

2008-09 Trainee Subsidy Program

Apply now

The **2008-09 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† 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 in Community Recreation, Fitness, Sport or Outdoor Recreation
- supervised by a person(s) in a paid position(s).

Who can apply?

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

- has a paid employee(s) supervising the trainee
- has either obtained or is progressing a training contract with Skills Tasmania.

How much funding is available?

A total of \$80 000 is available for allocation through the 2008-09 Trainee Subsidy Program. Funding is available from 1 July 2008. 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).

How do I apply?

1. complete the application form
2. attach a copy of the trainee's position description
- 3. Post your application form and attachments to:**

2008-09 Trainee Subsidy Program
Sport and Recreation Tasmania
GPO Box 646
Hobart TAS 7001

Before 5.00 pm 30 April 2009.

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 2009.

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>

† **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.

For the purposes of this grant program, hobbies and crafts are not recognised as a sport and/or recreation.

SECTION I – Applicant Details

1. Name of organisation (applicant): [Redacted]

2. Registered business name: [Redacted]

3. Type of business structure: [Redacted]

4. If the organisation is a trust, please list the names of the trustees: [Redacted]

5. Are you registered for GST? [Redacted]

6. Do you have an ABN? [Redacted] [Redacted]

If your organisation is exempt from requiring an ABN, please complete and attach a Statement by a Supplier, which can be obtained from from the Australian Taxation Office website at www.ato.gov.au.

7. Is your organisation incorporated? [Redacted] [Redacted]

[Redacted]

10. Authorised officer: [Redacted] [Redacted] [Redacted]

11. Position: [Redacted]

12. Postal address: [Redacted] [Redacted]

13. Physical address: [Redacted] [Redacted]

14. Phone: [Redacted] [Redacted]

15. Email: [Redacted]

16. Preferred contact officer: [Redacted] [Redacted] [Redacted]

17. Telephone: [Redacted] [Redacted]

18. Email: [Redacted]

Do you wish to stop receiving promotional material regarding Sport and Recreation Tasmania's programs, events and services? (yes/no)

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 mark appropriate box:

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Trainee's name

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Title

First Name

Trainee's position:

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What certificate will the trainee be undertaking?

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

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Why does the organisation want to employ the trainee?

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Expected start date:

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SECTION 3 – Supervisor's Details

Supervisor's name:

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Title

Supervisor's position:

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Telephone:

Business Hours ()

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Mobile

Email:

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What are the supervisor's qualifications and experience?

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Supervisor's position:

Please mark appropriate box:

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SECTION 4 - Terms and Conditions of Grant

Should your organisation be successful in its grant application under the 2008-09 Trainee Subsidy Program, the following terms and conditions will apply:

1. Conditions of Financial Assistance

- 1.1 Payment of the financial assistance will only be made when Sport and Recreation Tasmania has been provided, to its satisfaction, with the relevant payment documentation by the applicant. Sport and Recreation Tasmania will provide this documentation to the applicant.
- 1.2 Payment of the financial assistance will only be made after the applicant has met the requirements of any condition/s precedent, if required.
- 1.3 The grant may only be used for the purpose outlined within this application form.
- 1.4 Acceptance of the grant does not commit Sport and Recreation Tasmania to any future financial assistance to the applicant.
- 1.5 The applicant must give the Auditor-General for Tasmania or his nominee access to all financial statements and records about the use and expenditure of the grant, upon reasonable written notice first being given to the applicant.
- 1.6 The applicant is to maintain proper books and records showing the use and expenditure of the grant and is to clearly identify project expenditure within the applicant's annual audited financial statements.
- 1.7 The applicant is to comply and fulfil the outcomes set out in the 2008-09 Trainee Subsidy Program Guidelines.
- 1.8 The applicant is to participate, if requested by Sport and Recreation Tasmania, in funding evaluations.
- 1.9 At the completion of the trainee's employment, applicants will be required to acquit the grant by demonstrating that it has been used for the purpose for which it was granted. Sport and Recreation Tasmania will provide applicants with an acquittal report template to complete.
- 1.10 The applicant organisation agrees to be involved in publicity associated with the project where this is requested or organised by Sport and Recreation Tasmania and/or an elected government official.
- 1.11 Trainees will be employed under the terms of the *Vocational Education and Training Act 1994*.
- 1.12 As the information becomes available, successful applicants must provide to Sport and Recreation Tasmania a copy of the training registration letter from Skills Tasmania.

2. GST

- 2.1 If the applicant is registered for GST, Sport and Recreation Tasmania will pay the grant amount plus GST to the applicant. Sport and Recreation Tasmania will issue a Recipient Created Tax Invoice. Applicants must complete an Agreement to Issue Recipient Created Tax Invoices.
- 2.2 If the applicant is not registered for GST, Sport and Recreation Tasmania will pay only the grant amount.

3. Repayment of Grant

- 3.1 The applicant will be required to repay the grant if:
 - the trainee fails to obtain a training registration letter from Skills Tasmania by 30 June 2009
 - it fails to apply the grant or any part of the grant for the purpose outlined within this application form
 - it fails to comply with the terms and conditions stated above, or
 - it provides incorrect information to Sport and Recreation Tasmania to meet its obligations under these terms and conditions.

SECTION 5 - Declaration by Applicant

This declaration may only be completed by the organisation's president, chairperson, general manager or equivalent.

1. Publicity of assistance

Unlike private sector financial organisations, 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.

2. 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.

3. Freedom of Information

Information you provide 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* provided that information is not subject to the confidentiality requirements set out in any legal documentation that may be entered into with you.

4. Acknowledgement of grant

All recipients of 2008-09 Trainee Subsidy Program funding will be required to acknowledge the support of Sport and Recreation Tasmania in all publications and promotional materials relating to the project. Guidelines relating to this will be supplied by Sport and Recreation Tasmania.

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 this grant and that the information contained herein and attached is, to the best of my knowledge, true and correct.

[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]		
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]		
[Redacted]			[Redacted]
[Redacted]			[Redacted]