

2009-10 National Sport Championships Program

Guidelines and Application form



The **National Sport Championships Program** provides grants to eligible organisations to assist in meeting costs associated with hosting national sport championships within Tasmania.

The program aims to promote sport by encouraging national level competition in Tasmania.

What is a national sport championship?

To be eligible, a national sport championship must be:

- an event conducted on behalf of the national sport organisation (a national sport organisation is recognised as such by the Australian Sports Commission)
- a competition held over two or more days
- a competition between a minimum of four states and/or territories
- an event where one or more national champions are declared, or national points are awarded.

Who can apply?

To be eligible for funding, the organisation conducting the national sport championship must be:

- a not-for-profit organisation that is an incorporated entity registered with Business Affairs or a company registered under company law, or
- a local government entity.

What will not be considered for funding?

The following will not be considered for funding:

- championships for juniors aged 12 years and under
- state and international championships
- championships that have commenced prior to the lodgement of this application
- championships held outside Tasmania
- attendance at state, national or international championships
- national league competitions.

How much funding is available?



A total of \$40 000 is available for allocation in 2009-10. Funding is available from 1 July 2009. As limited funding is available, organisations will be funded on a 'first-in' basis.

A maximum of \$6 000 is available per organisation and per sport during 2009-10, within the following limits:

- \$1 000 for one or more stage(s) of a national championship series
- \$3 000 for one championship
- \$6 000 for two or more separate championships.

A national championship 'series' consists of a number of stages (or mini-events) held across a number of locations where the same teams or individuals compete, and a champion is declared through the accumulation of points.

How do I apply?

1. Complete, sign and date the application form
2.  attach a copy of a letter from the national sport organisation verifying that the event is a national championship and that it will be held in Tasmania
3.  if you are not applying as the state organisation, attach a copy of a letter from the state organisation confirming that you will be holding the national championship
4.  attach a copy of your certificate of currency for public liability or a statement from your president (or equivalent) stating that your organisation has adequate insurance cover for the event
5.  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 Tax Office website at www.ato.gov.au
6. 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

When will I find out if I am successful?

Applicants will be advised of the outcome of their application within six weeks of Sport and Recreation Tasmania receiving the application.

A list of the successful applicants will be available on Sport and Recreation Tasmania's website from July 2010.

When does the program close?

12 noon on 31 March 2010

Further information

For further information about this and other grant programs offered by Sport and Recreation Tasmania please contact your local Sport and Recreation Tasmania office:

Phone: 1800 252 476

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

Application form

SECTION 1 – 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 equivalent. 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 _____ / ____ / ____

-  I have attached a copy of our certificate of currency for public liability or a letter about our insurance cover
-  I have attached copies of letters from the national and/or state organisation
-  If exempt from requiring an ABN, I have attached a completed Statement by a Supplier

Application form

SECTION 2 – Championship Details

Name of championship	National champions that will be declared	Start date	End date	Venue and location	States and territories participating in the championship	Anticipated number of competitors	Age group of competitors
1.		/ /	/ /				
2.		/ /	/ /				
3.		/ /	/ /				

Grant Request:

Based on the number of national sport championships you have listed above, please tell us how much you are requesting using the list below. Please note that an organisation or sport can only receive a maximum of \$6 000 during any one funding period.

Yes <input type="checkbox"/> No <input type="checkbox"/>	\$1 000 for one or more stage(s) in a national championship series
Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3 000 for one national championship
Yes <input type="checkbox"/> No <input type="checkbox"/>	\$6 000 for two or more national championships

SECTION 3 - Terms and Conditions of Grant

Should your application be successful the following terms and conditions apply:

Use of the grant

In expending the grant you 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 you have:

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

Funds will be provided via Electronic Funds Transfer within four weeks from the date that completed payment documents and a valid tax invoice or invoice, are received by SRT.

If you are registered for GST, SRT will pay the grant amount plus GST. You will be asked to provide a valid tax invoice for the grant amount plus GST.

If you are not registered for GST, SRT will pay only the grant amount. 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 exemption from requiring an ABN. 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 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.

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

Repayment of the grant

You will be required to repay the grant if you:

- 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 grants have delivered the outcomes intended.

At the end of the funding period, you must acquit your 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 funding period. Selected applicants may also be asked to provide a written report and/ or visual documentation.

SRT may audit funded projects and information provided via acquittal reports. Approximately 10 percent of funded projects will be audited. To assist in completing acquittals and audits, you 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
- clearly identify the grant as income and show grant related expenditure within your organisation's annual audited financial statements
- keep copies of receipts
- upon reasonable written notice first being given to you, 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 are required to acknowledge the support of SRT in all publications and promotional materials relating to the project. Guidelines relating to this are 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.

You must 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 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.