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| --- |
| It is important that you read the grant program guidelines, which are available at [www.sportandrecreation.tas.gov.au](http://www.sportandrecreation.tas.gov.au). The guidelines detail eligibility criteria and are essential in assisting you to determine which program is the best fit, whether or not to apply and how to complete the application form. |

**Application closing dates are:**

* **Round One: 12 noon, Wednesday, 23 September 2015;**
* **Round Two: 12 noon, Wednesday, 9 March 2016; and**

Contact the Department of Premier and Cabinet (DPAC)’s Communities, Sport and Recreation (CSR) on 1800 252 476 or by email at [sportrec@dpac.tas.gov.au](mailto:sportrec@dpac.tas.gov.au) .

To submit your application, email your signed application and scanned attachments to [srt.grant.applications@dpac.tas.gov.au](mailto:srt.grant.applications@dpac.tas.gov.au) or post to GPO Box 123, Hobart, Tasmania, 7001.

**Section 1 – Applicant Details**

|  |  |  |
| --- | --- | --- |
| **Common or trading name of organisation**  (name the organisation uses to trade or publicise its activities) | |  |
| **Name of legal entity**(if different to the common or trading name) | |  |
| *The name of the legal entity is the name under which the organisation is legally registered. All correspondence, deeds and payment documents will use the name of the legal entity.* | | |
| **Organisation type:** Incorporated, not for profit organisation.  Not-for-profit companies registered under company law.  Local government authorities (councils). | | |
| **Incorporation number or Australian company number:** | |  |
| **Australian Business Number (ABN):** | |  |
| **Is your organisation registered for GST?** | | Yes  No |
|  | | |
| **IMPORTANT**: You can check your organisation’s status and eligibility at [www.abr.business.gov.au](http://www.abr.business.gov.au) and [www.connectonline.asic.gov.au](http://www.connectonline.asic.gov.au). As eligibility is based on the status of the applicant organisation at the time of lodgement, it is important that your organisation’s details are correct on these websites. Please contact the relevant organisation for more information or assistance. | | |
| **Postal address** | Street address: |  |
| City: |  |
| State: | Postcode: |

|  |  |  |
| --- | --- | --- |
| **Physical address** (if different to postal address) | Street address: |  |
| City: |  |
| State: | Postcode: |

**Authorised officer**

The authorised officer is the office bearer, or for local government, the general manager, who has the organisation’s authority to submit the application and to enter into funding arrangements on behalf of the organisation. This is the person who will receive all correspondence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Phone** |  | **Mobile** |  |
| **Position** |  | **Email** |  | | |

**Contact officer**

Only required if the authorised officer is unable to discuss the project with CSR staff during business hours, or where the project requires specialist knowledge that can be better provided by someone other than the authorised officer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Phone** |  | **Mobile** |  |
| **Position** |  | **Email** |  | | |

**Section 2 – Project Summary**

**Project name (a title that clearly describes the project)**

|  |
| --- |
|  |

**How much are you applying for?** (this figure must be the same as the figure in Part C of the Project Budget Template in section 4 of this application form)

|  |
| --- |
| **$** |

(Minimum $500, maximum $10 000, and **must not exceed 50 per cent of total project cost**)

If you are submitting more than one application, what is the priority of this application?

|  |
| --- |
| **Priority: 1**  **2**  **3** |
| **Has any part of the project being applied for been started or completed prior to lodging this application?**  **Yes**  (if yes your project is ineligible under the 2015-16 Minor Grants Program Guidelines)  **No** |

**Timetable**

|  |  |
| --- | --- |
| Anticipated project start date: | Anticipated project finish date: |

Project start and finish dates must be included and should be realistic. **Round 1** projects are expected to be finished by **31 December 2016,** and **Round 2** projects by **30 June 2017**. In the case of development/improvement of facilities or playing surfaces projects, your anticipated completion date should allow for possible delays in approvals and construction.

**Is your organisation a sport or recreation club?**

**Yes**

**No**

If no, please identify how this project will benefit a sport and/or recreation club/s (please include the name of the club/s):

|  |
| --- |
|  |

**Does your club (or the sport and/or recreation club/s benefiting from this project) restrict its membership in anyway?**

**Yes**

**No**

If yes, please explain who membership is restricted to and why:

|  |
| --- |
|  |

**Which eligible category does your project relate to?**

The purchase of equipment that is directly related to participation.

Please detail:

|  |
| --- |
|  |

The development/improvement of facilities or playing surfaces that are directly related to  
 participation.

Please detail:

|  |
| --- |
|  |

**Who will oversee, coordinate and deliver the project?**

|  |
| --- |
|  |

**Will the number of people participating increase or be maintained as a direct outcome of this project?** Increase  Be maintained

Please indicate current participation numbers, and if participation will **increase,** please indicate the anticipated number of new participants, how you have calculated these numbers and the anticipated timeframe:

|  |  |  |
| --- | --- | --- |
| **Current total membership numbers of organisation?** | **How many new members will be experienced as a direct result of this project?** | **Please detail the method that has been used to calculate this anticipated increase.** |
| Participating members:  Non-participating social members:  Non-member participants\*:  Total: | Additional participating members:  Additional non-participating social members:  Additional non-member participants\*:  Total: |  |

\*Includes members of the public who pay per participation session, rather than paying a membership subscription.

**Please identify how this project is essential for, and directly related to, new or improved participation opportunities?** Please use one or more of the tables below to demonstrate the benefits of your project.

**Will the project improve the quality or safety of participation?**

Yes  No

If yes, explain how:

|  |  |
| --- | --- |
| **Project Description (what will be done)**  *eg Upgrading the playing surface drainage.* |  |
| **Current Situation (what is the current situation that has resulted in the need for the project)**  *eg Inadequate drainage means the grounds are unsafe for use in inclement weather conditions. Sessions that are not cancelled can be unsafe due to the slippery surface. This reduces the quality of participation as participants cannot focus on performance due to fear of injury.* |  |
| **How will the project change this situation? (what are the anticipated benefits of the project and why)**  *eg New sufficient drainage will allow the ground to cope with severe wet weather conditions. Participation will be safer, risk of injury reduced and participants will feel confident they are safe and able to perform at the level they desire.* |  |

**Will the project promote inclusion and improve access to participation opportunities?**

Yes  No

If yes, explain how in the table below:

**Note:** If the project will provide active participation opportunities for people with disability, please ensure you include details on how the project achieves this.

|  |  |
| --- | --- |
| **Project Description (what will be done)**  *eg Upgrading the facility to allow wheelchair access to playing surface.* |  |
| **Current Situation (what is the current situation that has resulted in the need for the project)**  *eg Poor accessibility to the playing surface means that people who use a wheelchair are not able to participate at the venue, resulting in lost participation opportunities for people with disability.* |  |
| **How will the project change this situation? (what are the anticipated benefits of the project and why)**  *eg New ramp to the playing surface will allow people who use a wheelchair to participate at the venue. This will allow further participation opportunities for people with disability in a safe and inclusive environment.* |  |

**Will the project increase the range of activities provided?**

Yes  No

If yes, explain how:

|  |  |
| --- | --- |
| **Project Description (what will be done)**  *eg The installation of a wicket pitch cover.* |  |
| **Current Situation (what is the current situation that has resulted in the need for the project)**  *eg Due to potential damage of the wicket pitch and injury risk to participants we are currently unable to utilise the ground for other uses.* |  |
| **How will the project change this situation? (what are the anticipated benefits of the project and why)**  *eg Following the installation of a drop in wicket pitch cover we will be able to schedule soccer, AFL, and touch football at the ground as well as cricket.* |  |

**Please identify any other benefits/how this project is essential for, and directly related to, new or improved participation opportunities that have not been covered previously?**

|  |
| --- |
|  |

**Section 3 – Facility or Playing Surface Projects Only**

**Does your project involve the development/improvement of facilities or playing surfaces?**

|  |
| --- |
| Yes (you **must** complete this page) |
| No (go to Section 4) |

**Location**

Physical address or location of the facility or playing surface:

|  |
| --- |
|  |

**Ownership, access and conditions of land use**

Who owns the land?

Crown reserve land

Privately owned land held for public purposes

|  |
| --- |
| Owner’s name: |

Land owned by a public authority (state/local government)

|  |
| --- |
| Authority’s name: |

If you do not own the land, do you have a minimum three-year lease/tenure arrangement over the land?

Yes (and I have attached the lease/tenure agreement)

No, please provide further details below:

|  |
| --- |
|  |

In progress, please provide further details below:

|  |
| --- |
|  |

Not applicable

If you do not own the land, do you have the owner’s permission to undertake the proposed project?

Yes (and I have attached evidence of this permission)

No, please provide further details below:

|  |
| --- |
|  |

In progress, please provide further details below:

|  |
| --- |
|  |

Not applicable

If your project is on land controlled by a school, do you have a memorandum of understanding/agreement with the school regarding the use of the school grounds, and is the school supportive of the project?

Yes (and I have attached the memorandum of understanding)

No, please provide further details below:

|  |
| --- |
|  |

In progress, please provide further details below:

|  |
| --- |
|  |

Not applicable

What documentation have you attached to provide a comprehensive understanding of your proposed project works?

Concept plan

Detailed project drawings

Other, please detail below:

|  |
| --- |
|  |

None, please detail below:

|  |
| --- |
|  |

Please be aware that new facility developments and extensions may have requirements under the Disability Standards for Access to Premises. Visit [www.sportandrecreation.tas.gov.au](http://sportandrecreation.tas.gov.au) for an information sheet on the Premises Standards.

If applicable, please detail measures that have been included to ensure access for people with disability:

|  |
| --- |
|  |

Do you have development approval for your proposed project from the relevant local government authority?

Yes (and I have attached a copy of the approval)

No – lodged and awaiting decision (and I have attached a copy of the application)

No – required but not lodged (but I have attached a letter of support for the project)

Not required

Please detail any known conditions for the use of this land by the management authority. This may include environmental protection, planning considerations, impacts on other users or guidelines for management, if applicable:

|  |
| --- |
|  |

**Section 4 – Project Budget**

Please itemise the components of your project in the tables below, indicating the break-down of all costs (including donations) and income for the project.

Please follow the below instructions when completing this section of the application:

* If your organisation is **NOT registered for GST, please use column (1),** project costs should be calculated inclusive of GST; and
* If your organisation is **registered for GST, please use column (2),** project costs should be calculated exclusive of GST.

If you have a quote that includes GST, but does not itemise the GST amount on the quote, divide the total amount by 11 and then multiply by 10 to work out the amount without GST.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses: project costs**  (All costs must include quotes/proof of price for services, purchases or materials, **even if they are being donated\***. | | | |
| **Expense item:** | **(1)**  **Costs are GST inclusive** | **(2)**  **Costs are GST exclusive** | **Supporting documents (eg quote or proof of price, it is important that all costs include a quote/proof of price)** |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
| **Total expenses of the project** | $ | $ | **(A)** |

\*Donated equipment, professional labour or materials must be evidenced by a letter/quote from the donating registered business or qualified professional.

**Please note** that in-kind unskilled labour is **not** an eligible project cost or income source.

|  |  |  |
| --- | --- | --- |
| **Income (secured): secured funds you already have for the project**  (eg club funds for the project, confirmed sponsorship, donations of equipment, professional labour or materials, grants from other sources – all of which must be supported with written evidence) | | |
| **Income item:** | **Funds:** | **Supporting documents (eg bank statements and comments to support the income source)** |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| **Total secured funds for the project** | **$** | **(B)** |

|  |  |  |
| --- | --- | --- |
| **Grant requested for the project from CSR (must be less than 50 per cent of the total cost of the project)** | **$** | **(C)** |

|  |  |  |
| --- | --- | --- |
| **Total funds for the project [add (B) and (C)]** | **$** | **(D)** |

**The total cost of the project (A) must equal the total funds for the project (D)**

**Section 5 - Checklist to Submit Your Application**

**Complete the following checklist:**

Please note:

* All the essential documentation listed below must be submitted with your application. Without this documentation your application may not be supported.

**Please ensure that:**

* you have obtained, read and referred to the guidelines when completing this application form;
* you have completed all relevant sections of this application form, and included contact information, GST and ABN details;
* an authorised officer has signed the declaration;
* you have not bound or placed your application in a display folder; and
* you have kept a copy of the completed application form for your own records and have not attached originals of documents, as these will not be returned to you.

**Essential documentation that must be included with your application (please tick to indicate what you have attached):**

**All applications:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Enclosed** | **Not applicable** |
| ‘Proof of price’: copies of formal quotes, estimates and prices for all project expenses |  |  |
| Evidence of the organisation’s capacity to fund at least 50 per cent of the total project cost (eg copies of written documentation confirming donations or financial support for the project) |  |  |
| Bank Statement (applicable to all except local government authorities) |  |  |
| Written confirmation of local government approval/support, if applicable |  |  |
| Any documentation the organisation does not want disclosed to a third party is clearly marked as confidential, along with a short paragraph outlining the reasons why the information is confidential |  |  |

**Facility and infrastructure development applications:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Enclosed** | **Not applicable** |
| Copy of lease agreement or Memorandum of Understanding for the land or building |  |  |
| Evidence of owner’s approval for the project |  |  |
| Copies of any applicable planning or development permits or letter of support from the relevant council |  |  |
| Copies of building or works drawings or plans |  |  |

**Section 6 – Applicant Declaration**

**Declaration by authorised officer**

*The declaration* ***must*** *be signed by an authorised officer of the organisation, the current president, chairperson, general manager or Commodore. In the case of local government, it* ***must*** *be signed by the general manager.*

I make the following declaration:

I, the undersigned, certify that I am authorised to submit this application, that I have read, understand and agree to the terms and conditions of the grant program as outlined in the program guidelines, and that the information contained herein and attached is, to the best of my knowledge, true and correct.

I understand that it is an offence to knowingly make a false or misleading statement.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Signature |  | Date | /     / |

**To submit your application**

Email your signed application form and scanned attachments to:

[srt.grant.applications@dpac.tas.gov.au](mailto:srt.grant.applications@dpac.tas.gov.au)

Alternatively, post your application and attachments to:

Department of Premier and Cabinet

CSR Grant Programs

Communities, Sport and Recreation

GPO Box 123

HOBART TAS 7001

If you have provided an email contact, you will receive an email reply confirming the application has been received.

|  |
| --- |
| **The first round closes at 12 noon Wednesday, 23 September 2015**  **The second round closes at 12 noon on Wednesday, 9 March 2016**  You can contact Communities, Sport and Recreation on 1800 252 476  Or by email: [sportrec@dpac.tas.gov.au](mailto:sportrec@dpac.tas.gov.au)  [www.sportandrecreation.tas.gov.au](http://www.development.tas.gov.au/sportrec) |

**Late Applications will not be accepted.**

**Any applications received after 12 noon, Wednesday, 9 March 2016 will be deemed ineligible for funding.**