

2025 Active Clubs Program - Application Form

Form Preview

About the program

Activate Clubs Program

The Tasmanian Government is committed to supporting all Tasmanians to access a range of high quality, safe, fair and inclusive sporting opportunities.

The 2024-25 Active Clubs Program provides sport and active recreation providers with grants of between \$1,000 and \$20,000 to assist with the purchase of additional or replacement equipment.

The Program is funded through the Community Support Fund (CSF). Legislation requires that funding under this Grants Program is provided for the benefit of sport and recreation clubs and associations.

Please refer to the [program guidelines](#) to confirm eligibility.

If a grant is awarded, the applicant must purchase the approved equipment by 31 December 2025.

For any queries, please contact grants@active.tas.gov.au or phone 1800 252 476.

Eligibility

* indicates a required field

Only one application can be submitted per eligible organisation.

Applicants are encouraged to ensure that all information is included in their application at the time of submission. Supporting documentation to demonstrate eligibility must be provided.

The Department of State Growth may contact you to obtain additional information regarding this application and may use information available to it in the normal course of business to assist in informing the assessment of this application.

All information and documents that are provided as part of this application may be subject to random spot audits by the department or its authorised third party.

Applications submitted by a third party are ineligible unless the applicant business has provided the third party with written permission to do so, and this permission is submitted as evidence with the application.

I have read the guidelines and I am eligible to apply *

☐ Yes

☐ No

About the organisation

* indicates a required field

2025 Active Clubs Program - Application Form

Form Preview

Applicant details

Organisation Name *

Organisation Name

Name of legal entity (if different to above)**Organisation's street address ***

Address

Must be a street address for legal purposes

Postal address *

Address

Select the organisation type *

- ☐ An incorporated, not-for-profit organisation registered under the Associations Incorporation Act 1964 (TAS).
- ☐ A local government authority (council) providing equipment to benefit eligible sport and active recreation clubs.
- ☐ A not-for-profit sport and/or active recreation organisation, registered under company law, the Corporations Act 2001 (Cwlth).

Does the organisation have an incorporation number? *

- ☐ Yes ☐ No

Incorporation Number *

Tax Requirements

Grants paid may be considered income in a financial year and may be subject to tax. Organisations must determine their own taxation liabilities. We suggest consulting a financial adviser or contact the Australian Taxation Office on 13 28 66.

Do you have an ABN (Australian Business Number) or an ACN (Australian Company Number) *

2025 Active Clubs Program - Application Form

Form Preview

☐ Yes

☐ No

ABN Details

Australian Business Number (ABN) or Australian Company Number (ACN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN. Use the [ABN Lookup website](#) to search for your ABN and related information.

Common seal

Under [Tasmanian legislation](#) a grant agreement must be entered into under the common seal of an association.

I understand if successful, the organisation will need to apply its common seal stamp to the agreement at signing. *

☐ Yes

☐ No

If the organisation is successful, a common seal will be required to enter into the grant agreement. Digital seals will not be accepted.

Signing your grant agreement

How do you sign legal agreements? *

Authorised Officer

The Authorised Officer is the office bearer who has the organisation's authority to submit the application and enter into funding arrangements on behalf of the organisation. This is the person who will receive all correspondence.

Authorised Officer *

2025 Active Clubs Program - Application Form

Form Preview

First Name

Last Name

Position *

Phone number *

Email *

Alternative contact

The alternative contact is optional and is only required if the authorised officer is unable to discuss the project with Active Tasmania staff during business hours, or where the project requires specialist knowledge that can be better provided by someone other than the authorised officer.

Alternative Contact

First Name

Last Name

Position

Phone number

Email

Child and Youth Safe Organisations Framework

*** indicates a required field**

Safeguarding and the Child and Youth Safe Organisations Framework

Tasmania's Child and Youth Safe Organisations Framework (the Framework) has been created to keep all children safe in organisations. The Framework is established under the [Child and Youth Safe Organisations Act 2023](#). Under the law, clubs, associations, or cadet organisations that have a significant membership of, or involvement by, children will have to comply with the Child and Youth Safe Standards and the Reportable Conduct Scheme.

For more information:

2025 Active Clubs Program - Application Form

Form Preview

- [What is the Child and Youth Safe Organisations Framework](#)
- [Who must comply with the Child and Youth Safe Organisations Framework](#)
- [What is the Reportable Conduct Scheme](#)
- [Making a report to the Independent Regulator](#)
- [Working with Vulnerable People: Employer registration](#)

I have read the information about the Child and Youth Safe Organisations Framework and understand the organisation's obligations under the Child and Youth Safe Organisations Act 2023 *

- ☐ Yes
☐ No
☐ Not applicable

Is the organisation complying with the Child and Youth Safe Organisation Framework? *

- ☐ Yes
☐ No

Please explain why your organisation is not required to comply *

Provide further detail about the organisation's child safeguarding and working with vulnerable people practices, including how your organisation ensures any affiliate or member organisations are also implementing appropriate safeguarding practices: *

Equipment description

* indicates a required field

What is the main sport (or sports) provided by your organisation? *

Click on the sports category, then click on the specific sport or activity from the secondary list

Equipment type *

- ☐ Playing and/or training equipment
☐ Coaching and/or officiating equipment
☐ Safety, health and/or protective equipment
☐ Uniforms and/or protective gear directly associated with participation
☐ Information technology equipment directly associated with participation

2025 Active Clubs Program - Application Form

Form Preview

- ☐ Watercraft and related equipment
- ☐ Playing venue maintenance equipment
- ☐ Other:

List the equipment the organisation is proposing to purchase *

Briefly describe the equipment the organisation is hoping to purchase if successful for this grant including (200 words or less). Equipment must be directly related to competition or participation.

Explain why the organisation is purchasing this equipment *

Must be no more than 200 characters.

The equipment purchased will only be used for club related activities and will remain the property of the organisation *

- ☐ Yes
- ☐ No

Completion Timeframe

Please provide an estimated date that purchases will be made by.

All purchases must be made before 31 December 2025.

Expected Completion Date *

Must be a date and between 1/6/2025 and 31/12/2025.

Participation

* indicates a required field

Participation

Participating organisation members: *

People who have a paid membership of the organisation and regularly participate in the sporting or recreational activity, excludes social members who do not participate in the sport or recreation activity.

Non-member participants: *

People who may pay to participate per session, members of other clubs.

2025 Active Clubs Program - Application Form

Form Preview

Total current participants:

Will the equipment maintain or increase participation in the sport or active recreation activity? *

☐ Maintain

☐ Increase

Anticipated number of new participants: *

Must be a whole number (no decimal place).

Please outline how the organisation has calculated the total number of additional participants. *

Please identify whether the equipment purchase is essential for or directly related to: *

- ☐ improving the quality or safety of participation.
- ☐ inclusion of a particular group or access to the opportunity to participate.
- ☐ increasing the range of activities available.
- ☐ creating new or improved participation opportunities.

Describe how the purchase of equipment will improve the quality or safety of participation. *

Word count:

Must be no more than 300 words.

Describe how the purchase of equipment will improve inclusion of a particular group or access to the opportunity to participate. *

Word count:

Must be no more than 300 words.

Describe how the purchase of equipment will increase the range of activities available. *

Word count:

2025 Active Clubs Program - Application Form

Form Preview

Must be no more than 300 words.

Describe how the purchase of equipment will create new or improved participation opportunities. *

Word count:

Must be no more than 300 words.

Please use this space to describe any other benefit of the equipment that is essential for, or directly related to new or improved participation opportunities that have not been covered in the sections above.

Budget

* indicates a required field

An organisation can apply for a minimum of **\$1,000** and a maximum of **\$20,000**.

If the total funding amount is **\$3,000** or greater, the applicant must provide a minimum of **25 per cent** co-contribution.

For example, a total equipment cost of \$5,000 will require a minimum co-contribution of \$1,250 (25 per cent), resulting in a grant request of \$3,750.

Please attach evidence of item costs (e.g. quotes, screenshot of online advertisements) in the supporting documents section.

Equipment cost

Please use the table below to show the cost of each item. Use the + and - buttons at the right hand side to add and remove rows.

Note: If you are registered for GST do not include GST. If you are unregistered for GST you should include GST in your budget.

Note: If your calculations are erroring, click the Save Progress button at the bottom of the page. If problems persist, please contact us.

Description of the item	Cost
	\$

Total Equipment cost

2025 Active Clubs Program - Application Form

Form Preview

\$

Budget summary

The grant request has been calculated based on the information entered above.

Grant request

\$

Grant request must be between \$1,000 and \$20,000.

Contribution/ Secured Funds

The organisation has secured funds from *

- ☐ Funds held in the organisation's bank accounts and evidenced by a bank statement(s) within the last six months, clearly showing the name of the organisation.
- ☐ Written confirmation of cash donation(s).
- ☐ Written confirmation of sponsorship.
- ☐ Written confirmation of funds secured from another grant provider (other contributions from the Tasmanian Government will not be considered as contributing to the 25 per cent).
- ☐ Written confirmation of funds provided by a partner organisation.

At least 1 choice must be selected.

Proof of contribution will need to be provided in the supporting documents section as part of this application

Contribution total *

\$

Must be a dollar amount.

Contribution as percentage of total equipment cost

This number/amount is calculated.

Must be a minimum of 25 percent.

Supporting documents

* indicates a required field

Written confirmation of the organisation's decision to apply for funding. *

Attach a file:

e.g. meeting minutes, letter from chair/president.

Upload proof of item costs, this can be a formal quote, price list or screenshot. *

Attach a file:

2025 Active Clubs Program - Application Form

Form Preview

Proof of pricing must be submitted for all requested items

Please select type of proof of co-contribution documents you wish to attach to this application. *

- ☐ Evidence of secured funds.
- ☐ Written confirmation of cash donation(s).
- ☐ Written confirmation of sponsorship.
- ☐ Written confirmation of funds secured from another grant provider (contributions from the Tasmanian Government will not be considered as contributing to the 25 per cent).
- ☐ Written confirmation of funds provided by a partner organisation.

Upload your selected documentation: *

Attach a file:

Additional support material

Support material can be provided in any of the following formats:

- Video (MP4, QuickTime, Windows Media)
- Audio (MP3 Windows Media)
- Images (JPEG, PowerPoint)
- Written material (Word, PDF)

Each file should be no larger than 5 MB.

Use the + and - buttons at the right-hand side to add and remove rows.

Description	Attachment

Declaration

* indicates a required field

Refer to the [program guidelines](#) for the full conditions to this grant.

Right to information

Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the [Right to Information Act 2009 \(Tasmania\)](#).

Personal information collection

2025 Active Clubs Program - Application Form

Form Preview

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the [Personal Information Protection Act 2004](#). The personal information collected here will be used by the Department for the purpose of assessing your application and related activities. Failure to provide this information may result in your application not being assessed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

Declaration

The term 'Application' means this on-line form and all attached documents.

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that:

- 1.I have authority to provide the information contained in this application and to execute (by completion of details below) this application for and on behalf of the applicant.
- 2.the department can rely upon the information and representations contained in this application (including these acknowledgements).
- 3.I have read, understood and I am able to comply with all criteria, terms and conditions contained in the guidelines and application form.
- 4.I have read and understood the eligibility requirements and assessment criteria for this program and declare to the best of my information, knowledge and belief, the applicant is eligible under those criteria and the information provided is true and correct.
- 5.the department may undertake all necessary credit checks, organisational searches and any other checks and enquiries on the applicant as the department determines and is hereby authorised to do so.
- 6.the application is made at the applicant's own cost and risk, the selection of the applicant for program funds is at the absolute discretion of the department and this application remains the property of the department.
- 7.the applicant will be responsible for notifying the department in writing of any changes relating to information provided in this application. Until receipt of such notification, the department shall process the application in accordance with the information provided.
- 8.grant payments will be made via Electronic Funds Transfer (EFT) to a nominated bank account and the department is hereby authorised to make such payments.
- 9.the department is under no obligation to verify the authority of the undersigned on the bank account details.
- 10the department will not be held responsible for delays of payment, or errors due to factors outside their reasonable control. The department reserves the right to terminate or suspend an EFT and to pay by cheque or any other manner which the department may determine.
- 11the applicant agrees to indemnify the Crown in Right of Tasmania, against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of grants.
- 12f a grant is awarded, the applicant must enter into a legal agreement with the department in order to receive the grant. This agreement will be on such terms and conditions as the department determines and, together with this application form and any applicable program guidelines, will form the whole agreement.
- 13am providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act*

2025 Active Clubs Program - Application Form

Form Preview

2004. The personal information collected here will be used by the department for the purpose of the grant approvals process and administering grants. Failure to provide this information may result in my grant application being unsuccessful or records not being properly maintained. The department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. I have the right to access my personal information by request to the department and may be charged a fee for this service.

14 Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

I agree *

☐ Yes

☐ No

Authorised person completing this application

Electronic signature *

First Name

Last Name

Position *