

# Frequently Asked Questions (FAQs)

## Tasmanian Active Infrastructure Grants Program 2024 – 25

### Who can apply for funding?

The program is open to Local Government Authorities (councils) and incorporated associations or registered companies that are not for profit sport and/or active recreation organisations.

### Can my organisation submit more than one application?

Local Government Authorities (LGAs) can submit applications for more than one project. The LGA must rank them in order of priority. Other organisation types can only submit one application.

### When does the program close?

- Program opens - Monday, 24 February 2025, 11:00 am
- Program closes - Wednesday, 30 April 2025, 2:00 pm
- Applicants notified (estimate date) - Friday, 29 August 2025

### How much funding is available?

- In 2024-2025 the total funding available is \$5,000,000.
- Applicants can apply for grants between \$25,000 and \$500,000.

### Do applicants need to contribute funding?

Applicants are required to contribute at least 20 per cent of the total project cost. This can include monetary contributions or in-kind professional labour. At least 10 per cent of the total project cost is required to be a monetary contribution rather than in-kind.

At least 20 per cent of the total project cost must be from sources other than Tasmanian Government funding. Funding from other Tasmanian government grant programs, election commitments or budget commitments will not be considered part of the applicant's contribution

## What is professional in-kind labour?

Professional in-kind labour refers to services provided by a qualified professional, e.g. electrician, builder, plumber etc. All professional in-kind labour must be supported by written documentation of who they are, qualifications, total hours being provided at hourly rate (or total component being provided at x cost) and stating the work is being provided in-kind.

The provision of unskilled in-kind labour, such as club members participating in a working bee to undertake things like painting, demolition, clean up etc is not an eligible project cost.

## Is my project eligible?

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, lighting, accessible paths and ramps, new courts and playing fields, safety/security and fencing for the activity.

## Are skate parks, pump tracks and mountain bike trails eligible?

Yes, these types of projects are eligible.

## Are synthetic surfaces eligible?

Where the project involves installation of synthetic surfaces, the applicant must demonstrate in the application that it has budgeted for replacement of these items as part of the ongoing operation of the facility.

Without a **significant monetary contribution, replacement of an existing synthetic surface** will be considered a low priority and is unlikely to receive funding.

## What types of projects are ineligible?

The following project types or components 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
- scoreboards
- perimeter fencing that is external to the playing area
- 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, 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)
- 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.

## Are there higher priority projects?

For the 2024- 25 program, higher priority may be given to projects that:

- relate to the provision of inclusive changerooms, toilet and shower facilities
- develop new courts or playing fields, or
- increase participation opportunities for typically under-represented population groups in that activity.

## Does the applicant have to be the landowner?

No, the applicant does not need to be the landowner. However, the applicant must demonstrate that they have landowner consent to undertake the project and that a lease or hire agreement is in place for at least the duration of the project.

## What happens if the project is located on school land?

Projects on school land are eligible for funding through the project. Applicants must demonstrate that they have approval to undertake the project and provide evidence of a lease agreement, MOU or hire agreement for at least the duration of the project.

## What are the construction timeline requirements?

Applications are expected to commence construction within 12 months of receiving the grant. All projects must have completed construction by 30 June 2028.

## How do I apply for funding?

All applications for funding must be submitted through the SmartyGrants platform.

## How are applications assessed?

Projects will be assessed against three main criteria:

- **demonstrated need** (current use, project need, inclusion and accessibility and community benefit)
- **value for money** (participation data, facility usage, design principles, financial contribution)
- **capacity to plan and deliver the project** (project planning and management, risk management, ownership or occupancy, regulatory compliance, project experience, financial capacity and project timelines)

For more information about the criteria refer to the Program Guidelines.

In addition to the assessment criteria above, the assessment panel may consider the equitable Department of State Growth – Active Tasmania

distribution of funding based on project location/region, sports/activities, and applicant funding history.

This grant 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. Note, not all eligible grant applicants will receive funding.

If ineligible project components are included in the application, the requested amount may be adjusted accordingly.

## How do I supply supporting documentation?

You will be asked to upload supporting information through the SmartyGrants portal. Please ensure all supporting documents are clearly named (e.g.: Project Plan, Land owner consent – Project Name, etc).

## Supporting Documentation Checklist

| Documentation  | ✓ |
|--|---|
| * Evidence of landowner consent to undertake the project   |   |
| * Evidence of land ownership or occupancy arrangements   |   |
| * Ongoing ownership for the asset  |   |
| * Evidence from appropriate organisation delegate to apply for funding   |   |
| * Council confirmation of requirement and status of regulatory approvals/permits/compliance (or evidence not required)   |   |
| * Project specific plans including scope of works and timeframes   |   |
| *Project specific budget   |   |
| *Formal quotations or proof of costs, including any professional in-kind contribution evidenced (if applicable)  |   |
| *Evidence of financial contributions (current bank statement or proof of secured funds)  |   |
| *Organisation's latest Financial Statement   |   |
| *Site specific plans, drawings, specifications or concept plans  |   |
| *Project specific risk management plan   |   |
| Current photographs identifying location and standard of present facility  |   |
| Professional evidence relating to the standard of the present facility (audits, structural reports etc. – if applicable)   |   |
| Evidence of legislative requirements or facility guidelines/standards (if applicable)  |   |
| Strategic plan, business plan, feasibility study, master plan (that identify specific project)   |   |
| Council/National/State Sporting Organisation project specific support or requirements  |   |
| New participation groups written confirmation of future use or other supporting documents evidencing anticipated increase in participation (frequency, numbers and cohort) (if applicable) |   |
| Replacement plan, including evidence of sinking fund ( <b>mandatory for replacing synthetic surfaces</b> )   |   |

\* Denotes mandatory document

## If my application is successful, how does my organisation enter into a funding agreement?

If your organisation is an Incorporated Association, under the *Associations Incorporation Act 1964*, it is required to use a common seal that includes "...the name of the association is inscribed on the seal in legible characters".

### For more information

[www.active.tas.gov.au/grants\\_and\\_funding](http://www.active.tas.gov.au/grants_and_funding)

## Glossary

| Term                 | Definition  |
|----------------------|---|
| Aesthetic (cosmetic) | <p>A general improvement of existing amenity, without providing any significant improvements or structural changes such as better lighting, new fittings, painting, updated fittings and furnishings (this category does not include a change of use).</p> <p>These projects may require Council permits.</p>   |
| Building Approval    | <p>Building approvals relate to structures and are required to ensure construction complies with the Building Regulations 2016. The Building Act 2016 and the Building Regulations 2016 were introduced in January 2017 and regulate building and plumbing work in Tasmania.</p> <p>Building determinations are provided by a private, registered building surveyor.</p> <p>For more information refer to your Council's website.</p> |
| Business Plan        | <p>A business plan assists to start, grow or manage your business effectively.</p> <p>More information is available at:<br/><a href="https://business.gov.au/planning/business-plans/develop-your-business-plan">https://business.gov.au/planning/business-plans/develop-your-business-plan</a></p>   |
| Design               | <p>A range of standards and guides have been developed around facility development to ensure sport and recreation facilities are safe, accessible, sustainable and fit for purpose. Compliance with standards may be mandatory in some instances.</p> <p>More information is available at<br/><a href="https://www.active.tas.gov.au/facility_development/design">https://www.active.tas.gov.au/facility_development/design</a></p>   |
| Design Documentation | <p>A drawing, or set of drawings, dependant on the scope and scale of the project that translate the scope of the project into a visual representation. This may include drawings for demolition, floor plans, elevations and sections, and finishes.</p> <p>More complex projects may also require engineering plans for structural, mechanical, electrical and plumbing plans.</p>  |

| Term                        | Definition  |
|-----------------------------|---|
| Development Approval        | <p>A legal document that provides permission for specified use or development to occur on a particular piece of land.</p> <p>For more information refer to your Council's website.</p>  |
| Gantt Chart                 | Horizontal bar charts that can graphically depict the time relationship of tasks, activities and resources in a project.  |
| Grant Writing               | <p>Grants are specified amounts of money given to businesses to help them achieve a particular goal or deliver a particular thing. Grants funding is generally subject to an application and assessment process.</p> <p>Information to assist with the application process can be found at <a href="https://www.business.tas.gov.au/managing/grant_writing">https://www.business.tas.gov.au/managing/grant_writing</a></p>                |
| New development             | <p>A new build subject to Council planning, Building and/or Plumbing permits and current Building Code of Australia requirements. A Development Application may be required for the use or development of land.</p> <p>A successful application will result in a planning permit. Building and/or plumbing permits may also be required.</p>  |
| Operational Plan            | <p>Strategic and operational plans help your organisations and clubs to clearly define goals and how they can be achieved. Plans help guide employees and volunteers to use their time and resources more effectively.</p> <p>Sport specific information can be found at <a href="https://www.active.tas.gov.au/clubs_and_organisations/governance">https://www.active.tas.gov.au/clubs_and_organisations/governance</a></p>              |
| Planning Approval           | <p>The planning approval process involves assessment of a proposal to use or develop land against the rules in a planning scheme. The planning process is mainly concerned with the impacts of a proposed use or development upon neighbouring land.</p> <p>For more information refer to your Council's website.</p>   |
| Project                     | <p>A project is a group of interrelated activities that are planned and then executed in a particular sequence to achieve planned and agreed outcomes, within a predetermined timeframe. A project has the following characteristics:</p> <ul style="list-style-type: none"> <li>• Defined scope and finite resources</li> <li>• Defined start and end dates</li> <li>• Introduces a change</li> <li>• Creates a unique result</li> </ul> |
| Project Budget              | A project budget estimates the total cost of a project and may be broken down into individual tasks or project phases. The project budget may consider quotes from tradespersons or suppliers to cost the total expenses including labour, materials and equipment.   |
| Project Management Plan     | A project management plan will introduce the project and provide details of the need for the project, its objective, how it will be delivered and by who.   |
| Project Schedule (timeline) | A detailed plan of key project phases, milestones, activities, tasks and the resources allocated to each task. The most common representation of the project schedule is a Gantt Chart.   |

| <b>Term</b>  | <b>Definition</b>  |
|--|--|
| Rebuild  | <p>The project includes structural changes, in whole or part, to a pre-existing facility, that may increase the facility footprint and/or include a change of use.</p> <p>The project is likely to require some Council permits and/or planning approval, which may or may not trigger current Building Code of Australia requirements.</p>  |
| Refurbishment                                      | <p>The project may include replacement of old fixtures and fittings with newer, more functional, fixtures and fittings but extends to deliver functional/form improvements and may incorporate a change of use.</p> <p>These projects will likely not require Council Building permits but may require Plumbing or other permits.</p>  |
| Replacement plan                                   | A replacement plan should include a statement of the organisation's commitment to the replacement of a surface at its end of life (approx. 10 – 15-year period) and a specified budgeted amount allocated to an established sinking fund, that is endorsed by the treasurer or financial controller for the period of the fund.  |
| Risk Analysis (assessment)                         | Undertaking a process to assess identified threats to the success of the project. Each threat is documented in a Risk Register (both the likelihood and the consequence), allocated a grading and strategies to mitigate the risk.   |
| Risk Management Plan (incorporating Risk Register) | A document that summarises the proposed risk management approach for the project. An overall plan often includes a Risk Register which is a list of each potential threat to the project, a risk grading and strategies for mitigating the risks.  |
| Site Plan  | A site plan is a map of the area detailing the layout of the existing and proposed conditions. It is generally prepared by an architect, building designer or planner particularly for more complex projects. For more simple projects existing site drawings or photographs may be 'marked up' to demonstrate the proposed project.   |
| Strategic Plan                                     | <p>Strategic and operational plans help your organisations and clubs to clearly define goals and how they can be achieved. Plans help guide employees and volunteers to use their time and resources more effectively.</p> <p>Sport specific information can be found at <a href="https://www.active.tas.gov.au/clubs_and_organisations/governance">https://www.active.tas.gov.au/clubs_and_organisations/governance</a></p> |
| Uncollected (participation table)                  | Uncollected means gender is either not collected or members do not identify as male or female.   |