

COVID SAFE Active Clubs Kickstart

Round 1- Guidelines



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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](#).

1.0 What is COVID SAFE Active Clubs Kickstart Round 1

Similar to Active Clubs, the COVID SAFE Active Clubs Kickstart initiative will provide funding for not-for-profit local and regional sport and recreation organisations to re-establish their operations post-COVID-19 and enable them to provide physical activity opportunities throughout Queensland.

COVID SAFE Active Clubs Kickstart provides funding of \$2,000 (GST exclusive) for equipment and training and will also fund:

- Catering/food purchases to replace perishables and set up for a restart; and
- Operational expenses including costs to deliver activities, utilities, ground and facility maintenance costs, safety and sanitisation requirements.

2.0 Objectives

The objectives of COVID SAFE Active Clubs Kickstart are to ensure:

- local and regional sport or active recreation organisations are assisted to restart and deliver physical activity post-COVID-19
- appropriate physical activity opportunities are available for Queenslanders
- organisations are more capable to deliver quality physical activity experiences.

3.0 Key definitions

Physical activity

Any bodily movement produced by skeletal muscles that requires energy expenditure and produces progressive health benefits.

Sport

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.

Active recreation

Any physical activity undertaken during leisure time outside of structured, competitive sport, including unstructured play involving physical activity/exertion.

Participant/Participation/Participating

Refers to a direct 'joining-in' and active engagement by a person with:

- a particular sport;
- an active recreation; or
- other forms of physical activity.

Organisation

Interchangeable with a 'club' or 'association' and includes those bodies that meet the eligibility criteria for the program, as outlined in Section 6, and provide physical activity programs and services at the local community level.

Multisport organisation

An organisation that delivers a minimum of two or more discrete and recognised/eligible physical activities.

Regional organisation

An organisation that has affiliated member organisations and is responsible for the coordination of an activity across a specified area.

4.0 Funding

Funding of \$2,000 (GST exclusive) is available for approved organisations for equipment, training and other eligible costs that meet the program objectives.

The total project cost can exceed \$2,000 however the organisation is responsible for the payment of any amount over \$2,000 through other sources.

Organisations approved for funding under Active Clubs Round 1 are eligible for COVID SAFE Active Clubs Kickstart.

Organisations approved in COVID SAFE Active Clubs Kickstart Round 1 will be ineligible for Active Clubs Kickstart Round 2, with the exception of multisport and regional organisations. Eligible organisations may only submit one application for any round of this program unless otherwise approved by the department. Multisport and regional organisations can apply each round, providing the project is for a different sport/recreation activity, purpose, location or affiliated club to the project approved in the previous round.

5.0 Important details

COVID SAFE Active Clubs Kickstart is an additional opportunity for funding to assist local and regional organisations to sustain their operations in light of COVID-19 restrictions.

COVID SAFE Active Clubs Kickstart Round 1 is open for applications from 25 May 2020 to 30 June 2020..

COVID SAFE Active Clubs Kickstart Round 1 requires all applicants to carefully check the details of their application for accuracy, as there will not be any recourse for incorrect applications, and they will be deemed ineligible.

A copy of the organisation's actual bank statement must be uploaded, which provides BSB, Account Number and Account Name of organisation. Bank statements must be recent, that is within the last 12 months prior to application. A transaction screenshot or internet banking print-out will not be accepted. The Department can, however, accept a print-out or letter which has been bank stamped and verified by the bank – see examples below - this must match the Australian Business Register printout regarding the legal Organisation's name.

The screenshot shows the Bendigo Bank website interface. At the top left is the URL www.bendigobank.com.au. The Bendigo Bank logo is at the top right. Below the logo, there are two main sections: 'Your details at a glance' and 'Account summary'. To the left of these sections is a blurred image of a bank statement header for 'SOCCER CLUB INC.' with a BSB number '000474' and a PO BOX address in QLD. At the bottom left, there is a promotional banner that says 'There's four big reasons to do more with us'.

Your details at a glance	
BSB number	000474
Account number	[REDACTED]
Customer number	[REDACTED]
Account title	[REDACTED] SOCCER CLUB INC.

Account summary	
Statement period	1 Apr 2020 - 30 Apr 2020
Statement number	130
Opening balance on 1 Apr 2020	\$ [REDACTED]
Deposits & credits	\$ [REDACTED]
Withdrawals & debits	\$ [REDACTED]
Closing Balance on 30 Apr 2020	\$ [REDACTED]

It is the Organisation's responsibility that the name on the bank account details provided with the application must match the organisation's legal name. The application will be deemed ineligible if the name on the nominated bank

account differs from the organisation's legal name (see [Office of Fair Trading Certificate of Incorporation](#) or [Australian Business Register](#)).

Active Clubs Kickstart Round 1 dates:

Date	Activity
25 May 2020	Applications open
30 June 2020	Applications close 5.00pm
23 March 2020	Date from when expenses can be claimed due to restrictions*
30 June 2021	Projects completed

*Subject to receipt of project approval letter from the department.

6.0 Who is eligible to apply?

Organisations eligible to apply for funding must be:

- registered with an [ABN](#); and
- local or regional level Queensland not-for-profit sport or recreation organisations or not-for-profit community organisations (with an objective of sport or recreation) incorporated under the:
 - *Associations Incorporation Act 1981* (Qld)
 - *Corporations Act 2001* (Cwlth)
 - *Cooperatives Act 1997* (Qld)
 - *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth); or
- sport or recreation clubs incorporated within a Queensland university.

At the time of the application close, organisations must not;

- have outstanding compliance issues with Office of Fair Trading of more than six months; or
- have any debt owing to the department.

Before applying for this program contact the [Office of Fair Trading](#) or telephone 13 QGOV (13 74 68) or your nearest [Sport and Recreation office](#) to determine whether the organisation has any outstanding compliance issues.

7.0 Eligible projects

Applicants may only select one eligible option as their primary focus in the application but may expend approved funding on a multiple of eligible projects. Eligible projects are those that meet the program objectives. These include:

Eligible Projects	Examples
Equipment to help deliver quality physical activity experiences	Equipment to improve the quality or safety of physical activity experiences (including balls, bats, racquets, helmets, batting pads, goal post padding)
Training to help deliver quality physical activity experiences	Coach/official/instructor education and accreditation
Equipment to improve our ability to manage the organisation	Office equipment/software to assist organisations with financial/administration management
Training to improve our ability to manage the organisation	Governance, financial or volunteer management training/courses/conferences
Catering/food purchases to set up for restart post-COVID-19	Replace perishables that expired during COVID-19 restrictions
Operational expenses	Costs to deliver activities, utilities, ground and facility maintenance costs, safety and sanitisation requirements, water and electricity utilities bills, COVID-19 related signage

8.0 What will not be funded (ineligible items)

- White goods
- Capital works or fixed structures (e.g. shade sails and stands)
- Discreet consultancy without any education/training for the organisation (e.g. developing a Strategic Plan/grant application or administration fees)
- Feasibility studies/research
- Prizes/giveaways/alcohol/recognition items/merchandise
- Wages of ongoing/seasonal nature (e.g. paid coaches)

9.0 What is the application process?

Applications must be submitted using the online application form by **5.00pm on Tuesday 30 June 2020**.

In order to apply for funding under this program, the organisation must be registered in the [Sport and Recreation Grant Registration Portal](#) (GRP).

Please note that the online applicant portal is **not compatible with mobile devices**. If further assistance is required to complete the online application, [email SRSGRPortal@npsr.qld.gov.au](mailto:SRSGRPortal@npsr.qld.gov.au) or call 13 QGOV (13 74 68).

10.0 How will applications be assessed?

Applications will be assessed against the program eligibility criteria.

It is the Organisation's responsibility that the name on the bank account details being provided with the application must match the organisation's legal name. The application will be rejected if the name on the nominated bank account differs from the organisation's legal name and entity name on the Australian Business Register (see [Office of Fair Trading Certificate of Incorporation](#) or [Australian Business Register](#)).

Eligibility does not guarantee approval as it is expected that more applications will be received than can be funded.

In selecting recommended projects, the department may consider:

- distribution of funding across sport and active recreation activities; and
- distribution of funding throughout Queensland based on the location of the organisation.

The department reserves the right to determine whether a project meets these objectives and should be deemed ineligible.

11.0 Approval process

Organisations will receive written notification of the outcome of their application.

Approved applicants will receive a copy of the COVID SAFE Active Clubs Kickstart Round 1 Terms and Conditions with the project approval letter from the department. Approved projects will be able to claim for expenses incurred after 23 March 2020.

12.0 Payment arrangements

Funding will be processed as one payment by the department once the successful organisation has been notified.

Organisations that are registered for GST will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment. Where the approved organisation is not registered for GST, the GST amount will not be added and remittance advice will be provided for the approved funding payment (refer to Section 13.0 below in regards to GST application).

13.0 GST application

Goods and Services Tax (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 project), 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 www.ato.gov.au or telephone 13 24 78.

14.0 Audit

Approved organisations may be subject to an audit from the department. The department will undertake a random audit of approved projects to ensure that projects are delivered as approved. All organisations funded by the department are required to keep accurate records of expenditure (including invoices or receipts) to support the delivery of the approved project. These records are to be made available to the department should the organisation be selected for an audit.

15.0 Survey

Approved organisations may be asked to complete a survey upon project completion. The information within the survey will be used to help the department evaluate the program.

Appendix

Contact the department. <https://www.qld.gov.au/recreation/sports/office-locations>

Office of Fair Trading Certificate of Incorporation <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association>

Australian Business Register <https://abr.business.gov.au/>

ABN <https://www.business.gov.au/registrations/register-for-an-australian-business-number-abn>

Office of Fair Trading <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/fair-trading-services-programs-and-resources/fair-trading-services-and-contact-information/contact-us>

Sport and Recreation offices - www.hpw.qld.gov.au/Sport/Pages/default.aspx

Sport and Recreation Grant Registration Portal - www.qld.gov.au/recreation/sports/funding/grants-portal

Australian Taxation Office - www.ato.gov.au