



Department of
Sport and Recreation



Organisational Development

Guidelines

As at July 23, 2010

Active Regional Communities (ARC) is a Department of Sport & Recreation (DSR) initiative aiming to increase the opportunities for country people to participate in sporting and active-recreational activities in regional Western Australia. It supersedes the Country Package funding program and is tailored to meet the ever-changing demands and challenges of regional sport and active-recreation groups within the nine diverse regions of Western Australia.

Organisational Development aims to improve the quality of sporting and active recreation opportunities for people in regional Western Australia whilst assisting the department meet its regional strategic outcomes. It caters for both sporting and active-recreational groups through funding from the Sports Lotteries Account (sporting groups) and the Sports Wagering Account (active- recreation groups).

It is made up of two areas, the **Organisational Assistance Program (OAP)** and the **Organisational Sustainability Program (OSP)**.

The objectives of OAP are to:

- support a regional organisation's capacity and capability to deliver sporting opportunities in regional areas;
- assist regional organisations achieve their operational goals that will lead to increased participation opportunities;

Peak bodies considered regionally culturally significant are invited to participate in OSP. Its objectives are similar to OAP, with the addition of:

- working in partnership with the department to improve an organisation's planning, management and governing policies & practices to build and enhance the organisation's capacity and sustainability;
- investing in the strategic intent and operational plans of the organisation to deliver agreed and desired outcomes.

[It is a requirement to discuss your application with your regional department office before applying.](#)

Who is eligible for assistance?

You are eligible to apply if you are

- a regional sporting/club/active-recreation organisation recognised as the 'peak' regional representative body;
- State Sporting Association or Industry Peak Body overseeing regional operations.

To receive department funding, an organisation must:

- be incorporated under the Associations Incorporation Act 1987 (Western Australia);
- have acquitted all previous DSR grants prior to the application being submitted unless the grant is still current.
- be affiliated where appropriate with a State Sporting Association/ Industry Peak Body recognised by the department.

When are applications due?

There is one application round per year to cover a 12 month period (DSR's Financial Year July to June):

- Opens – 1 July
- Closes – 30 September

Applicants will be notified in November of the status of their application.

How much funding is available?

Funding ranges from

- **\$2,000 to \$7,000** per annum for OAP; and
- **\$7,001 to \$15,000** per annum for OSP.

Organisations can be funded for **1, 2 or 3 years** based on the assessment undertaken by the department in consultation with the organisation.

How do I apply?

Completed application forms are submitted through the department's regional office. If your organisation is deemed eligible to obtain "Organisational Development" funding a representative from DSR will arrange a meeting to undertake an organisation / funding assessment. If approved, the department will forward to you a Grant Agreement and Key Result Schedule (KRS) to be achieved. Once all conditions of funding have been met, the approved amount will be forwarded to your organisation.

What happens when I submit my application?

In **OAP**, an organisation is assessed on its capacity to improve planning, management and governance practices through education, training and participation initiatives. These initiatives will form the basis of a Key Results Schedule.

In **OSP**, an organisation is benchmarked against best practise in organisational development, people development, sport development, participation and high performance. This information identifies areas requiring focus and is used to develop strategies to address them. These strategies will form the basis of a Key Results Schedule.

The following support documentation is required and must be provided for the assessment phase:

- Your organisation's operational plan/calendar of events for the funding period;
- A budget for the funding period;
- A copy of your organisation's Incorporation Certificate (if not supplied in a previous application);
- A copy of your organisation's most current financial statements for the last financial reporting period (if not supplied in a previous application). These statements must be audited if specified in the terms of your organisation's incorporation.
- Completion of regional sporting census.

Failure to provide this information will delay the assessment process.

Do I need to provide evidence that I have achieved agreed outcomes?

At the completion of each funding period, you need to complete the acquittal documentation and forward to the department to demonstrate that you have achieved agreed outcomes within the Key Results Schedule.

As part of this process, applicants are also required to provide financial and administrative reports as outlined in the Grant Agreement.

Failure to comply with any of the above will jeopardise future payments from the department.