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## 2024 State Grants Program

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

The **State Grants Program** (the Program) is open to 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)**

The Strategic Priorities for 2024 are leadership and support to increase participation in safe, fair, and inclusive sport and recreation.

The purpose of the funding is to provide financial resources to sporting organisations to:

- develop governance capability
- increase growth in participation
- increase safe, fair and inclusive opportunities.

In 2023-24, \$1.622 million is available through the Program, including \$500,000 from the Community Support Fund to support:

- education and training opportunities to upskill volunteers, e.g. officiating, governance, child safety and administration
- clubs and association to follow governance best practice recommendations and implement relevant policies and practices
- delivery of specific participation initiatives to increase inclusive participation at all levels.

## 1. Eligibility criteria

Applicants are strongly encouraged to contact Active Tasmania by phone on 1800 252 476 or by email at [grants@active.tas.gov.au](mailto:grants@active.tas.gov.au) to discuss applications prior to lodgement. Applications will 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 the grant, applicants must meet the criteria outlined below:

- Have met all prior reporting obligations to the satisfaction of Active Tasmania.
- Meet the definition of State Sporting Organisation, State Disability Sporting Organisation, State Sector Service Provider or State Active Recreation Provider as outlined in these Guidelines.
- 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.

### 1.1 Eligible organisations

To be eligible, all organisations must:

- 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 independently audited financial statements.
- 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 or, for SSSPs, provide services in the North, North West and South of Tasmania
- Have in place:
  - a current strategic plan.
  - a current operational plan for the organisation's activities in Tasmania.

- a current Working with Children Policy that complies with the *Registration to Work with Vulnerable People Act 2013*.

In addition to the above, **State Sporting Organisations (SSOs)** and **State Disability Sporting Organisations (SDSOs)** must:

- Be affiliated with a National Sporting Organisation (NSO) or National Disability Sporting Organisation (NDSO) that is recognised by the Australian Sports Commission and be recognised by the sport's NSO or NDSO as the state body for the sport in Tasmania or be an NSO or NDSO operating under a unitary structure or one management model responsible for the delivery of the sport's services and programs in Tasmania.
- Have a minimum of 100 full and/or program members (as defined by these guidelines) in Tasmania (this does not apply to SDSOs).
- Have a gender diverse board/committee with a minimum of 40 per cent representation from any gender (this will not be required if you are operating in a Unitary model).
- Have a current anti-doping policy that complies with the NSO/NDSO's policy and the Sports Integrity Australia (SIA) Policy.
- Have a current member protection policy that complies with the [National Integrity Framework](#).
- Have access to Member Protection Information Officers (MPIOs) state-wide.
- Have a current inclusion policy.
- Be working towards meeting the requirements of the [Child and Youth Safe Organisations Framework](#) from 1 July 2024.

If these policies are not available on the organisation's website, a current copy must be provided with the application.

In addition, where the applicant is the NSO/NDSO it must:

- Have staff based in Tasmania.
- Ensure all funding received under this program is only expended in Tasmania.

Where several disciplines/organisations exist within one NSO/NDSO, or where more than one NSO/NDSO exists for a sport, the total amount of funding available to the organisation may be limited to the total membership number of the sport.

In addition to the requirements for all organisations, to be eligible for funding **State Active Recreation Providers (SARPs)** must:

**Providers (SARPs)** must:

- Be a state body responsible for the development and/or delivery of active recreation or sport opportunities.
- Not be operating in competition with a recognised SSO/SDSO.
- Be responsible for the promotion and/or development of sport and/or active recreation opportunities as its primary objective, as stated in the organisation's Constitution.
- Have a minimum 100 active full and/or program members (as defined in these guidelines) in Tasmania.
- Have a gender diverse board/committee with a minimum of 40 per cent representation from any gender (this will not be required if you are determined to be operating in a Unitary model).
- Have a current anti-doping policy that complies with the Sports Integrity Australia (SIA) Policy.
- Have a current member protection policy that complies with the [National Integrity Framework](#).
- Have access to Member Protection Information Officers (MPIOs) state-wide.
- Have a current inclusion policy.
- Be working towards meeting the requirements of the [Child and Youth Safe Organisations Framework](#) from 1 July 2024.

If these policies are not available on the organisation's website, a current copy must be provided with your application.

In addition to the requirements for all organisations, to be eligible for funding, **State Sector Service Providers (SSSPs)** must:

- 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.

- Not be providing the same or similar services as an organisation already funded through the program.
- Have staff based in Tasmania.
- Be affiliated to the relevant national body.

## 1.2 Eligible Activities

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, operation expenses or a combination of both.

## 1.3 Ineligible applicants

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

- Schools/educational organisations.
- Local government authorities.
- Sport, active recreation 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.

## 1.4 Ineligible activities

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.

Funding will not be provided to conduct events, develop elite players, attend or host state, national or international championships, or develop facilities.

## 2. Assessment criteria

All eligible organisations will receive funding under this program.

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

- organisational capacity to deliver outcomes
- number of active members

## 3. 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 1800 252 476 to discuss alternative methods for applying.

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. Further information to assist in completing the application form is listed in section 4.
2. This is a formula funding grant process. Meeting the eligibility criteria will 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 provided 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](http://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. 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 three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.
7. Applications will be assessed by a departmental assessment team and forwarded to an independent panel for final evaluation.

Applicants will be advised of the outcome of their application once considered by the independent panel.

4. Completing the application form  
The information you provide in the application form will assist Active Tasmania to determine your eligibility and funding amount.

## 4. Completing the application form

### 4.1 Funding for SSOs, SDSOs and SARPs

The Program offers six funding tiers tailored to large, medium and small SSOs, SDSOs and SARPs, based primarily on registered membership numbers.

Active Tasmania will also consider previous performance, organisational capacity and financial position in determining an organisation's final tier. 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 development activities through a separate agreement, this funding will be considered in determining the funding allocated through this program to ensure the organisation's total funding is commensurate with its funding tier.

Organisations without a history of funding through this program will be considered on a case-by-case basis and an appropriate level of funding will be allocated.

Funding amounts are GST exclusive.

Funding Eligibility	Tier One	Tier Two	Tier Three	Tier Four	Tier Five	Tier Six*
<b>Membership Numbers</b>	more than 10,000	3,001-10,000	1,501-3,000	1,000-1,500	501-1,000	100-500
<b>Funding Levels</b>	\$85,000	\$70,000	\$50,000	\$35,000	\$25,000	\$10,000

\* SDSOs may be eligible for tier six funding if membership is less than 100 registered members.

## 4.2 Calculating membership figures

Membership figures should be reported as at the conclusion of the most recent financial year as reported in the Annual Report for the organisation 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.

**Full active members:** Members who have access to the full range of programs and services offered by the SSO/SDSO/SARP or their affiliated club or association, as a participant, coach or official. 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 SSO/SDSO/SARP or their affiliated club or association, as a participant, coach or official. This type of member typically pays a lesser registration fee and participates from time to time in programs and services.

The following membership types are not included in the membership figure determining an organisation's funding tier status.

**Event participants:** Participants who pay a fee per event to participate and receive limited other services from the SSO/SDSO/SARP or their affiliated club or association. This type of participant pays no formal membership registration fee and does not have access to the programs and services offered by the SSO/SDSO/SARP 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 SSO/SDSO/SARP 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 restricted member but are not involved as a participant, coach or official.

**School-delivered program participants:** Participants involved in regular competitions, programs and championship events organised by the SSO/SDSO/SARP, which may be at school facilities. This type of members includes participants in Sporting Schools activities (Federal government funding).

**School-managed program participants:** Participants involved in events, competitions or programs organised primarily by schools which are not directly affiliated with the SSO/SDSO/SARP, this includes school rosters where participants are representing a school rather than a club.

## 4.3 Funding for SSSPs

Applicants applying under this criterion are eligible for up to \$60 000 (ex-GST).

Funding is allocated on a case-by-case basis taking into consideration the following.

- proposed purpose of funding
- anticipated outcomes
- anticipated numbers of participants that will benefit
- the organisation's capacity to deliver outcomes.

## 4.4 Purpose of Grant

Active Tasmania will work with eligible organisations to develop key performance indicators (KPIs) against the funding amount aligned with the Active Tasmania

strategic priority areas and the organisation's strategic plan.

As part of the funding conditions, all successful SSOs, SDSOs, and SARPs will be required to complete the Sports Governance Standards self-assessment through the Australian Sports Commission portal during the first half of 2024.

## 5. Timeframes

No applications will be accepted after the closing date.

Description	Date/time
<i>Program opens</i>	<i>18 December 2023 2:00 pm</i>
<i>Program closes</i>	<i>31 January 2024 2:00 pm</i>
<i>Outcomes expected to be advised</i>	<i>March 2024</i>
<i>Grant funding period</i>	<i>1 January – 31 December 2024</i>

## 6. 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 of the business unit where the application was assessed.

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

## 7. 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 or all of the funding provided,

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

## 8. 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 the amount of 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.

## 9. 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.

### 9.1 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.

## 9.2 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.

## 10. 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 Active Tasmania at [grants@active.tas.gov.au](mailto:grants@active.tas.gov.au) or 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.

## 11. 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.

## 12. 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*.

## 13. 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.

## 14. 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.

## 15. 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.

## 16. 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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