

Minor Grants Program

2009-10 Guidelines



Sport and Recreation Tasmania

Sport and Recreation Tasmania (SRT) administers a range of grant programs on behalf of the Tasmanian Government.

For information about the goals of Sport and Recreation Tasmania (SRT), and the objectives of grant programs administered by SRT on behalf of the Tasmanian Government, and to find examples of previous grants please go to the website:

<www.development.tas.gov.au/sportrec>

PROGRAM OBJECTIVES

The Minor Grants Programs offers funding to organisations that provide sport and recreation participation opportunities to Tasmanians. Funded projects include equipment purchases, simple facility or infrastructure improvements, research or planning projects, and projects to develop clubs, coaches, administrators, officials and participants. Priority will be given to projects that focus on:

- increasing or maintaining the number of people participating
- improving the quality or safety of participation
- improving the range of or access to participation opportunities
- improving facilities, infrastructure or environments, eg playing surfaces, tracks etc.

Applications are assessed to determine how well the proposed project will achieve one or more of these objectives, and whether or not the applicant demonstrates the capacity to complete the project.

Funds for the Minor Grants Program are made available from the Tasmanian Government's Community Support Levy (CSL). For information about the CSL, please contact the Department of Treasury and Finance on (03) 6233 3100 or visit the Treasury website at <www.treasury.tas.gov.au>. Information may be found under the Liquor and Gaming section of the website.

Advice in preparing your application

Please read these guidelines carefully as they will help you to prepare your application. These guidelines and the application form can also be downloaded from the SRT website. If you need clarification of the guidelines, advice on which program to apply under, or advice on preparing your application, please contact one of the regional SRT offices in Burnie, Launceston or Hobart by phone: 1800 252 476

Timetable

All grant programs open for applications on 1 July 2009.

A project cannot be started before the application is lodged.

Applications can be lodged for assessment at any time during the year, up to 12 noon 31 March 2010.

Outcomes will be advised within three months of lodgment.

Projects must be completed by 30 June 2011.

Funding available

Minimum excluding GST: \$500

Maximum excluding GST: \$10 000

You may submit more than one application at once, provided you rank your applications in order of priority. Please submit separate application forms for each project. A funding limit of \$10 000 per organisation per financial year applies.

You can apply for no more than 50 per cent of the total project cost (excluding GST). You must contribute or have obtained funding from other sources for at least 50 per cent of the project cost (excluding GST).

If your organisation is registered for GST and your application is successful, SRT will pay the grant amount plus GST. If your organisation is not registered for GST, SRT will pay only the grant amount.

ELIGIBILITY

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 to the Executive Director SRT 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 lodging the application. If your organisation changes its status, you may need to submit a new application.

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.

The table below details the types of entities that are eligible and ineligible under this program. Lower priority may be given to organisations with a history of previous funding through SRT grant programs.

| Eligible entities |
|--|
| an incorporated, not-for-profit organisation |
| a local government entity |
| a not-for-profit company registered under company law |
| an eligible entity must also be a provider of physically active sport and recreation participation opportunities in Tasmania |
| Ineligible entities |
| a state or Australian government agency |
| a political organisation |
| an individual |
| an entity with an overdue acquittal obligation from a previous SRT grant. However, if an entity has received an SRT grant in 2008-09 for a project not yet completed, it is eligible to apply for funding for another project |
| an organisation registered for tax purposes as a Public Benevolent Institution, a health promotion charity, a charitable institution or a charitable fund; refer to < www.abr.business.gov.au >for further information on these types of entities |
| a private or commercial enterprise registered under company law |
| an organisation that receives revenue from electronic gaming machines |
| an educational institution, including parents and friends associations |
| an organisation that is eligible for funding under SRT's State Grants Program and is seeking funding for a project other than a facility or infrastructure development |

Eligible projects

Examples of projects include those that provide or improve:

- equipment or machinery
- facilities, infrastructure, environments and access
- new opportunities for participation
- recruitment, retention, training or development programs that target coaches, officials, participants or administrators
- club development, practices and policies
- planning and research studies.

Higher priority may be given to projects that:

- benefit a greater number of participants
- involve facilities directly related to participation, as opposed to ancillary, spectator or social areas
- involve new or improved facilities or equipment as opposed to routine maintenance activities.

If the project is a facility, infrastructure or environment development, it must be on either:

- crown reserve land
- land owned by a public authority
- privately owned land held for public purposes.

Applicants must provide evidence of secure tenure.

Ineligible projects

Projects that will not be funded include:

- projects requiring a grant from SRT exceeding 50 per cent of the total project cost
- repair or replacement of facilities or equipment that would reasonably be covered by insurance
- travel to or hosting of championships. Funding to host national championships is available under SRT's National Sport Championships Program
- the repayment of a loan or any other form of debt
- projects that started before the application was lodged
- a project that provides a direct economic benefit to an individual or business
- electronic equipment (unless there is clear evidence of a link to participation opportunities)
- kitchen appliances and white-goods
- recurrent operational costs, including salaries for project officers, support staff or administration
- Clothing and consumables
- developments designed to service the needs of smokers or for serving alcohol in a licensed area and/or designated gaming area
- additional funds for a project already funded from an SRT grant program
- public marine or 'free to public' boat launching facilities, such as ramps, pontoons, jetties or marinas that are eligible to apply to the Marine and Safety Tasmania (MAST) Recreational Boating Fund
- projects with a focus on hobbies, craft, music and the arts
- fund-raising activities (such as social activities, raffles etc)
- mass participation events

COMPLETING YOUR APPLICATION FORM

Project summary

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 in the application form. Your application will be competing for funding against many other applications, and is less likely to succeed if important information is not provided.

Facility and infrastructure development projects

This section only needs to be completed if your project involves a facility, infrastructure or environment development.

Budget

Please provide a clear, detailed, accurate and complete budget for the project. When working out your project budget, please ensure that the total funds for the project (E) equal the total expenses of the project (A).

Expenses: costs for the project

Please include:

- a break-down of all costs, including those expenses being met with in-kind support
- copies of formal written quotes (must support all items being purchased or the payment of services – examples of services may include labour, hiring costs, coaching costs)
- information on how estimates were calculated.

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. Secured funds may include:

- cash held in your organisation's bank accounts
- donations of cash, materials or equipment
- sponsorship
- in-kind labour provided by qualified professionals
- funds secured from another grant provider
- funds provided by a partner organisation.

Please provide evidence of secured funds, including:

- bank statements
- letters from donors and sponsors
- written confirmation of funds from other grant providers
- written confirmation of a partner organisation's contribution
- written confirmation of the value of secured, in-kind, professional labour from the provider concerned, 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.

Income: unsecured funds

If unsecured funds are contributed from a variety of sources, please provide a break-down showing the funds from each source.

Unsecured funds may include anticipated fundraising, program income, unskilled in-kind labour and outstanding requests to other grant providers. Please show how unsecured funds have been calculated and include an expected confirmation date.

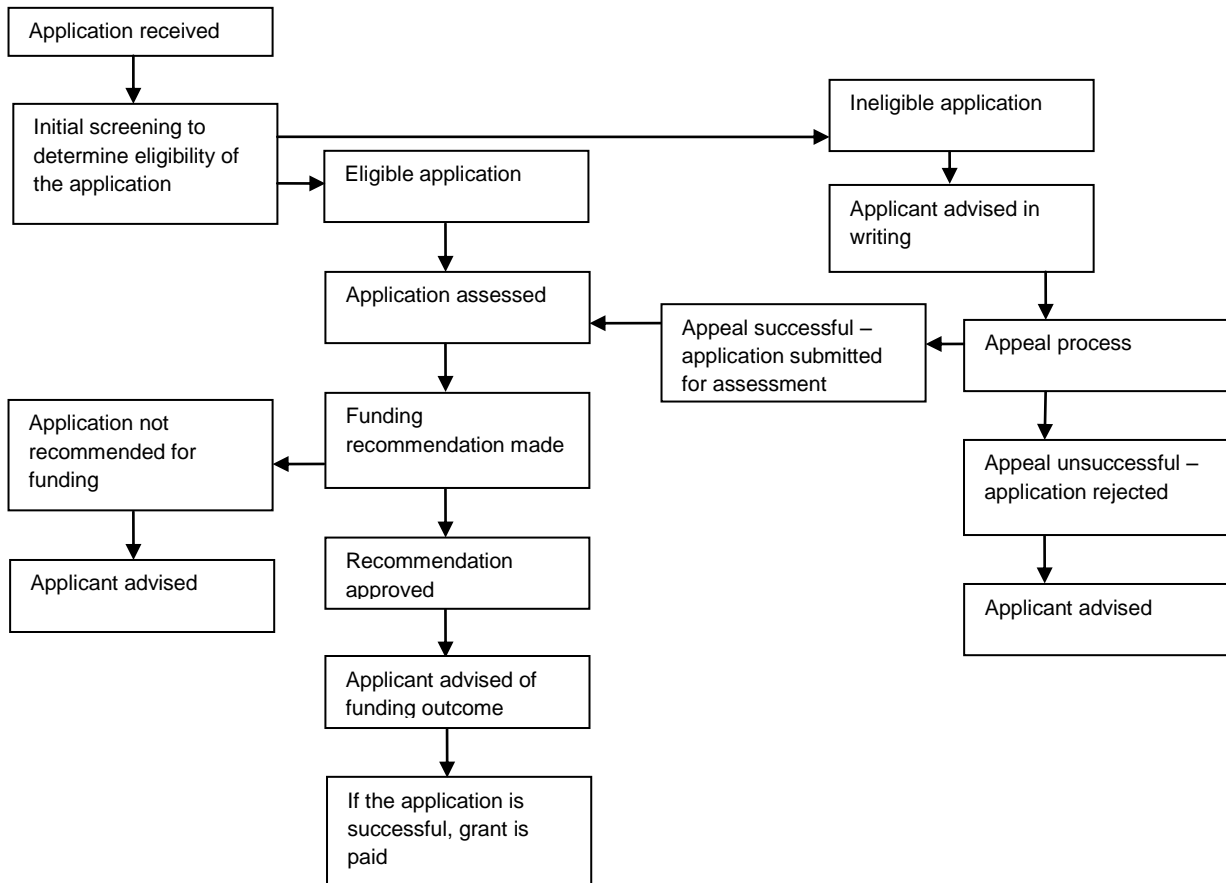
In-kind unskilled labour should be calculated at \$20 per hour. GST should not be added.

Working out the GST

All financial details regarding income and expenses incurred in undertaking the project must be listed in the project budget less the GST amount.

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.

HOW ARE APPLICATIONS PROCESSED?



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 by SRT. There is to be no deviation from the project without a written request to the Executive Director, SRT seeking and obtaining prior consent
- comply with all conditions set out in these program guidelines
- complete the project by an agreed date
- meet all legislative requirements.

Payment and acceptance of the grant

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

- met the requirements of any condition(s) precedent (if required)
- provided completed payment documents to SRT's satisfaction (SRT 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 SRT.

If the applicant is registered for GST, SRT 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, SRT will pay only the grant amount. If your application is successful you will be asked to provide an invoice for the grant amount only (no GST).

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 if you don't provide an ABN or evidence of an exemption, the Department of Economic Development and Tourism 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.

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

Where applicable, funding for multiple years will be provided in annual instalments subject to sufficient funding being available.

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 information to SRT.

Reporting, acquittal and audit processes

It is important for SRT 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. A financial acquittal template will be provided by SRT prior to completion of the project. Selected applicants may also be asked to provide a written report and/ or visual documentation of their funded project or program.

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

Publicity of assistance

The Department of Economic Development and Tourism disburses public funds 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 where this is requested or organised by SRT and/or an elected government official.

Personal information

Personal information will be collected from you for the purpose of undertaking the department'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 the department 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 the department's Personal Information Protection Officer on (03) 6233 5888. You may be charged a fee for this service.

Freedom of Information

Information provided to the department and details of any financial assistance package may be subject to requests for public disclosure under the *Freedom of Information Act (Tas) 1991* and may, where the department deems appropriate, be disclosed in accordance with the Act.

An electronic copy of this document and the application form can be downloaded from the SRT website at <www.development.tas.gov.au/sportrec>. If you have any questions, please phone Sport and Recreation Tasmania on 1800 252 476.