

1. PREAMBLE:

The Western Cape Provincial Government has an ongoing commitment to the development of sport and recreation opportunities for all its inhabitants. To facilitate the aforementioned, financial support is provided to its clients through this Sport and Recreation Funding Programme.

2. AIMS:

The aims of this funding programme are the following:

- (a) ensure viable, well managed and professionally administered sport and recreation bodies;
- (b) assist with the development of sports people;
- (c) ensure participation for a healthy lifestyle and social interaction of all people of the Western Cape, especially the disadvantaged groups;
- (d) promote the Western Cape as a sports and recreation venue and develop linkages with tourism and other industries;
- (e) stimulate an economic benefit to the community;
- (f) assist with the achievement of excellence;
- (g) encourage creativity and self-reliance on the sport and recreation bodies.

3. ELIGIBILITY:

3.1 Principles:

The Western Cape Sport and Recreation Forum, consisting of members of the WC: DSR (hereinafter referred to as the Department), the regional NSC and provincial RECSA agreed on the following:

- (a) Funding for Sport and Recreation bodies, including the regional NSC's and RECSA will take place according to an accountable set of criteria. Budgets will be submitted annually to the Department for recommendation to the Provincial Minister.
- (b) Grants-in-aid by the Department will be made available only to composite Provincial associations/federations and not their affiliates.
- (c) All applications have to be recommended by the relevant regional NSC/RECSA.
- (d) The size of annual grants to bona fide provincial federations/associations will be determined according to an accountable set of criteria agreed to by the Forum.

3.2 Customers:

The following customers will be eligible for funding from the Department:

- (a) Macro provincial sport and recreation bodies recognised by the Department.
- (b) Provincial sport federations/associations affiliated to the recognised macro -bodies.

- (c) Local Sport and Recreation Councils affiliated to one of the macro provincial sport and recreation bodies. Each of these councils could also be linked to the relevant properly structured and recognised RDP Forum.
- (d) Local Authorities.

NOTE: No funding applications will be considered without the endorsement of the Provincial macro-structure.

3.3 Qualification Criteria:

3.3.1 Basic guidelines:

In order to qualify for financial support, Provincial federation/associations should follow certain predetermined guidelines.

3.3.1.1 SPORT:

The following definition and accompanying preconditions as agreed to by the National Sport Forum is accepted:

“Physical competition according to fixed rules between individuals or teams, which requires certain human skills. Organisational structures should exist at club, provincial, national and international levels.”

3.3.1.2 RECREATION:

These are activities not directed at competition but rather joyful participation in activities by people. Recreation can be defined as being much more than recreational sport, and does not only include physical activities. Recreation can include any activity which contribute to the general health, total well-being, and economic, social and personal development of the individual.

3.3.2 Criteria:

To be eligible for funding an organisation must:

- (a) **be a unified and democratically elected body with registered participants;**
- (b) **demonstrate need for development and have viable development programmes;**
- (c) **demonstrate an ability to manage the funds effectively;**
- (d) **publicly recognise the Department's support for particular projects;**
- (e) **enter into the necessary contractual arrangements with the Department;**
- (f) **use the financial support exclusively for the advancement of sport and recreation;**
- (g) **support free association and participation;**
- (h) **hold Annual or Bi-Annual General Meetings;**

- (i) **hold regular Executive Committee Meetings;**
- (j) **be a not-for-profit body;**
- (k) **have effectively used all previous payments, received from the Department;**
- (l) **if requested, agree to use funding in a manner specifically designated by the Department;**
- (m) **be prepared to submit future development plans to the Department. Being unable to provide development plans can lead to an application being unsuccessful;**
- (n) **not discriminate against anyone on the basis of race, gender, religious affiliation, class, ethnic group, or persons with disabilities;**
- (o) **demonstrate a clear programme of bias towards women and persons with disabilities.**

3.3.3 Exclusions:

3.3.3.1 Funding is not available to:

- (a) **Bodies which did not use the previous funding from the Department adequately and effectively.**
- (b) **Commercial or professional bodies.**
- (c) **Pay bonuses, participation fees, prize money or commissions to participants/promoters/marketers.**
- (d) Any Provincial sport federation/association that is not recognised as a unified structure and is not recognised by the NSC and/or NOCSA or whose membership of the NSC or NOCSA is suspended or cancelled.
- (e) Provincial bodies that provide services/programmes for a restricted number of participants or are exclusive on racial, class, gender, religious or ethnic grounds and not readily accessible to the general public.
- (f) Cover retrospective costs incurred by the organisation.

3.3.3.2 The Department further reserves the right to:

- (a) withdraw its funding in order to ensure that a sport and recreation body deals with its general administration on a sound basis;
- (b) withhold its financial support from any sport and recreation body that does not take positive action against any of its members who are guilty of the use of prohibited substances;
- (c) send a Departmental officer(s)/representative(s) to attend as an observer(s) at any project that the Department has given financial support for;

- (d) withdraw its funding or part thereof if there is a breach of contract on the part of the recipient of the funds.

4. PROGRAMMES:

4.1 Funds will be distributed based on the ability of the beneficiaries to meet the needs of the sport and recreation public within the ambit of the following national priorities:

- (a) Corrective action
- (b) Development
- (c) Equity/access
- (d) Women in sport

4.2 Funding will thus be provided for the following types of programmes:

(a) ***Development Programmes:***

There is a need for development on a broad base. The purpose of development programmes should rather be to render services, primarily to Members of the disadvantaged community, with a view to their social upliftment through the creation of opportunities for participation. The secondary purpose being the improvement of the level of achievement in sport/recreation.

Development consists of two components, namely human resources and physical resources.

(b) ***Corrective Action:***

In order to assist provincial federations to be more successful in involving representative from the disadvantaged communities especially women and persons with disabilities in all activities, funds will be made available for attendance of meetings, administration, rural involvement, assistance with capacity building in newly formed clubs and increased representation in all aspects of sport. This particular fund is short term and time bound and is directed primarily at selected federations that do not have access to major sponsorship.

(c) ***Protea Sport:***

The Department will consider the provision of funds for Protea sports programmes.

(d) ***Women in Sport/Recreation:***

In order to improve the number of women involved in sport and recreation, at all levels, i.e., administration, officiating, coaching and participation, funding will be provided for specific programmes that will achieve this objective.

(e) ***Equity/Access:***

The Department will provide funding as equitable as possible in order to ensure that all persons who are interested in particularly sport and recreation, will have access to the sport and recreational activity of their choice.

(f) **Administration:**

Because the successful implementation of sport and recreation programmes are dependent on efficient and satisfactory administration, grants will be given for administration. The grant will be determined according to the number of participants, provincial, regional and club structures as well as the annual programme of events. Funds will also be made available for administration courses.

(g) **Leadership/Volunteer programmes:**

Funds will be allocated to assist customers of the Department to conduct leadership training courses and programmes to develop the involvement of volunteers.

Funds will also be made available for sports coaching courses.

(h) **International Participation:**

- (i) Funding to assist people from the Western Cape who were selected to represent the country in international competition, will be considered.
- (ii) The Department will only support an individual so selected, once during a particular financial year. Only those individuals who qualify in terms of a means test and who cannot financially afford the expense will be considered.
- (iii) All applications will be verified with national federations and the national DSR to prevent double subsidy.
- (iv) Consideration might be given to assist Western Cape sport/recreation Representatives to attend international meetings and events.
- (v) Funds might also be provided to enable foreign sport/recreation experts and/or to render specific services in the Western Cape.

(g) **Major Events:**

Major national international sports/recreation events of importance to the Western Cape and South Africa and hosted in the Western Cape can be considered for funding by the Department.

(i) **Sport and Recreation Facilities:**

The Department will endeavour to obtain funds from the following sources for the construction of sport and recreation facilities:

- (i) It's own budget
- (ii) The National DSR
- (iii) RDP funds
- (iv) Foreign funds
- (v) Private sector
- (vi) The Victor Awards
- (vii) The Sports Trust
- (viii) The Western Cape Sport and Recreation Trust

- (j) **AdHocGrants -in-aid:**
- (i) The granting of adhoc grants -in-aid will be considered only in highly exceptional circumstances and after it has been approved by the Western Cape Sport and Recreation Forum.
 - (ii) Adhoc applications must be submitted at least one (1) month before the commencement of the project(s) concerned.
 - (iii) An application will be considered only if it is supported by the sports/recreation controlling body and if there are no financial reports of the said body outstanding.

5. ADMINISTRATIVE REQUIREMENTS APPLICABLE TO REQUESTS FOR GRANTS -IN AID

- (a) Applications must be made on the prescribed forms that are obtainable from the Department for this purpose. (A set is attached to this document).
- (b) The Department's financial year is from 1 April of one year to 31 March of the following year. Grants received from the Department may not be carried over from one financial year to another.
- (c) Application for grants for the following financial year will be called for on 1 September of each year and must be with the Department by 30 November of that year.

It is expected that the assessment and approval process will be completed at least by the end of May each year and approved grants made available in at least June.
- (d) A copy of a macro of provincial sport/recreation organisation's constitution must be submitted to the Department before a grant -in-aid may be made available to that sports or recreation organisation. The Department must be informed as soon as possible in writing of any subsequent amendments to the constitution.
- (e) The names and addresses of office bearers, trustees and auditors must be submitted to the Department annually. The Department must be informed immediately of any changes in this regard.
- (f) The sport and recreation organisation must keep a complete up-to-date record of provincial/regional bodies and clubs and of the number of registered members. This information must be submitted to the Department annually.
- (g)
 - (i) Financial Assistance for the following year will be considered only if no audited financial reports of the macro -or sports/recreation organisation concerned are outstanding.
 - (ii) Grants-in-aid may be utilised only according to an approved budget submitted to the Department.
 - (iii) The following, inter alia, are regarded as approved expenses:
 - Hiring of facilities
 - Honoraria to staff (not salaries)
 - Travelling expenses
 - Hiring of apparatus
 - Accommodation and meals
 - Printing and stationery
 - First aid, medical services

- Telephone/fax and postage expenses
 - Audit expenses
 - Security
 - Labour (cleaning)
 - Trophies, medals
- (iv) If it should appear that one or more of the mentioned conditions have not been complied with, the Department may immediately withhold all further aid and, if necessary, demand a refund of the full amount already paid out, or a portion thereof.
- (v) The Department reserves the right to have assessments carried out by an authorised person where a project is being run with financial assistance from the Department.
- (vi) Before a grant-in-aid is paid out, the Department has the right, with the approval of the Treasury, to amend or delete any conditions or add new conditions – provided that the grant-in-aid shall be paid out only if the conditions which have been amended or supplemented, are acceptable to the sport or recreation organisation concerned.
- (vii) Cheques will not be paid into sport and recreation organisation's account, they will be mailed directly to the secretary of the sport or recreation organisation or formally handed over to a representative of the organisation.
- (h) A memorandum of agreement must be entered into and concluded between the Department of Sport and Recreation and the sports or organisation for each grant allocated. (A synopsis of these terms are attached).
- (i) An audited income and expenditure statement must be submitted to the Department within three months after the closing of the accounts for the financial year during which a grant-in-aid has been made. Proof must be furnished that these statements have been dealt with and approved as determined by the constitution of the organisation.
- (j) Reports must be audited by an independent, qualified auditor.**
- (i) No copies will be accepted
 - (ii) Reports must be submitted at a general meeting and signed by two members of the executive
 - (iii) The auditor's certificate must accompany the report, displaying the address particulars of the auditor
 - (iv) Grant-in-aid must, in addition, be reflected in the annual audited financial statement As expenditure according to the budget submitted to the Department during the appropriate financial year
- (k) Individual and clubs must submit applications via the Provincial federation/association.

6. ASSESSMENTS:

In assessing applications the following will be taken into account:

Past and current performance of the organisation in relation to:

- (a) the impact of its projects, programmes within our communities, especially disadvantaged communities
- (b) accessibility of projects/programmes to the broader community

- (c) the contribution that the project(s) make to the socio-economic upliftment of the community
- (d) financial viability
- (e) growth of the sport/recreation activity
- (f) degree of self-help shown
- (g) furtherance of the objectives of the White and Rainbow papers as well as the RDP
- (h) degree of support already received from other quarters
- (i) its development programmes

7. **CONCLUSION:**

The Department will run its own programmes, where it is needed, in order to complement existing sport and recreation projects and/or to address areas that deserve attention in sport and recreation. This policy attempts to arrive at a more equitable distribution of funds to ensure that Sport and Recreation will contribute towards the reconstruction and development of the Western Cape community at large.

NOTE! Each application will be considered on its merits and because Government does not have unlimited resources, not all applications will be successful.