

2008-09 Minor Grants Program Guidelines

Sport and Recreation Tasmania



Sport and Recreation Tasmania (SRT) administers grant programs on behalf of the Tasmanian Government. The Minor Grants Program offers financial assistance to organisations that provide sport and recreation participation opportunities to Tasmanians in order to:

- increase or maintain the number of people participating
- improve the quality or safety of participation
- improve the range of or access to participation opportunities
- improve facilities or environments, eg playing surfaces, tracks etc.

Applications are assessed to determine how well the proposed project will achieve 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>.

You can find examples of previous grants on the Sport and Recreation Tasmania website at <www.development.tas.gov.au/sportrec> under the Grant Programs heading.

Guidelines and application forms

Please read these guidelines carefully as they will help you to prepare your application. These guidelines and the application form can be downloaded from the SRT website at <www.development.tas.gov.au/sportrec>.

Advice in preparing your application

If you need clarification of the guidelines and/or advice on preparing your application, please contact one of the regional SRT offices in Hobart, Burnie or Launceston.

Phone: 1800 252 476

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

Timetable

Applications can be submitted at any time and outcomes will be advised in writing within three months of receipt of the application by SRT.

When you have completed your application:

Please do not bind or staple your application, and do not place it in a display folder.

Please keep a copy of your application for your own records.

Please mail your application and copies of supporting documents to:

Sport and Recreation Tasmania

GPO Box 646

Hobart TAS 7001

There is no closing date for this program.

ELIGIBILITY

All eligible applications will be assessed and notification of outcomes is provided in writing. All funding decisions are final and are not subject to review.

Eligible organisations must be:

- an incorporated, not-for-profit organisation
- a not-for-profit company registered under company law or
- a local government entity.

An eligible organisation must also be:

- a provider of physically active sport and recreation participation opportunities in Tasmania
- an organisation that is eligible in its own right. An organisation cannot apply under the auspices of another organisation.

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.

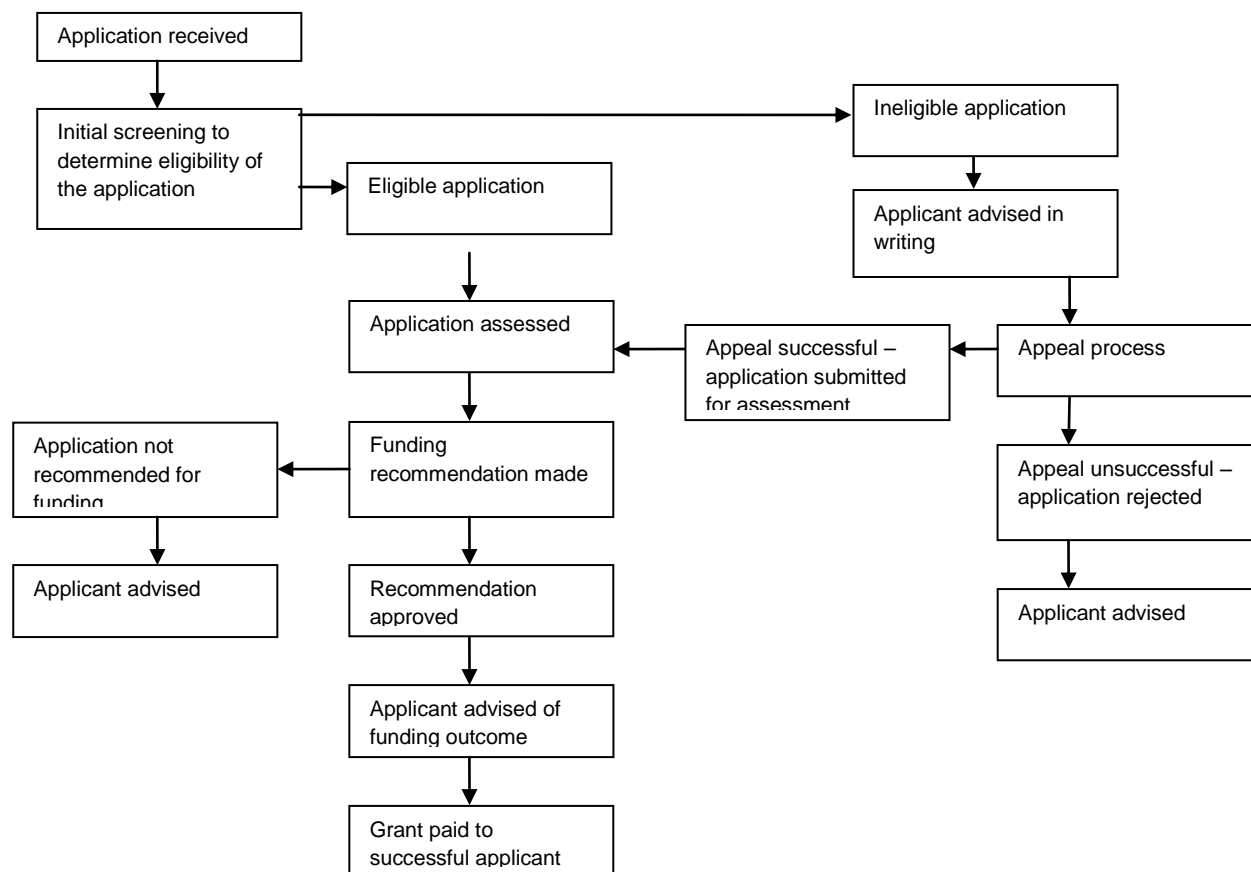
Ineligibility

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 with the Executive Director, Sport and Recreation Tasmania within 10 business days from the date of notification of ineligibility.

An entity is not eligible if it is:

- a charitable organisation (eg 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>
- a state or Australian government agency or business enterprise
- a privately owned organisation
- a commercial enterprise
- an organisation that receives revenue from electronic gaming machines
- a political organisation
- an educational institution, including parents and friends associations
- an organisation that has been funded under SRT's 2008 State Grants Program
- an individual
- an organisation with an unresolved acquittal obligation from a previous SRT grant.

THE APPLICATION PROCESS



COMPLETING YOUR APPLICATION FORM

I APPLICANT

Registered business name

Provide the registered business name. All documents and correspondence will use the registered business name.

Organisation name

Provide the organisation's common name if it differs from the registered business name.

Incorporation number or Australian Company Number (ACN)

Incorporated associations or not-for-profit companies registered under company law should provide their incorporation number or ACN.

Postal and physical address

Please provide a postal address. If the physical address is different from the postal address, for example the location of a sports ground, then the physical address must also be provided.

Authorised officer

The authorised officer is the person 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.

Contact officer

A contact officer is 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.

Australian Business Number (ABN)

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. SRT will provide successful applicants who do not have an ABN with a 'Statement by Supplier' form which must be completed and returned.

GST status

You must show if your organisation is registered for GST. If your organisation is GST registered and your application is successful, SRT will pay the grant amount plus GST.

If the applicant organisation is not registered for GST, SRT will pay only the grant amount.

Declaration by the authorised officer

Please ensure the declaration is completed by an authorised officer of the organisation.

In the case of a local government entity, the declaration must be signed by the council's general manager.

2 PROJECT SUMMARY

Project name

This should be one sentence that clearly describes the project.

Multiple applications

You may submit more than one application at once. Please submit separate application forms for each project. A funding limit of \$5 000 per organisation per financial year applies. Please rank your applications in order of priority.

Amount requested

The minimum grant available is \$250 excluding GST.

The maximum grant available is \$5 000 excluding GST.

The maximum grant available for events is \$2 000 excluding GST.

Your organisation can apply for a grant of up to 50 per cent of the total project cost (excluding GST). Your organisation must contribute at least 50 per cent of the project cost (excluding GST).

Project Outline

Project start and finish dates must be included in your application. You must ensure the project can be finished within twelve months of the date you are advised your application has been successful.

Priority will be given to projects that focus on increasing participation levels in sport or physically active recreation by:

- increasing or maintaining the number of people participating
- improving the quality or safety of participation
- improving the range of or access to participation opportunities.

Examples of applications that may be funded included projects that provide or improve equipment, programs, new events, facilities, planning and research studies. Funding is only available for the first two years of an event.

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

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

Projects that will not be funded include:

- projects requiring a grant from SRT exceeding 50 per cent of the total project cost
- travel to or hosting of championships. Funding to host national championships is available under SRT's National Championships Program.
- the repayment of a loan or any other form of debt
- projects that started before the application was lodged
- televisions, cameras, DVD and VCR players (unless there is clear evidence of a link to participation opportunities)
- kitchen appliances and whitegoods
- recurrent operational costs, including salaries for project officers, support staff or administration
- clothing
- 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 may be 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).

3 SUPPORTING MATERIAL

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 this section of 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.

Do not submit originals of supporting documents (such as bank statements), as these will not be returned to you.

Bank statements

Bank statements are required from all applicants except local government entities.

Letters of support

Only provide letters that confirm either in-kind or financial contributions to the project.

4 EVENT CHECKLIST

This section only needs to be completed if you are proposing to organise an event.

5 PROJECT BUDGET

Working out the GST

All financial details regarding income and expenses incurred in undertaking the project must be listed in the project budget without the GST amount.

If you have received a quote that includes GST, but does not itemise the GST amount, divide the taxable amount by 11 to work out the GST. Then multiply this number by 10 to work out the amount without GST.

Working out your project budget

Please provide clear, accurate costings of the project and include:

- a break-down of costings
- 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.

Please ensure that the total funds for the project (E) equal the total costs of the project (A).

Secured funds

If secured funds are contributed from a variety of sources, you must provide a break-down of the funds from 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
- quotes for secured, in-kind professional labour
- letters from donors
- letters from sponsors
- written confirmation of funds from other grant providers
- written confirmation of a partner organisation's contribution.

Secured, in-kind professional labour must be calculated at the current professional rate and recorded on a quote/invoice that identifies the labour component. The quote must clearly indicate that the labour will be provided at 'no charge'.

Unsecured funds

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.

Unsecured, unskilled, in-kind labour should be costed at \$20 per hour.

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

GRANT TERMS AND CONDITIONS

If your application is successful, the following terms and conditions will apply:

Payment and acceptance of the grant

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

- met the requirements of any condition(s) precedent (if required)
- provided completed payment documents including full banking details. SRT will provide the documents to successful applicants.

Funds will be provided by Electronic Funds Transfer within four weeks from the date that payment documents and banking details are received by SRT.

Use of the grant

In expending the grant the applicant must:

- use the grant for the purpose and outcomes stated in the application. There is to be no change to the project without the prior consent of the Executive Director, Sport and Recreation Tasmania
- comply with all conditions set out in the 2008-09 Minor Grants Program Guidelines
- complete the project within 12 months of the outcome date
- meet all legislative requirements.

Repayment of grant

Applicants will be required to repay the grant if they:

- fail to use the grant or any part of the grant for the project
- fail to comply with the terms and conditions stated in the guidelines
- provide incorrect information to SRT.

Acquittals and audits

It is a condition of the Tasmanian Government's Community Support Levy funding that SRT check that funded projects have delivered the intended outcomes.

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. To do this, applicants must complete an acquittal report. An acquittal report template will be supplied by SRT eleven months from the start of the project.

SRT will audit around 10 per cent of completed projects and the information provided in the acquittal reports.

To assist in completing acquittals and audits, applicants must:

- participate, if requested, in a funding evaluation process
- provide SRT with access to the location of the project in order for progress to be reviewed or project completion verified
- maintain proper books and records showing the use and expenditure of the grant and, 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 grant recipients must acknowledge the support of SRT, as well as the Tasmanian Gaming Commission, in all publications and promotional materials relating to the project. Guidelines relating to this will be supplied by SRT.

Publicity of grant assistance

The Department of Economic Development and Tourism disburses public funds and is 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.

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 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.

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.