

Active Industry Project Fund

2025 - 2027

Program 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 **Active Industry Project Fund** (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 open to peak sport and active recreation providers and services 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 the program are to increase participation in sport and active recreation and improve systems for the administration of sport and organised active recreation in Tasmania.

The purpose of the funding is to fund new projects in the organised sport and active recreation sector that will:

- increase and/or diversify participation opportunities and development pathways.
- implement new systems for improved administration and performance of the sector.

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

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.*

2. Funding available

\$800,000 is available through the Program and projects can be delivered for up to two years commencing on 1 July 2025.

The Program offers grants of between \$10,000 and \$80,000 (total over two years) to successful applicants and is allocated on a competitive basis taking into consideration the following:

- demonstrated need for the project
- anticipated number of organisations and/or participants that will benefit
- total cost of project in comparison to the funding request (applications that demonstrate higher levels of co-contribution may be supported as a higher priority)
- the organisation's capacity to deliver outcomes.

Active Tasmania reserves the right to limit or not support funding to organisations who have not met agreed previous funding outcomes or acquitted previous funding.

Organisations without a history of funding through previous programs will be considered on a case-by-case basis.

Funding amounts are GST exclusive.

This is a competitive funding program. Available funding is limited and the Program is expected to be over-subscribed. It is expected that not all eligible applicants will be successful.

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.

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.

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

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

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 recreation sector, or be the recognised state body responsible for the delivery of education and training to the sport and recreation sector. 	✗	✗	✗	✓
<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 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, including: <ul style="list-style-type: none"> ○ Anti-Doping ○ Member Protection ○ Safeguarding ○ Inclusion. 	✓		✓	✗
<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> 	✓	✓	✓	✓

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.
- For profit organisations.

3.2. Eligible projects

Eligible projects are new initiatives, activities or programs that directly benefit community sport and recreation clubs and that will:

- increase and/or diversify participation opportunities and development pathways
- implement new systems for improved administration of the sector.

Projects that benefit multiple sports or active recreation activities and demonstrate partnerships across multiple peak organisations may be assessed at a higher priority.

Applicant organisations are required to provide a fully costed plan for their project as part of the application process.

Examples of eligible project types are provided in the table below:

Outcomes	Examples of eligible activities
Increase and/or diversify participation opportunities and development pathways	<ul style="list-style-type: none">• Delivery of new programs not currently offered by the organisation or its affiliates that drive growth in your activity• Expansion or diversification of existing programs to service new population cohorts or locations• Delivery of new initiatives that improve retention• Other new initiatives that reduce barriers to participation• Other new initiatives that promote inclusive participation
Implement new systems for improved administration and performance of the sector.	<ul style="list-style-type: none">• Implementation of new whole of sport or active recreation systems that:<ul style="list-style-type: none">○ improve membership and/or participation data collection and management○ improve communication within the sport or active recreation organisation and externally○ improve the financial management of the organisation and its affiliates○ improve the risk management of the organisation and its affiliates

Outcomes	Examples of eligible activities
	<ul style="list-style-type: none"> ○ improve the culture of the organisation and its affiliates ○ improve the management and coordination of staff, volunteers, coaches, officials and administrators of the organisation and its affiliates.

3.3. Eligible costs

Project costs must be deemed appropriate for the project and reasonable in nature by Active Tasmania, and may include:

- items/services which can reasonably be attributed to the project
- salaries of project staff (including salary related on-costs)
- services provided by contractors
- consumable materials and equipment
- development and/or installation of technology
- project evaluations.

3.3 Ineligible projects

The following are ineligible projects:

- 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.
- Projects that have been funded by the Tasmanian Government previously (except if delivering to a new target market or new location).
- Projects that have already been implemented (except if delivering to a new target market or new location).
- Facility or infrastructure plans or planning projects, capital projects.

3.4 Ineligible costs

Active Tasmania will review project costs listed in the applicant's Project Plan against the ineligible costs below. Applications that include ineligible costs may be deemed ineligible.

The following costs are ineligible for funding:

- Capital works or maintenance expenditure including any buildings or upgrades
- Business as usual administration and office costs

- costs associated with attending, conducting or hosting state, national or international championships or awards events
- costs associated with developing elite players
- costs incurred prior to entering into a funding agreement.

4. 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 funding provided, consideration will be given to:

- demonstrated need for the project
- anticipated number of organisations and/or participants that will benefit
- total cost of project in comparison to the funding request (applications that demonstrate higher levels of co-contribution may be supported as a higher priority)
- the organisation's capacity to deliver outcomes.

Higher priority may be given to organisations that do not receive State Government funding for participation programs other than through the Active Industry Fund (State Grants Program).

5. Timeframes

Description	Date/time
Program opens for applications	23 January 2025
Program closes	19 March 2025 2:00 pm
Applicants notified of outcome (estimated date)	May 2025

Applications will not be accepted after the program closes.

6. Contact details

For queries about this Program, contact:

- 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 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. Applicants should ensure that all supporting documentation is accurate and is attached correctly before submitting.
3. Applicants should complete and lodge an application online via SmartyGrants from the Active Tasmania website www.active.tas.gov.au
4. 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.
5. 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• Project Plan• Detailed Project Budget
SSOs/SDSOs/NSOs/NDSOs and SARPs	<ul style="list-style-type: none">• Anti-Doping Policy• Member Protection Policy• Safeguarding Policy

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 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

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 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.

11. 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

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 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.

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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