

# Community Support Fund: Small Grants Program 2024-2025

Guidelines



Tasmanian  
Government

# Contents

<b>Aim</b> .....	<b>3</b>
<b>Funding Arrangements</b> .....	<b>3</b>
<b>Eligibility Criteria</b> .....	<b>4</b>
<b>Gambling harm</b> .....	<b>5</b>
<b>Target groups</b> .....	<b>6</b>
<b>Assessment</b> .....	<b>7</b>
<b>Timeframes</b> .....	<b>8</b>
<b>Reporting and Evaluation</b> .....	<b>8</b>
<b>Successful Grant Applications</b> .....	<b>8</b>
<b>Guide to Applicants</b> .....	<b>9</b>
<b>Partial Funding</b> .....	<b>9</b>
<b>Administration and Contact Details</b> .....	<b>9</b>
<b>Taxation and Financial Implications</b> .....	<b>9</b>
<b>Personal Information</b> .....	<b>10</b>
<b>Right to Information</b> .....	<b>10</b>
<b>Provision of Grant Funding</b> .....	<b>10</b>
<b>Current Funding Arrangements</b> .....	<b>10</b>
<b>Appealing a decision</b> .....	<b>10</b>

# Community Support Fund: Small Grants Program

The 2024-25 Community Support Fund (CSF) Small Grants Program is primarily funded through a percentage of the profits of electronic gaming machines (EGMs or pokies) in Tasmanian hotels, clubs and casinos.

The CSF is described in [Section 151A](#) of the [Gaming Control Act 1993](#).

In line with the [Gaming Control \(Community Support Fund\) Regulations 2023](#), the CSF Small Grants Program provides opportunities for community organisations to apply for funding for projects or equipment that support preventing and reducing gambling harm in their communities.

The CSF Small Grants Program is managed by the Department of Premier and Cabinet (DPAC).

## Aim

The CSF Small Grants Program will support Tasmanian community organisations to prevent and reduce gambling harm in their communities.

Projects or equipment can, but do not have to respond to gambling directly. Projects or equipment can build the capacity of community organisations to deliver services that respond to the potential risk factors and harms associated with harmful gambling.

## Funding Arrangements

Grants of up to \$25,000 (plus GST) are available through the CSF Small Grants Program.

Applications will close at 2pm on 24 February 2025.

Applications will be assessed on merit against the assessment criteria in these Guidelines.

A total funding pool of \$1,000,000 is available across the 2024-25 CSF Small Grants and 2024-25 CSF Large Grants Programs.

Organisations may only submit one application to the 2024-25 CSF Small Grants Program. Organisations may also submit one application to 2024-25 CSF Large Grants Program.

Information about the 2024-25 CSF Small Grants Program is available at [www.dpac.tas.gov.au/gambling/grants](http://www.dpac.tas.gov.au/gambling/grants).

# Eligibility Criteria

## Eligible Applicants

For your organisation to be eligible, it must be an incorporated not-for-profit community organisation.

If your organisation is not incorporated, you may consider partnering with an incorporated charity or not-for-profit community organisation to receive, distribute and report against the funding on your behalf.

## Partnerships

Partnerships can increase the scope of your grant project and provide resources, skills and expertise that may be necessary to help deliver the project safely and effectively.

If you plan to work with another organisation to deliver your project, please ensure you provide evidence that the organisation has agreed, at least in principle, to supporting the project.

Please also provide as much information as possible on the organisation's experience, expertise and role in the project delivery.

## Ineligible Applicants

The following entities are not eligible to apply for funding through the Program:

- Australian Government agencies
- Tasmanian Government agencies
- local government authorities (councils)
- schools or colleges (Government or private)
- political parties
- individuals and/or sole traders
- for-profit organisations and businesses.

## Eligible projects

For your project to be eligible, it must be delivered in Tasmania and benefit vulnerable Tasmanian groups and/or communities, such as those impacted by geographic, economic, health, social or cultural disadvantages.

Projects must:

- Deliver initiatives that directly intervene or respond to gambling harm; or
- Respond to potential risk factors for harmful gambling; or
- Respond to impacts associated with harmful gambling.

Projects or equipment do not need to respond to gambling directly but you need to explain how the project will have an indirect impact on gambling harm.

For more information about gambling harm, potential risk factors, impacts and vulnerable groups, please see the *Gambling Harm* section of these Guidelines below.

## Ineligible projects

Core or ongoing programs or activities will not be funded. However, costs to enhance or expand existing core or ongoing programs or activities will be considered.

Similarly, operational costs (e.g. administration costs) that benefit your organisation will not be funded. However, operational costs that directly benefit your clients or community will be considered.

Other projects that will not be funded include:

- Projects that are the same as projects or programs that are already available to your target community or groups
- Projects that have already commenced or have been completed
- Top-up or replacement payments for existing services
- Retrospective payments or deficit funding
- Repayment of loans or debts
- Donations, gifts, fundraising and/or prizes
- Projects involving privately owned places or places on private property or that produce a private benefit to a business or person.

## Gambling harm

[Research](#) estimates that one person's gambling problems negatively affect 5-10 other people. [Research](#) also shows that only a small number of people experiencing problems with gambling seek help from counselling and treatment services.

To prevent or reduce harm from gambling, it is important to consider and respond to the underlying social, environmental, and health factors that may contribute to gambling, as well as the impacts of harmful gambling.

While it is difficult to identify the causes of harmful gambling, we know people experiencing gambling harm are more likely to experience other social, environmental and health issues. Projects may seek to address the risks or impacts of these issues through this Grants Program.

### Risk Factors

[Risk factors](#) that may be associated with gambling harm include:

- Environmental factors – including increased access to gambling, reduced leisure options and reduced transport options
- Social factors – including low levels of social capital (e.g. weak community connections, loneliness, being in the correctional system)
- Cultural factors – including Aboriginal identity
- Demographic factors – including socio-economic status, education levels, and employment status.

## Impacts

Gambling harm can be experienced by gamblers or people around them and can be described through the following [categories](#):

- health impacts, such as increased stress and anxiety, depression, reduced sleep, reduced physical health, and increased use of health services
- emotional or psychological impacts, such as regret, feelings of worthlessness, and feelings of failure
- financial impacts such as increased debt, reduced spending on essentials, and bankruptcy
- relationship impacts, such as conflict, relationship breakdown, and neglect of responsibilities
- performance impacts such as reduced performance at work or study due to tiredness, distraction or absenteeism
- cultural impacts and criminal activities, such as crime, violence and neglect of children.

[Tasmanian research](#) found that people at moderate to high risk of gambling harm were also at higher risk of alcohol-related harm, reported higher rates of smoking and substance use, and were at higher levels of psychological distress.

If relevant, please note if you are aware of existing clients of your organisation that have experienced these impacts. Other local community members that you are seeking to engage through this grant that have been impacted by gambling can also be included.

## Target groups

Examples of vulnerable groups and communities include:

- communities or groups with high levels of gambling expenditure and/or gambling harm
- communities or groups in low socio-economic areas
- communities or groups in rural or remote areas
- young or older people who face complex barriers and needs
- culturally and linguistically diverse (CALD) communities
- people with disabilities or significant health needs (including mental health)
- communities with low levels of health and/or financial literacy communities addressing issues of family violence, social isolation, alcohol, drugs and/or gambling.

When discussing the groups and communities that will benefit from your grant, please note if your grant will:

- increase the capacity of an organisation to support a range of vulnerable groups and communities –
  - e.g., *we support older Tasmanians, new Tasmanians and Tasmanians with disability and we would like to increase our capacity to support all of them without focussing on a specific group.*

- increase the capacity of an organisation to support a specific group that is already supported by the organisation –
  - e.g., *we support victims of family and personal violence and would like to provide advice and support to clients who are also experiencing issues with their gambling.*
- increase the capacity of an organisation to support a specific group that is not already supported by the organisation
  - e.g., *we provide health and financial literacy support for our community and have recognised that we can do more to engage with and support our growing local CALD community.*

## Assessment

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

Below is a list of criteria that will be used to assess your application.

### Supporting Preventing or Reducing Gambling Harm

In response to this criterion, please include:

- How your project supports preventing or reducing gambling harm?
  - It may address gambling harm directly (describe purchase or activity)
  - It may address the potential risk factors for harmful gambling (describe which risk factors)
  - It may address harms associated with harmful gambling (describe which harms)
- Which vulnerable groups and/or communities does your project benefit?

### Outcomes

In response to this criterion, please describe your proposed outcomes for your target group or community, including:

- How your project will prevent, intervene, or respond to gambling harm for your target group or community
- How you will measure whether your project is having an impact on gambling harm for your target group or community
- The plan for how the outcomes of your project will be sustained on the completion of the project or funding.
- How you will evaluate the success of your project.

### Value for money

In response to this criterion, please include:

- A project budget including quotes for all external purchases
- A description of how your organisation will manage any immediate or ongoing costs associated with the project (e.g. consumables, insurance).

All sources of funding for the project must be included in the application.

## Timeframes

Applications must be received by **2.00pm, Friday 24 February 2025**. Late applications will not be accepted.

It is intended that applicants be notified of the outcome of their application by March 2025.

Description	Date
<b>CSF Small Grants Program opens</b>	13 December 2024
<b>CSF Small Grants Program closes</b>	2pm, 24 February 2025
<b>Outcome to be advised (estimated)</b>	28 March 2025
<b>Projects to be completed and reported against by</b>	30 June 2025

During the assessment process the Department of Premier and Cabinet 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.

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

Unsuccessful applicants will receive a letter advising they have been unsuccessful.

Unsuccessful applications will not automatically be considered in future rounds; however, unsuccessful applicants may refine and resubmit their application to any future rounds of the Grant Program.

## 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 the 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.

## Guide to Applicants

Applicants must complete the online application form, available through <https://www.dpac.tas.gov.au/gambling/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 Partnerships and Priorities on 1800 204 224 or email at [grants@dpac.tas.gov.au](mailto: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.

If you do not receive the confirmation email of your application, please contact Community Partnerships and Priorities on 1800 204 224.

## Partial Funding

Successful applicants under this program may be offered partial funding. Please consider this when completing your application and clearly identify how all funding you are applying for will be used.

## 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: [gambling@dpac.tas.gov.au](mailto:gambling@dpac.tas.gov.au) or Community Services on (03) 6270 5824.

- 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

Organisations must indicate whether they are registered for GST in their grant application. Successful applicants will be advised if GST applies to the grant payment and asked to issue an invoice for grant payment(s).

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: <https://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](http://www.ato.gov.au) for any advice or clarification on GST.

## 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](http://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 and objectives of the grant, being the intended purpose outlined in the grant application,
- any further terms and conditions outlined in a grant funding agreement/deed,
- 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.

All successful applicants will be required to adhere to the conditions of the grant and, at a minimum, will be required to submit a final acquittal at the completion of the grant term that demonstrates the funding provided was used for the approved purpose.

## Current Funding Arrangements

If the successful applicant already has an existing funding agreement in place with the department, and any reports or recovery of expended funds are outstanding, then funds for this program will not be provided until those activities are complete.

## 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](mailto: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**  
Community and Government Services

**Phone:**  
1800 204 224

**Email:**  
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