The Department of Premier and Cabinet (DPAC)’s Communities, Sport and Recreation (CSR) administers a range of Tasmanian Government grant programs that aim to improve opportunities for Tasmanians to participate in sport and active recreation. For information about the goals of CSR and to find examples of previous grants, visit [**www.sportandrecreation.tas.gov.au**](file://C:\Users\travis.boutcher\rwatson\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\sliddell\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\rthomas\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\CZ5UY4QO\www.sportandrecreation.tas.gov.au)

The **Minor Grants Program** offers financial assistance towards equipment purchases and the development/improvement of facilities or playing surfaces that directly benefit sport and recreation clubs and improve opportunities for Tasmanians to participate in sport and active recreation.

## Eligibility

### Eligible applicants must:

* have met all their prior reporting obligations to the satisfaction of CSR;
* be a sport or recreation club, or a provider of a project that directly benefits a sport or recreation club/s in Tasmania;
* demonstrate that a project is essential for and directly related to the provision of new or improved sport and/or active recreation participation opportunities; and
* provide a completed Application Form and all required supporting documents.

### Who can apply?

* incorporated, not-for-profit organisations;
* local government authorities (councils); or
* not-for-profit companies registered under company law.

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| **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. |

### Who can’t apply?

* State or Australian Government agencies;
* political organisations;
* individuals;
* educational institutions, including parents and friends associations;
* private or commercial enterprises registered under company law;
* organisations that receive revenue from electronic gaming machines;
* organisations that have started their project before lodging the application;
* organisations with a project that has a focus on activities that are considered to be arts, hobbies, craft, music, historical re-enactments, events, pets or livestock, or do not have a primary purpose of engaging human activity; and
* organisations with an overdue acquittal obligation from a previous CSR grant. However, if an organisation has received a CSR grant in 2014-15 for a project that has not yet been completed, it is eligible to apply for funding for another project.

### Eligible projects

The program provides support to projects that are **essential for,** and **directly related to,** the provision of new or improved sport and/or active recreation participation opportunities. Eligible projects are:

* the purchase of equipment that is directly related to participation; or
* the development/improvement of facilities or playing surfaces that are directly related to participation.

State sporting organisations who do not receive funding under the State Grants Program may be eligible to apply for participation or development programs. Please contact CSR for further advice.

It is important to note that all projects **must** demonstrate a direct benefit to a sport or recreation club to be eligible for funding.

**NB:** Organisations with a history of previous funding through CSR’s grant programs (or other State Government funding) may be given a lower priority for funding against competing applications.

### Outcome of your application

All eligible applications will be assessed and notification of outcomes will be provided in writing.

Ineligible applications will not be assessed. Organisations will be advised in writing if their application is deemed **ineligible** and may appeal the decision. Appeals must be lodged in writing within 10 business days from the date of notification of ineligibility.

Eligibility is based on the status of the applicant organisation at the time of lodgement. If your organisation changes its status, you may need to submit a new application within the program opening time.

It is anticipated that CSR will provide advice on the outcome of your application as per the dates specified under the ‘Important Dates’ section in these guidelines. CSR cannot guarantee funding until a determination has been advised in writing on the outcome of your application. The decision of CSR is final and CSR reserves the right to reject an application at its discretion.

## Preparing Your Application

Please read these guidelines carefully as they are essential in preparing your application.

Clarification of the guidelines, advice on which program to apply under, or advice in preparing your application is available from CSR by telephone on 1800 252 476 or by email at sportrec@dpac.tas.gov.au

## Completing the Application Form

### Project summary

The application form provides the opportunity for you to explain why your organisation wants to undertake the proposed project and demonstrate how the project is essential for, and directly related to, the provision of new or improved sport and/or active recreation participation opportunities.

Please ensure you attach all documents requested in the application form. Your application will be competing for funding against many other applications, and the application will not be assessed if important information is missing.

### Facility and playing surface projects

This section only needs to be completed if your project involves the development/improvement of facilities or playing surfaces.

If applicable, **you must** provide copies of design drawings and all required planning and development permits obtained so far.

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

**NB:** You are strongly encouraged to discuss all relevant planning and development permits with the relevant council before submitting your application. You may submit your application prior to receiving permits, however priority may be given to applications that have the required permits.

If you have not obtained the required permits, you must at least provide a letter of clarification from the relevant council.

### Budget

Please provide a clear, detailed, accurate and complete budget for the project. When working out your project budget, you should ensure the total funds for the project (D) **equal** the total expenses of the project (A).

**Expenses: costs for the project**

Please include:

* a break-down of all cost items; and
* proof of price for all cost items being purchased or donated\*, including services being contracted or donated\* such as professional labour or hiring costs. Proof of price may include copies of formal written quotes or catalogues/webpages demonstrating price of items.

\*Donations of equipment, professional labour or materials will be accepted as a project cost, however these items must be evidenced by a letter/quote from the donating registered business or qualified professional. In-kind unskilled labour is **not** an eligible project cost and only donations of professional labour will be an eligible project cost.

**Income: secured funds**

If secured funds are contributed from a variety of sources, you must provide a break-down of the funds showing each source and **evidence** to demonstrate these funds are secured. Secured funds and evidence may include:

* cash held in your organisation’s bank accounts: bank statements (local government authorities excluded);
* donations of cash, materials, equipment or professional labour\*: written confirmation from donors;
* sponsorship: written confirmation from sponsors;
* funds secured from another grant provider: written confirmation from grant providers; and
* funds provided by a partner organisation: written confirmation from partner organisation.

\*Donations of labour from qualified professionals will be accepted as a project cost only if written evidence is provided stating:

* value of labour from the professional concerned, and
* calculated at the current professional rate, and
* substantiated with a written quote that identifies the labour component (the quote must clearly indicate that the labour will be provided at ‘no charge’. If the contractor is GST registered, GST should be shown).

**Working out the GST**

**If your organisation is registered for GST** the grant amount requested and expenses should be calculated excluding GST. If you have received a quote that includes GST, but does not itemise the GST amount, divide the amount by 11 then multiply by 10 to work out the amount without GST.

**If your organisation is not registered for GST** the grant amount requested and expenses should be calculated including GST.

## Funding Available

In 2015-16, it is anticipated that CSR will distribute approximately $270 000 under the Minor Grants Program, which will be offered through two funding rounds. The total funding allocation for this program will be split on the following basis:

Round One: 50 per cent of total funding

Round Two: 50 per cent of total funding

Funding limits for organisations are detailed below:

Minimum funding amount: $500

Maximum funding amount: $10 000

A funding limit of $10 000 per organisation per financial year applies. An organisation may submit more than one application, provided applications are ranked in order of priority.

You can apply for no more than 50 per cent of the total project cost. You must provide your own funding and/or demonstrate the ability to leverage funding from other secured sources for at least 50 per cent of the project cost.

## Important Dates

|  |  |
| --- | --- |
| **Round One** |  |
| Friday, 15 July 2015 | Round opens |
| Wednesday, 23 September 2015 | Round closes |
| Late December 2015 | Outcomes expected to be advised |
| 31 December 2016 | Projects are expected to be completed by this date |
| **Round Two** |  |
| Thursday, 24 September 2015 | Round opens |
| Wednesday, 9 March 2016 | Round closes |
| Late May 2016 | Outcomes expected to be advised |
| 30 June 2017 | Projects are expected to be completed by this date.  |

## The Application Process

Initial screening to determine eligibility of the application

Application received

Ineligible application

Appeal process
(10 working days)

Grant paid to successful applicant

Funding recommendation made

Application assessed

Recommendation approved

Applicant advised of funding outcome

Applicant advised

Application not recommended for funding

Applicant advised

Appeal unsuccessful – application rejected

Appeal successful – application submitted for assessment

Applicant advised in writing

Eligible application

## Grant Terms and Conditions

Should your application be successful, the following terms and conditions apply:

### Use of the grant

In expending the grant, the applicant must:

* apply the grant for the purpose and outcomes outlined within the grant application and agreed to by CSR. **There is to be no deviation from the project without a written request to CSR, seeking and obtaining prior consent;**
* comply with all conditions set out in these program guidelines;
* complete the project by an agreed date; and
* meet all legislative requirements.

### Payment and acceptance of the grant

Payment of the grant will only be made after the successful applicant has:

* resolved any outstanding acquittal and reporting obligations from other CSR grants;
* met the requirements of any condition(s) precedent (if required); and
* provided completed payment documents to CSR’s satisfaction (CSR will provide the documents to successful applicants).

Funds will be provided via Electronic Funds Transfer to successful applicants within four weeks from the date that completed payment documents and a valid tax invoice, or invoice, are received by CSR.

If the applicant is registered for GST, CSR will pay the grant amount plus GST. If your application is successful you will be asked to provide a valid tax invoice for the grant amount plus GST.

If the applicant is not registered for GST, CSR will pay only the grant amount. If your application is successful you will be asked to provide an invoice for the grant amount only.

You must provide an ABN for your organisation, or demonstrate that your organisation is exempt from requiring an ABN. If your application is successful and you don’t provide an ABN or evidence of an exemption, DPAC will be required to deduct 46.5 per cent of the grant amount. If your organisation is exempt from requiring an ABN, please complete and attach a Statement by a Supplier, which can be obtained from the Australian Taxation Office website at [www.ato.gov.au](file://C:\Users\travis.boutcher\rwatson\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\sliddell\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\rthomas\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\CZ5UY4QO\www.ato.gov.au)

Acceptance of the grant does not commit CSR to any future financial assistance to the applicant.

### Repayment of the grant

Applicants will be required to repay the grant if they:

* fail to apply the grant or any part of the grant to the agreed purpose;
* fail to comply with the terms and conditions stated in these guidelines; or
* provide incorrect or misleading information to CSR.

### Reporting, acquittal and audit processes

It is important for CSR to determine if funded projects have delivered the outcomes intended.

At the end of the funding period, applicants must acquit their grant and demonstrate it has been used for the purpose for which it was granted. Templates will be provided by CSR.

CSR may audit completed projects and related information provided via acquittal reports. Approximately 10 per cent of projects will be audited. To assist in completing acquittals and audits, applicants must:

* participate, if requested, in funding evaluations;
* provide CSR with access to the location of the project at any time during the funding period in order for progress to be reviewed or project completion verified;
* maintain proper books and records showing the use and expenditure of the grant;
* clearly identify the grant as income and show grant related expenditure within the organisation’s annual audited financial statements;
* keep copies of receipts; and
* upon reasonable written notice first being given to the applicant, give the Auditor-General for Tasmania or his nominee access to all financial statements and records about the use and expenditure of the grant.

### Acknowledgement of grant

All recipients of CSR funding will be required to acknowledge the support of CSR in all publications and promotional materials relating to the project. Guidelines relating to this will be supplied by CSR.

CSR is to be notified of any intended media or public opportunities in relation to the project being funded no less than two weeks prior to the event occurring. The Minister for Sport and Recreation and the Director of CSR are to be invited to all public events relating to the project.

### Publicity of assistance

DPAC disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, DPAC may publicise the level of its financial assistance, including the terms and conditions of the financial assistance provided.

The applicant organisation will agree to be involved in publicity associated with the project where this is requested or organised by CSR and/or an elected government official.

### Personal information

Personal information will be collected from you for the purpose of undertaking DPAC’s activities. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of DPAC or affiliated bodies, and other organisations authorised to collect it.

Your basic personal information may be disclosed to other public sector bodies, where necessary, for the efficient storage and use of the information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to DPAC’s Personal Information Protection Officer by email at righttoinformation@dpac.tas.gov.au. You may be charged a fee for this service.

### Right to Information

Information provided to DPAC and details of any financial assistance package may be subject to requests for public disclosure under the *Right to Information Act 2009 (Tas)* and may, where DPAC deems appropriate, be disclosed in accordance with the Act. Applicants should clearly mark any information they do not want disclosed to a third party as confidential, along with a short paragraph outlining the reasons why the information is confidential.

**An electronic copy of this document can be downloaded from the CSR website at** [**www.sportandrecreation.tas.gov.au**](file://C:\Users\travis.boutcher\rwatson\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\sliddell\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\rthomas\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\CZ5UY4QO\www.development.tas.gov.au\sportrec)**. If you have any questions, please telephone Communities, Sport and Recreation on 1800 252 476.**

**To submit your application**

Email your signed application form and scanned attachments to:

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

## Need More Information?

Contact DPAC’s Communities, Sport and Recreation:

Phone: 1800 252 476

Email: sportrec@dpac.tas.gov.au

Website: [www.sportandrecreation.tas.gov.au](http://www.sportandrecreation.tas.gov.au)