

Guidelines

Sport and Recreation Minor Grants Program 2019-20

The Tasmanian Government has the goal of making Tasmania the healthiest population in Australia and reducing Tasmania's rate of obesity below the national average by 2025. To help meet this goal, the Government provides a range of grant programs administered by Communities, Sport and Recreation (CSR) that aim to improve opportunities for Tasmanians to participate in sport and active recreation.

The **Sport and Recreation Minor Grants Program** offers financial assistance towards equipment purchases and/or the development/improvement of facilities or playing surfaces that directly benefit sport and recreation clubs and improve opportunities for Tasmanians to participate in sport and active recreation.

Definitions

Sport:

CSR's grant programs use the Australian Sports Commission definition of 'sport', being:

A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally accepted as a sport.

Active Recreation:

'Active Recreation' is defined as:

Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.





Eligibility

Organisations:

Legislation requires that funding under this Grants Program is provided for the benefit of sport and recreation clubs.

In addition, applicant organisations must be:

- an incorporated, not-for-profit organisation; or
- a not-for-profit company registered under company law; or
- a local government authority (LGA).

Organisations not eligible:

- State or Australian Government agencies;
- political organisations;
- individuals;
- educational institutions, including parents and friends associations;
- private or commercial enterprises registered under company law;
- organisations that:
 - receive revenue from electronic gaming machines; and/or
 - do not formally identify sport and/or recreation as their primary purpose.

Organisations that currently have a grant administered by CSR with overdue reporting and/or outstanding acquittal obligations will not receive grant funding through this Program **until** the reporting and acquittal obligations for the previous grant(s) are completed.

Projects:

The Minor Grants Program supports projects **essential for**, and **directly related to**, provision of new or improved participation opportunities in sport and/or active recreation.

To be eligible a project must:

- directly benefit a sport or active recreation club(s); and
- be essential for, and directly related to, providing new or improved sport and/or active recreation participation opportunities.

Eligible projects are:

- the purchase of equipment directly related to participation; and/or
- the development/improvement of facilities and/or playing surfaces directly related to participation.



If the project includes infrastructure development/improvement, the facility must be on:

- Crown Reserve Land; or
- land owned by a public authority; or
- privately owned land held for public purposes.

If the applicant is not the facility/land owner, written advice from the facility/land owner approving the applicant to undertake the project must be provided.

A project that demonstrates a significant impact on participation (numbers and/or new opportunities) may be considered a higher priority where the project:

- increases or maintains the number of people participating; or
- improves the quality or safety of participation; or
- improves the range of or access to participation opportunities; or
- improves facilities, infrastructure or participation environments.

Projects not eligible:

Projects that have a focus on activities considered to be arts, hobbies, craft, music, historical re-enactments, events, pets or livestock related activities or that do not include the primary purpose of engaging in human physical activity, are not eligible.

Any part of an eligible project commenced prior to submission of the Application Form is not eligible.

Ineligible projects include (but are not limited to):

- the repayment of a loan or any other form of debt;
- recurrent operational costs, such as consumable items;
- additional funds for a project already funded from a CSR grant program;
- a project that provides a direct economic benefit to an individual or business (projects must benefit a sport or active recreation club and its participants);
- the purchase, supply or care of clothing items that is not Personal Protection Equipment (PPE);
- kitchen appliances and white-goods;
- developments designed to service the needs of smokers or for serving alcohol in a licensed area or designated gaming area; or
- 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.

For further guidance, contact a CSR Client Manager on 1800 204 224.



Funding

In 2019-20, it is anticipated that approximately \$250,000 will be distributed under the Sport and Recreation Minor Grants Program over two rounds.

Funding limits (*per applicant per grant round*) are:

Minimum funding amount: \$500

Maximum funding amount: \$10,000

An organisation may submit more than one application, but multiple applications should be ranked in order of priority. LGAs may receive funding above the funding limits (per grant round) due to the broader community use associated with Council resources.

Grants, of up to 50 per cent of the total project value, may be provided within the funding limits – however applicants must have a minimum of 50 per cent of the total funding requirements secured to contribute towards the project (see *Secured Funds page 5*).

Completing the Application Form

Section 1 - Applicant details:

Ensure all applicant details supplied are correct, as CSR will use these to assess eligibility.

Section 2 - Project details:

Section 2 provides you with the opportunity to demonstrate how the project is essential for, and directly related to, providing new or improved sport and/or active recreation participation opportunities, and to explain why your organisation needs to undertake the proposed project.

Section 3 - Facility or playing surface projects:

Complete Section 3 **only** if the project involves the development or improvement of facilities and/or playing surfaces.

All facility or playing surface projects require written evidence of the landowner's approval to undertake the project, and a copy of the relevant lease tenure documentation (as applicable).

Applicants **are strongly encouraged** to provide copies of design drawings and all relevant planning and development permits (available at time of application). Alternatively (if approvals and/or permits have not yet been issued) you must provide a letter of support for the proposed facility development/improvements from the appropriate Council and/or Authority.

Applications lacking the necessary approvals/permits may be assigned a lower priority than competing projects with approvals and permits in place. Costs associated with obtaining planning approvals/permits prior to application cannot be included in the application.

New facility developments and extensions may have requirements under the Disability Standards for Access to Premises (see information sheet:

http://www.dpac.tas.gov.au/_data/assets/pdf_file/0006/228678/Access_for_People_With_a_Disability_and_The_Premises_Standards.pdf).



Section 4 - Project Budget:

The project budget outlines a detailed, accurate and complete budget for the entire project, noting that the total funds for the project must equal the total expenses of the project.

Expenses: (project costs)

These must include:

- a break-down of all cost items; and
- proof of price for all cost items identified, including purchases, contracted services, donated or in-kind* professional labour or hiring costs. Proof of price may include written quotations with ABN displayed or catalogues/webpages demonstrating actual price of items.

*Donations of equipment, professional labour or materials may be accepted as a project cost, however these costs must be evidenced by a letter and/or quotation from the donating registered business or qualified professional that clearly states the goods/services are to be donated or provided in-kind. If the contractor is GST registered, GST should be shown. In-kind **unskilled** labour is **not** an eligible project cost.

Secured Funds:

Applicants must have at least 50 per cent of the total project cost as secured funds to be eligible. Secured funds may come from a variety of sources. Secured funds are:

- a written commitment of funding from a financial institution, organisation, local, state or federal government; and/or
- funds in the possession of the applicant organisation.

Applicants must include a break-down of secured funding showing each funding source and provide **evidence** to demonstrate the funds are secured. Secured funds and evidence may include:

- cash held in your organisation's bank accounts (local government authorities exempted) and evidenced by a bank statement(s) clearly showing the name of the organisation and the financial capability to undertake the project;
- written confirmation of donation(s) of cash, materials, equipment or labour;
- written confirmation of sponsorship;
- written confirmation of funds secured from another grant provider; and/or
- written confirmation of funds provided by a partner organisation.

Funding that is not secured will not be accepted.

Working out the GST:

If your organisation is **registered for GST** the grant amount requested and expenses should be calculated excluding GST. (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).

If your organisation is **NOT registered for GST** the grant amount requested and expenses should be calculated including GST.



Refer to the **GST Fact Sheet** on the CSR website for more information:

http://www.dpac.tas.gov.au/divisions/csr/grants_and_community_engagement/grants_and_the_goods_and_services_tax_gst

Additional Information

For further detail on the assessment process, publicity concerning grant funding, personal information and Right to Information, please read the related **Additional Information – Minor Grants Program 2019-20** document.

Critical Dates

Round One

Program opens	Wednesday, 31 July 2019
Program closes	Wednesday, 11 September 2019 at 5.00pm
Outcomes expected to be advised	Late November 2019
Projects due to be completed by	31 December 2020

Round Two

Program opens	Wednesday, 22 January 2020
Program closes	Wednesday, 4 March 2020 at 5.00pm
Outcomes expected to be advised	Late May 2020
Projects due to be completed by	30 June 2021

To submit an application

Before submitting your application check:

- that the grant round you are applying for is open;
- that all requested documentation is attached; and
- the Application Form is signed.

Submitting by E-mail (preferred):

Applications and attachments can be submitted by email to:

csrgrants.applications@communities.tas.gov.au

Submitting by mail:

Applications and attachments may be submitted by post to:

CSR Minor Grants Program
Communities, Sport and Recreation
GPO Box 65
HOBART TAS 7001