

# 2009-10 Trainee Subsidy Program



## Guidelines and Application form

The **2009-10 Trainee Subsidy Program** provides grants to eligible Tasmanian organisations to subsidise the employment of trainees in the sport and recreation sector. The program aims to:

- create employment opportunities in the sport<sup>†</sup> and recreation\* sector
- develop career pathways in the sport and recreation sector
- increase the capacity of organisations to provide participation opportunities and to deliver sport and recreation services to Tasmanians.

### What types of trainees are eligible?

The trainee must be:

- employed in the sport or recreation sector in Tasmania
- undertaking a certificate related to the provision of sport and recreation participation opportunities
- supervised to an appropriate level (full time or part time as per the trainee's hours of work) by a staff member or office bearer
- employed under the terms of the *Vocational Education and Training Act 1994*.

### Who can apply?

Any incorporated organisation, organisation registered under company law, educational institution or government entity is eligible for funding from the Trainee Subsidy Program, provided it:

- employs a trainee in Tasmania
- has a staff member or office bearer supervising the trainee
- has either obtained or is progressing a training contract with Skills Tasmania. For further information go to [www.skills.tas.gov.au](http://www.skills.tas.gov.au).

### How much funding is available?

A total of \$80 000 is available for allocation through the 2009-10 Trainee Subsidy Program. Funding is available from 1 July 2009. As limited funding is available, applicants will be funded on a 'first-in' basis.

Funding is provided to successful applicants on the following basis:

- \$4 250 per full-time trainee per year for up to two years (full time = 38 hours per week)
- \$2 125 per part-time trainee per year for up to two years (part time = less than 38 hours per week)

Two year funding agreements will be paid in two annual instalments subject to confirmation that the traineeship is continuing into its second year.

### How do I apply?

1. Complete, sign and date the application form
2.  Attach a copy of the trainee's position description outlining the major duties and responsibilities of the role
3.  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](http://www.ato.gov.au)
4. Email your signed application form and scanned attachments to:  
[srt.grant.applications@development.tas.gov.au](mailto: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 their application. A list of the successful applicants will be available from Sport and Recreation Tasmania's website from July 2010.

 When the trainee's registration is confirmed by Skills Tasmania, successful applicants must provide to Sport and Recreation Tasmania a copy of the training registration letter. The applicant will be required to repay the grant if a copy is not provided to SRT by 30 June 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](http://www.development.tas.gov.au/sportrec)

<sup>†</sup> **Sport** is defined as a human activity capable of achieving a result requiring physical exertion and/or physical skill, which by its nature and organisation, is competitive and is generally accepted as being a sport.

\* **Recreation** is defined as a human activity for the purpose of relaxation or enjoyment requiring physical exertion and/or physical skill, which by its nature and organisation, is generally accepted as being a physically active recreation.

# 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  Government  Educational institution

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<br>BH | ..... | Mobile | ..... |
| Position | ..... | Phone<br>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<br>BH | ..... | Mobile | ..... |
| Position | ..... | Phone<br>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 the trainee's position description

 If exempt from requiring an ABN, I have attached a completed Statement by a Supplier

# Application Form

## SECTION 2 – Trainee details

If applying for a subsidy for more than one trainee, please complete a separate application form for each trainee.

|  |               |                    |                        |
|--|---------------|--------------------|------------------------|
| Training contract with Skills Tasmania: please complete appropriate box. | Date obtained | Date was submitted | Date will be submitted |
|  | / /           | / /                | / /                    |

|                        |     |                         |     |
|------------------------|-----|-------------------------|-----|
| Trainee's name         |     |                         |     |
| Trainee's position     |     |                         |     |
| Trainee's location     |     |                         |     |
| Traineeship start date | / / | Traineeship finish date | / / |

- Full-time / one year       Part-time / one year  
 Full-time / two years       Part-time / two years

What certificate will the trainee be undertaking?

Name of the Registered Training Organisation (RTO) with whom the trainee is registered:

Why does the employer organisation want to employ the trainee?

## SECTION 3 – Supervisor's details

|                       |  |   |
|-----------------------|--|---|
| Supervisor's name     |  |   |
| Supervisor's position |  | Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/> |

|  |        |          |
|--|--------|----------|
| What are the supervisor's qualifications and experience? |        |          |
| Supervisor's contact details                             | Mobile | Phone BH |
|  | Email  | Phone AH |
|  | Fax    |          |

## SECTION 4 - 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](http://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](http://www.development.tas.gov.au/sportrec)>. If you have any questions, please phone Sport and Recreation Tasmania on 1800 252 476.**