

Sport and Recreation – State Grants Program

2019 Guidelines

About the State Grants Program

The Tasmanian Government provides a range of grant programs that aim to improve opportunities for Tasmanians to participate in sport and active recreation.

The Sport and Recreation **State Grants Program** offers financial assistance to increase the capacity of state sporting organisations, state disability sporting organisations, state sector service providers and state active recreation providers to administer, develop and promote their sport, active recreation or service in Tasmania.

Preparing your application

Please read these guidelines carefully as they will help you to prepare your application. These guidelines and the application form can be downloaded from the Communities, Sport and Recreation (CSR) website: www.communities.tas.gov.au/csr

You are strongly encouraged to contact the CSR Development team by phone on 1800 252 476 or by email at sportrec@communities.tas.gov.au to discuss your application prior to lodgement. Applications cannot be assessed unless they are complete and all requested information has been provided.

Important dates

The 2019 State Grants Program is open to applications for funding for the 2019 calendar year.

1 August 2018	Program opens
12 noon, 28 August 2018	Program closes
November 2018	Outcomes expected to be advised
1 January 2019 – 31 December 2019	Grant funding period

Eligibility

All eligible applications will be assessed and notification of outcomes will be provided in writing. All funding decisions are final and are not subject to review.

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

Eligible applicants must:

- have met all their prior reporting obligations to the satisfaction of CSR; and
- be a state sporting organisation, state disability sporting organisation, state sector service provider or state active recreation provider as defined below.

Eligibility is based on the status of the applicant organisation at the time of lodgement.

State Sporting Organisations (SSOs) and State Disability Sporting Organisations (SDSOs)

To be eligible for funding, SSOs and SDSOs must:

- be affiliated with a National Sporting Organisation (NSO) that is recognised by the Australian Sports Commission (ASC) and be recognised by the sport's NSO as the state body for the sport in Tasmania or be an NSO operating as a unitary sporting structure responsible for the delivery of the sports services and programs in Tasmania;
- be an incorporated not-for-profit organisation, or a not-for-profit company registered under company law;
- prepare annual audited financial statements;
- have active branches, clubs or affiliated associations in the North, North-West and South of Tasmania;
- have an operable and current strategic plan; and
- have in place:
 - a) an operable and current anti-doping policy that complies with the NSO/NDSO's policy and the Australian Sports Anti-Doping Authority (ASADA) Policy;
 - b) an operable and current member protection policy;
 - c) an operable and current Working with Children Policy that complies with the *Registration to Work with Vulnerable People Act 2013*; and
 - d) an operable and current inclusion policy.

If these policies are not available on your website, you must provide a current copy to us (unless you have done so previously). You must also provide a brief explanation of how your organisation is implementing these policies in Tasmania.

In addition, applicants are required to identify policies and programs that are in place to address ethics in sport related issues, along with providing a list of accredited Member Protection Information Officers (MPIOs) within its organisation.

(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/>).

Where several disciplines/organisations exist within one NSO/NDSO or where more than one NSO/NDSO exists for a sport, the total amount of funding available to the applicant may be limited to the total membership number of the sport as a whole.

State Sector Service Providers (SSSPs)

To be eligible for funding, SSSPs must:

- be the recognised state body responsible for the delivery of services/programs to enhance the development of a wide variety of sports and/or active recreational activities, or to a distinct sector such as the disability or community recreation sector, or be the recognised state body responsible for the delivery of education and training in a distinct sector such as the disability or community recreation sector, and set standards of best practice to enhance the sector;
- be an incorporated not-for-profit organisation or a not-for-profit company registered under company law;
- prepare annual audited financial statements;
- provide services across the North, North-West and South of Tasmania;
- have an operable and current Working with Children Policy that complies with the *Registration to Work with Vulnerable People Act 2013* (if applicable);
- have a current and operable strategic plan; and
- be affiliated to the relevant national body.

State Active Recreation Providers (SARPs)

To be eligible for funding, SARPs must:

- be the state body responsible for the development/delivery of active recreation or sport opportunities;
- not be operating in competition with a recognised SSO/SDSO;
- have the promotion and/or development of sport and/or active recreation opportunities as its primary objective, as stated in the organisation's constitution;
- be an incorporated not-for-profit organisation or not-for-profit company registered under company law;
- prepare annual audited financial statements;
- have a current and operable strategic plan; and
- where appropriate have the following policies in place:
 - a) an operable and current anti-doping policy that complies with the NSO's Policy and the ASADA Policy;
 - b) an operable and current member protection policy;

- c) an operable and current Working with Children policy that complies with the *Registration to Work with Vulnerable People Act 2013*; and
- d) an inclusion policy.

You must provide copies of these policies (if they are not available on your website) and provide a brief explanation of how your organisation is implementing them in Tasmania.

In addition, applicants are required to identify policies and programs that are in place to address ethics in sport related issues, along with providing a list of accredited MPIOs within its organisation.

Where several disciplines/organisations exist within one NSO or where more than one NSO exists for a sport, the total amount of funding available to the applicant may be limited to the total membership number of the sport as a whole.

Who can't apply?

- schools/educational organisations;
- local government authorities;
- sport, active recreation organisations and industry bodies that are not the recognised state body; and
- for profit organisations.

Eligible activities

Applicant organisations must be SSOs, SDSOs, SSSPs or SARPs engaged in sport and active recreation activities.

- For the purpose of the State Grants Program, '**sport**' is defined as: *A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and the activity is generally accepted as a sport.*
- For the purpose of the State Grants Program, '**active recreation**' is defined as: *Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment, with the primary activity requiring physical exertion, and the primary focus on human activity.*

Funding may be used for projects or operational expenses, or a combination of both.

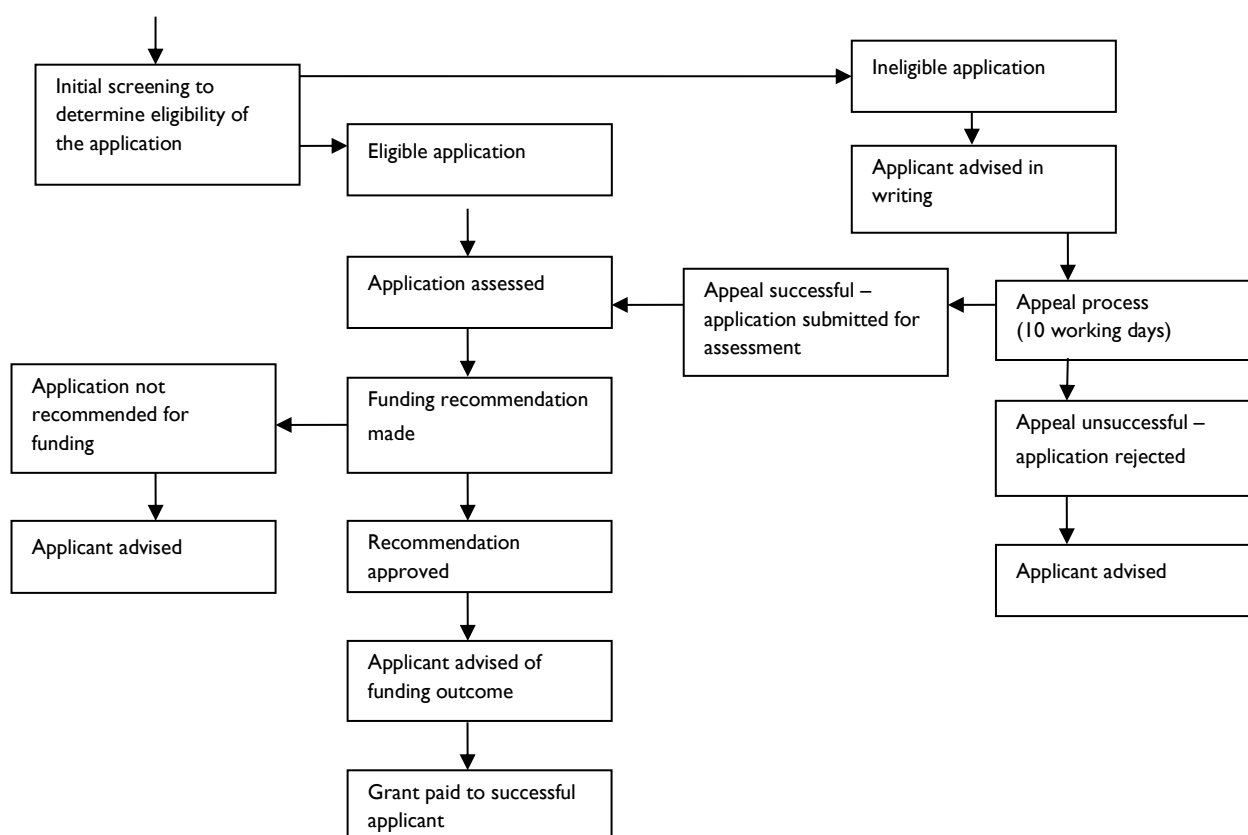
Ineligible activities

Funding will not be allocated to:

- conduct events;
- develop elite players;
- attend or host state, national or international championships; or
- develop facilities.

These activities may be eligible for funding under other CSR grant programs.

The application process



Completing the application form

The information you provide will enable CSR to determine your organisation's eligibility for State Grants Program funding as a SSO, SDSO, SSSP or SARP.

Funding for SSOs, SDSOs and SARPs

The State Grants Program offers four funding tiers tailored to large, medium and small SSOs, SDSOs and SARPs, on the basis of registered membership numbers. Please note that the following funding levels are GST exclusive.

Funding Eligibility	Tier One	Tier Two	Tier Three	Tier Four
Membership Numbers	more than 3,001	1,251 to 3,000	501 to 1,250	up to 500
Funding Levels	up to \$60,000	up to \$45,000	up to \$30,000	up to \$15,000

Calculating membership numbers

Membership numbers may only include:

- **full active members:** Members who have access to the full range of programs and services offered by the SSO/SDSO/SARP or their affiliated club or association, as a participant, coach or official. This type of member typically pays a full registration fee and participates frequently in programs and services; and
- **program members:** Members who have access to a limited range of programs and services offered by the SSO/SDSO/SARP or their affiliated club or association, as a participant, coach or official. This type of member typically pays a lesser registration fee and participates sporadically in programs and services.

The following membership numbers **will not** be considered when determining a tier status:

- **event participants:** Participants who pay a fee per event to participate and receive limited other services from the SSO/SDSO/SARP or their affiliated club or association. This type of participant pays no formal membership registration fee and does not have access to the programs and services offered by the SSO/SDSO/SARP or their affiliated club or association. For example, a participant in fun runs;
- **social members:** Members who access only the social services offered by the SSO/SDSO/SARP or their affiliated club or association. This type of member typically pays a lesser registration fee and is not involved as a participant, coach or official. For example, members who may be the spouse of a full or restricted member but are not involved as a participant, coach or official;
- **school-delivered programs:** Participants involved in regular competitions, programs and championship events organised by the SSO/SDSO/SARP, which may be at school facilities; and
- **school-managed programs:** Participants involved in events, competitions or programs organised primarily by schools which are not directly affiliated with the SSO/SDSO/SARP.

Applicants must provide evidence showing how registered membership numbers have been calculated. The numbers reported should reflect the number of registered members the organisation had at the end of the last financial year (as reported in its annual report or reporting to its national organisation).

Funding for SSSPs

Up to \$60,000 excluding GST per organisation per annum is available for SSSPs, and will be allocated on a case by case basis taking into consideration:

- proposed purpose of funding;
- anticipated outcomes;
- anticipated numbers of members/participants that will benefit; and
- the organisation's capacity to deliver outcomes.

Purpose of Grant

This information will enable CSR to assess how the funding will increase an organisation's capacity to administer, develop and promote its sport, active recreation or service in Tasmania.

Funding can be applied for under eight Key Activity Areas; however, please note it is acceptable to apply for funding towards programs and initiatives under only one or two Key Activity Areas. The Key Activity Areas are:

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

Applicants must list specific and measurable outcomes to be achieved from the Key Activity Areas. If the application is successful, this information will be used to develop key performance indicators (KPIs) against which reporting will be required as part of the funding agreement. Applicants must detail the projects the funding will be used for, how much funding will be allocated to each activity, the outcomes to be achieved, and how these will be measured.

Projects must be ranked in priority order. If the applicant organisation does not receive the full funding request, the priority ranking will determine the projects for which funding is provided.

Information provided should be as complete and current as possible. Please ensure all the documents requested in the application form are attached. Each application will be competing for funding against many other applications, and is less likely to succeed if important information is not provided.

Please do not submit originals of supporting documents, as these will not be returned.

Application assessment

The following considerations will be applied to eligible applications:

- registered membership numbers (for SSOs, SDSOs and/or SARPs) and/or the scope of activities delivered to the sport and recreation sector (for SSSPs);
- capacity to deliver funded projects;
- history of successfully delivering projects or programs; and
- financial health and stability of the organisation.

Grant terms and conditions

Should the 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 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 the application is successful, a valid tax invoice for the grant amount plus GST must be provided.

If the applicant is not registered for GST, CSR will pay only the grant amount. If the application is successful, an invoice for the grant amount only (no GST) must be produced.

An ABN for the organisation, or demonstration that the organisation is exempt from requiring an ABN must be provided. If the application is successful, and an ABN or evidence of an exemption is not provided, the Department of Communities Tasmania will be required to deduct 46.5 per cent

of the grant amount. If the organisation is exempt from requiring an ABN, a Statement by a Supplier, which can be obtained from the Australian Taxation Office website at www.ato.gov.au must be completed and attached.

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; and/or
- provide incorrect information to CSR.

Reporting, acquittal and audit processes

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

Applicants must provide progress and final written reports against negotiated KPIs. 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/or
- 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 the 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(s). 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(s) being funded no less than two weeks prior to the event occurring. The Minister for Sport and

Recreation and the Deputy Secretary CSR are to be invited to all public events relating to the project(s).

Publicity of assistance

The Department of Communities Tasmania and is therefore accountable for the distribution of those funds. As part of the accountability process, the Department 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(s) where this is requested or organised by CSR and/or an elected government official.

Personal information

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

The 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 the Department's Personal Information Protection Officer. A fee may be charged for this service.

Right to Information

Information provided to the Department 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 the Department 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.communities.tas.gov.au/csr

Need More Information?

Contact Communities, Sport and Recreation:

Phone: 1800 252 476

Email: sportrec@communities.tas.gov.au