

Active Industry Base Fund 2023–2025

Program guidelines

22 February 2023





The Department of Tourism, Innovation and Sport (the department) will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please contact the department if you require interpreting services.

ACKNOWLEDGEMENT OF COUNTRY

Sport and Recreation respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects to the Elders past, present and emerging for they hold the memories, the traditions and the cultures of Aboriginal and Torres Strait Islander people across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and strengthen community connection through the power of sport and recreation.

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1. What is the Active Industry Base Fund?

<u>Activate! Queensland 2019 – 2029</u> (Activate! Queensland) is the Queensland Government's 10-year strategy to further enrich the Queensland way of life and build on our strong community foundations to deliver better health and wellbeing outcomes for all Queenslanders.

Through *Activate! Queensland*, the Queensland Government is committed to supporting opportunities that encourage lifelong movement and break down the barriers that prevent Queenslanders from achieving a sufficient level of physical activity. The Queensland Government is also committed to strengthening the overall capabilities of the Active Industry to deliver statewide physical activity opportunities. In turn this will support more Queenslanders to be healthy and promote better connected communities.

Accelerate 2022-2025, the second 3-year action plan under *Activate!* Queensland has a commitment to 'Collaborate with the active industry to get more Queenslander moving'.

The Active Industry Base Fund (Base Fund) provides funding to active industry organisations to build and strengthen the capability of their activity or sector to service Queensland's current and emerging needs resulting in improved participation opportunities.

Total funding of approximately \$19 million (GST exclusive) is available to support organisations for two years from \$5000 up to \$250 000 (GST exclusive) per year.

2. Objective

Provide support to eligible active industry organisations to strengthen the capability of their activity/sector to service Queensland's current and emerging needs resulting in improved participation opportunities.

3. Important dates

Date	Activity
7 March 2023	Applications open
4 April 2023	Applications close 5pm (AEST)
July 2023	Funding period commences*
30 June 2025	Funding period ends

^{*}Note – payments cannot be made until a funding agreement has been entered into with the department.

4. Funding available

Funding of \$19 million is available for allocation over two financial years encompassing 2023/2024 and 2024/25. Exact funding will be subject to the assessment of applicant responses to the criteria detailed in *4.1 Funding Levels*. Allocated funding will range between \$5000 to \$250 000.

Organisations that currently receive financial support under the Active Industry Fund (AIF) will receive their current level of funding for a further six (6) months (until 31 December 2023) to aid transition to Base Fund. Organisations currently funded through AIF will be contacted by their Client Manager to discuss the Active Industry Base Fund.

Organisations will enter into an agreement with the department and be responsible for managing and acquitting the approved funds.

5. Eligibility

Who can apply?

All organisations eligible to apply for funding must:

- have a registered ABN; and
- operate as a not-for-profit organisation in Queensland and have been incorporated for a minimum of three years at the time of application under the:
 - Associations Incorporation Act 1981 (Queensland)
 - Corporations Act 2001 (Commonwealth)
 - Co-operatives National Law Act 2020
 - Corporations (Aboriginal & Torres Strait) Act 2006 (Commonwealth); and
- conduct activities or services throughout Queensland on a statewide basis; and
- at time of program close have no more than 1 annual report outstanding with Office of Fair Trading.

Additionally, organisations are required to meet all eligibility criteria related to their organisation type:

Sta	State Sport Organisations		
1	have a primary objective of sport stated in their Constitution or Replaceable Rules	■ Sport is defined as: 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.	
2	meet the definition of a State Sport Organisation according to their Constitution or Replaceable Rules	 State Sport Organisation is defined as: Organisations that are the peak body for their sport, responsible for developing their activity in Queensland from community participation to high performance levels. 	
3	represent a sport recognised by the Australian Sports Commission and be either:	 the Queensland state level affiliate of a recognised National Sporting Organisation DR be the recognised National Sporting Organisation operating under a unitary model or similar subject to additional obligations listed in 5.1 National Organisations below 	
4	represent an activity on the Eligible Activities List (Appendix 2)		
5	have affiliates who deliver recurrent activities to members in a minimum of three Sport and Recreation Service Areas (Appendix 3) OR be an Olympic or Paralympic sport (Appendix 1)		
6	have more than 300 Full Active Members in Queensland (Appendix 1) OR be an Olympic or Paralympic sport (Appendix 1)		

State Active Recreation Organisations

	have a primary objective of active recreation stated in their		
1	Constitution or Replaceable		
	Rules		

Active Recreation is defined as:

activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity

- meet the definition of a State
 Active Recreation Organisation
 according to their Constitution or
 Replaceable Rules
- State Active Recreation Organisation is defined as:

Organisations that are the peak body for their active recreation activity and have a primary objective of developing their activity in Queensland at all levels of participation.

- be an Ordinary Member of Outdoors Queensland for the previous 12 months at time of application
- 4 represent an activity on the Eligible Activities List (Appendix 2)
- have affiliates who deliver recurrent activities to members in a minimum of three Sport and Recreation Service Areas (Appendix 3)
- 6 have more than 300 Members in Queensland (Appendix 1)

State Disability Sport Organisations

have a primary objective of sport stated in their Constitution or Replaceable Rules 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.

meet the definition of a State
Disability Sport Organisation
according to their Constitution or
Replaceable Rules

Organisations responsible for developing disability sport activities including the delivery of grassroots participation opportunities in Queensland.

- represent a sport recognised by the Australian Sports
 Commission and be either:
- the Queensland state level affiliate of a recognised National Sporting Organisation
- be the recognised National Sporting Organisation operating under a unitary model or similar

subject to additional obligations listed in 5.1 National Organisations below

- 4 represent an activity on the Eligible Activities List (Appendix 2)
 - deliver recurrent activities to members in a minimum of three Sport and Recreation Service Areas (Appendix 3)

5

3

be an Olympic or Paralympic sport (Appendix 1)

Industry Peak Bodies

1

one organisation per sector is eligible

- QSport is the recognised Peak Body for the Sport Sector in Queensland
- Outdoors Queensland is the recognised Peak Body for the Active Recreation Sector in Queensland

Additional Considerations

State Active Recreation Organisations affiliated with a recognised Sport Australia National Sporting Organisation (NSO) must apply as a State Sport Organisation and meet all the required criteria for that organisation type.

Where there is more than one organisation operating at a state or national level for a sport or recreation activity, then only one organisation for that sector will be eligible for funding, with State Level Organisations preferenced. The department may seek guidance from the Australian Sports Commission or relevant NSO to assist with determining the appropriate eligible applicant in such circumstances.

Organisations operating at a state or national level that deliver an eligible activity but do not meet the Australian Sports Commission recognition criteria (for example, where another State Level Organisation is the recognised organisation) may wish to contact the eligible organisation to collaborate on an application, noting the department will only enter into an agreement with the eligible organisation.

New organisations (not currently funded under AIF) considering applying for the program should contact SportRecPartnership@dtis.qld.gov.au, allowing sufficient time prior to the closing date (minimum of one week prior). Organisations currently funded through AIF will be contacted by their Client Manager.

As part of the assessment process the department may request additional information from the organisation.

Prior to entering into a funding agreement with the department, successful applicants must have relevant policies and practices that encourage participation regardless of age, gender, disability, cultural or religious background or sexual orientation. This includes implementing and maintaining policies relevant for your sector, including but not limited to:

- Member and Child Protection
- Code/s of behaviour (e.g., participants, officials, coaches, administrators and spectators)
- Complaints Management

National Organisations

Eligible National Organisations will need to meet additional conditions to demonstrate service delivery and financial accountability in Queensland, as determined by the department, including:

- maintaining a separate record of all financial transactions incurred in carrying out the services related to the funding in Queensland in the organisation's book of accounts
- evidence that all funding has been spent on delivery of services in Queensland.

Who cannot apply?

Who is **NOT** eligible to apply:

- Individuals, including sole traders
- for-profit groups
- trusts
- unincorporated organisations

- organisations delivering a variety of sport or active recreation activities who are not the recognised peak for that activity (not applicable for disability organisations)
- local governments
- local and regional sport and recreation associations (e.g., clubs)
- organisations whose primary function is advocacy on behalf of an activity
- schools, TAFE colleges and Universities
- Parents and Citizens Associations
- religious groups
- political organisations
- state or federal government departments
- charities.

6. What will be funded?

Funding is designed to build and strengthen the capability of eligible organisations to service current and emerging needs within their activity or sector across the following areas:

- Robust governance including strategy and innovation, financial health and stability.
- Modern and reliable technology and systems.
- Ensuring the workforce has appropriate skills, knowledge and behaviours.
- Development of modified and/or improved participation offerings.

Examples

- Investment into skill development for the organisation's management committee
- Development of policy and/or reviews ensuring alignment with current legislation
- Integrity in sport and/or member protection initiatives including for member organisations
- Addressing major development needs identified via Sports Governance Standard Assessment e.g., succession planning
- Review and analysis of membership offerings
- Improved administration practices including reducing inefficiencies and duplication of processes
- Targeted education and training for staff and volunteers e.g., coaching and officiating accreditation courses for member organisations
- Financial/accounting software upgrades to streamline operations and reduce volunteer administrative burden
- Improved member benefits and resources
- Development of modified or targeted participation programs or offerings
- Participant engagement and retention initiatives

6.1 Funding levels

Eligible organisations will receive between \$5000 - \$250 000 based on the following criteria (not applicable to Industry Peak Bodies).

Eligible organisations with revenue over \$15 million per annum (averaged over an organisation's last three financial years) will receive a maximum of up to \$150 000 per year.

	Criteria	Calculation	Documentation
			Attached at time of application
1	Member/Full active member numbers	Total number of members in Queensland for 2022 In accordance with the definition of Members/ Full active members in Appendix 1	 Completed "Data Collection template" AND Proof of Membership Numbers
2	Program participant numbers	Total number of program participants in Queensland for 2022 In accordance with the definition of Program participants in Appendix 1	 Completed "Data Collection template"
3	Current human resources	Total number of Administration staff Full- Time-Equivalent (FTE) servicing Queensland in 2022 Total number of Sport Development staff FTE servicing Queensland in 2022 (e.g., Development Officers, Coaching / Technical Directors)	 Completed "Data Collection template"
4	Current service/ reach	Location details of sport or active recreation Affiliates (clubs and associations) across Queensland	 Completed "Affiliates template"
5	Average revenue	Average revenue for the organisation over the last 3 years	 Audited financials for each year

Proof of Membership Numbers is a summary extract from your registration database or equivalent clearly evidencing your organisations total numbers in Queensland. Alternatively, your organisation can provide a statutory declaration from the Chair/President, confirming membership numbers.

7. What will not be funded

Ineligible Costs

The following costs are ineligible for funding:

- capital works or maintenance expenditure including any buildings or upgrades
- delivery of participation programs or initiatives*
- administration and office costs
- advocacy activities
- purchase of vehicles, trailers or similar
- costs associated with securing (grant writers) and/or managing the grant funding
- catering expenses including the purchase of alcohol
- costs associated with awards including ceremonies, trophies, medals and bursaries
- costs incurred prior to entering into a funding agreement
- delivery outside of Queensland
- initiatives funded through the Australian Sports Commission
- activities funded by the Queensland Government, including the department, authorities and the Queensland Academy of Sport.

^{*}The department will consider transitional arrangements for these activities on a case-by-case basis for organisations currently funded under Active Industry Fund (AIF).

8. What is the application process?

To apply for funding under this program, the organisation must be registered in the <u>Sport and Recreation Grant Registration Portal</u> (GRP). GRP registration should be commenced as early as possible prior to submitting an application.

Please note, the online applicant portal is not compatible with mobile devices. If further assistance is required to complete the online application, email srsgrportal@dtis.qld.gov.au or call 13 QGOV (13 74 68).

Applications must be submitted using the online application form and include all information required for application (refer to information below).

- Open: Tuesday 7 March 2023
- Close: 5pm (AEST), Tuesday 4 April 2023

Organisations must contact the Sport and Recreation Partnerships Office (sportrecpartnership@dtis.qld.gov.au) before making an application, allowing sufficient time (minimum of one week) prior to the closing date. Organisations currently funded through AIF will be contacted by their Client Manager.

Applicants should familiarise themselves with the online application and commence the process well before the program closing date.

Information required for application

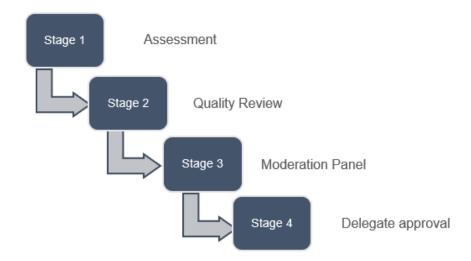
Organisations must contact sportrecpartnership@dtis.qld.gov.au for access to the following templates required for application:

- Data Collection template
- Affiliates template

Organisation Type	Information required	
All Organisation types	 a copy of the organisation's: current Constitution or Replaceable Rules current Strategic Plan 	
State Sport Organisations State Active Recreation Organisations State Disability Sport Organisations	 ALL the information listed above, plus: last 3 years audited financial statements participation data for 2022 and current human resources (in the Data Collection template provided) proof of membership numbers affiliate locations across Queensland including affiliate addresses (in the Affiliates template provided) 	

9. How will applications be assessed?

Applications will be assessed by the department against the program eligibility criteria through Stages 1 and 2 for consideration by the Moderation Panel (Stage 3).



Stage 1: Assessment

Assessment will include verifying if the application:

has been submitted by an Eligible Organisation

Additionally, assessment will consider how the application demonstrates:

- the number of members in Queensland
- the number of program participants in Queensland
- the presence of affiliates across Queensland
- the organisation's human resources servicing Queensland
- the organisation's average revenue.

Applicants may be contacted at any stage of the assessment process to clarify any information provided in the application and/or to request further information to support decision making.

Stage 2: Quality Review

Quality review will include a check of the Stage 1 Assessment.

Once the above considerations have been assessed, an application will move to the Moderation Panel for consideration in the calculation and allocation of funding.

Stage 3: Moderation Panel process

The Moderation Panel will be responsible for recommending the distribution of funding to eligible organisations including consideration of funding per activity, the available program budget and ensuring that the recommendations are consistent with the program objective.

10. Approval process (Stage 4)

The Moderation Panel will make recommendations to the department's delegate on the outcome of the assessment process.

Applicants will receive written notification on the outcome of their application advising whether the organisation is eligible and if so, what level of funding has been approved.

Approved applicants may be required to negotiate deliverables. The provision of funding is subject to the execution of a funding agreement with the Queensland Government.

11. Application process terms and conditions

Submitting an application does not guarantee that the application will be approved. The department reserves the right (at the department's sole discretion) to refuse an application, not assess an application or not approve funding, for any reason, irrespective of whether the eligibility and assessment criteria have been met. The department's decision in relation to an application or the process is final.

The department reserves the right, at any time, whether before or after, the closing date to:

- cancel or vary the assessment process
- close early, suspend, stop or extend the operation of the program or the application process
- amend dates including extending the closing date
- vary the program, including the proposed terms and conditions or funding and/or these guidelines
- consider or reject an application received after the closing date and time
- consider an application submitted other than in accordance with the requirements of the application process, including accepting a non-conforming or incomplete application
- determine whether a project meets the eligibility criteria, project requirements and other requirements set out in these guidelines and should be deemed ineligible
- change the allocation of funding available under the Program, the eligibility criteria or the types of projects that will be considered.

Any action taken to close early, suspend, stop or extend the program will be notified on the program website.

The department may, at its discretion, request information or documents (included but not limited to audited financials) from an organisation or any other person in order to consider and/or verify the accuracy of an application.

The department will retain all documents submitted and will not return these to the organisation. The organisation must ensure that its officers, employees, agents and/or sub-contractors do not make any public announcement or advertisement in any medium in relation to the process or the program without the prior written consent of the department.

Organisations accept the risk, responsibility and liability connected with submitting an application and will not make any claim in connection with a decision by the department to exercise or not to exercise any of its rights in relation to the application process.

The application and participation in the application process does not constitute an offer or an invitation to make an offer under the application process. It also does not indicate an intention by the department to enter into any form of legal relations with any party. The acceptance of an application or any invitation to negotiate will not be effective to constitute a contract or to create any legitimate expectation on an organisation's part unless and until a formal written funding agreement is entered into (as per the process set out in the funding terms and conditions). Nothing in this application process amounts to any process contract and in making the application available and conducting this application process, the department expressly excludes any process contract arising.

12. Late Applications

An applicant may request to submit a late application in extenuating circumstances. All applicants lodging a late submission, either wholly or in part, must submit a request in writing to SportRecPartnership@dtis.qld.gov.au for department consideration.

The request for submission of a late application, or part thereof, must be made within a maximum of one (1) business day, following program close and is at the discretion of the department.

A late submission may be accepted by the department, in the following circumstances:

- where there has been a confirmed system failure (e.g., database, departmental, internet service provider)
- where there are extraordinary circumstances, beyond the control of the applicant (e.g., natural disasters, births, deaths in family).

13. Appeals

Sport and Recreation staff can provide an applicant that has not been approved, with an initial explanation of the rationale for the decision.

If an applicant is not satisfied with a decision, such as an application not being approved for funding, the grant applicant can request a review of the decision. The request is required in writing and can be sent to SportRecPartnership@dtis.qld.gov.au. An appeal can be requested where the applicant believes the decision does not adhere to the program guidelines and/or the department's processing of the application.

The appeals process does not include applicants challenging the program guidelines or seeking variations or exceptions to the program guidelines.

Appeals will only be considered if received by the department within one month from the date of the applicant's receipt of written notification from the department on the outcome of the organisation's EOI or application process.

14. Payments

Successful applicants will receive up to two payments per annum as outlined in their funding agreement.

Goods and Services Tax (GST)

GST is a broad-based tax of 10 per cent on the sale of most goods and services purchased in Australia.

Organisations with current or projected annual turnover for all revenue activities of \$150 000 or more (including this funding), must be registered for GST. Compliance with the legislation is a requirement of Federal taxation legislation. For more information, refer to the Australian Taxation Office website or telephone 13 24 78.

The grant funding amounts referenced in this guideline are GST exclusive.

Organisations that are registered for GST will be paid a GST component in addition to the approved funding and will be issued with a Recipient Created Tax Invoice for the funding payment.

Organisations that are not registered for GST can receive funding up to the maximum funding amount with no additional GST component, and the department will issue a remittance advice. Organisations not registered for GST need to be aware funding received will need to cover any GST payable. Any shortfall between the funding provided and the GST inclusive costs will need to be met by the organisation.

Payment Compliance

At the time of the payment, Applicants must be compliant with the following prior to any payment of funds:

- have no more than 1 annual report outstanding with Office of Fair Trading (if applicable)
- have met all obligations for projects currently funded by the department; and
- have no debt owing to the department.

Contact the Office of Fair Trading to determine whether the organisation has any outstanding issues. Go to www.fairtrading.qld.gov.au or telephone 13 QGOV (13 74 68).

Bank details and an EFT form will be requested by the department to assist with payment processing for successful projects. It is the organisation's responsibility to ensure that the name on the bank

account details provided match the organisation's legal name. Reporting, acquittals and audit requirements.

15. Reporting, acquittals, and audit requirements

Approved organisations will need to acquit the funding spent, to the department. All organisations funded will be required to keep accurate records of expenditure and provide evidence in the acquittal form supplied to support the delivery of the approved project for the required legislative period. These records are to be made available to the department should the organisation be selected for an audit.

Approved organisations must complete reporting on financial and project activities and outcomes throughout and upon completion of the funding period.

Policies and procedures that support good governance, overall health and safety measures and member services will be required to be in place for the duration of the agreement.

Approved organisations may be subject to an audit from the department. The department may undertake a random audit of approved organisations to ensure that projects are delivered as approved.

The Queensland Government must be appropriately <u>acknowledged</u> by approved organisations in any promotion of the approved project.

16. Survey and Case Study

Approved organisations will be asked to complete a case study and/or a survey throughout the funding period and/or upon completion. The information collected will be used to help the department evaluate and promote the program's outcomes.

Appendix 1 – Definitions

Active Recreation: activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity

Affiliates: a club or association that is formally affiliated with the recognised state or national body (or through an affiliated association) for the activity and receives benefits and services through this affiliation. Affiliates must be providers or deliverers of an eligible sport and recreation activity at the club or regional level. This does not include commercial or other types of affiliation.

Industry Peak Body: organisations that represent a segment of the sport or active recreation industry and provide leadership, guidance, and strategic direction for that sector and are currently funded as an Industry Peak Body by the department.

Members/ Full Active Members: have access to the full range of programs and services offered by the organisation or their affiliated club or association, as a participant, coach or official. This type of member typically pays a full registration fee and participates actively in programs and services over an extended period. One off participation does not constitute a member.

National Sporting Organisation: organisations that develop sport across the continuum, from community participation to high performance levels. NSOs in most cases work closely with their respective State Level Organisations (SLOs) across all Australian state and territory jurisdictions.

Olympic/Paralympic Sports: sports included in the <u>Paris 2024</u> Summer Olympic and Paralympic Games and <u>Milano Cortina 2026</u> Winter Olympic and Paralympic Games, with the exception of demonstration sports.

Ordinary Members (Outdoors Queensland): Queensland-wide or National member-based organisation that represents a discrete portion of the outdoor activity spectrum (or as defined by Outdoors Queensland).

Program Participants: members or participants who have access to a limited range of programs and services offered by the organisation or their affiliated club or association as a participant. This type of member/participant typically pays a lesser registration fee and participates in programs and services for a limited period (must be a minimum of 8 weeks/sessions) rather than in regular competitions.

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.

State Active Recreation Organisation: organisations that are the recognised peak body for their active recreation activity and have a primary objective of developing their activity in Queensland at all levels of participation.

State Disability Sport Organisations: organisations responsible for developing disability sport activities including the delivery of grassroots participation opportunities in Queensland.

State Sporting Organisation: organisations that are the recognised peak body for their sport, responsible for developing their activity in Queensland from community participation to high performance levels.

Workforce: Refers to both paid and unpaid employees, board members and volunteers within the Active Industry.

Appendix 2 – Eligible Activities

Archery	Golf	Rugby League
Athletics	Gridiron	Rugby Union
Australian Football	Gymnastics	Sailing
Badminton	Handball	Shooting - Clay Target
Baseball	Hockey	Shooting – Pistol
Basketball	Ice Hockey	Shooting – Rifle
Blind Sports, Goalball	Ice Racing	Shooting – Sporting Clays
Bobsleigh, Skeleton	Ice Skating	Shooting – Target
Bocce	Intellectual Impairment Sports	Skiing, Snowboard
Boccia	Ju Jitsu	Skipping
Bowls - Lawn	Judo	Slacklining
Boxing	Karate	Softball
Boxing - Kick	Kendo, laido, Jodo	Sport Climbing
Bushwalking	Kung Fu – Wushu	Squash
Calisthenics	Lacrosse	Surfing
Campdraft	Life Saving Surf	Swimming
Canoeing	Modern Pentathlon	Swimming - Synchronised
Cricket	Motor Sport	Table Tennis
Croquet	Motorcycling	Taekwondo
Curling	Muaythai	Tennis
Cycling – Recreational	Netball	Tenpin Bowling
Cycling, BMX, Mountain Biking	Orienteering	Touch
DanceSport	Outrigger Canoeing	Trail Horse Riding
Deaf Sports	Parachuting	Trail Running
Disabled Wintersport	Paragliding	Triathlon
Diving	Petanque	Underwater Sports
Dragon Boating	Polo	Volleyball
Endurance Riding	Polocrosse	Wakeboarding, Water Skiing
Equestrian	Pony Club	Water Polo
Fencing	Riding for Disabled	Weightlifting
Floorball	Rock Climbing	Wheelchair Sports
Flying Disc	Rogaining	Wrestling
Football (Soccer), Futsal	Roller Sports, Skate	Yachting
Gaelic Football, Hurling	Rowing	

Appendix 3 SR Service Areas

View our map of the Sport and Recreation Service Areas relevant to this program.

