

Agricultural Show Development Grants Program 2024-25

Guidelines

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Agricultural Show Development Grants Program

The Tasmanian Government has extended the successful Agricultural Show Development Grants Program (the Program) for a further three years (2024/25 until 2027/28) so that agricultural shows can continue to bring together regional communities.

Eligibility

Applicants must be:

- A show society which conducts an annual agricultural show;
- An incorporated organisation; and
- Proposing to hold an agriculture show in 2024-25 and/or 2025-26.

Applicants must have appropriate levels of Public Liability Insurance. A copy of the applicant's current Public Liability Insurance cover must be attached to the application.

For infrastructure projects, applicants who do not own their property must include:

- Written permission from the land-owner for any infrastructure work to be undertaken; and
- Evidence of the current lease arrangement.

Funding Arrangements

Projects must support the sustainable operation of the annual agricultural show and provide on-going benefit to the show society and/or the regional community.

The total funding pool is \$175,000 and the maximum funding available to each applicant is \$20,000.

Infrastructure projects

Upgrading and maintaining existing infrastructure, or constructing new infrastructure, to meet safety and compliance standards, enhance amenity or expand capacity.

Infrastructure improvements which provide for better accessibility are particularly encouraged.

Improved organisational governance, planning and/or use of technology

Funding is available to assist agricultural show societies to improve the way their organisation operates.

Eligible activity examples

Some examples of eligible activities are listed below. This is not intended to be an exhaustive list, and applicants should consider what is relevant to their organisation.

- Developing, reviewing or updating:
 - constitution
 - business plan
 - marketing plan
 - financial plan
 - fundraising/sponsorship plan
 - risk management plan
 - volunteer management plan
 - role descriptions for executive, committee members or volunteers, including terms of appointment
 - committee succession planning policy
 - child or vulnerable-person safety policy
 - code of conduct
- committee member(s) participating in training such as workshops or courses, or accessing available resources (paid or free)
- use of technology:
 - new or upgraded website
 - social media policy
 - use of on-line or electronic ticketing products
 - use of on-line portals for competition entrants

Examples of resources are:

- The Tasmanian Government's [Digital Ready](#) program
- approaching an [Enterprise Centre](#) to see what assistance they may be able to provide
- attending governance workshops through the [Tasmanian Council of Social Service](#) (TasCOSS) or the [Tasmanian Community Fund](#)
- accessing training through [Volunteering Tasmania](#).

Ineligible items and expenditure

The Program funding is not intended to cover the operational cost of conducting an agricultural show. Ineligible costs include:

- hiring of equipment or facilities;
- wages and salaries of any staff, including security guards and ambulance officers;
- prize money, donations and payment of judges;
- insurance;
- permits and licences; and
- entertainment.

Funding will not be provided for projects which have already been completed or for costs incurred prior to lodging an application.

Funding conditions

The following conditions of funding will apply:

- Funding is subject to the organisation's acceptance of a Grant Agreement or Grant Deed.

- Organisations that currently have a grant with the Department of Premier and Cabinet with overdue reporting and acquittal obligations may not be considered for further funding until the reporting and acquittal obligations for the previous grant are completed.
- Funding must be used for the approved purposes outlined in the application and subsequent Grant Agreement or Grant Deed. Funding may be withdrawn if incorrect or misleading information has been provided by the applicant or material changes to the project are made.
- Any proposed changes to the approved purposes outlined in the application and subsequent Grant Agreement or Grant Deed must be requested in writing by the recipient and agreed in writing by the Department of Premier and Cabinet.
- Funding will be approved on a one-off basis. Applications for recurrent or multi-year funding are not eligible.
- Partial funding may be approved, where the applicant indicates that outcomes can still be achieved with a smaller funding amount.
- Applicants must demonstrate that their project or activities will be undertaken by appropriately qualified and experienced people who have appropriate insurance cover, where needed.

Projects must be completed **by 31 December 2025**.

Assessment

Please note that meeting all eligibility criteria does not automatically mean that a grant will be approved.

An assessment panel will assess each application against the assessment criteria and make recommendations to the appropriate delegate for approval.

Applicants are required to answer the questions below as part of their application:

Demonstrated need for the project (50%)

- How will the project support the operation of the annual agricultural show into the future?

Value for Money (20%)

- Provide a budget for the expenditure of your grant funds and relevant quotes.

Organisational capacity to deliver the project (30%)

- How will the project be supported by your organisation to deliver on, and realise the anticipated operational benefits?

Timeframes

Applications must be submitted by **2.00 pm on 22 November 2024**.

It is intended that applicants will be advised of the outcomes of their application by 22 December 2024.

During the assessment process the department may, at its discretion, require further information to support or clarify an application, this information must be provided within 3 working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.

Reporting and Evaluation

Organisations that receive funding through the Grants Program are required to complete a Final Report using a template that will be provided by Department of Premier and Cabinet.

Information gathered from all reports will be used to evaluate the Grants Program and satisfy the Department of Premier and Cabinet's reporting requirements.

The Final Report must include an explanation of how the grant funds were used, including a financial acquittal. Organisations may be required to complete a Statement of Compliance declaring that the grant has been spent in accordance with the grant application and agreed purpose of funding.

Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, will be made publicly available on the Department of Premier and Cabinet's website.

Successful applicants will receive a Grant Agreement or Grant Deed outlining the funding terms and conditions.

Unsuccessful applicants will receive an e-mail advising they have been unsuccessful.

Guide to Applicants

Applicants must complete the online application form, available on www.dpac.tas.gov.au/divisions/cpp/community-grants

If you are having difficulty accessing the application form, or have any questions regarding the application process, please don't hesitate to contact Community Grants on 1800 204 224 or email at grants@dpac.tas.gov.au.

On submission of your application, you will receive a confirmation email with your application form in PDF format from SmartyGrants.

Administration and Contact Details

The program will be administered by the Department of Premier and Cabinet on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to: grants@dpac.tas.gov.au or on 1800 204 224.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

Taxation and Financial Implications

Please reference the fact sheet *Grants Fact Sheet – GST and Grants* for further information, available at www.dpac.tas.gov.au/divisions/cpp/community-grants/grants-and-the-goods-and-services-tax-gst.

If you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier'. Refer to the ATO website for more information: www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/.

It is strongly recommended that applicants contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST or Taxation implications.

Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of Premier and Cabinet.

Right to Information

Information provided to the Department of Premier and Cabinet is subjected to the provisions of the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website at www.thelaw.tas.gov.au.

Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the grant application form.

The provision of grant funding is subject to the successful applicant meeting the requirements of the grant, being the intended purpose outlined in the grant application, any further terms and conditions outlined in a grant funding agreement/deed and meeting the terms outlined in these program guidelines.

Failure to adhere to the requirements of the grant, or the provision of false or misleading information, will require the grant funding to be returned to the department.

Appealing a decision

The Department may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

- I. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
- II. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of Premier and Cabinet.
- III. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing to the contact details shown in these guidelines or to the Manager, Community Grants by email to grants@dpac.tas.gov.au.

Your request must be received within 28 days from the date of the Department notifying you of the decision about your application.



Tasmanian
Government

Department of Premier and Cabinet

Phone:

1800 204 224

Email:

grants@dpac.tas.gov.au

www.dpac.tas.gov.au