

# Active Clubs Program

## 2024-25 Guidelines



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# 1. Aim

The Tasmanian Government recognises the importance of sport and active recreation and is committed to ensuring more Tasmanians, have access to safe, fun and inclusive sport and active recreation opportunities.

The Active Clubs Program (the Program) is funded through the Community Support Fund (CSF). Legislation requires that funding under this program is provided for the benefit of community sport and recreation clubs.

The Program is aimed to assist eligible organisations to purchase additional or replace existing equipment to deliver community sport and/or active recreation activities that enhance participation.

This program is administered by the Department of State Growth on behalf of the Crown in Right of Tasmania.

## 2. Funding available

The total funding pool for the Program is \$1.16 million.

Applications will be competitively assessed using the assessment criteria. As this program has limited funding, all eligible applications will not be successful.

Funding limits (per applicant) are:

- Minimum funding amount: \$1,000
- Maximum funding amount: \$20,000

### 2.1. Applicant co-contribution

For funding amounts less than \$3,000, applicants are not required to provide a co-contribution towards the project.

For funding amounts of \$3,000 or more, successful applicants must have a minimum of 25 per cent of the total project cost to contribute towards the project.

Applicants must include details on the total project cost as well as a break-down of secured funding, including evidence to demonstrate the funds are secured.

Secured funds must be evidenced by one or more of the following:

- Funds held in the organisation's bank accounts and evidenced by a bank statement(s) within the last six months, clearly showing the name of the organisation.
- Written confirmation of cash donation(s).
- Written confirmation of sponsorship.
- Written confirmation of funds secured from another grant provider (other contributions from the Tasmanian Government will not be considered as contributing to the 25 per cent), and/or
- Written confirmation of funds provided by a partner organisation.

## 3. Eligibility

### 3.1. Eligible applicants

To be eligible for the Program an organisation must:

- be an organisation whose primary focus is the delivery of sport and/or active recreation activities to the Tasmanian community.

and be either:

- an incorporated, not-for-profit organisation registered under the *Associations Incorporation Act 1964 (TAS)*, or
- a local government authority (council) providing equipment to benefit eligible sport and active recreation clubs, or
- a not-for-profit sport and/or active recreation organisation, registered under company law, the *Corporations Act 2001 (Cwlth)*.

Organisations that have a significant membership of, or involvement by, children and/or young people must:

- comply with the Tasmanian *Child and Youth Safe Organisations Framework* (the Framework)

For information about the Framework, visit: <https://oir.tas.gov.au/organisations>

Applications submitted by a third party will not be accepted.

Only one application can be submitted per eligible organisation.

You may be asked to provide information or documentation to support your eligibility claims, either as part of the application process, or after you have submitted your application.

The information you provide may be subject to authenticity checks using third party software.

Organisations that have previously received funding for a project that has not yet been completed, and that is not due to be acquitted, are eligible to apply for funding for a different project through this program.

### 3.2. Ineligible applicants

The following organisations are ineligible for funding under this program:

1. State or Australian Government entities
2. political organisations
3. individuals or sole traders
4. for profit organisations
5. educational institutions, including parents and friends' associations
6. private or commercial enterprises registered under company law
7. organisations that receive revenue from electronic gaming machines
8. organisations that do not formally identify sport and/or active recreation as a primary purpose.

9. organisations with overdue reporting and/or outstanding acquittal obligations from a previous Active Tasmania (or Communities, Sport and Recreation) funding agreement, at the time of application.
10. organisations 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.

### 3.3. Eligible equipment

This program supports the purchase of equipment that directly benefits the delivery of organised participation activities in community sport and/or active recreation. All equipment items must be directly related to the 'doing' of the activity.

The following table provides examples of eligible equipment. The listed equipment is by no means exhaustive.

Eligible Equipment	Examples
Playing and or/training equipment	Bats, balls, bowls, hurdles, racquets, nets, paddles, marker cones, mats, training vests, transportable goals, wickets, agility posts, starting blocks, shuttlecocks, fishing rods/reels. ✓
Coaching and/or officiating equipment	Coaching boards, whistles, flags, training aids. ✓
Safety, health and/or protective equipment	Goal post padding, first aid equipment, defibrillators, transportable weather protection, sports trainer tables. ✓
Uniforms and/or protective gear directly associated with participation*	Playing guernseys, officiating uniforms, protective helmets/pads, gloves, culturally sensitive and/or flexible uniform options. ✓
Information technology equipment directly associated with participation	Tablets used for scoring or video replay in coaching, non-fixed score boards, electronic timing equipment, communication equipment necessary for the activity. ✓
Watercraft and related equipment	Boats, canoes, oars, paddle boards, rafts, surfboards, boat trailers, outboard motors. ✓
Playing venue maintenance equipment	Line marking equipment, lawn mowers, tractors, pitch covers. ✓

Within each category, the applicant must declare that the equipment is only used for club related activities and will remain the property of the organisation.

\* Where the request relates to uniforms, this will generally be assessed as being a lower priority and may not be supported, except where the uniform creates additional culturally appropriate and/or flexible and inclusive uniform options for participants.

## 3.4. Ineligible equipment

Reimbursement of any equipment purchased prior to submission of the Application Form is not eligible.

An application for funding of equipment deemed ineligible will not be successful. Ineligible equipment includes any equipment that does not fall into the categories of eligible equipment detailed in section 3.3, and may include (but is not limited to):

- purchases that provide a direct economic benefit to an individual or business (the project must benefit a sport or active recreation club and its participants)
- purchases related to licenced areas, smoking areas, commercial areas (e.g., canteen/kitchen, bar) or gaming areas
- the repayment of a loan or any other form of debt
- additional funds for a project already receiving funding support through an Active Tasmania grant program.

The following table provides examples of ineligible equipment. The listed equipment is by no means exhaustive.

Ineligible Equipment	Examples
Cleaning equipment and products	Vacuum cleaners, toilet paper, paper towel, soap, dusters, hand sanitiser, multi-purpose liquid cleaner. <span style="float: right;">✗</span>
Sports equipment related to a different sport or activity other than the purpose of the applicant organisation	Eight ball tables (unless the applicant is an eightball club), dart boards (unless the applicant is a darts club) or other 'recreational' equipment intended for non-sporting use. <span style="float: right;">✗</span>
Uniforms and/or other apparel for individual use or that does not directly benefit participation.	Merchandise, including track pants, hooded jumper, hats. Uniforms that remain the property of the individual (are not returned to the club). <span style="float: right;">✗</span>
Consumable items	Food and beverages, household goods, magnesium chalk. <span style="float: right;">✗</span>
Facility projects and capital works	Any item that is a permanent fixture, including irrigation, surface upgrades, building storage sheds, fencing, fixed <span style="float: right;">✗</span>

	scoreboards, fixed timing devices, fixed goal posts, light towers.	
Furniture	Bar stools, couches, coffee tables, dining tables.	x
Motor vehicles that are not directly associated with playing of the sport and/or active recreation activity.	Cars/buses used for transport to and from events.	x
Information technology software and IT hardware that does not directly benefit participation.	Laptops, tablets or computers for personal or administrative use, printers, scanners, laminators, point of sales equipment, subscriptions to software.	x
Operating costs	Utilities, ongoing administration costs, office hire, venue lease, hire fees, rent, insurance costs.	x
Prizes	Trophies, including plaques, honour boards, prize money.	x
Stationery	Pens, papers, notebooks.	x
Subscriptions	Magazines, digital media and software, websites, newspapers.	x
Travel and accommodation	Sending teams/individuals to participate in competitions or training events.	x
Salaries and wages	Labour hire, playing fees, coaching, instructing or honorarium wages (e.g., paid coaches).	x
White goods	Refrigerators, freezers, dishwashers, ovens, microwaves, kitchen appliances.	x

## 4. Assessment criteria

Applications that meet the eligibility criteria will be competitively assessed using the assessment criteria.

Eligible applications are assessed against the following criteria:

- demonstrated need/reason for equipment
- value for money
  - grant amount requested as a percentage of the total project cost (where applicable)

- number of members/participants to benefit from the project
- when an applicant last received funding for an Equipment grant from Active Tasmania

Priority may be given to equipment that:

- increases participation opportunities
  - improves the quality or safety of participation
- and/or
- improves the range of and/or access to participation opportunities.

In addition to the assessment criteria, the assessment panel may consider the equitable distribution of funding based on project location/region, sports/activities and target participation cohort/s.

The Program will be assessed based on the quality of information provided by the applicant. Applicants need to ensure all information is included when submitting the application. Applications that are incomplete will not be assessed.

## 5. Timeframes

Description	Date/time
Program opens for applications	3 February 2025
Program closes	5 March 2025 at 2:00 pm (AEST)
Applicants notified (estimated date)	31 May 2025
Grant funding expended	31 December 2025

Applications will not be accepted after the program closes.

## 6. Contact details

For queries about this program, contact:

- Active Tasmania

Email: [grants@active.tas.gov.au](mailto:grants@active.tas.gov.au)

Phone: 1800 252 476

## 7. How to apply

Applications must be submitted using SmartyGrants.

For assistance with using SmartyGrants, please see the [applicant help guide](#).



Contact Active Tasmania to discuss any issue preventing you from using SmartyGrants to submit your application.

1. **Prepare:** Read the program guidelines and the frequently asked questions (FAQs) before starting your application.
2. **Start:** The link to the application form is available at [www.active.tas.gov.au](http://www.active.tas.gov.au).
3. **Confirm:** Ensure all information and documentation is accurate and attached. Organisations may not be able to change an application or provide additional information after submitting through SmartyGrants.
4. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your application.

## 7.1. Supporting documentation

All applicants must provide the following evidence of supporting documentation:

- written confirmation of the decision to apply for funding; and
- proof of equipment pricing (e.g. formal quote, supplier price list, or online shopping price list).

For all applicants that require a 25 per cent co-contribution towards the total project cost, secured funds must be evidenced by one or more of the following:

- Funds held in the organisation's bank accounts and evidenced by a bank statement(s) within the last six months, clearly showing the name of the organisation.
- Written confirmation of cash donation(s)
- Written confirmation of sponsorship
- Written confirmation of funds secured from another grant provider (other contributions from the Tasmanian Government will not be considered as contributing to the 25 per cent); and/or
- Written confirmation of funds provided by a partner organisation.

You may be asked to provide information or documentation after you have submitted your application.

Additional information requested must be provided within three working days, unless otherwise advised by Active Tasmania. Failure to provide additional requested information within the timeframe may result in the application being unsuccessful.

## 8. Grant funding agreement

If your application is successful, you will be required to enter a legally binding funding agreement.

The funding agreement, along with these program guidelines, provide the grant terms and conditions.

You will not receive payments until the funding agreement is completed.

## 9. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to the Director Active Tasmania. Your request must be received within 28 days from the date of State Growth notifying you of the decision about your application.

For further information about the appeal process, contact [grants@active.tas.gov.au](mailto:grants@active.tas.gov.au).

## 10. Grant payments

If your application is successful, you will be asked for your bank account details to receive your grant payment.

The bank account must be in your name. You may be asked to provide a copy of your bank statement or a letter from your bank as confirmation.

Providing incorrect bank account details may result in significant delay or not receiving your grant payment. We cannot guarantee the recovery of funds paid to an incorrect bank account.

You will be required to return some or all the funds if:

- you do not complete the activities required under the funding agreement;
- you do not use any or all of the funding provided;
- your situation changes in a way that prevents completion of the grant; or
- we find that the information provided to us is false or misleading.

## 11. Taxation and financial implications

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

## 12. Acquittal

If your application is successful, you must provide an acquittal at the conclusion of the grant.

An acquittal is a statement that confirms the grant was completed as per the funding agreement.

### 12.1. How to acquit your grant

We will send you an acquittal form using SmartyGrants.

Your acquittal must include:

- a declaration confirming the Project was completed and all funding received was expended as per the Approved Purpose of the agreement; and

- a report on the income and expenditure, supported by evidence such as invoices and receipts.

We may ask you to provide a Statement of Expenditure certified by an independent, professional auditor. You will be responsible for the cost of obtaining the certified Statement of Expenditure.

## 12.2. Failure to complete an acquittal

If you do not satisfactorily acquit your grant by the due date:

- you may be required to return the funding to State Growth; and
- you may be ineligible for other grants from State Growth.

Contact us to discuss any issue preventing you from acquitting your grant.

## 13. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party, and you consent to the disclosure of your name in this context.
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

## 14. True and accurate information

You must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, may be required to be repaid to State Growth.

## 15. Right to information

Information provided to State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

## 16. Information collection and usage

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 relates, on request to State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

# 17. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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