

Eligibility

* indicates a required field

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 grant funds are intended to assist your organisation to:

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

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 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 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

To be eligible for the grant, applicants must have read the [Program Guidelines](#) and meet the criteria outlined below:

- Have met all prior reporting obligations to the satisfaction of Active Tasmania
- Be an incorporated not-for-profit organisation, or 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 that all funding received through this Program is only expended in Tasmania
- Meet the definition of one of the following organisation types as outlined in the [Program Guidelines](#):
 - 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

- National Disability Sporting Organisation (NDSO) operating in a unitary structure in Tasmania

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

Before progressing with an application, applicants must acknowledge that they have read and understood the eligibility criteria for the Program. Eligibility criteria are specified in the [Program Guidelines](#).

You may 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 applicants

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
- For profit organisations

Program Guidelines

I have read and understood the Program Guidelines *

☐ Yes

☐ No

About the Organisation

* indicates a required field

Name of the organisation *

Organisation Name

Name of the legal entity (if different to the above)**Select the legal entity status of your organisation: ***

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

Organisation's street address *

Address

Must be a street address for legal purposes

Postal address *

Address

Does the organisation 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 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.

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.

Organisation Type *

- ☐ State Sporting Organisation (SSO)
- ☐ State Disability Sporting Organisation (SDSO)
- ☐ State Sector Service Provider (SSSP)
- ☐ State Active Recreation Provider (SARP)
- ☐ National Sporting Organisation operating in a unitary structure in Tasmania (NSO)
- ☐ National Disability Sporting Organisation operating in a unitary structure in Tasmania (NDSO)

SSOs and SDSOs

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

SARPs

Which recreation activities do you engage in and/or are you developing? *

SSSPs

Is your organisation the recognised state body responsible for the delivery of services/programs (select one of the following): *

- ☐ to enhance the development of a wide variety of sports and/or active recreation activities
- ☐ to a distinct sector such as the disability or community recreation sector
- ☐ for the delivery of education and training to the sport and active recreation sector.

In which regions of Tasmania does your organisation currently provide services? *

- ☐ North

- ☐ North-West
- ☐ South
- ☐ Other:

If 'Other' please list additional regions/areas

Outline the sport and/or active recreation services/programs your organisation currently provides: *

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

Position *

Phone Number *

Email *

Alternative Contact

An 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 provided by someone other than the Authorised Officer.

Alternative contact

First Name

Last Name

Position

Phone Number

Must be an Australian phone number.

Email

Must be an email address.

Organisational Practices

* indicates a required field

To be eligible for funding, your organisation must have current practices, insurances, policies and documents as listed below:

Insurance

The organisation holds appropriate insurance to cover the organisation's activities: *

☐ Yes

☐ No

Annual Report and Annual Financial Statements

Upload your Annual Report *

Attach a file:

Upload your Annual Financial Statement *

Attach a file:

Current Board Membership

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

Total number of positions on the organisation's board/committee:

Man or Male	Woman or Female	Non-binary	Uses a different term	Vacancies
Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.

Total number of members on the board

This number/amount is calculated.

Percentage Man or Male	Percentage Woman or Female	Percentage Non-binary	Percentage people using a different term
Automatically calculated - excluding vacancies	Automatically calculated - excluding vacancies	This number/amount is calculated.	This number/amount is calculated.

Chair/President and Deputy

Gender of Chair/President *

Gender of Deputy Chair/Vice President

Date of the most recent Annual General Meeting *

Must be a date.

National Integrity Framework and/or National Sporting Organisation compliant policies

Please attach individual copies of each organisational policy for the following:

- Anti-Doping Policy
- Member Protection Policy
- Safeguarding Policy
- Inclusion Policy

Upload your organisational policies here *

Attach a file:

A minimum of 4 files must be attached.

Safeguarding and the Child and Youth Safe Organisations Framework

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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](#)
- [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

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

About your project

* indicates a required field

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

Which program outcome does your project address? *

- ☐ 1. Increase and/or diversify participation opportunities and development pathways in sport or active recreation.
- ☐ 2. Implement new systems for improved administration and performance of the sport and active recreation sector.

Project details

Project Title *

Project Description *

Must be no more than 500 words.

Provide a short description of your project - what are you planning to do?

Explain how your project addresses the program outcome: *

Explain how the project has been identified/what is the demonstrated need for the project: *

Explain how the organisation will manage/achieve the project: *

Who will benefit from the project

Please list the organisations, and the number of individual participants and members that will benefit from the project.

Organisation name

<input type="text"/>

Number of individual participants and members who will benefit *

Must be a number.

Project Plan

Please upload your Project Plan *

Attach a file:

Outcome 1 - Increase and/or diversify participation opportunities and development pathways in sport or active recreation

* indicates a required field

Will the project: *

- ☐ Increase participation in sport or active recreation?
- ☐ Diversify participation in sport or active recreation?

Current participation number *

Must be a number.

Anticipated participation number after project *

Must be a number.

Will the project diversify participation to new population cohorts (for example people with a disability or LGBTQIA+ participants)? *

- ☐ Yes
- ☐ No

Please list the population cohorts that the project will benefit:

Will the project diversify participation to new locations/clubs/areas of Tasmania? *

- ☐ Yes
- ☐ No

Please list the locations/clubs/areas of Tasmania the project will service:

Will the project improve development pathways and opportunities in sport or active recreation? *

- ☐ Yes
- ☐ No

Will the project improve retention of participants? *

☐ Yes

☐ No

Will the project provide new development pathways for some participants that do not have a development pathway currently? *

☐ Yes

☐ No

Project Costs

* indicates a required field

Detailed Project Budget

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.

Funding cannot be used for:

- 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.

Upload your detailed Project Budget: *

Attach a file:

Funding Request

The Program provides funding of between \$10,000 and \$80,000 for eligible projects.

What is the total cost to your organisation to deliver the project? *

Must be a dollar amount.

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

How much funding are you requesting through this Program for the project? *

What is the total financial support you are requesting in this application?

It is expected that the Program will be over-subscribed and not all eligible projects will receive funding. If your organisation's project was supported could the project proceed if funded at a lower amount than you have requested? *

- ☐ Yes
- ☐ No

What is the minimum funding amount to enable your organisation to undertake the project? *

Must be a dollar amount that does not exceed the total cost to your organisation to deliver the project.

Other Supporting Documents

Please upload any additional documentation that will support your application. This can include:

- Evidence of secured funds.
- Formal quotes or price lists.
- Documents that evidence the need for the project.
- Other documents specific to the project.

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 program guidelines

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

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.
- 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.

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 *