# Sport and Recreation – State Grants Program

# 2019 Application Form

It is important you read the grant program guidelines, which are available from [www.communities.tas.gov.au/csr](http://www.communities.tas.gov.au/csr) They detail eligibility criteria, whether or not to apply and how to complete the application form.

\*Please mark appropriate boxes with X

**Applications close 12.00 noon on Tuesday 28 August 2018.**

Contact Communities, Sport and Recreation (CSR) on 1800 252 476 or by email [sportrec@communities.tas.gov.au](mailto:sportrec@communities.tas.gov.au)

## 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.*

| **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.

### Residential/Office

| **Address** |  |
| --- | --- |
| **City/State/Postcode** |  |

### Postal (if different to above)

| **Address** |  |
| --- | --- |
| **City/State/Postcode** |  |

| **Website address** |  |
| --- | --- |

**Authorised officer**

The authorised officer is a board member who has the organisation’s authority to submit the application and to enter into funding arrangements on behalf of the organisation.

| **Title** | Mr  Miss  Ms  Mrs  Dr  Other |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

### Contact officer

The contact officer is an authorised officer who will be able to discuss the project with CSR staff during business hours (such as a General Manager or Chief Executive Officer).

| **Title** | Mr  Miss  Ms  Mrs  Dr  Other |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

## Section 2 – Funding Request

Annual funding available to state sporting organisations (SSOs), state disability sporting organisations (SDSOs), state sector service providers (SSSPs) and state active recreation providers (SARPs) is tiered on the basis of full and program membership numbers. Please note the following funding levels are GST exclusive.

| **SSO/SDSO/SARP** | **Membership Numbers** | **Funding Levels** |
| --- | --- | --- |
| **Tier One** | 3,001 or more | up to $60,000 |
| **Tier Two** | 1,251 to 3,000 | up to $45,000 |
| **Tier Three** | 501 to 1,250 | up to $30,000 |
| **Tier Four** | up to 500 | up to $15,000 |
| **SSSP** | Not applicable | up to $60,000 |

### Funding Requested

**How much funding are you applying for?**

| **$** | **(ex GST)** |
| --- | --- |

## Section 3 – Eligibility Criteria and Organisation Details

Different eligibility criteria, funding levels and expectations apply to SSOs, SDSOs, SSSPs and SARPs. It is essential that you refer to the guidelines when completing this section.

### Organisation Classification

| **SSO** | **SDSO** | **SSSP** | **SARP** |
| --- | --- | --- | --- |
|  |  |  |  |

### National Affiliation

| If applicable, which national body is your organisation affiliated with? |  |
| --- | --- |
| Is the national body recognised by the Australian Sports Commission (ASC)? | Yes  No |

### Organisational Overview

|  |  |
| --- | --- |
| Does your organisation have a current and operable strategic plan?  \*Please provide a URL link or electronic copy | Yes  No  URL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Timeframe of current Strategic Plan (i.e. 2018 – 2021) |  |
| If the current plan is in its final year, please detail the process and timeline for developing a new plan |  |
| Is the current plan aligned with your national bodies’ plan? | Yes  No |
| Does your organisation have a current annual operational plan? | Yes  No |
| Does your operational plan align with your strategic plan? | Yes  No |
| Does your organisation hold the following insurance policies? | |
| Club Management insurance | Yes  No |
| Public Liability insurance | Yes  No |
| Personal Injury insurance | Yes  No |
| What is your current Board composition | Male \_\_\_\_ Female \_\_\_\_  Elected \_\_\_\_ Appointed \_\_\_\_ |
| Are there any vacancies currently on your Board?  If yes, how many vacancies and what is your plan to fill them? | Yes  No |

### Member Protection Information Officers (MPIOs)

*(An accredited MPIO is an individual who has completed the online course and face-to-face workshop, and who has registered on the Play by the Rules website (*<http://pbtr.com.au/mpio-login/>)

*\*It is recommended organisations have a minimum of one MPIO in each region (North, North West & South)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of nationally registered MPIOs within your organisation | North | North West | | South |
|  |  | |  |
| Please list accredited and registered MPIOs within your organisation | | | | |
| North | North West | | South | |
|  |  | |  | |
| If there is not a minimum of one MPIO in each region, what is being done to address this issue? |  | | | |

### Policies

If your organisation is an SSO, SDSO or SARP, to be eligible for funding inclusion, member protection, anti-doping and working with children policies must be in place.

### Inclusion Policy

| Does your organisation have a current policy? | Yes – Own policy  Yes – We adopt the National Organisation policy  No |
| --- | --- |
| Is the policy accessible online? | Yes  URL link:  No  - *(if no please provide electronic copy)* |
| Provide a brief explanation of how your organisation is implementing the policy in Tasmania |  |

### Member Protection

| Does your organisation have a current policy? | Yes – Own policy  Yes – We adopt the National Organisation policy  No |
| --- | --- |
| Is the policy accessible online? | Yes  URL link:  No  - *(if no please provide electronic copy)* |
| Provide a brief explanation of how your organisation is implementing the policy in Tasmania |  |

### Anti-Doping

| Does your organisation have a current policy? | Yes – Own policy  Yes – We adopt the National Organisation policy  No |
| --- | --- |
| Is the policy accessible online? | Yes  URL link:  No  - *(if no please provide electronic copy)* |
| Provide a brief explanation of how your organisation is implementing the policy in Tasmania |  |

### Working with Children

| Does your organisation have a current policy? | Yes – We adopt a policy which adheres to Tasmanian legislative requirements  No |
| --- | --- |
| Is the policy accessible online? | Yes  URL link:  No  - *(if no please provide electronic copy)* |
| Provide a brief explanation of how your organisation is implementing the policy in Tasmania |  |

### Good Sports Program

| The Alcohol and Drug Foundation delivers the *Good Sports* program aimed at developing and promoting healthy, safe and family-friendly environments and behaviours in community sporting clubs. Communities, Sport and Recreation endorses *Good Sports* initiatives in driving sector awareness on issues such as controlling the use of alcohol, healthy eating, illicit drug use and smoke-free environments. For more information go to www.goodsports.com.au | |
| --- | --- |
| Is your orgnaisation aware of the Good Sports program? | Yes  No |
| Would you like to receive information about the Good Sports program and how your clubs and members can get involved? | Yes  No |

## Section 4 – Membership and Affiliate Details

### Affiliate Details

| **Affiliates** | **North** | **North-West** | **South** | **Total** |
| --- | --- | --- | --- | --- |
| Number of affiliated clubs and associations, centres/branches or organisations to which your organisation provides services – please provide a list of affiliates by region. |  |  |  |  |

### Membership Details

1. **Provide a breakdown of membership numbers by category and region at the end of your last financial year?** *(This should be as reported in organisational annual report)*

| **Membership Figures**  *As per definitions of membership categories*  [*Click here for program guidelines*](http://www.dpac.tas.gov.au/__data/assets/pdf_file/0010/396955/2019_State_Grants_Program_Guidelines.pdf) | **North** | | **North-West** | | **South** | | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
| Registered members – full |  |  |  |  |  |  |  |
| Registered members – program |  |  |  |  |  |  |  |
| Registered members – event |  |  |  |  |  |  |  |
| Registered members – social |  |  |  |  |  |  |  |
| Registered members – school delivered |  |  |  |  |  |  |  |
| Registered members – school managed |  |  |  |  |  |  |  |
| **Overall Total** |  |  |  |  |  |  |  |
| **Are membership figures noted in the annual report?** | Yes  No  Page No. \_\_\_ | | | | | | |
| **If not included in annual report where are figures reported?** |  | | | | | | |

### If your membership categories differ to ours, please detail how

|  |
| --- |

**Membership Strategy**

A membership strategy should outline an organisation’s membership goals and objectives (short and long term) and strategies on how these will be achieved.

| Does your organisation have a strategy focused on attracting, retaining and growing membership numbers? | Yes - separate strategy  Yes - included in strategic plan  No |
| --- | --- |
| Provide a brief explanation of how your organisation is implementing the strategy to increase membership numbers in Tasmania |  |
| If your organisation does not have a membership strategy, please provide details of how membership objectives are being considered or how a membership strategy will be developed |  |

\**Provide a copy of Membership strategy if not contained within organisational strategic plan*

### Participation Statistics

Participation statistics, particularly trends over time, provide valuable information about the changing nature of sport; who participates and why.

1. **Reporting**

| Does your organisation measure participation numbers? | Yes  No | | | |
| --- | --- | --- | --- | --- |
| Participation numbers by regions | | | | |
| How many participants were involved in your sport at the end of your last financial year?  *(Participation activities and programs are conducted by the organisation e.g. school clinics, gala days etc.)* |  | **Male** | **Female** | **Total** |
| **North** |  |  |  |
| **North West** |  |  |  |
| **South** |  |  |  |
| **Total** |  |  |  |
| How is the participation data recorded? |  | | | |
| Where is the participation data reported? |  | | | |
| Does the organisation measure the conversion of participants to memberships?  *(This is a measure of the number participants that go on to become registered members of your organisation)* | Yes  No | | | |
| How does the organisation measure the rate of conversion of participation to membership *(e.g.* *school participation programs transitioning to club sport/membership)*? |  | | | |

### Coaches and Officials/Umpires/Referee Details

| **Number of Coaches** | **North** | | **North-West** | | **South** | |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** | **Total** |
| Accredited coaches |  |  |  |  |  |  |  |
| Unaccredited coaches |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |
| **Number of Officials/Umpires/Referees** |  |  |  |  |  |  |  |
| Accredited officials/umpires/referees |  |  |  |  |  |  |  |
| Unaccredited officials/umpires/referees |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

## Section 5 – Purpose of the Grant

Please list the strategic priorities (projects or programs) for which the grant will be used. In addition list the total cost, the amount of funding sought and the proposed key performance indicators (KPIs) for each priority. If your application is successful, you will be required to report against the KPIs as part of your funding agreement.

Strategic priorities and subsequent KPIs identified in this application should align with your organisation’s overall direction and strategic/operational plan.

You can apply for funding under eight strategic priority areas; however, please note it is acceptable to apply for funding towards programs and initiatives under only one or two strategic priority areas. The strategic priority areas are:

* participation
* coach development
* official development
* governance
* communication, marketing and promotion
* club development
* inclusive participation
* ethics/member protection initiatives

**Please note:**

* **List each of your strategic priorities in descending order of priority, from high to low.**
* **Should your organisation receive less funding than applied for, the strategic priorities may be funded based on the order of priority.**
* **Ensure specific and measurable outcomes (KPIs) are included for each strategic priority (see examples below).**

**EXAMPLE**

| **Strategic Priority** | **Objective** | **Total cost of activity** | **Funding amount sought** | **What are the outcomes and how will these be measured (KPIs)?** |
| --- | --- | --- | --- | --- |
| *Coach development* | *Increase number of accredited coaches* | *$9,000* | *$3,000* | *Provide three Level 1 coaching courses and accredit 15 additional Level 1 coaches around the state.* |
| *Participation* | *Increase number of junior participants* | *$11,000* | *$5,000* | *Pilot a modified junior program attracting 20 new participants and transitioning at least five to club participation.* |

**PRIORITY ONE**

| **Strategic Priority** | **Objective** | **Total cost of activity** | **Funding requested** | **What are the outcomes and how will these be measured (KPIs)?** |
| --- | --- | --- | --- | --- |
| Select priority one |  |  |  |  |

Please provide any additional information in relation to the KPIs listed above (optional)

|  |
| --- |

**PRIORITY TWO**

| **Strategic Priority** | **Objective** | **Total cost of activity** | **Funding requested** | **What are the outcomes and how will these be measured (KPIs)?** |
| --- | --- | --- | --- | --- |
| Select priority two |  |  |  |  |

Please provide any additional information in relation to the KPIs listed above (optional)

|  |
| --- |

**PRIORITY THREE**

| **Strategic Priority** | **Objective** | **Total cost of activity** | **Funding requested** | **What are the outcomes and how will these be measured (KPIs)?** |
| --- | --- | --- | --- | --- |
| Select priority three |  |  |  |  |

Please provide any additional information in relation to the KPIs listed above (optional)

|  |
| --- |

**PRIORITY FOUR**

| **Strategic Priority** | **Objective** | **Total cost of activity** | **Funding requested** | **What are the outcomes and how will these be measured (KPIs)?** |
| --- | --- | --- | --- | --- |
| Select priority four |  |  |  |  |

Please provide any additional information in relation to the KPIs listed above (optional)

|  |
| --- |

**PRIORITY FIVE**

| **Strategic Priority** | **Objective** | **Total cost of activity** | **Funding requested** | **What are the outcomes and how will these be measured (KPIs)?** |
| --- | --- | --- | --- | --- |
| Select priority five |  |  |  |  |

Please provide any additional information in relation to the KPIs listed above (optional)

|  |
| --- |

**PRIORITY SIX**

| **Strategic Priority** | **Objective** | **Total cost of activity** | **Funding requested** | **What are the outcomes and how will these be measured (KPIs)?** |
| --- | --- | --- | --- | --- |
| Select priority six |  |  |  |  |

Please provide any additional information in relation to the KPIs listed above (optional)

|  |
| --- |

## Section 6 – Governance Checklist

Quality governance policies and procedures in organisations provide the detail and processes to direct and manage an organisation. They also have a significant impact on performance. They will influence how the objectives of an organisation are set and provide the rules and procedures for decision-making. They will also determine how performance is monitored and will help organisations achieve their objectives.

Communities, Sport and Recreation developed governance guidelines to assist Tasmanian sport and recreation organisations to develop quality governance policies and procedures.

The governance checklist below is to be completed as part of this funding application. Please ensure that each question is completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Governance Principle 1: STRUCTURE** | | **Compliance** | **Actions required to address ‘No’ or ‘Somewhat’** |
| 1.1 | One state sporting organisation representing all forms of the sport | Choose an item. |  |
| 1.2 | Objectives, purpose and strategic direction aligned with the national sporting organisation | Choose an item. |  |
| 1.3 | Organisations are incorporated or a company limited by guarantee | Choose an item. |  |
| 1.4 | Constitution in place and reviewed annually | Choose an item. |  |
| 1.5 | Separation of powers and responsibilities between the board and paid staff/volunteers |  |  |
| 1. Does the organisation utilise position descriptions for all paid and voluntary positions | Choose an item. |  |
| 1. Does the organisation have a delegations policy or register | Choose an item. |  |
| 1. Does the organisation have a detailed organisational structure/flowchart | Choose an item. |  |
| 1.6 | Constitution establishes a voting structure allowing a maximum of one vote per member club | Choose an item. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Principle 2: BOARD COMPOSITION AND OPERATION** | | **Compliance** | **Actions required to address ‘No’ or ‘Somewhat’** |
| 2.1 | Board has between five and nine directors | Choose an item. |  |
| 2.2 | Directors elected for a maximum term and in staggered rotation | Choose an item. |  |
| 2.3 | Members elect the majority of the board | Choose an item. |  |
| 2.4 | The board can appoint up to two directors | Choose an item. |  |
| 2.5 | A majority of votes is required to approve a decision | Choose an item. |  |
| 2.6 | The board has a good mix of skills and has formally reviewed the skills of directors in the past two years | Choose an item. |  |
| 2.7 | Directors are prohibited from voting at general meetings | Choose an item. |  |
| 2.8 | The board has equal representation of males and females | Choose an item. |  |
| 2.9 | President/Chair elected by the board | Choose an item. |  |
| 2.10 | Employees are not board directors | Choose an item. |  |
| 2.11 | Members can vote to remove one or all of the board and change the constitution | Choose an item. |  |
| 2.12 | Conflict of interest register in place and enforced |  |  |
| 1. Conflict of interest register in place and enforced | Choose an item. |  |
| 1. Directors are prohibited from holding elected positions within affiliated clubs or associations | Choose an item. |  |
| 2.13 | Minimum of five board meetings each year | Choose an item. |  |
| 2.14 | A work plan is developed for the board each year | Choose an item. |  |
| 2.15 | Board meetings have an agenda and minutes are taken | Choose an item. |  |
| 2.16 | A board succession plan is in place and reviewed each year | Choose an item. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Principle 3: TRANSPARENCY, REPORTING AND INTEGRITY** | | **Compliance** | **Actions required to address ‘No’ or ‘Somewhat’** |
| 3.1 | There is an up-to-date strategic plan with clear and measurable targets |  |  |
| 1. Is the plan reviewed annually, and utilised to evaluate the performance and progress of the organisation | Choose an item. |  |
| 1. Has the plan been developed in consultation with members | Choose an item. |  |
| 1. Is there an operational plan that is clearly aligned to the strategic plan | Choose an item. |  |
| 3.2 | Terms of reference in place for the board, all sub-committees and working groups | Choose an item. |  |
| 3.3 | Board receives regular reports |  |  |
| 1. Sub-committee and working group reports | Choose an item. |  |
| 1. Staff reports | Choose an item. |  |
| 1. Strategic objectives performance reporting | Choose an item. |  |
| 1. Accurate financial statements | Choose an item. |  |
| 3.4 | Risk management strategy in place | Choose an item. |  |
| 3.5 | Board performance is evaluated each year | Choose an item. |  |
| 3.6 | Management performance reviewed each year | Choose an item. |  |
| 3.7 | All new directors are formally inducted | Choose an item. |  |
| 3.8 | Directors can access independent professional advice if required | Choose an item. |  |
| 3.9 | Appropriate insurance coverage is in place (eg club management, public liability and personal injury) | Choose an item. |  |
| 3.10 | Code of conducts for all paid and voluntary positions | Choose an item. |  |
| 3.11 | An annual report is published | Choose an item. |  |
| 3.12 | An audit system and process in place | Choose an item. |  |
| 3.13 | Business plans developed for all major projects or significant events | Choose an item. |  |

## Section 7 – Checklist to Submit Your Application

### Complete the following checklist

Please note:

* All essential documentation listed below must be submitted with your application. Without this documentation, your application may be deemed ineligible.
* Funding will not be released to successful applicants until final reports for 2018 State Grants (plus any other recent CSR funding) have been provided and accepted.

### Please ensure that

* You have referred to the guidelines when completing this application form;
* You have completed all relevant sections of this application form, and included contact information, provided your ABN details and noted your GST status;
* 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 to be provided with your application

| **Information required (URL is sufficient)** | **SSOs, SDSOs and SARPs** | **SSSPs** |
| --- | --- | --- |
| Reword this side with URL etc  A signed copy of your most recent annual report | Please confirm | Please confirm |
| A copy of your most recent audited financial statements | Please confirm | Please confirm |
| A copy of your current strategic and/or operational plan | Please confirm | Please confirm |
| A copy of your membership strategy | Please confirm | Please confirm |
| A copy of your working with children policy | Please confirm | Please confirm |
| A copy of your inclusion policy | Please confirm |  |
| A copy of your anti-doping policy | Please confirm |  |
| A copy of your member protection policy | Please confirm |  |
| A copy of relevant insurance policies | Please confirm | Please confirm |

## Section 8 – Applicant Declaration

### Declaration by authorised officers

*The declaration* ***must*** *be signed by* ***two*** *authorised officers of the organisation, the current president, chairperson, general manager and/or an authorised board member.*

We make the following declaration:

We, the undersigned, certify that we have been authorised to submit this application, that we 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 our knowledge, true and correct.

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

| **Information** | **Authorised Officer One** | **Authorised Officer Two** |
| --- | --- | --- |
| **Name** |  |  |
| **Signature** |  |  |
| **Position** | Select position | Select position |
| **Date** | Click here to enter a date | Click here to enter a date |

**This program closes at close 12 noon on Tuesday 28 August 2018.**

**To submit your application:**

Email your signed application form and scanned attachments to:

[**csrgrants.applications@communities.tas.gov.au**](mailto:csrgrants.applications@communities.tas.gov.au)

Alternatively, post your application and attachments to:

**CSR Grant Programs**

**Communities, Sport and Recreation**

**GPO Box 65**

**Hobart TAS 7001**

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

**For enquiries:**

You can contact Communities, Sport and Recreation on 1800 252 476

or by email: [sportrec@communiities.tas.gov.au](mailto:sportrec@communiities.tas.gov.au)

[**www.communities.tas.gov.au/csr**](http://www.communities.tas.gov.au/csr)

**Late Applications will not be accepted.**

**Any applications received after 12 noon on Tuesday 28 august 2018 will be deemed ineligible for funding.**