

Active Tasmania

Supporting information

An applicant must submit the mandatory supporting information with their application. This information is critical to the assessment process and cannot be submitted later.

Mandatory documentation

Mandatory document	Examples of information provided
Evidence of landowner consent to undertake the project	Written documentation, such as a letter, from the landowner stating that they are aware of the project and support it being undertaken on their land.
Evidence of land ownership or occupancy arrangements	<ul style="list-style-type: none">• A copy of the lease between the applicant and the landowner• A copy of the Certificate of Title• A copy of the MOU• A copy of the sub-lease
Evidence from the appropriate organisation delegate to apply for funding	Evidence of committee decision to apply, such as minutes from the meeting where the decision was made (confidential content of the minutes can be blacked out), letter from the Chair/President or Deputy Chair/Vice-President
Council confirmation of requirement and status of regulatory approvals/permits/compliance	A letter from the relevant Local Government Authority confirming whether permits and/or development applications are (or are not) required. This can be included in the letter of support where the LGA is the landowner.
Project-specific plans including scope of work and time frames	Level of detail in the project plan should be commensurate with the complexity of the project. A fact sheet on what to include in a project plan can be found on the Active Tasmania website.
Project-specific budget	The budget must detail the revenue and expenses for the project. This includes the grant funding being requested, details of the organisation's financial contribution, and any in-kind-professional labour being donated. A fact sheet on project budgets can be found on the Active Tasmania website.
Formal quotations or proof of costs	All project costs must be evidenced by proof of cost. This could include quotes or screen shots of website prices.

Mandatory document	Examples of information provided
Evidence of financial contributions, current bank statement or proof of secured funds	<ul style="list-style-type: none"> • A bank statement- • Confirmation letter outlining any other grant funding received • Written evidence of in-kind labour and material donations
Site-specific plans, drawings, specifications or concept plans	As a minimum, a site plan showing the location or position of the project on the land is required. A fact sheet on site plan and design is available on the Active Tasmania website.
Project-specific risk management plan	A risk management plan that demonstrates that the applicant has considered the risks it faces in undertaking the project. This might include items such as cost and time overruns, unavailability of facilities while being undertaken, poor weather, not progressing the project, and public safety risk. The plan should identify the likelihood of the risk occurring, impact on the project if it did occur and any mitigation strategies.
Current photos identifying location and standard of present facility	Photos showing the state of the current facilities (if applicable).
Organisation's latest financial statement	The financial statement presented at the organisation's last Annual General Meeting.
Replacement plan (mandatory for synthetic surface projects)	A plan that demonstrates how the organisation will ensure it has funds to replace the surface at end of life (typically 10–15 years). This should include a sinking fund and the annual savings to be contributed to the fund.

