

Minor Grants Program

2009-10 Application form

Sport and Recreation Tasmania

Grant program guidelines detail the eligibility criteria, and are essential in assisting your organisation to determine which program is the best fit, whether or not to apply, and how to complete the application form. Guidelines and an electronic copy of this form can be downloaded from the SRT website at <www.development.tas.gov.au/sportrec>. Do you have any questions? Please telephone Sport and Recreation Tasmania on 1800 252 476.

Applicant details

Common or trading name of organisation
(the name the organisation uses to trade or to 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.

Business structure: Company Incorporated association Local government

If the organisation is a trust, please list the trustees

Incorporation number or Australian company number

Australian business number (ABN)

Is your organisation registered for GST? Yes No

Postal address

Physical address (if different to postal address)

Authorised officer

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 BH Mobile

Position Phone AH Fax

Email

Contact officer

Only required if the authorised officer is unable to discuss the project with SRT 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 BH Mobile

Position Phone AH Fax

Email

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

I, the undersigned, certify that I have been 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.

Name Position

Signature Date / /

PROJECT SUMMARY

Project name (one sentence that clearly describes the project)

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How much are you applying for?

\$ (excluding GST)

(Minimum \$500 excluding GST, maximum \$10 000 excluding GST, and may be no more than 50 per cent of total project cost)

If you are submitting more than one application, what is your priority for this application?

1 2 3

Timetable

Project start date:	Project finish date:
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Project start and finish dates must be included and should be realistic. You must ensure the project can be finished by 30 June 2011. In the case of facility/infrastructure developments, your anticipated completion date should allow for possible delays in approvals and construction.

Project outline (maximum two pages)

Briefly summarise your project or program in one or two paragraphs:

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How will the project or program be managed? Who will oversee, coordinate and deliver it?

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Who is the target group or market?

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Will the project increase or maintain the number of people participating? Increase Maintain

Current number of participants:	Projected number of participants:
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If participation will increase, please detail timeframe, and how you have calculated these numbers:

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Will the project improve the quality or safety of participation? Yes No

If yes, explain how:

Will the project improve the range of, or access to, participation opportunities? Yes No

If yes, explain how:

Other relevant information:

FACILITY AND INFRASTRUCTURE DEVELOPMENT PROJECTS ONLY

*Does the project involve facilities, infrastructure or environments such as buildings, playing surfaces or tracks?
If yes, please complete this page.*

Location

Physical address or location of the facility, infrastructure or environment:

Description of proposed works

Describe how the project will be an improvement, for example through design features and environmental impacts:

Project approvals, permits and standards

Please list municipal planning requirements and outline how these will be met:

Please outline which relevant industry legislation, standards or best practice will be followed:

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:

Please detail lease or access arrangements if applicable:

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:



Attach copies of design drawings or works plans, if applicable



Attach copies of planning approvals, development applications and permits obtained so far, if applicable. Copies of planning approvals/ permits must be provided if applicable



Attach evidence of formal lease or access arrangements, if applicable



Attach evidence to show you have permission to proceed with the project, if applicable

PROJECT BUDGET TEMPLATE

All financial details must exclude GST. If a quote or estimate does not itemise the GST separately, please divide the amount by 11 then multiply by 10, to calculate the GST exclusive amount.

Expenses: costs for the project (eg quotes for services, purchases or materials, information on how estimates were calculated)			
Details:		GST (\$)	Cost (ex GST):
	<input type="checkbox"/> Confirmed <input type="checkbox"/> Estimated		\$
	<input type="checkbox"/> Confirmed <input type="checkbox"/> Estimated		\$
	<input type="checkbox"/> Confirmed <input type="checkbox"/> Estimated		\$
	<input type="checkbox"/> Confirmed <input type="checkbox"/> Estimated		\$
Total cost of the project (ex GST)			\$

A

Income: secured funds you already have for the project (eg club funds for the project, confirmed sponsorship, professional in-kind labour, grants from other sources – all supported with written evidence)	
Details:	Funds (ex GST):
	\$
	\$
	\$
	\$
Total secured funds for the project (ex GST)	

B

Income: unsecured funds you still need to confirm for the project (eg anticipated fundraising income, unskilled in-kind labour, grants from other sources not yet confirmed)		
Details:	Expected confirmation date:	Funds (ex GST):
		\$
		\$
		\$
		\$
Total unsecured funds (ex GST)		\$

C

Grant requested for the project from SRT (does not include GST, and must be less than 50 per cent of the total cost of the project)	\$
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D

Total funds for the project (add B, C and D, and do not include GST)	\$
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E

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

CHECKLIST TO HELP YOU FINALISE YOUR APPLICATION

You must provide evidence that your organisation has the ability to complete and maintain the project and has the financial capacity to meet its share of the costs. Please ensure you attach all of the documents requested below. Your application will be competing for funding against many other applications, and is less likely to succeed if important information is not provided.

Please ensure you have referred to the guidelines when completing this application, and:

- you have completed all relevant sections of this application form, and included contact information, GST and ABN details, and the completed project budget template
- If your organisation is exempt from requiring an ABN, you have completed and attached a Statement by a Supplier, which can be obtained from the Australian Taxation Office website at www.ato.gov.au
- an authorised officer has signed the declaration
- you have not bound or placed your application in a display folder
- 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

Please attach the documents listed below:

All applications:

- a copy of the organisation's most recent bank statement (not required for local government entities)
- copies of formal quotes, estimates and prices
- copies of letters confirming in-kind or financial support for the project
- any documents requested in the application form and highlighted with a paperclip symbol

Facility and infrastructure developments only:

- copy of lease agreement for land or building
- evidence of access arrangements with owner
- evidence of owner's approval for the project
- copies of any applicable planning permits
- copies of other relevant permits or development applications
- copies of building or works plans

The closing date is 12 noon 31 March 2010.

Email your signed application form and scanned attachments to:
srt.grant.applications@development.tas.gov.au

You will receive an email reply confirming the application has been received.

Alternatively, post your application and attachments to:
SRT Grant Programs
Sport and Recreation Tasmania
GPO Box 646
Hobart TAS 7001