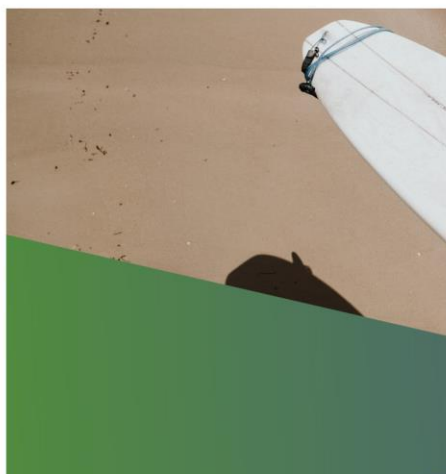
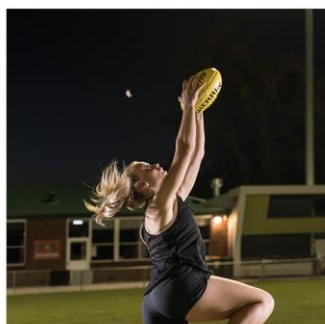
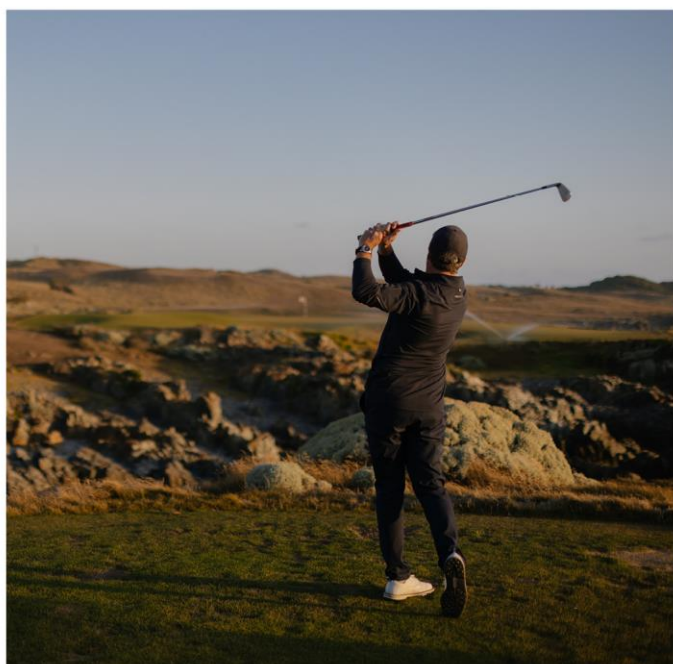


Active Industry Fund

2025 - 2026

Program Guidelines



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1. Aim

The Tasmanian Government provides a range of investment (grant) programs that aim to improve opportunities for Tasmanians to participate in sport and active recreation.

The **Active Industry Fund** (the Program) is open to peak sport and active recreation providers and service providers who meet the eligibility for funding requirements. These organisations include:

- a) **State Sporting Organisations (SSOs)**
- b) **State Disability Sports Organisation (SDSOs)**
- c) **State Sector Service Providers (SSSPs)**
- d) **State Active Recreation Providers (SARPs)**
- e) **National Sporting Organisations or National Disability Sporting Organisations operating in a unitary structure in Tasmania (NSOs / NDSOs)**

The Strategic Priorities for 2025 and 2026 are leadership and support to increase participation in safe, fun, and inclusive sport and active recreation.

The purpose of the funding is to support initiatives that:

- increase participation and improve retention in sport and active recreation
- increase safe, fun and inclusive participation opportunities
- build governance capability for the organisation and its affiliates and/or the sector
- support education and training opportunities to upskill the sector, e.g. coaching, officiating, governance, child safeguarding and administration.

The Program replaces the previous Sport and Recreation State Grants Program.

This program will be administered by the Department of State Growth on behalf of the Crown in Right of Tasmania.

2. Funding available

\$2,440,000 is available through the Program across 2025 and 2026.

The Program will provide multi-year (2 years) investment funding to successful organisations.

SSOs / SDSOs / SARPs / NSOs / NDSOs

The Program offers four funding tiers for SSOs, SDSOs, SARPs, NSOs and NDSOs based primarily on registered membership numbers as reported in the organisation's most recent Annual Report.

See section 4 for guidance on calculating membership figures.

Funding Eligibility	Tier One	Tier Two	Tier Three	Tier Four
Membership Numbers	more than 4,000	2,000 to 3,999	751 to 1,999	100* to 750
Funding Levels	\$110,000	\$80,000	\$50,000	\$20,000

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

The funding tiers advised in these Guidelines are indicative only and may be revised by Active Tasmania following receipt of applications based on the total funding available for the Program.

SSSPs

The Program offers funding of up to \$100,000 for SSSPs and is allocated on a case-by-case basis taking into consideration the following:

- proposed purpose of funding
- anticipated outcomes
- anticipated number of organisations and/or participants that will benefit
- the organisation's capacity to deliver outcomes.

All Applicants

Active Tasmania will consider previous performance, organisational capacity and financial position in determining an organisation's final tier or funding allocation. Active Tasmania reserves the right to limit funding to organisations with a poor record of meeting funding outcomes or acquitting previous funding.

Where an organisation is receiving funding for similar purpose/s through a separate agreement, this funding will be considered in determining the funding allocated through this Program.

Organisations without a history of funding through previous programs will be considered on a case-by-case basis and an appropriate introductory level of funding may be allocated.

Funding amounts are GST exclusive.

Available funding is limited and the amount of funding available to individual organisations is, in part, determined by the number of eligible applications received.

Funding Distribution

Successful applicants will enter a funding agreement which includes reporting milestones and two payment milestones.

- An initial milestone payment upon funding agreement execution for 2025.

- A subsequent milestone payment after January 2026 for 2026.

Payment of the subsequent milestone in 2026 is dependent upon the funded organisation:

- completing the 2025 reporting requirements.
- confirming, with evidence, that it continues to meet the eligibility criteria of the Program.

Recipients that do not meet these requirements to the satisfaction of Active Tasmania may have the subsequent milestone funding amount withheld or reduced (as specified in their funding agreement).

3. Eligibility

Applicants are strongly encouraged to contact Active Tasmania by phone on 1800 252 476 or by email at grants@active.tas.gov.au to discuss applications prior to lodgement. Applications may not be assessed unless they are complete and all requested information has been provided.

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.

To be eligible for a grant organisation's must:

- Have met all prior reporting obligations to the satisfaction of Active Tasmania
- Be an incorporated not-for-profit organisation, or a not-for-profit company registered under company law
- Hold appropriate insurance to cover for the organisation's activities
- Prepare an annual report and annual financial statements
- Declare and ensure that all funding received through this Program is only expended in Tasmania.
- Meet the additional eligibility requirements detailed in the table below for the organisation's entity type:

Eligibility Requirement	NSOs & NDSOs	SSOs & SDSOs*	SARPs	SSSPs
<ul style="list-style-type: none"> • Be, or be affiliated to, a National Sporting Organisation (NSO) or National Disability Sporting Organisation (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. 	✓	✓	✗	✗
<ul style="list-style-type: none"> • 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. 	✗	✗	✓	✗
<ul style="list-style-type: none"> • Be the recognised state body responsible for the delivery of services/programs to enhance the development of a wide variety of sports and/or active recreational activities, or to a distinct sector such as the disability or community 	✗	✗	✗	✓

Eligibility Requirement	NSOs & NDSOs	SSOs & SDSOs*	SARPs	SSSPs
recreation sector, or be the recognised state body responsible for the delivery of education and training to the sport and active recreation sector.				
<ul style="list-style-type: none"> Have branches, clubs or affiliated associations in the North, North-West and South of Tasmania, except in the case where there are not appropriate facilities in one or more regions 	✓	✓	✓	✗
<ul style="list-style-type: none"> Provide services in the North, North-West and South of Tasmania 	✓	✓	✓	✓
<ul style="list-style-type: none"> Have a minimum of 100 full and/or program members (as defined in these guidelines) in Tasmania 	✓	✓	✓	✗
<ul style="list-style-type: none"> Have a gender diverse board/committee with no less than 40 per cent women and/or gender diverse directors 	✓	✓	✓	✗
<ul style="list-style-type: none"> Have the following policies in place that comply with the NSO/NDSO policies and/or the National Integrity Framework <ul style="list-style-type: none"> Anti-Doping Member Protection Safeguarding Inclusion 	✓	✓	✓	✗
<ul style="list-style-type: none"> Have access to Member Protection Information Officers (MPIOs) state-wide 	✓	✓	✓	✗
<ul style="list-style-type: none"> For organisations that have a significant membership of, or involvement by children and/or young people, comply with the <i>Child and Youth Safe Organisations Framework</i> 	✓	✓	✓	✓
<ul style="list-style-type: none"> Current Strategic Plan 	✓	✓	✓	✓
<ul style="list-style-type: none"> Current Operational Plan for the organisation's activities in Tasmania 	✓	✓	✓	✓
<ul style="list-style-type: none"> Have staff based in Tasmania 	✓	✗	✗	✓

Eligibility status will be determined by the organisation's status at the time the application is lodged.

All eligible organisations will be assessed, and notification of outcomes will be provided in writing.

Organisations deemed ineligible will be advised in writing of their ineligibility for funding.

Organisations that meet the majority, but not all, of the required eligibility criteria for their organisation type may be allocated funding below the tier level funding amounts or may not be allocated funding.

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

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 authenticity checks using third party software.

This program has limited funding. Not all eligible applications will receive a grant.

3.1. Ineligible applicants

The Program is not open to applications from the following types of organisations:

- 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 body.
- Organisations currently receiving operational support funding through an alternative funding commitment.
- For profit organisations.

3.2. Eligible expenditure

Program funding must be used in accordance with funding agreement towards the completion of the Program Key Performance Indicators.

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.*

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

Key Performance Indicators

The Key Performance Indicators (KPI) for this Program are based on the organisation type of the successful applicant and are outlined below along with examples of activities that are eligible against each KPI.

Applicants must include detail of the proposed activities to be undertaken when applying for funding with the KPIs to be aligned to these.

SSOs / SDSOs / SARPs / NSOs / NDSOs

KPI	Examples of eligible activities
1. Increase participation and improve retention of organised sport and active recreation	<ul style="list-style-type: none"> Review and analysis of membership offerings and current/future programs Participant engagement and retention initiatives.
2. Increase the provision of safe, fun and inclusive participation programs that increase the accessibility of the sport or active recreation for all Tasmanians	<ul style="list-style-type: none"> Implementation of modified or targeted participation programs or offerings Initiatives that reduce barriers to participation Initiatives that promote inclusive participation.
3. Continuously improve the governance of the sport or active recreation in line with the Australian Sports Commission's Sport Governance Principles; including annual completion of the Governance and a minimum one other module through the Australian Sports Commission's Game Plan portal and incorporation of identified actions in relevant plans	<ul style="list-style-type: none"> Investment into skill development for the organisation's Board Addressing development needs identified via Sports Governance Standard Assessment e.g., succession planning Review and adoption of updated constitution and by-law documents and processes Improvements to Board processes and systems Strategic planning initiatives Strategies and actions to improve and maintain gender equity on the Board. Complete Game Plan modules and implement recommended activities.
4. Increase the quality and quantity of coaches and officials through the provision of education and development opportunities	<ul style="list-style-type: none"> Targeted education and training for staff and volunteers e.g., coaching and/or officiating accreditation courses New or improved servicing and support provision to staff and volunteers, including in member organisations Enhance development pathways for coaches, officials and volunteers.
5. Monitor and improve integrity, member protection and safeguarding processes and outcomes, including compliance with the <i>Child and Youth Safe Organisations Framework</i>	<ul style="list-style-type: none"> Development of policy and/or reviews ensuring alignment with current legislation Integrity and/or member protection initiatives including for member organisations Targeted education and training for member organisations e.g., Safeguarding.

KPI	Examples of eligible activities
6. Support the development and growth of member organisations, including administrative and member services.	<ul style="list-style-type: none"> Improved administration practices including reducing inefficiencies and duplication of processes Adoption of or improvements to whole of sport systems such as membership and other IT systems Improved member benefits and resources Financial/accounting and/or risk system and process initiatives to streamline operations and reduce volunteer burden and/or complexity Improvements to communications and/or stakeholder engagement.

SSSPs

KPI	Examples of eligible activities
1 Support the development and growth of the Tasmanian sport and active recreation sector	<ul style="list-style-type: none"> Review/analyse emerging trends and/or issues in order to determine a strategy and actions to support the growth of the sector Provide support / programs or other initiatives to sporting organisations to improve outcomes for Tasmanians
2 Increase the quality and quantity of services to the Tasmanian sport and active recreation sector	<ul style="list-style-type: none"> Increase the range of sector organisations serviced by the recipient Increase the range and quality of services provided by the recipient.
3 Provide education and development opportunities to administrators, athletes, coaches, officials and/or other volunteers	<ul style="list-style-type: none"> Provide sector/sport/targeted population group or workforce specific education, training and development programs and initiatives to sector organisations.
4 Monitor and improve integrity, and safeguarding processes and outcomes, including compliance with the <i>Child and Youth Safe Organisations Framework</i> .	<ul style="list-style-type: none"> Development of policy and/or reviews ensuring alignment with current legislation Integrity and/or member protection initiatives including for sector organisations Targeted education and training for sector organisations e.g., Safeguarding.

3.3 Ineligible expenditure

Activities considered to be arts, hobbies, crafts, music, historical re-enactments, pets or livestock related activities or that do not include the primary purpose of engaging in human physical activity are ineligible for the use of Program funding.

Funding cannot be used for expenses related to conducting events, developing elite players, attending or hosting state, national or international championships, or developing facilities. These activities may be eligible for funding through alternate funding Programs.

4. Calculating Membership Figures

For SSOs, SDSOs, SARPs, NSOs and NDSOs membership figures must be reported as at the conclusion of the most recent financial year as reported in the organisation's Annual Report and/or as reported to your national organisation.

Applicants must take note of these explanatory notes on Membership Figure calculations and take due care to ensure that social, event and school student members are not reported in the application.

Membership Categories that contribute to Program Tiering:

Full active 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.

Membership Categories that do not contribute to Program Tiering:

Event participants

- Participants who pay a fee per event to participate and receive limited other services from the organisation or their affiliated club or association.
- This type of participant pays no formal annual membership registration fee and does not have access to the regular programs and services offered by the organisation or their affiliated club or association. For example, a participant in fun runs.

Social members

- Members who access only the social services offered by the organisation or their affiliated club or association.
- This type of member typically pays a lesser registration fee and is not involved as a participant, coach or official. For example, members who may be the spouse of a full or program member but are not involved as a participant, coach or official.

School program participants

- Participants involved in regular competitions, programs and championship events organised by the organisation in conjunction with schools. This type of member includes participants in Sporting Schools activities, and/or participants in school rosters where the participant represents the school rather than a club.

5. Assessment

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

As there is a limited funding pool, in determining the level of finding provided, consideration will be given to:

- number of active members
- alignment of proposed activities to the Program purpose and Key Performance Indicators
- organisational capacity to deliver outcomes.

6. Timeframes

Description	Date/time
Program opens for applications	15 January 2025
Program closes	26 February 2025 2:00 pm
Applicants notified of outcome (estimated date)	30 April 2025

Applications will not be accepted after the program closes.

7. Contact details

For queries about this program, contact:

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

8. How to apply

Applications should 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.

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 and assessment criteria.
2. This is a formula funding grant process. Meeting the eligibility criteria may result in the application being successful. The amount of funding an application receives will be determined by its funding tier.
3. Applicants should ensure that all supporting documentation is accurate and is attached correctly before submitting.
4. Applicants should 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.

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 authenticity checks using third party software.

Information required for Application

The following supporting documentation is required to be submitted with your application:

Organisation Type	Documentation Required
All Organisations	<ul style="list-style-type: none">• Most recent Annual Report• Most recent Annual Financial Statements
SSOs/SDSOs/NSOs/NDSOs and SARPs	<ul style="list-style-type: none">• Copy of membership reporting from the end of your organisation's most recent financial year (may be included in the organisation's Annual Report)• Anti-Doping Policy• Member Protection Policy• Safeguarding Policy• Inclusion Policy• Current Strategic Plan• Annual Operational Plan specific to the organisation's activities in Tasmania

SSSPs	<ul style="list-style-type: none"> • Current Strategic Plan • Annual Operational Plan specific to the organisation's activities in Tasmania
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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 completed.

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 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

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, the grant amount will include GST. A valid tax invoice must be supplied by the successful applicant to State Growth.

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 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.

14. 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.

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 to State Growth.

16. Right to information

Information provided to State Growth 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 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.

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.



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