

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. 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

Section I – Applicant Details

Common or trading name of organisation <i>(name the organisation uses to trade or publicise its activities)</i>	
Name of legal entity <i>(if different to the common or trading name)</i>	

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 <input type="checkbox"/> No <input type="checkbox"/>

IMPORTANT: You can check your organisation's status and eligibility at www.abr.business.gov.au and 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	
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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 <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> 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 <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> 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)
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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.

1. Organisation Classification

SSO	SDSO	SSSP	SARP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. National Affiliation

If applicable, which national body is your organisation affiliated with?	
Is the national body recognised by the Australian Sports Commission (ASC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Organisational Overview

Does your organisation have a current and operable strategic plan? *Please provide a URL link or electronic copy	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have a current annual operational plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your operational plan align with your strategic plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation hold the following insurance policies?	
Club Management insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Public Liability insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Personal Injury insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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4. 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.

1. Inclusion Policy

Does your organisation have a current policy?	Yes – Own policy <input type="checkbox"/> Yes – We adopt the National Organisation policy <input type="checkbox"/> No <input type="checkbox"/>
Is the policy accessible online?	Yes <input type="checkbox"/> URL link: _____ No <input type="checkbox"/> - (if no please provide electronic copy)
Provide a brief explanation of how your organisation is implementing the policy in Tasmania	

2. Member Protection

Does your organisation have a current policy?	Yes – Own policy <input type="checkbox"/> Yes – We adopt the National Organisation policy <input type="checkbox"/> No <input type="checkbox"/>
Is the policy accessible online?	Yes <input type="checkbox"/> URL link: _____ No <input type="checkbox"/> - (if no please provide electronic copy)
Provide a brief explanation of how your organisation is implementing the policy in Tasmania	

3. Anti-Doping

Does your organisation have a current policy?	Yes – Own policy <input type="checkbox"/> Yes – We adopt the National Organisation policy <input type="checkbox"/> No <input type="checkbox"/>
Is the policy accessible online?	Yes <input type="checkbox"/> URL link: _____ No <input type="checkbox"/> - (if no please provide electronic copy)
Provide a brief explanation of how your organisation is implementing the policy in Tasmania	

4. Working with Children

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

5. Good Sports Program

The Alcohol and Drug Foundation delivers the <i>Good Sports</i> program aimed at developing and promoting healthy, safe and family-friendly environments and behaviours in community sporting clubs. Communities, Sport and Recreation endorses <i>Good Sports</i> 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 organisation aware of the Good Sports program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you like to receive information about the Good Sports program and how your clubs and members can get involved?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

- I. 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 <i>As per definitions of membership categories</i> Click here for program guidelines	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 <input type="checkbox"/> No <input type="checkbox"/>						
	Page No. ____						
If not included in annual report where are figures reported?							

2. If your membership categories differ to ours, please detail how

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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 <input type="checkbox"/> Yes - included in strategic plan <input type="checkbox"/> No <input type="checkbox"/>
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.

I. Reporting

Does your organisation measure participation numbers?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Participation numbers by regions				
How many participants were involved in your sport at the end of your last financial year? <i>(Participation activities and programs are conducted by the organisation e.g. school clinics, gala days etc.)</i>		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? <i>(This is a measure of the number participants that go on to become registered members of your organisation)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
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

	North		North-West		South		
Number of Coaches	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)?
<i>Coach development</i>	<i>Increase number of accredited coaches</i>	<i>\$9,000</i>	<i>\$3,000</i>	<i>Provide three Level 1 coaching courses and accredit 15 additional Level 1 coaches around the state.</i>
<i>Participation</i>	<i>Increase number of junior participants</i>	<i>\$11,000</i>	<i>\$5,000</i>	<i>Pilot a modified junior program attracting 20 new participants and transitioning at least five to club participation.</i>

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'
I.1	One state sporting organisation representing all forms of the sport	Choose an item.	
I.2	Objectives, purpose and strategic direction aligned with the national sporting organisation	Choose an item.	
I.3	Organisations are incorporated or a company limited by guarantee	Choose an item.	
I.4	Constitution in place and reviewed annually	Choose an item.	
I.5	Separation of powers and responsibilities between the board and paid staff/volunteers		
	a. Does the organisation utilise position descriptions for all paid and voluntary positions	Choose an item.	
	b. Does the organisation have a delegations policy or register	Choose an item.	
	c. Does the organisation have a detailed organisational structure/flowchart	Choose an item.	
I.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		
	a. Conflict of interest register in place and enforced	Choose an item.	
	b. 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		
	a. Is the plan reviewed annually, and utilised to evaluate the performance and progress of the organisation	Choose an item.	
	b. Has the plan been developed in consultation with members	Choose an item.	
	c. 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		
	a. Sub-committee and working group reports	Choose an item.	
	b. Staff reports	Choose an item.	
	c. Strategic objectives performance reporting	Choose an item.	
	d. 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

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@communities.tas.gov.au

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.