

Minor Facilities Upgrade Program

2025-26 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 Minor Facilities Upgrade 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 upgrade existing facilities to enable greater use of the facility. This program will be administered by the Department of State Growth on behalf of the Crown in Right of Tasmania.

2. Funding available

It is anticipated that approximately \$650,000 will be available through this funding program.

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

Funding limits (per applicant) are:

- Minimum funding amount: \$10,000
- Maximum funding amount: \$60,000

2.1. Applicant co-contribution

For projects that improve access to school facilities and where the applicant can provide evidence that more than one sport will benefit from the project, no co-contribution is required.

For all other projects, applicants must have a minimum of 20 per cent of the total project cost to contribute towards the project, at least 10 per cent of which must be a cash contribution.

In-kind labour is only eligible where it is provided by a professional and evidenced through written confirmation outlining the specific in kind donation and cost. Unskilled labour such as club members undertaking activities such as painting, removing existing infrastructure, waste disposal, delivery of goods are not considered to be an in-kind contribution.

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 or material donation(s).
- Written confirmation on professional in-kind labour

- 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 20 per cent), and/or
- Written confirmation of funds provided by a partner organisation.

3. Eligibility

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

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

- an incorporated, not-for-profit organisation registered under the Associations Incorporation Act 1964 (TAS), or
- a local government authority (council) providing facilities 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).

Where the project is to take place at a school facility, there must be evidence of an existing memorandum of understanding or hire agreement between the applicant and the school or that this will be entered into with the applicant once the project is complete.

For all projects that take place at a school a 'Confirmation of school support' form must be lodged with the application.

Applications submitted by a third party will not be accepted without evidence of permission in the application.

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 third party authenticity checks.

Organisations that have previously received funding for a project that has an overdue acquittal, are not eligible to apply for funding for a project through this Program.

3.1. 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, private or commercial enterprises registered under company law
5. educational institutions, including parents and friends' associations
6. organisations that receive revenue from electronic gaming machines
7. organisations that do not formally identify sport and/or active recreation as a primary purpose.
8. 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.
9. 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.

3.2. Eligible expenditure

Projects must improve access to an existing facility or activity.

The Program will provide funding for the following types of one-off investments to benefit community level sport:

- minor infrastructure
- minor playing surface upgrades
- minor safety and accessibility improvements to existing facilities

Eligible projects	Examples
Minor fixed infrastructure	<p>Sporting equipment storage, goalposts, hoops, backboards, scoreboards, shade structures, cricket nets, updating existing lighting to LED. ✓</p> <p>For projects not on school premises installation of solar panels and battery storage are eligible.</p>
Minor playing surface upgrades	<p>Resurfacing to fix cracks or uneven areas, line marking (including repainting), sanding back and sealing indoor surfaces, installing or upgrading an irrigation system.</p> <p>Where an oval or field is currently unable to be used for competition, works to bring it up to competition standard are eligible when supported by confirmation that competition will be played there following the project. These may include: ✓</p> <ul style="list-style-type: none"> • returfing,

	<ul style="list-style-type: none"> replacing worn or damaged grass with new turf to ensure a smooth, level and safe playing surface, dethatching, top dressing and aeration
Minor safety and accessibility improvements to existing facilities	<ul style="list-style-type: none"> Installing items like gates, locks, fob entry, monitoring equipment, security sensor lighting, and accessible pathways. Upgrading toilet facilities to make them accessible. ✓ Upgrades to security systems to enable community use of facility.

Projects **must** provide evidence of written support from the relevant facility or landowner and/or state sporting organisation.

Projects must be completed within the approved scope and program timeframes. A variation will only be considered in writing for reasons beyond the applicant's control.

3.3. Ineligible expenditure

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

An application for funding of items deemed ineligible will not be successful. Ineligible costs include any item that does not fall into the categories of eligible expenditure detailed in section 3.2.

The following table provides examples of ineligible expenditure. The list is by no means exhaustive.

Ineligible projects	Examples	
Specialised upgrades	<ul style="list-style-type: none"> Upgrades to meet higher standards of competition where the specification is considered excessive for community sport purposes. 	✗
Major works	<ul style="list-style-type: none"> Installation of new playing surfaces such as courts, ovals, synthetic surfaces. Installation of new floodlights, and other types of lighting used for recreational or general purposes. Installation of new change rooms or toilets. 	✗
Works not related to the doing of the activity	<ul style="list-style-type: none"> Perimeter fencing that is external to the playing area. Projects in facilities used for commercial operations, licensed bar areas and/or gaming machines. 	✗

	<ul style="list-style-type: none"> • Other areas of a facility not directly associated with the actual conduct of the sport and/or active recreation activity itself (for example, kitchens, kiosks, car parks, spectator areas, office spaces and social spaces are not eligible). • Works external to the project or site including electrical, water, IT and drainage (note, necessary connections with mains are considered eligible) • Routine or cyclical replacement or maintenance works to existing facilities. • Landscaping for aesthetic purposes. • Feasibility studies. 	
Equipment purchases	<ul style="list-style-type: none"> • Bats, balls, bowls, hurdles, racquets, nets, paddles, marker cones, mats, training vests, transportable goals, wickets, agility posts, starting blocks, shuttlecocks, fishing rods/reels, tablets, maintenance equipment, uniforms, first aid kits. 	X

In addition, the following items are ineligible:

- 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)
- 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.
- Purchase or lease of land/facility
- Wages, salaries or other costs for people employed by the applicant
- Projects that do not have landowner support
- Projects that upgrade infrastructure for activities that are arts, hobbies, craft, music, historical re-enactments, events, pets or livestock or do not have a primary purpose of engaging in human physical activity.

4. Assessment

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

Eligible applications are assessed against the following criteria:

Assessment criteria

1. Demonstrated need	<p>What issue or gap does the project address?</p> <p>How will the project improve accessibility of the facility or activity?</p>
2. Value for money	<p>Number of participants or participant groups to benefit from the project.</p> <p>Financial contribution – To what extent is the applicant contributing to the project, including cash and in-kind support? (Higher priority may be given to projects with higher co-contributions).</p> <p>Whether the costs are reasonable and well-justified.</p>
3. Capacity	<p>Evidence of landowner approval for the project.</p> <p>Whether the project can be completed within the program timeframes.</p> <p>Whether project risks have been considered and appropriate mitigating strategies are in place.</p> <p>Confirmation of requirement and status of any development and/or building approvals/permits.</p>

Each assessment criterion is weighted equally.

In addition to the assessment criteria above, the assessment panel may consider the equitable distribution of funding based on project location/region, existing access to sport facilities, sports/activities, and applicant funding history.

5. Timeframes

Description	Date/time
Program opens for applications	10 February 2026 9:00 am
Program closes	31 March 2026 2:00 pm
Applicants notified (estimated date)	30 June 2026
Project completion	31 December 2027

Applications will not be accepted after the program closes.

6. Contact details

For queries about this program, contact:

- Active Tasmania
- grants@active.tas.gov.au
- 1800 252 476

7. How to apply

Applications should 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 carefully before starting your application.
2. **Contact:** Contact Active Tasmania to discuss your project and ensure you are aware of the documentation required to support your application.
3. **Start:** The application form is available at www.active.tas.gov.au.
4. **Confirm:** Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after submitting through SmartyGrants.
5. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
6. **Assessment:** Applications will be assessed by us and an independent panel.
7. **Notification:** We will notify you with the outcome of your application.

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

You must provide this information within three working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful.

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

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 Director of 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.

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 delays 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 Taxation 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.

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

www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn

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 report on the activities completed and their outcomes;
- a report on the income and expenditure; and
- evidence such as invoices, receipts and images.

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 the 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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