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Tasmanian Active Infrastructure Grants Program 2023-24

The Tasmanian Government recognises the importance of sport and active recreation and is committed to ensuring more Tasmanians, regardless of their age or background, get active and have somewhere to play.

This program will provide grants to the sport and active recreation sector to build new, and upgrade existing, sport and active recreation infrastructure.

It builds on the success of the Levelling the Playing Field and Improving the Playing Field grant programs.

The Tasmanian Active Infrastructure Grants Program will be offered over two years, in 2023-24 and in 2024-25. The total funding pool is \$10 million, with \$5 million in 2023-24 and \$5 million in 2024-25.

Applicants can apply for funding of between \$25,000 and \$500,000 per project.

The program will provide funding through two streams, small and large grants.

Funding limits

- Grants of \$25,000 to \$70,000 will be provided through the **small grants stream**.
- Grants of \$70,001 to \$500,000 will be provided through the **large grants stream**.

Applicants must contribute **at least 20 per cent** of the total project cost (monetary or in-kind professional labour) and higher priority may be given to projects demonstrating higher levels of support.

Applicants can submit applications for as many projects as they wish. If an organisation submits multiple applications, the applicant **must** rank them in order of priority.

Note, stages of the same project will be considered as one project and each project is eligible for only one grant per funding year.

It is anticipated that there will be a high number of applications submitted under this program. Because the program has limited funding, not all eligible applicants will be successful.

Applications will be competitively assessed.

1. Eligibility criteria

For any queries about the eligibility criteria, contact Active Tasmania by emailing grants@active.tas.gov.au or phoning 1800 252 476.

Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process, or as part of an audit process.

1.1 Eligible applicants

Local councils and sport and active recreation organisations are eligible for funding under this Program. Sport and active recreation organisations will need to demonstrate the priority of their project to their relevant State Sporting Organisation and/or local government authority.

Applicants must be:

- incorporated, not-for-profit organisations
- local government authorities (councils)
- not-for-profit organisations registered under company law.

1.2 Ineligible applicants

The following organisations are ineligible for funding under this program:

- educational institutions, including parents and friends' associations
- private or commercial enterprises registered under company law
- State and Australian Government organisations
- organisations with overdue reporting obligations from a previous Active Tasmania grant. If an organisation has received a grant for a project that has not yet been completed, it is eligible to apply for funding for a different project.

1.3 Eligible projects

Projects must develop or improve functional and inclusive sport and active recreation infrastructure and may include (but are not limited to) change rooms, toilets and shower facilities, accessibility, lighting, security, fencing, drainage, and other civil construction works.

For resurfacing of existing sports surfaces, it is expected that organisations will budget for replacement of these items as part of the ongoing operation of the facility. Without a significant contribution to the project cost these will be considered a lower priority for funding.

Projects **must** demonstrate support from the relevant facility owner and/or state sporting organisation.

1.4 Ineligible projects

The following project types are ineligible for funding under the program:

- projects or project stages that commence prior to applying for this program
- purchase or lease of land/facility
- equipment purchases
- routine or cyclical replacement or maintenance works to existing facilities
- projects in facilities used for commercial operations, licensed bar areas and/or gaming machines
- any 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 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)
- event costs
- feasibility studies
- cost of landscaping for aesthetic purposes
- 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.

2. Assessment criteria

Applications will be assessed against the following criteria:

1. Demonstrated need for funding
 - Usage – current participation, anticipated number of new participants (if relevant), frequency of use, other similar facilities nearby, programs/incentives to maintain/increase participation, current activities.
 - Why the project is required – including condition of the existing facility, health and safety concerns, upgrades to meet legislative requirements, improvement to inclusion or access and opportunities to offer a broader range of activities.
 - Community which the project will service – for example, low socio-economic, regional/rural, resource-deficient, dispersed, culturally diverse
 - Whether the project is likely to provide broader inclusive participation outcomes.
2. Organisational capacity to deliver the project
 - Evidence of successful delivery of projects of similar scale in the past.
 - Evidence of support from the facility owner and/or sport and other relevant partners.
 - Status of any required planning approvals.
 - Evidence of ability to fund the remainder of the project.
 - Evidence of ability to begin the project within 12 months of funding.
 - Evidence of suitable project planning such as project plan, project budget, design specifications, detailed quotes for works, risk management plan and planning or development approvals.
3. Value for money
 - Requested funding and overall cost of the project as relative to the anticipated benefit of the project for participants.
 - Whether the project involves a multi-use facility servicing a wide area and/or several different sports, clubs or activities.
 - Applicant's and/or facility users' commitment to inclusion.
 - Incorporation of universal design principles.

- Shortage of facilities of the type proposed.
- Proportion of the project the grant will fund.

This is a competitive grants program. In addition to the assessment criteria above, the assessment panel will consider the location of the project, the sports/activities benefiting and the applicant's funding history to ensure an equitable spread of funding.

This grant program will be competitively assessed based on the quality of information provided by the applicant. Ensure all information is included when submitting their application. Note that not all eligible grant applicants will receive funding.

3. Timeframes

No applications will be accepted after the closing date.

Small Grants Program

Description	Date/time
Program opens	2 August 2023 2:00 pm
Program closes	25 September 2023 2:00 PM
Applicants notified (estimated date)	31 January 2024
Project completion	31 December 2025

Large Grants Program

Description	Date/time
Program opens	2 August 2023 2:00 pm
Program closes	13 November 2023 2:00 PM
Applicants notified (estimated date)	31 March 2024
Project completion	31 December 2026

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 five working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

4. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

Applicants without internet access should contact Active Tasmania on 1800 252 476 to discuss alternative methods for applying.

Applicants should discuss their project with Active Tasmania prior to making a submission.

1. Applicants will need to provide the following project information:
 - Evidence supporting the assessment criteria.
 - Evidence of ownership or a minimum three-year lease of the facilities and, if applicable, approval from the landowner to undertake the project. If the project is on land controlled by a school, applicants must provide evidence of a minimum three-year memorandum of understanding/agreement with the school regarding the use of the school grounds.
 - A formal budget for the project, including details of cash and in-kind contributions, evidence of ability of relevant organisations to provide committed cash contributions (preferably this will be a bank statement) and a formal quote for works dated no longer than three months prior to submitting the application (quotes are preferred to estimates).
 - Details of relevant stakeholder engagement and support. Applicants will need to demonstrate support and readiness from relevant clubs, governing bodies and, if they are not the facility owner, the applicant must provide a letter of support from the facility owner.
 - A commitment that the project can commence within 12 months of receipt of funding and be completed within the project completion timelines in section 3.
 - Supporting evidence of comprehensive project planning, including site specific plans, planning and/or development approvals, a project management framework and evidence that the project will incorporate universal design principles.
2. Applicants should read the guidelines and any frequently asked questions carefully before starting

an application. The application form is designed to help structure applicants' responses to then eligibility and assessment criteria.

3. This is a competitive, merit-based process. Meeting the eligibility criteria will not automatically result in a successful grant.
4. There will be no opportunity to change an application or provide further information to support it once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.
5. Applicants should complete and lodge an application online via SmartyGrants from the Active Tasmania website www.active.tas.gov.au
6. Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.
7. Applications will be assessed by a departmental assessment team and forwarded to an independent panel for final evaluation.
8. Applicants will be advised of the outcome of their application once considered by the independent panel.

5. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the Manager, Active Tasmania.

The request must be received within 28 days from the date of the Department of State Growth notifying the applicant of the decision about the application. For further information about the process, contact Active Tasmania on 1800 252 476.

6. Grant payments

Successful applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any of or all the funding provided,

the recipient will be required to return some of or all the funds to the department.

Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project

the recipient will be required to return some of or all the funds to the department.

7. Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to applying, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

8. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a requirement that all Department of State Growth grants are acquitted.

8.1 How to acquit a grant

An acquittal form will be provided to recipients, asking for information about the activities and expenditure relating to the grant. Evidence such as quotations, invoices, receipts, statements, reports, etc., are also required to support the acquittal.

The department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

8.2 Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the department. In this situation the department will invoice the recipient.

9. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact grants@active.tas.gov.au or Active Tasmania on 1800 252 476.

All applicants 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, will be required to be repaid to the department.

10. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

11. Right to information

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

12. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.
3. Use third party software to review information received in applications to confirm its authenticity.

13. Personal information protection

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 State Growth. A fee for this service may be charged.

14. Disclosure

The following applies to all successful applicants:

- 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.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply.

15. 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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