

About the program

The grant funds are intended to assist your organisation to provide leadership and support to increase participation in safe, fun, and inclusive sport and active recreation.

You are strongly encouraged to contact Active Tasmania by phone on 1800 252 476 or by email at grants@active.tas.gov.au to discuss your application prior to lodgement.

Applicants should ensure that all supporting documentation provided is accurate and is attached correctly before submitting.

Applications cannot 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 applicants will be notified in writing of the outcome of their application.

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

Eligibility

* indicates a required field

Eligibility and upload requirements

Eligibility status will be determined by your organisation's status at the time your application is lodged. Please refer to the [Program Guidelines](#).

To be eligible for a grant, organisations 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.
- Meet the definition of:
 - **State Sporting Organisation (SSO).**
 - **State Disability Sporting Organisation (SDSO).**
 - State Sector Service Provider (SSSP).
 - State Active Recreation Provider (SARP).
 - National Sporting Organisation (NSO) operating in a unitary structure in Tasmania, or;
 - National Disability Sporting Organisation (NDSO) operating in a unitary structure in Tasmania.
- Be engaged in sport and active recreation activities or providing a service to the sport and active recreation sector.
- 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.

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- 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 active recreation sector.
- Provide services in the North, North-West and South of Tasmania.
- For organisations that have a significant membership of, or involvement by children and/or young people, comply with the *Child and Youth Safe Organisations Framework*.
- Have staff based in Tasmania.

You will need to upload the following documentation as part of this application:

- Appropriate insurance to cover for the organisation's activities
- Annual report
- Annual financial statements
- Anti-Doping policy
- Member Protection policy
- Safeguarding policy
- Inclusion policy
- Current Strategic Plan
- Current Operational Plan (for activities in Tasmania)

Ineligible organisations

The following organisations are ineligible for this grant program:

- 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.

Program Guidelines

I acknowledge that I have read and understood the Program Guidelines and believe that the organisation is eligible for this grant *

☐ Yes

This form is for State Sporting Organisations (SSO) and State Disability Sporting Organisations (SDSO) .
If you are not a SSO or SDSO please find the correct form

Organisation details

* indicates a required field

Organisational structure

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Select the organisational structure that applies to you: *

- ☐ An incorporated, not-for-profit organisation.
- ☐ A not-for-profit company registered under company law.

Type of Organisation *

- ☐ State Sporting Organisation (SSO)
- ☐ State Disability Sporting Organisation (SDSO)

National Sporting (Disability) Organisation you are affiliated to and that is recognised by the Australian Sports Commission: *

Tasmanian locations

Do you have branches, clubs or affiliated organisations in the North, North-West and South of Tasmania: *

- ☐ Yes
- ☐ We have no appropriate facilities in one or more of the regions

We DO NOT have branches in the following areas in Tasmania: *

- ☐ North
- ☐ North-West
- ☐ South

At least 1 choice must be selected.

Please explain why. *

Please detail the number of affiliated organisations in each region

North	North-West	South
Must be a number.	Must be a number.	Must be a number.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total affiliated organisations

This number/amount is calculated.

About the organisation

* indicates a required field

Applicant details

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Name of the organisation *

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

Do you have an Incorporation Number *

- ☐ Yes
☐ No

Incorporation Number *

Tax requirements

Grants paid may be considered part of your income in a financial year and may be subject to tax. You must determine your own taxation liabilities. We suggest you consult your 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)? *

- ☐ Yes
☐ No

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

Australian Business Number (ABN) 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.

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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. You can use the [ABN Lookup website](#) to search for your ABN and related information.

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 *

First Name	Last Name
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

Position

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Phone number

Email

Third party submissions

Are you submitting this application on behalf of a third party? *

- ☐ Yes
☐ No

Applicant full name *

Please upload written permission by the applicant that you are acting on their behalf. *

Attach a file:

Eligibility Note: Third party submissions will be assessed as ineligible unless the applicant has provided the third party with written permission to do so on their behalf, and this permission is submitted as evidence with the application.

Organisational Practices

* indicates a required field

Registered membership numbers (SSO)

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.

Please read the page 8 of the [Program Guidelines](#) for all information on your membership requirements.

Full Members -
Under 18

Man or Male *

Must be a number.

Full Members -
Over 18

Man or Male *

Must be a number.

Program Members
- Under 18

Man or Male *

Must be a number.

Program Members
- Over 18

Man or Male *

Must be a number.

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Woman or Female *

Must be a number.

Woman or Female *

Must be a number.

Woman or Female *

Must be a number.

Woman or Female *

Must be a number.

Non-binary

Must be a number.

Non-binary

Must be a number.

Non-binary

Must be a number.

Non-binary

Must be a number.

Uses a different term

Must be a number.

Uses a different term

Must be a number.

Uses a different term

Must be a number.

Uses a different term

Must be a number.

Total

This number/amount is calculated.

Total

This number/amount is calculated.

Total

This number/amount is calculated.

Total

This number/amount is calculated.

Total number of members

Your program must have a minimum of 100 full members in Tasmania.

Registered membership numbers (SDSO)

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.

Please read the page 8 of the [Program Guidelines](#) for all information on your membership requirements.

**Full Members -
Under 18**

Man or Male *

Must be a number.

**Full Members -
Over 18**

Man or Male *

Must be a number.

**Program Members
- Under 18**

Man or Male *

Must be a number.

**Program Members
- Over 18**

Man or Male *

Must be a number.

Woman or Female *

Must be a number.

Woman or Female *

Must be a number.

Woman or Female *

Must be a number.

Woman or Female *

Must be a number.

Non-binary

Must be a number.

Non-binary

Must be a number.

Non-binary

Must be a number.

Non-binary

Must be a number.

Uses a different term

Uses a different term

Uses a different term

Uses a different term

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Must be a number.	Must be a number.	Must be a number.	Must be a number.
Total	Total	Total	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Total numbers of members

This number/amount is calculated.

Current Board Membership

Organisations must have a gender diverse board/committee with no less than 40 per cent women and/or gender diverse directors.

Man or Male	Woman or Female	Non-binary	Uses a different term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total number of positions on the board

This number/amount is calculated.

Percentage Male	Percentage Female	Percentage Non-binary	Percentage people using a different term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Chair/President and Deputy

Gender of Chair/President: *

Gender of Deputy *

SSO membership in Tasmania - funding amount

* indicates a required field

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Total number of SSO members

Membership numbers you provided:

This number/amount is calculated.

Tier One

Based on the membership numbers you provided you are eligible for Tier One funding of **\$110,000**.

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

Tier Two

Based on the membership numbers you provided you are eligible for Tier Two funding of **\$80,000**.

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

Tier Three

Based on the membership numbers you provided you are eligible for Tier Three funding of **\$50,000**.

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

Tier Four

Based on the membership numbers you provided you are eligible for Tier Four funding of **\$20,000**.

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

Are membership figures noted in the Annual Report (State or National)? *

- ☐ Yes
☐ No

Page number in annual report *

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Must be a number.

Where are these figures reported? *

SDSO membership in Tasmania - funding

* indicates a required field

Total number of SDSO members

Membership numbers you provided:

This number/amount is calculated.

Tier One

Based on the membership numbers you provided you are eligible for Tier One funding of **\$110,000**.

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

Tier Two

Based on the membership numbers you provided you are eligible for Tier Two funding of **\$80,000**.

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

Tier Three

Based on the membership numbers you provided you are eligible for Tier Three funding of **\$50,000**.

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

Tier Four

Based on the membership numbers you provided you are eligible for Tier Four funding of **\$20,000**.

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

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Are membership figures noted in the Annual Report (State or National)? *

- ☐ Yes
☐ No

Page number in annual report *

Must be a number.

Where are these figures reported? *

Safeguarding and the Child and Youth Safe Organisations Framework

* indicates a required field

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:

- [What is the Child and Youth Safe Organisations Framework](#)
- [Who must comply with the Child and Youth Safe Organisations Framework](#)
- Making a report to the Independent Regulator <https://www.oir.tas.gov.au/about/reportable-conduct-scheme> and <https://www.oir.tas.gov.au/report-a-concern>
- 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

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: *

The organisation's members have access to Member Protection Information Officers (MPIOs) state-wide *

- ☐ Yes
☐ No

Organisational planning and policy uploads

*** indicates a required field**

To be eligible for funding, your organisation must upload the plans, policies and documents listed below.

Insurance cover for the organisation's activities: *

Attach a file:

Annual Report *

Attach a file:

Most recent Financial Statements *

Attach a file:

Anti-Doping Policy *

Attach a file:

Member Protection Policy *

Attach a file:

Safeguarding Policy *

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Attach a file:

Inclusion Policy *

Attach a file:

Current Strategic Plan *

Attach a file:

Current Operational Plan (for activities in Tasmania) *

Attach a file:

Key Performance Indicators (KPIs)

* indicates a required field

Please list the planned activities for 2025 and 2026 your organisation will complete to meet the Key Performance Indicators for the grant.

KPI 1 - Increase participation and improve retention of organised sport and active recreation

Examples of eligible activities:

- Review and analysis of membership offerings and current/future programs.
- Participant engagement and retention initiatives.

Planned activity for KPI 1 *

KPI 2 - Increase the provision of safe, fun and inclusive participation programs that increase the accessibility of the sport or active recreation for all Tasmanians

Examples of eligible activities:

- Implementation of modified or targeted participation programs or offerings.
- Initiatives that reduce barriers to participation.
- Initiatives that promote inclusive participation.

Planned activity for KPI 2 *

KPI 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

Examples of eligible activities:

- 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.

Planned activity for KPI 3 *

KPI 4 - Increase the quality and quantity of coaches and officials through the provision of education and development opportunities

Examples of eligible activities:

- 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.

Planned activity for KPI 4 *

KPI 5 - Monitor and improve integrity, member protection and safeguarding processes and outcomes, including compliance with the Child and Youth Safe Organisations Framework

Examples of eligible activities:

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- 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.

Planned activity for KPI 5 *

KPI 6 - Support the development and growth of member organisations, including administrative and member services

Examples of eligible activities:

- 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.

Planned activity for KPI 6 *

Total cost to your organisation

The estimated total cost to your organisation to deliver the KPIs is:

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Declaration

* indicates a required field

Refer to program guidelines

Refer to the [Active Tasmania Active Industry Fund 2025-2026 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

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.
- 10.the 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.
- 11.the 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.
- 12.if 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.

13.I am 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 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

Authorised person completing this application

Electronic signature *

First Name

Last Name

Position *