



SA Car Club Program

2023–2024 GUIDELINES



Government of South Australia
Department for Infrastructure
and Transport

Build. Move. Connect.

The Department for Infrastructure and Transport acknowledges the Traditional Custodians of the Country throughout South Australia and recognises their continuing connection to land and waters.

We pay our respects to the diversity of cultures; significance of contributions and to Elders past, present and emerging.





Contents

Premier’s Foreword	6
Introduction	7
Objectives	7
Important dates	8
Budget	9
Available funding	9
Eligibility criteria	10
Who is eligible?	10
Who is ineligible?	10
Applicant and project location	10
Program, equipment and operational stream	11
Eligible projects	11
Ineligible projects	11
Ineligible costs	11
Events and activities stream	12
Eligible projects	12
Ineligible projects	12
Ineligible costs	12
Infrastructure stream	13
Eligible projects	13
Local council support	13
Ineligible projects	14
Ineligible costs	14
How to apply	15
Common attachments to the application	15
Key specifics to get correct	16

Assessment process	17
Eligibility screening	17
Funding Assessment Committee	17
Assessment against criteria	18
Assessment criteria – program, equipment, and operational stream	18
Assessment criteria – events and activities stream	19
Assessment criteria – infrastructure stream	20
Recommendation	21
Final approval	21
Notification	21
Unsuccessful applications	21
Successful applications	21
Grant agreement	21
Payment	22
Funding shortfalls/underspends	22
Monitoring and compliance	22
Ad hoc reporting	23
Financial and audit reports	23
Compliance visits	23
Events	23
Grant agreement variations and extensions	23
Grant acknowledgment	24
Social media acknowledgment	24
Other information	25
Grants and Goods and Services Tax (GST)	25
Financial reporting	25
How the Department will use your information	25
Treatment of confidential information	25
When the Department may disclose confidential information	26
Personal information	26
Reporting	26
Freedom of information	27
Child-safe environments	27
Definition of key terms	28
Enquiries and feedback	28



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Premier's Foreword



South Australia has a long and proud history with car and motorcycle clubs providing communities an enriching social and recreational outlet for motoring enthusiasts.

The more than 200 South Australian car and motorcycle clubs have thousands of proud and passionate members and rely on volunteers and membership fees to survive. Importantly, the Department for Infrastructure and Transport relies on these clubs to manage their role within the conditional registration scheme. There are over 43,000 vehicles registered under the conditional registration scheme, comprising a mix of historic, left-hand drive and street rod vehicles.

These clubs are instrumental in ensuring people of all ages and backgrounds can share their common interests, participate in events, enjoy a wonderful sense of belonging, develop and maintain friendships, and have fun.

In 2022–2023, the State Government recognised the pivotal role these clubs provide to the South Australian community and established the SA Car Club Program which provides \$2 million over four years to fuel the expansion of car and motorcycle clubs.

The \$2 million program provides \$500 000 worth of grants per year to support local car and motorcycle clubs across South Australia to better meet their growing operating costs, fund bigger and better events and get more South Australians involved.

The inaugural round of grants in April 2023 saw funds go towards the Port Pirie Motorcycle Club and Mount Gambier Veteran and Vintage Car Club to upgrade and improve their club room facilities, the Barossa Valley speed track to upgrade their facilities, BSA Motorcycle and Sporting Car Club of South Australia to celebrate milestones, as well as multiple grants towards metropolitan and regional clubs to upgrade and purchase new IT equipment, undertake medical and traffic training, and purchase first aid equipment. The full list of 2022–2023 grants is available: dit.sa.gov.au/about-us/grants-and-funding.

The State Government is committed to reclaiming South Australia's title as the home of motorsport by supporting classic and historic car owners and their clubs. Already huge inroads have been made in bringing back the Adelaide 500, reinstating the Adelaide Motorsport Festival, and expanding the conditional registration scheme for classic and historical vehicles.

Peter Malinauskas MP
Premier of South Australia

Introduction

The State Government has committed \$2 million over four years from 2022–2023 to establish the SA Car Club Program (SACCP). This is the Government's first dedicated grant program to support car and motorcycle clubs within South Australia.

These guidelines set out the funding requirements for round two of the SACCP. The Department for Infrastructure and Transport (the Department) is responsible for administering the program.

Objectives

SACCP aims to support community South Australian car and motorcycle clubs to build capacity, increase participation and better meet growing operating costs, including managing their role within the conditional registration scheme.

SACCP will allow clubs to host bigger and better events, undertake infrastructure improvements, upgrade their equipment, and get more South Australians involved in car and motorcycle programs and activities.

The objectives of SACCP are to:

- Assist clubs with the cost of administering their role within the conditional registration scheme.
- Increase opportunities for clubs to host regional, state, national, and international events and activities.
- Improve the safety and operations of clubs through the purchase of new safety and operational equipment.
- Improve the operations of car and motorcycle clubs through systems improvements (e.g. IT systems, software upgrades, membership portals, data collection systems).
- Increase the skills of instructors, officials, administrators, and volunteers through the provision of training.
- Facilitate initiatives to increase female participation rates.
- Develop and upgrade infrastructure that addresses the current and future needs of car and motorcycle clubs.

Important dates

The following dates apply to this funding round:

Applications open	20 November 2023
Applications close	Midday 22 December 2023
Applications assessed	January/February 2024
Applicants notified	March 2024
Agreements offered and signed	After notification



Budget

The total budget for SACCP each year is \$500 000, notionally allocated across the following funding streams:

Project Type	Budget
Program, equipment and operational stream	\$200 000
Events and activities stream	\$100 000
Infrastructure stream	\$200 000

Available funding



SACCP offers funding through three streams:

- Program, equipment, and operational stream.
- Events and activities stream.
- Infrastructure stream.

The program, equipment, and operational stream provide grants to undertake system improvements and website updates, support safety and operational equipment, including the purchase of tools and machinery, storage, recreational items and promotional materials, build club capacity through volunteer and officials training, increase women and girls' participation rates, and assist with the costs of administering their role within the conditional registration scheme.

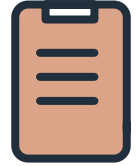
The events and activities stream provides grants to support the operational costs associated with hosting regional, state, national, and international events and activities.

The infrastructure stream provides grants to improve car and motorcycle club facilities by funding upgrades of clubrooms, amenities, and safety related infrastructure. All applicants must contribute a minimum of 50% in funding towards the project and have local council support.

Eligible applicants may submit applications for multiple streams.

In the event of the notional budget for a stream not being fully exhausted, the remaining portion of that budget will be rolled over to the stream where the demand is most evident.

Eligibility criteria



Who is eligible?

To be eligible for the SACCP funding, organisations must:

- be a not-for-profit car or motorcycle club or federation incorporated under the *Associations Incorporations Act 1985 (SA)*, or hold a comparable legal status;
- be located within South Australia; and
- have been operating for 12 months or longer.

Who is ineligible?

The following organisations will be considered ineligible for the SACCP funding:

- Car or motorcycle clubs not incorporated or do not hold a comparable legal status.
- Organisations that have been operating for less than 12 months.
- Outlaw motorcycle clubs.
- For-profit organisations.
- An organisation that has overdue grant acquittals with the Department as at the closing date of the applications. However, applications may be considered in the following circumstances, at the discretion of the Funding Assessment Committee:
 - if overdue acquittals with the Department have been submitted prior to the first day of the assessment conducted by the Funding Assessment Committee.
 - Successful applicants from previous SACCP rounds will be eligible to apply for future rounds while their previous acquittal is still ongoing, as long as any key reporting or milestones have not been missed.

Applicant and project location

The applicant and project must be located within South Australia.



Program, equipment and operational stream



Funding is available for eligible projects towards program, equipment, and operational costs to build capacity, streamline operations and increase participation of car and motorcycle clubs.

Eligible projects

Applicants must select one or more of the following project initiatives:

- Cost of administering their role within the conditional registration scheme.
- Purchase of new safety and operational equipment.
- Tools and machinery.
- Storage (e.g., cabinets and cupboards).
- Recreational items (e.g., barbeques, portable marquees).
- Promotional Materials.
- Systems improvements (e.g., it systems, software upgrades, membership portals, data collection systems).
- Website designs and updates.
- Training of instructors, officials, administrators, and volunteers.
- Initiatives to increase female participation rates.

Ineligible projects

Applicants cannot apply for projects outside the scope of the eligible grant projects listed above.

Ineligible costs

If you are successful, the Department's grant contribution cannot be used to cover the following project costs:

- Salaries and honorariums.
- Prize money, trophies, catering and hospitality expenses.
- Purchase or leasing of vehicles and accessories.
- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities.
- Infrastructure and events/activities projects.
- Requests for retrospective funding, where expenditure has occurred prior to the execution of a funding agreement.
- Any costs associated with preparing and submitting a funding application.

Events and activities stream



Funding is available for eligible projects towards general operational costs associated with hosting state and national events and activities.

Eligible projects

Applicants should demonstrate how their project will achieve program objectives. Examples of eligible projects may include:

- Regional, state, national, and international level car and motorcycle events and activities such as:
 - rallies;
 - race meets;
 - festivals;
 - conferences;
 - exhibitions; or
 - car and motorcycle shows.

Please note that the list above includes example projects that may be funded. The list is by no means exhaustive and applications for other projects that meet the objectives of the program will be considered.

Ineligible projects

The following project types are ineligible:

- Meetings such as annual general meetings, special general meetings etc.
- Events funded by another agency or department of government.

Ineligible costs

If you are successful, the Department's grant contribution cannot be used to cover the following project costs:

- Appearance fees.
- Prize money, trophies and alcoholic beverages.
- Costs associated with ongoing operations, such as but not limited to, rent, electricity, water and other utilities.
- Travel by teams or individuals to events.
- Purchase of assets (e.g., buildings and vehicles).
- Event bids.
- Any costs associated with preparing and submitting a funding application.

Infrastructure stream



Funding is available to eligible projects to improve car and motorcycle club facilities.

All applicants must contribute a minimum of 50% in funding towards the project and have local council support.

Eligible projects

All projects must evidence permission from the landowner (where the project is located).

Applicants should demonstrate how their project will achieve program objectives. Examples of eligible projects may include:

- construction or upgrade of clubrooms and facility accessibility;
- track upgrades and safety barriers;
- training and driver education facilities;
- storage upgrades and developments;
- modifications to ensure that an existing facility meets environmental and occupational health and safety regulations; or
- energy saving initiatives such as the installation of solar panels and batteries, and other innovative smart technologies.

Please note that the list above includes example projects that may be funded. The list is by no means exhaustive and applications for other projects that meet the objectives of the program will be considered.

Where applicable, all projects must comply with universal design principals.

Local council support

Before commencing your application, please contact your local council. It is strongly advised that applicants contact these organisations at the earliest opportunity as it may require time to consider the request and provide the necessary support.

It is recommended applicants provide their local council with the template provided on the Department's website to complete. This document can then be submitted with the application online prior to the closing date.

Ineligible projects

The following project types are ineligible:

- Facility planning and design.
- Projects that currently have an active/open grant through the Department's grant program.
- Projects that commence prior to a grant agreement being finalised.
- The repair of like-for-like replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that are covered by insurance.
- Routine or cyclical maintenance works to existing facilities.
- Residential buildings including caretaker residences.
- The purchase of maintenance or any other equipment.

Ineligible costs

If you are successful, the Department's grant contribution cannot be used to cover the following project costs:

- Costs that are not considered labour or materials.
- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities.
- Cost of landscaping for aesthetic purposes.
- Costs associated with the construction or sealing of car parks or roads (excludes track upgrades).
- Insurances.
- Any costs associated with preparing and submitting a funding application.
- Project management fees where the project is being managed by a local council.



How to apply



Carefully read these guidelines to determine whether your organisation and project meets the eligibility criteria.

The following steps briefly describe the process to apply:

- Register for the online application process ([SmartyGrants](#)) available through the Department's website.
- Complete the online application in full and submit before the closing time of the program. Late or incomplete applications may not be assessed.
- Faxed, emailed or physical submissions are not accepted.

If you find an error in your application after submitting it, you should notify the Department immediately via email: DIT.SACarClubEnquiries@sa.gov.au, who will reopen your application to amend and resubmit.

The Department may not be able to 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 the SmartyGrants application or wish to withdraw a submitted application, you can contact the Department via email: DIT.SACarClubEnquiries@sa.gov.au

Common attachments to the application

All attachments must be submitted with your SmartyGrants application. Attachments and/or other information not submitted in the applicant's SmartyGrants application may not be considered through the assessment process.

Attachments should be as recent as possible, noting that key documents which are dated or signed over six months ago may come into consideration when being assessed.

The following documents are commonly required for an application to be considered eligible:

- Program, equipment, and operational stream
 - The applicant's most recent certified (signed by the club treasurer) or audited statement of financial performance (income and expenditure statement) and/or statement of financial position (balance sheet) covering a period of 12 months.
 - A copy of the applicant's constitution.
- Events and activities stream
 - The applicant's most recent certified (signed by the club treasurer) or audited statement of financial performance (income and expenditure statement) and/or statement of financial position (balance sheet) covering a period of 12 months.
 - A copy of the applicant's constitution.
 - Event plan and budget.
 - Letters of support from organisations that clearly indicate how the user group will either support and/or benefit from the event (where applicable).
 - Evidence of confirmation of other funding sources for the event (where applicable).

- Infrastructure stream
 - Landowner consent.
 - The applicant's most recent certified (signed by the club treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) covering a period of 12 months.
 - A copy of the applicant's constitution.
 - Quotes.
 - Photographs and appropriate evidence of the current state of the facility.
 - Evidence of funding contributions (e.g., local council minutes/report confirming contributions, letter from local council CEO, and/or club bank statements).
 - Plans – infrastructure blueprints, aerial imagery of site (current and proposed), schematic specific plans e.g., lighting charts including lux levels.
 - Local council support form.
 - In-kind voluntary labour and/or materials breakdown (where applicable).
 - Letters of support from organisations that clearly indicate how the user group will either support and/or benefit from the project (where applicable).
 - Relevant sections of local council reports/plans/strategic documents/community consultation that support the project.

Key specifics to get correct

Applicants must ensure the following:

- The applicant's legal name is entered exactly how it appears on the ASIC registers [website](#).
- The applicant's Australian Business Number (ABN) is entered correctly and matches the legal name.
- If you do not have an ABN, you will need to submit a completed Australian Taxation Office (ATO) Statement by Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld. Download the [Statement by Supplier](#) form from the ATO.
- A detailed cost breakdown of requested funds, e.g., the cost of individual items for purchase, or costs associated with running a program or event.
- Check that all the questions have been answered and all essential documentation is attached.
- Press submit once you have completed the application. Amendments can be made prior to the closing date upon request.

Ensure you follow the helpful hints on each question within the application form as well as the following tips:

- Keep your responses to the questions clear and concise.
- Prioritise your writing to ensure the most critical information is in a prominent position.
- Use dot point writing where possible.
- Assume the reader is not familiar with your project.
- Additional documents should be directly referenced within the application.

- Accurately label attached files and avoid use of acronyms.
- Collate documents into singular files where possible e.g., attach one collection of photos in one file rather than uploading multiple individual photos.

It is not possible to approve all requests; therefore, funding should not be deemed automatic or anticipated.

Assessment process



Eligibility screening

The Department conducts a preliminary assessment of all applications to ensure the following criteria are met:

- The applicant organisation is eligible to apply.
- The core project is eligible (identified ineligible costs may be removed from a funding recommendation).
- The applicant has evidenced funding contributions.
- Evidence of project costs are provided (quotes).
- Landowner consent is provided (where the project is located).
- The application has been submitted, and all mandatory questions have been answered (incomplete applications may be deemed ineligible).

If an application fails to pass eligibility screening the applicant will be contacted via email, using the details provided in the application. The online application form will be reopened for the applicant to update and resubmit.

If an application isn't resubmitted before the date that is requested by the Department or the Funding Assessment Committee, the Department will utilise the latest submitted version for eligibility screening and assessment.

Funding Assessment Committee

The Chief Executive of the Department appoints the members of the Funding Assessment Committee. The Funding Assessment Committee is comprised of officers from across the Department.

The Department recognises that conflicts of interest may arise with staff, technical experts, and others assessing the applications and forming recommendations. All employees of the Government of South Australia must comply with:

- the Code of Ethics of the South Australian Public Sector issued under the *Public Sector Act 2009 (SA)*; and
- Public Sector (Honesty and Accountability) Regulations 2010 (SA).

Assessment against criteria

The Funding Assessment Committee assesses all applications.

Where an application is deemed eligible, the Funding Assessment Committee will assess the application against the relative merit of other projects in meeting the assessment criteria.

The Funding Assessment Committee may request additional information during the Committee's sitting period.

Please note, satisfying the assessment criteria alone does not guarantee receipt of funding.

It is anticipated that the number of eligible applications and funds sought will exceed the funds available and therefore the Department does not guarantee projects will be successful, nor that successful projects will receive the full amount of funding requested.

Assessment criteria – program, equipment, and operational stream

Weighting	Project need & delivery Extent to which the applicant has demonstrated
45%	<ul style="list-style-type: none">• Evidence supporting the need for the program, equipment or operation.• Clear description of the program or operation, or equipment to be purchased.• Evidence of detailed cost breakdown for program, equipment or operational costs applied for.
	Impact
45%	<ul style="list-style-type: none">• Extent to which the club can demonstrate that the program, equipment or operation will benefit the club and its objectives.• Promotes strong governance and active participation in club life.
	Membership
10%	<ul style="list-style-type: none">• Promotes and supports equality of opportunity at the club.• Number of female memberships at the club.

Assessment criteria – events and activities stream

Weighting	Project need & delivery Extent to which the applicant has demonstrated
30%	<ul style="list-style-type: none"> The need for the event is clearly evidenced. The event is well planned, feasible and the applicant has the capacity to deliver it. Project event costs are clear with a detailed budget.
	Participation Extent to which the applicant has demonstrated and provided evidence that the event:
30%	<ul style="list-style-type: none"> Attracts South Australian, interstate, and international participants. Will lead to positive participation outcomes for car and motorcycle users. Will lead to additional programming opportunities for participants and/or improved inclusiveness. Promotes and supports equality of opportunity.
	Support Extent to which the event:
20%	<ul style="list-style-type: none"> Has support from other car and/or motorcycle clubs and Associations both locally and interstate. Is well resourced and supported through a financial co-contribution, sponsorship, or in-kind.
	Impact Extent to which the event:
20%	<ul style="list-style-type: none"> Generates economic benefits for South Australia both metropolitan and regional. Is a part of a festival of activities to drive greater investment and participation.



Assessment criteria – infrastructure stream

Weighting	Project need Extent to which the applicant has demonstrated and provided evidence that the project:
25%	<ul style="list-style-type: none"> • Addresses an identified need, gap or deficiency in the availability of car and motorcycle facilities to the community. • Will lead to benefits for each user group. • Has support from users of the facility and the broader community.
Participation and utilisation Extent to which the applicant has demonstrated and provided evidence that the project:	
25%	<ul style="list-style-type: none"> • Will lead to positive participation and utilisation outcomes for car and motorcycle users. • Will lead to additional programming opportunities and/or improved inclusiveness. • Provides for multiple user groups. • Will provide gender equity in programming/scheduling.
Quality infrastructure extent to which the:	
20%	<ul style="list-style-type: none"> • Project improves the quality, safety or standard of facilities that are available to the community. • Applicant provides plans that address Community Safety, Risk Management, Universal Design Principles, and Environmentally Sustainable Design.
Project delivery Extent to which the applicant evidences capacity to:	
20%	<ul style="list-style-type: none"> • Begin the project within 12 months of receipt of funding. • Effectively manage the project through relevant project management history. • Finance the project through the confirmation of cash funding contributions and provision of itemised accurate and up to date quotes. • Appropriately manage previous department grants. • Identify the project scope and outline how the project will be completed within a prescribed timeframe. • Manage the ongoing maintenance and life-cycle replacement costs.
Strategic justification extent to which the project:	
10%	<ul style="list-style-type: none"> • Is identified through a facility planning process and identified as a priority by the local council and/or relevant state sporting organisation. • Demonstrates economic impact during construction and operation, including employment during and after construction.

Applications which feature substantial in-kind contributions (relative to the total project cost) may not be considered as favourably as cash contributions when being assessed against the “Project Delivery” criteria.

Recommendation

Once the assessment is completed, The Chief Executive of the Department will provide funding recommendations to the Minister for Infrastructure and Transport for consideration.

Please be aware that the amount of funding recommended may be lower than the amount requested.

Final approval

The Minister for Infrastructure and Transport will provide final approval.

Notification

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

The details of successful applicants (grantees) may be provided to the applicant’s local Member of Parliament, who may decide to contact the grantee to congratulate them.

Unsuccessful applications

All unsuccessful applicants will receive notification through SmartyGrants. Applicants are encouraged to contact the Department for application feedback and advice when applying for future grants.

Successful applications



Grant agreement

Successful applicants (grantees) will be sent a grant offer detailing the terms and conditions of the funding.

Effective 1 January 2019, public authorities are required to use standard funding agreements approved by the Crown Solicitors Office. For SACCP, the Not-for-Profit Standard Grant Agreement will be utilised. For more information regarding the grant agreements, click [here](#).

Grantees will have at least 14 days, from the date of a written offer, to execute a funding agreement with the Department (‘execute’ means both the applicant and the Department have signed the agreement). The offer may lapse if both parties do not execute the grant agreement within the specified timeframe.

Approval of grant funding is based on information provided within the application. Any changes to details may be reviewed to consider any potential impacts.

Where funding relates to the program, equipment and operational stream or events and activities stream, grantees are given approximately twelve (12) months from receipt of funding to complete the project.

Infrastructure stream grantees are given twelve (12) months from receipt of funding to begin the project and 24 months to complete the project.

An approval may have specific conditions that have been determined through the assessment process. Any such details will be specified in the grant offer.

Payment

Payment of grant funding will be made in accordance with the terms and conditions of the grant agreement.

Approved grant funding will be transferred electronically into the Australian bank account nominated within the application.

Should a successful applicant become overdue with any obligations, reporting or acquittals, payments may be placed on hold until those are met.

In relation to infrastructure projects, the grantee may only draw down or use the grant to the extent necessary to progress the construction or redevelopment of the facility and in compliance with their grant agreement.

Funding shortfalls/underspends

If the grantee does not receive all the stated co-investments to the project as per their application, the grantee will be required to meet the funding shortfall.

If the total cost of the project is greater than the grant plus co-contributions, the grantee will be required to meet all such additional costs.

If the actual cost of the project comes in under budget, the grantee will be required to repay a portion of the grant as outlined in the grant agreement.

Monitoring and compliance

All grantees will be required to:

- only use the funding for eligible costs as detailed within the grant agreement;
- comply with the relevant laws in force in South Australia;
- maintain valid public liability insurance for a minimum of \$1 000 000 for any one claim for the funding period;
- appropriately acknowledge the Government of South Australia as a funding source;
- comply with the reporting and acquittal requirements of the grant agreement. Failure to comply may result in the Department's grant payments being suspended and/or the organisation no longer being eligible to receive funding from the Department being required to return the grant, or part thereof;

- submit reports, financial reports, and other required documentation in line with the funding agreement. The amount of detail required in reports/documentation will be proportionate to the grant amount;
- allow the Department to monitor the grant progress by assessing submitted reports/documentation. In some cases, the Department may need to re-examine claims, seek further information or request an independent audit of claims and payments;
- comply with the other terms and conditions in the grant agreement; and
- contact the Department immediately when becoming aware of a breach of terms and conditions of the grant agreement.

Ad hoc reporting

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.

Financial and audit reports

Where the grantee is required by law to prepare audited financial statements, or requested by the Government Party, it will need to provide these statements and audit reports throughout the term of the grant agreement.

Compliance visits

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

Events

Grantees must notify the Minister for Infrastructure and Transport, and are encouraged to notify the local Member for Parliament or their representatives or the Department/government delegate to attend any special events relating to the project. Requirements are outlined in the grant agreement.

Grant agreement variations and extensions

Unexpected events may delay a project's progress. In these circumstances, grantees can request a project variation to the terms of the grant agreement, such as the purpose or expiry date. Any request must be submitted through SmartyGrants. Requests may require the following details:

- The reason and justification for the variation.
- Updated details and other relevant supporting documentation.
- New project timelines and and/or new milestones.

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

- Impact to project outcomes.
- Consistency with the program objective/s.

- Deviations from the original proposal and a subsequent re-assessment against program assessment criteria.
- Timeframe implications.

The program does not allow for any increase to the agreed amount of grant funds as established in the grant agreement.

Acquitting a grant

Upon expending the grant, grantees will be required to acquit the grant through SmartyGrants. Grant acquittal requirements will be outlined in the grant agreement. These requirements may include:

- Providing a detailed breakdown of goods and services the grant was spent on, including descriptions and amounts.
- Providing details and amounts of the final funding sources for the project.
- Certification that the statements made in the acquittal are true and correct.
- Identifying if the grant has achieved the program’s objectives.
- Where requested, providing photographs, videos and other details in relation to the completed project.

Grant acknowledgment

Grantees will be required to acknowledge the Government of South Australia’s support.

Approval through the Department is required before any public announcements for the grant. If the grantee makes a public statement about the project funded, we require at a minimum acknowledgement of the grant by using the following statement:

“This project received grant funding from the South Australian Government through the Department for Infrastructure and Transport.”

Acknowledgment and publicity guidelines may form part of the grant agreement and include the requirement that all activities acknowledge the Government of South Australia’s support through logo presentation on any activity-related publications, media releases, and promotional material.

The Minister must be given the opportunity to participate in any formal activity associated with commencement or launch of a project. Openings and launches of projects are to be coordinated through the Minister’s office.

Social media acknowledgment

To ensure the Department does not miss any project updates and news, grantees should include, where appropriate, the Department’s account tags in each of their social media posts. This will alert us to new posts so we, in turn, can ‘Like’ and share your content.

 [@DFITSA](#)

 [@DFIT_SA](#)

 [@DFIT_SA](#)

When acknowledging a grant or mentioning the Department’s support on your website or in any digital communications, please include a link to dit.sa.gov.au

Other information



Grants and Goods and Services Tax (GST)

It is recommended that applicants seek independent legal and financial advice to determine all taxation obligations before applying.

Please note that if your organisation's annual turnover is greater than \$150 000 (non-profit organisations) then you are required by the Australian Taxation Office to be registered for GST (source: ato.gov.au).

Successful applicants registered for GST will have their grant grossed up by 10 per cent to offset GST payable on the grant. Organisations not registered for GST will not have the grant grossed up. Grantees cannot have the grant agreement transferred to another body based on GST registration.

Also note, from 1 July 2017, government entities at the federal, state, territory and local levels report the grants they pay to people or organisations with an Australian Business Number to the Australian Taxation Office.

Financial reporting

The Department requests organisations adopt the National Standard Chart of Accounts for Not-for-Profit Organisations: acnc.gov.au/for-charities/manage-your-charity/national-standard-chart-accounts

How the Department will use your information

The Department may share your information with other government agencies for relevant purposes such as:

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

Treatment of confidential information

The Department will treat information provided by applicants as sensitive and confidential if it meets one of the four following conditions:

- 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.
- Information is provided with an understanding that it will stay confidential.

When the Department may disclose confidential information

The Department may disclose confidential information to the following:

- The Department's Chief Executive, employees and/or contractors to help the Department manage the program effectively.
- The Premier or the Minister for Infrastructure and Transport.
- The Auditor-General, Ombudsman or Commissioner for Consumer and Business Services.
- A House or Committee of Parliament.

The Department may also disclose confidential information if:

- required or authorised by law (including if requested under the *Freedom of Information Act 1991 (SA)*);
- the grantee agreed to the information being disclosed; or
- someone other than the Department has made the confidential information public.

Personal information

The Department must treat your personal information according to the Premier and Cabinet Circular Information Privacy Principles Instructions and the *Privacy Act 1988 (Cwth)*. This includes informing you:

- what personal information the Department collects;
- why the Department collects your personal information; and
- to whom the Department gives your personal information. the Department may give personal information collected to our employees and contractors, the Assessment Panel, and other Government of South Australia employees and contractors, so the Department can:
 - Manage the program.
 - Research, assess, monitor and analyse our programs and activities.

The Department, the Premier or the Minister for Infrastructure and Transport, may:

- announce the applications received or successful applicants to the public;
- publish personal information on the Department websites;
- decide how we collect, use, disclose and store your personal information; or
- provide you with information about how you can access and correct your personal information.

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. The Department may publish grant applications and requests, grant recipients and funding amounts approved on the Department's website.

Freedom of information

The *Freedom of Information Act 1991 (SA)* and the *Privacy Act 1988 (Cwth)* are the main pieces of legislation that provide access to and amendment of personal information.

Arrangements for managing Freedom of Information (FOI) requests should be discussed with the Department'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.

Child-safe environments

Children and young people have a right to be safe and protected at all times, including when accessing services in the community.

Child protection legislation in South Australia requires certain organisations to provide a child-safe environment. All state authorities and persons or bodies who provide a service or undertake an activity that constitutes child-related work under the *Child Safety (Prohibited Persons) Act 2016* must meet these obligations.

To meet the requirements under the *Children and Young People (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016*, these organisations must have a child-safe environments policy in place, meet working with children check obligations and lodge a child-safe environments compliance statement.

The statement is lodged with the Department for Human Services: dhs.sa.gov.au/services/community-and-family-services/child-safe-environments

To lodge a child-safe environment compliance statement, visit: dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/lodging-your-child-safe-environments-compliance-statement



Definition of key terms



Term	Definition
Applicant	The organisation that has submitted an application.
Application	The document that applicants use to apply for funding under the program.
Funding period	The period of the grant agreement where spending on the approved project and its outcomes can occur.
Grantee	The recipient of a successful grant.
Minister	The Minister for Infrastructure and Transport.
The Department	Department for Infrastructure and Transport, an agency of the Government of South Australia.

Enquiries and feedback



For further information or clarification, you can contact the Department SA Car Club Program team via:



dit.sa.gov.au/SACarClubProgram



DIT.SACarClubEnquiries@sa.gov.au



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Disclaimer

While every reasonable effort has been made to ensure that this document is correct at the time of publication, the Minister for Infrastructure and Transport, its agencies, instrumentalities, employees and contractors disclaim any and all liability to any person in respect to anything or the consequence of anything done or omitted to be done in reliance upon the whole or any part of this document.

More information

Department for Infrastructure and Transport
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Government of South Australia
Department for Infrastructure
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Build. Move. Connect.