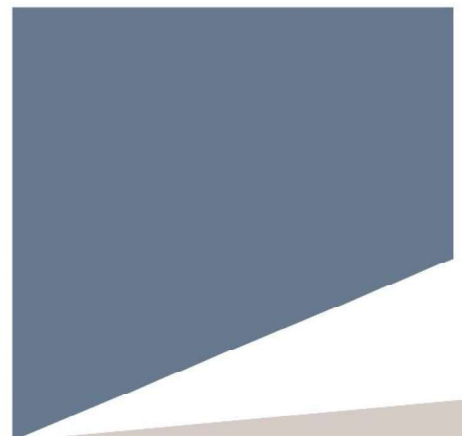


Active Industry Fund

2027 – 2028

Program Guidelines



Contents

1. Aim	1
2. Program Objective	1
3. Funding and Membership	1
3.1 Funding amounts	1
3.2 Calculating Membership Figures	2
3.2.1 Members included in count	2
3.2.2 Members not included in count	3
4. Eligibility	3
4.1 Eligible Applicants	4
4.2 Eligibility Assessment	4
4.3. Ineligible applicants	5
4.4. Eligible expenditure	5
4.5. Key Performance Indicators	5
4.6. Ineligible expenditure	7
5. Assessment	7
6. Timeframes	7
7. Contact details	8
8. How to apply	8
8.1 Application Process	8
8.2. Information required for Application	8
9. Grant funding agreement	9
9.1 Funding Distribution	9
10. Appealing a decision	9
11. Grant payments	10
12. Taxation and financial implications	10
13. Acquittal	10
13.1 How to acquit your grant	10
13.2 Failure to complete an acquittal	11
14. Publicity of grant assistance	11
15. True and accurate information	11
16. Right to information	11
17. Information collection and usage	11
18. Disclaimer	12

1. Aim

The purpose of the Active Industry Fund (the Program) is to increase and improve sport and active recreation participation outcomes for Tasmanians through support to strengthen the overall capabilities of peak sport and active recreation organisations who deliver statewide sport and active recreation opportunities.

For the purpose of the Program, '**sport**' is defined as:

- *A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and the activity is generally accepted as a sport.*

'**Active recreation**' is defined as:

- *Activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment, with the primary activity requiring physical exertion, and the primary focus on human activity.*

The Program aligns with the priority areas of the *She moves. She leads. She belongs.* Tasmanian Women and Girls Sport Strategy 2026 – 2032.

The program is administered by Building Tasmania on behalf of the Crown in Right of Tasmania.

2. Program Objective

Provide support to eligible peak sport and active recreation organisations to strengthen their capability to deliver initiatives that increase and improve sport and active recreation participation opportunities for all Tasmanians in line with the Program KPIs.

3. Funding and Membership

The funding pool for this Program is \$4,880,000.

Successful applicants will receive funding over two calendar years, with one instalment paid in 2027 and 2028.

3.1 Funding amounts

The Program offers tiered funding for:

- State Sporting Organisations (SSOs)
- State Disability Sporting Organisations (SDSOs)
- State Active Recreation Providers (SARPs)
- National Sporting Organisations (NSOs)
- National Disability Sporting Organisations (NDSOs)

The Program offers discretionary funding of up to \$100,000 (over two years) for State Sector Service Providers (SSSPs).

Tiered funding is based on the number of Full and Program Members at the end of the applicant's most recent financial year, as reported in the Tasmanian Sport Census.

Funding tier	Registered members	Total Funding (over two years)
Tier 1	More than 4,000	\$240,000
Tier 2	1,800-3,999	\$175,000
Tier 3	700-1,799	\$110,000
Tier 4	100-699*	\$80,000

* SDSOs and NDSOs may be eligible for tier four funding if registered membership is less than 100.

Tiers are indicative only and may be revised by Active Tasmania.

3.2 Calculating Membership Figures

Membership figures will be sourced from the Tasmanian Sport Census.

Applicants (except SSSPs) must have completed the Tasmanian Sport Census at the time of applying for this Program.

An individual can only be counted once in the Tasmanian Sport Census, regardless of:

- the number of memberships they hold
- whether they are an athlete, coach, official or administrator
- the number of programs they participate in.

3.2.1 Members included in count

The following membership categories count towards membership numbers:

Full members	• Members who have access to the full range of programs and services offered by the organisation or their affiliated club or association, as a participant, accredited coach, accredited official or administrator. • This type of member typically pays a full registration fee and participates frequently in programs and services.
Program members	• Members who have access to a limited range of programs and services offered by the organisation or their affiliated club or association, as a participant, accredited coach, accredited official or administrator. • This type of member typically pays a lesser registration fee and participates from time to time in programs and services that last for at least six weeks. Examples include Hook into Hockey and Bowl Patrol.

3.2.2 Members not included in count

The following membership categories do **not** count towards membership numbers:

Event participants	Participants in one-off programs, single participation events (e.g. Come and Try events) and major physical activity events (fun runs, triathlons). <i>*Full members or program members that participate in these events are to be counted as a full or program member as their primary role is not as an event member. Those captured as school participants should not be counted.</i>
Casual/Social members	- Members who access only the social activities offered by the organisation or their affiliated club or association. - This type of member typically pays a lesser or no registration fee and is not involved as a participant, coach or official.
School program participants	Participants involved in competitions, activities or events organised by national, state or local organisations or schools, which may be based at school facilities. Examples include school clinics and Sporting Schools programs. <i>*Where schools enter teams or competitors in regular/seasonal competitions run by a club or State Sporting Organisation, participants should be captured as either Full, Program or Event Participants based on the engagement.</i>

4. Eligibility

The Program is open to peak sport and active recreation providers and service providers who meet the eligibility for funding requirements. These organisations are defined as follows:

Organisation Type	Definition
SSOs / SDSOs	Be affiliated to an NSO or NDSO that is recognised by the Australian Sports Commission and be recognised by the NSO or NDSO as the state body for the sport in Tasmania.
NSOs / NDSOs	Be recognised by the Australian Sports Commission and be operating in a unitary or one management structure in Tasmania.
SARPs	Be a state body responsible for the development and/or delivery of active recreation or sport opportunities and not be operating in competition with a recognised SSO/SDSO/NSO/NDSO.
SSSPs	- Be a recognised body responsible for the delivery of services/programs to: - enhance or develop a wide variety of sports / active recreation; or - to a distinct sector such as the disability, CaLD or LGBTIQ+ sector; or - educate and train the sport and active recreation sector.

4.1 Eligible Applicants

To be eligible for a grant you must:

- have met all reporting obligations for previous grants or funding agreements to the satisfaction of Active Tasmania at the time the Program closes for applications
- be an incorporated association, or a not-for-profit company registered under company law
- hold appropriate insurance to cover the organisation's activities
- prepare an annual report and annual financial statements
- ensure that all funding received through this Program is only expended in Tasmania
- comply with the [Child and Youth Safe Organisations Framework](#)
- provide services in the North, North-West and South of Tasmania
- have current Strategic and Operational Plans for the organisation's activities in Tasmania; and
- have a board/committee with at least 40 per cent women and/or gender diverse directors.

You must also meet the following requirements **for your organisation type**:

Eligibility Requirement	NSOs & NDSOs	SSOs & SDSOs	SARPs	SSSPs
Complete the Tasmanian Sport Census	✓	✓	✓	✗
Have branches, clubs or affiliated associations in the North, North-West and South of Tasmania	✓	✓	✓	✗
Have policies in place that comply with the National Integrity Framework	✓	✓	✓	✗
Have access to Member Protection Information Officers (MPIOs) state-wide	✓	✓	✓	✗
Have staff based in Tasmania	✓	✗	✗	✓

4.2 Eligibility Assessment

Eligibility will be assessed as at the time the application is lodged.

Applications may not be assessed if they are incomplete.

You may be asked to provide additional documentation to support your eligibility for the Program.

A review may be completed to assess the authenticity and accuracy of information provided in the application.

Active Tasmania may conduct an audit process.

4.3. Ineligible applicants

The following organisation are ineligible:

- individuals, including sole traders
- schools/educational organisations
- local government authorities
- sport and active recreation clubs, organisations and industry bodies that are not the recognised state or national body
- organisations receiving funding for broadly similar purpose/s through a separate agreement with the Tasmanian Government
- for profit private or commercial enterprises registered under company law.

4.4. Eligible expenditure

Program funding must be used towards meeting the Program Objective and Key Performance Indicators.

Funding can be used for project expenses, operational expenses or a combination of both.

4.5. Key Performance Indicators

Applicants must describe the activities they propose to undertake against each KPI. Applicants must provide a level of detail and activity that is commensurate with the funding tier (or for SSSPs the requested funding amount).

The Key Performance Indicators (KPI) for each organisation type are outlined below, along with examples of activities.

SSOs / SDSOs / SARPs / NSOs / NDSOs

KPI		Examples
1	Increase participation and improve retention, including the development and implementation of a Play Well aligned Participation Plan.	• Develop and implement a Play Well aligned Participation Plan • Review and analysis of membership offerings and current/future programs • Participant engagement and retention initiatives • Initiatives that improve safety, accessibility and/or reduce barriers to participation • Participation initiatives promoting participation for specific groups
2	Increase opportunities for women and girls through participation, leadership and inclusive environment initiatives.	• Provide flexible, modified or targeted participation programs for women and girls • Develop and implement gender-equitable policies and practices. • Targeted safety or inclusion education programs. • Provide specific development opportunities for female leaders, coaches and officials.

KPI		Examples
3	Continuously improve governance of the organisation and support to member organisations; including annual completion of the Australian Sports Commission's Game Plan Governance and Planning Modules	• Completion of Game Plan modules and implementation of recommendations. • Review and adoption of updated governance structures, constitutions and by-laws • Improvements to Board processes and whole of sport systems • Processes that streamline operations and reduce burden on volunteers • Improvements to stakeholder engagement •
4	Increase the quality and quantity of coaches and officials and volunteers	• Targeted education and training initiatives e.g., coaching and/or officiating accreditation courses • New or improved services and support. • Enhanced development pathways for coaches, officials and volunteers.
5	Monitor and improve integrity processes, including a focus on compliance with the <i>Child and Youth Safe Organisations Framework</i>	• Develop, implement and review policies that improve alignment with legislation • Targeted integrity education and training

SSSPs

KPI		Examples
1	Increase the quality and quantity of services provided to the Tasmanian sport and active recreation sector	• Review/analyse emerging trends and issues and implement strategies to support the sector • Expand service delivery to more sector organisations or participants • Increase the range and quality of services.
2	Increase opportunities for women and girls through participation, leadership and inclusive environment initiatives.	• Support the creation of inclusive environments through training, resources and implementation of gender-equitable policies and practices. • Targeted safety and inclusion programs. • Enable leadership, coaching and officiating development opportunities for women and girls.
3	Provide education and development opportunities	• Provide education, training and development programs and initiatives to organisations, coaches, officials and/or volunteers.
4	Monitor and improve integrity processes, including a focus on compliance with the <i>Child and Youth Safe Organisations Framework</i>	• Develop, implement and review policies that improve alignment with legislation • Targeted integrity education and training

4.6. Ineligible expenditure

Funding cannot be used for expenses related to:

- conducting major events
- developing elite players
- attending or hosting state, national or international championships; or
- developing facilities.

These activities may be eligible for funding through other funding programs.

5. Assessment

SSSPs

Applications that meet the eligibility criteria will be competitively assessed. As there is a limited funding pool consideration will be given to:

- alignment of proposed activities with the Program Objective and KPIs
- anticipated number of organisations and/or participants that will benefit.

SSOs, SDSOs, SARPs, NSOs, NDSOs

Meeting the eligibility criteria and outlining appropriate initiatives that meet the program objectives and KPIs will result in the application being successful. The amount of funding an applicant receives will be determined by its tier.

All Applicants

Active Tasmania may limit funding to applicants with a poor record of meeting funding outcomes or acquitting previous funding.

Where an applicant has not received funding in previous rounds of the Program, it may be allocated an appropriate introductory level of funding.

Applicants that meet the majority, but not all, of the required eligibility criteria for their organisation type may be assessed as ineligible or may be allocated funding below the relevant tier level or requested funding amount.

6. Timeframes

Description	Date/time
Program opens for applications	2 September 2026
Program closes	14 October 2026, 2:00 pm
Applicants notified of outcome (estimated date)	December 2026
Funding period commences	1 January 2027
Funding period ends	31 December 2028

You are responsible for making sure your application is complete and submitted on time. We strongly recommend allowing sufficient time to finalise and lodge your application before the closing time. Late applications will not be accepted.

7. Contact details

For queries about this program, contact:

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

8. How to apply

Applications must be submitted using SmartyGrants.

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

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

8.1 Application Process

1. Applicants should read these guidelines carefully before starting an application. The application form is designed to help structure applicants' responses to the eligibility requirements.
2. Applicants (who are required to) must also complete the Tasmanian Sport Census.
3. Applicants should ensure that all supporting documentation is accurate and is attached correctly before submitting.
4. Applicants must complete and lodge an application online via SmartyGrants from the Active Tasmania website www.active.tas.gov.au
5. Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt. This receipt will include details of the application and a unique application ID.
6. Applications will be assessed by a departmental assessment team and forwarded to an independent panel for final evaluation.

8.2. Information required for Application

The following supporting documentation is required with your application:

All Applicants

- Most recent Annual Report
- Most recent Annual Financial Statements.

SSOs, SDSOs, SARPs, NSOs, NDSOs

- Completion of the Tasmanian Sport Census.

9. 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 executed.

9.1 Funding Distribution

Funding agreements will specify:

- An initial instalment for 2027 activities (50 per cent of the funding amount).
- A second instalment after January 2028 for 2028 activities (50 per cent of the funding amount).

Payment of the first instalment is dependent on the organisation:

- having met all reporting obligations for previous grants or funding agreements to the satisfaction of Active Tasmania
- provision of a valid tax invoice; and
- having met any conditions precedent to the release of instalment one to the satisfaction of Active Tasmania.

Payment of the second instalment is dependent on the organisation:

- completing the 2027 reporting requirements; and
- confirming, with evidence, that it continues to meet the eligibility criteria of the Program.

Organisations that do not meet these requirements to the satisfaction of Active Tasmania may have instalments withheld or reduced (as specified in the funding agreement).

10. 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 of Active Tasmania. Your request must be received within 14 days from the date of notification about your application.

For further information about the appeal process, contact grants@active.tas.gov.au

11. 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 organisation's 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.

12. 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.

Grants distributed under this program attract Goods and Services Tax (GST).

If you are registered for GST, you will receive the grant amount plus GST. A valid tax invoice must be supplied by the successful applicant.

Information on invoices can be found on our Business Tasmania website:

www.business.tas.gov.au/manage_a_business/invoices

13. 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.

13.1 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 declaration that the grant funds were used in accordance with the funding agreement.

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.

13.2 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 department; and
- you may be ineligible for other grants from the department.

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

14. Publicity of grant assistance

The department is accountable for its spending of public funds, including providing grants. As part of the accountability process, the department 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 the department:

- 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.

15. 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.

16. Right to information

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

17. 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.

The department 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. The department may also use information received in applications and during the delivery of the project for reporting purposes.

18. 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.



Active Tasmania

GPO Box 536

HOBART TAS 7001 Australia

Phone: 1800 252 476

Email: grants@active.tas.gov.au

Web: www.active.tas.gov.au

Published 2 September 2026