10.9 Tax obligations

Grants are subject to the Goods and Services Tax (GST). If your organisation is GST-registered you will be paid the grant amount plus GST. Budget details in your application should exclude GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on tax.

When Sport Australia issues grant payments a recipient created tax invoice (RCTI) will be provided.

# 11. CONFLICTS OF INTEREST

## 11.1 Applicant conflict of interest responsibilities

A conflict of interest can occur if private interests conflict with the obligations under the grant. Conflicts of interest could affect the awarding of the grant. A conflict of interest can be:

- real (or actual);
- apparent (or perceived); or
- potential.

As part of your application Sport Australia will ask for a declaration stating any real, apparent or potential conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If an actual, apparent, or potential conflict of interest is identified at any stage during the project, Sport Australia must be informed in writing immediately.

## 11.2 Sport Australia conflict of interest responsibilities

Sport Australia recognises that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities; and
- their private interests.

We manage our conflicts of interest according to the *APS Code of Conduct (section 13 (7) of the Public Service Act 1999)*.

Program officials must declare any conflicts of interest. If Sport Australia consider a conflict of interest to be a concern, that official will not assess any submitted applications.

## 12. HOW SPORT AUSTRALIA WILL USE YOUR INFORMATION

Sport Australia may share your information with other government agencies for relevant Commonwealth purposes such as:

- to improve the administration, monitoring and evaluation of Australian Government programs;
- for research; and
- to announce grant recipients.

### 12.1 Treatment of confidential information

Sport Australia will treat information provided by applicants as sensitive and confidential if it meets one of the four conditions below:

- You clearly identify information as confidential and provide an explanation.
- Information is commercially sensitive.
- Disclosing information would cause unreasonable harm to you or someone else.
- Provide the information with an understanding that it will stay confidential.

#### 12.1.1 When we may disclose confidential information

Sport Australia may disclose confidential information:

- to Sport Australia's CEO, Board and our employees and contractors, to help us manage the program effectively;
- to the Minister or Parliamentary Secretary;
- to the Auditor-General, Ombudsman or Privacy Commissioner; and
- to a House or Committee of the Australian Parliament.

Sport Australia may also disclose confidential information if:

- required or authorised by law;
- you agreed to the information being disclosed; or
- someone other than Sport Australia has made the confidential information public.

## 12.2 Personal Information

Sport Australia must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988*. This includes informing you:

- what personal information Sport Australia collects;
- why Sport Australia collects your personal information;
- to whom Sport Australia give your personal information.

Sport Australia may give personal information collected to our employees and contractors, the Assessment Panel, and other Commonwealth employees and contractors, so we can:

- manage the program; and
- research, assess, monitor and analyse our programs and activities.

Sport Australia, or the Minister, may:

- announce the names of successful applicants to the public;
- publish personal information on the department's websites;
- decide how we collect, use, disclose and store your personal information;
- provide you with information in regards to how you can access and correct your personal information.

## 12.3 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. In accordance with the Commonwealth Grant Rules and Guidelines (CGRGs), Sport Australia publishes grant recipients and funding details in the Grant Funding Report on its website.

Further information on Sport Australia reporting requirements is available at Section 1.4 and Government mandatory requirements can be found in Part 1 of the CGRG 2017.

## 12.4 Freedom of information

The Freedom of Information Act 1982 and the Privacy Act 1988 are the main pieces of legislation that provide for access to, and amendment of personal information. Arrangements for managing Freedom of Information (FOI) requests should be discussed with Sport Australia'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 by 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.

## 13. GRANT ACKNOWLEDGEMENT

Approval through Sport Australia is required prior to public announcements around funding. If you make a public statement about a project funded under the program, we require you, at a minimum, to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government through Sport Australia.'

## 14. ENQUIRIES AND FEEDBACK

For further information or clarification, you can contact us through our website [www.sportaus.gov.au/csi](http://www.sportaus.gov.au/csi).

We may publish answers to your questions on our website as Frequently Asked Questions.

A complaint can be lodged using the Sport Australia complaints form on our website [www.sportaus.gov.au/complaints](http://www.sportaus.gov.au/complaints).

You can also contact the Commonwealth Ombudsman with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

# APPENDIX A – DEFINITIONS OF KEY TERMS

Term	Definition
<b>Application form</b>	The document that applicants use to apply for funding under the <i>program</i> .
<b>Assessment Panel</b>	Sport Australia will establish a panel of members with subject matter expertise and independent technical experts to assess applications.
<b>Australia</b>	All states and territories within Australia, excluding: <ul style="list-style-type: none"> <li>• Ashmore and Cartier Islands</li> <li>• Australian Antarctic Territory</li> <li>• Christmas Island</li> <li>• Cocos (Keeling) Islands</li> <li>• Coral Sea Islands</li> <li>• Heard and McDonald Islands</li> <li>• Norfolk Island</li> </ul>
<b>Co-contribution</b>	Co-contribution is a cash or in-kind contribution from you or sources other than the Commonwealth. Examples of sources may include: you as the applicant; an individual; local government; state or territory governments; not for profit organisations; or private sector companies..
<b>Commenced works and/or Commencement of project works</b>	The undertaking of any project activities that contribute to the physical construction of new infrastructure or upgrades, improvements, refurbishment of existing infrastructure as outlined in the applicant's application and supporting information.  This includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
<b>Conflict of Interest</b>	A situation in which the concerns or aims of two different parties are identified or perceived to be incompatible.
<b>Eligible application</b>	An application or proposal for <i>grant funding</i> under the <i>program</i> that meets the eligibility requirements specified in these <i>Program Guidelines</i> .
<b>Eligible activities</b>	The activities proposed by a <i>grantee</i> in relation to a project that are eligible for funding support.
<b>Funding agreement</b>	A legally binding contract between Sport Australia and a grantee for grant funding.
<b>Grant funding or grant funds</b>	The funding made available by Sport Australia to successful applicants under the <i>program</i> .
<b>Grantee</b>	An applicant that has been offered <i>grant funding</i> and executed a <i>funding agreement</i> with Sport Australia in relation to the <i>program</i> .
<b>In-kind contributions</b>	In-kind contributions are non-cash contributions towards your total project cost. In-kind contributions must directly relate to delivering the <i>project</i> activities.
<b>Local Government</b>	The local governing body of a defined local government area. Generally referred to as a council however, dependent on geographical location, may also be referred to as a: <ul style="list-style-type: none"> <li>• Borough</li> <li>• City</li> <li>• District</li> <li>• Municipality</li> <li>• Region</li> <li>• Shire</li> <li>• Town</li> <li>• Community government</li> <li>• Aboriginal shire, or</li> <li>• Island.</li> </ul>



Term	Definition
Minister	The Minister for Sport
Not-for-profit (NFP)	An organisation that does not operate for the purpose of profit, personal gain or other benefit of particular people, when it is in operation or when it is wound up. While a NFP is allowed to generate profits, the profits must be used to carry out its purpose (e.g. charitable purpose) and cannot be distributed to owners, members or private people.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Commonwealth).
Program	The Community Sport Infrastructure Grant Program.
Program Delegate	Minister for Sport
Program funding or Program funds	The funding made available by Sport Australia for the <i>program</i> in any given financial year. This amount is specified in the Portfolio Budget Statement (as varied by any Portfolio Additional Estimates Statement or by the <i>Minister</i> ) for that year.
Program Guidelines	Guidelines intended to provide the framework for applications to and administration of the <i>program</i> .
Project	A project described in an application for grant funding.
Project location	Where the <i>project</i> is undertaken.
Project period	The period between the <i>project</i> start date and <i>project</i> end date as detailed in the <i>grant agreement</i> .
Remote	Remote Australia is a remoteness area defined by the Australian Statistical Geography Standard (ASGS): Volume 5 - Remoteness Structure, July 2016. Remote Australia has a SA1 average ARIA+ value ranges greater than 5.92 and less than or equal to 10.53.
Total eligible project cost	Total eligible project costs include the grant amount plus co-funding to be spent on eligible activities directly related to the project.
Value with Relevant Money	Processes, actions and behaviours of the Australian Government and grant recipients which result in public resources being used in an efficient, effective, economical and ethical manner.
Very remote	Very Remote Australia is a remoteness area defined by the Australian Statistical Geography Standard (ASGS): Volume 5 - Remoteness Structure, July 2016. Very Remote Australia has a SA1 average ARIA+ value ranges greater than greater than 10.53.

## APPENDIX B – EXAMPLES OF INELIGIBLE PROJECTS

Example	Description
<b>Purchase of land</b>	In general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustee.
<b>Requests for retrospective funding</b>	Where projects have commenced construction or are completed prior to the execution of a funding agreement. Construction includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
<b>Ongoing operational costs</b>	These include, but are not limited to, salaries, electricity, water, asset maintenance and other utilities.
<b>Repair of facilities</b>	Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance, except as part of a larger project that meets the objectives of the funding.
<b>Facility Design</b>	Costs for the design of sport and recreation facilities only [e.g. detailed design of a facility or single site masterplans].
<b>Maintenance works</b>	Includes routine or cyclical maintenance works.
<b>Purchasing equipment</b>	Purchasing or maintaining recreation, entertainment, sporting, lifesaving or any other equipment (except as part of facility fit out).
<b>Projects not meeting Australian standards</b>	Projects that do not meet relevant Australian standard [e.g. lighting projects or court dimensions].
<b>Licensed areas</b>	In general, areas designated as licensed areas within a proposed facility will not be eligible for funding. However, applications may be considered where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as childcare or access by young people.

