

2023-2024 Equipment Grant Program Application Form

Form Preview

Organisation/Applicant Details

* indicates a required field

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

The 2023-24 Active Tasmania Equipment Grants Program provides sport and active recreation providers with grants of between \$2,000 and \$30,000 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 providers.

Please refer to the [program guidelines](https://www.active.tas.gov.au/grants_and_funding_programs) found on our website, https://www.active.tas.gov.au/grants_and_funding_programs, to confirm eligibility.

If a grant is awarded, the applicant must purchase the approved equipment by 31 October 2024.

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

Eligibility

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 *

I agree

Select the organisation that applies to you: *

- an incorporated, not-for-profit organisation whose primary focus is to provide sport and active recreation activities to the Tasmanian community
- a not-for-profit company registered under company law whose primary focus is to provide sport and active recreation activities to the Tasmanian community
- a Local Government Association (LGA) providing equipment to benefit eligible sport and active recreation clubs whose primary focus is to provide sport and active recreation activities to the Tasmanian community

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I confirm that I am authorised by the committee to submit this application. *

Yes

No

Written confirmation of the decision to apply for funding *

Attach a file:

I confirm that any purchase made prior to submission of the Application Form is not eligible *

Yes

No

I confirm that the project will be completed by 31 October 2024 *

Yes

No

Organisation details

Name of the organisation *

Organisation Name

Is the name of the legal entity different from the above? *

Yes

No

Please enter the name of the legal entity *

Details of person submitting this form

Contact name

First Name

Last Name

Position held within organisation *

Phone number *

Email *

Is the person completing this form the authorised officer? *

Yes

No

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Authorised officer

The Authorised Officer is the office bearer, or for local government, the General Manager, 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 held within organisation *

Phone number *

Email *

Does the organisation have an incorporation number? *

Yes

No

Incorporation Number *

Common seal

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

I understand if successful I will need to apply our organisations 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.

Tax Requirements

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Grants paid may be considered income in a financial year and may be subject to tax. Organisations must determine your 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) *

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 street address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

What sport or active recreation best describes the activity of the organisation? *

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Equipment description

* indicates a required field

What equipment is the organisation proposing to purchase? *

Briefly describe the equipment the organisation is hoping to purchase if successful for this grant (200 words or less)

Will the item/s purchased remain the property of the organisation? *

- Yes No

Will the equipment only be used for club-related activities? *

- Yes No

Does the organisation have an asset register? *

- Yes No

Please attach a copy of the asset register *

Attach a file:

Uniforms/apparel

Is the organisation intending to purchase uniform or apparel? *

- Yes No

IT equipment

Is the organisation intending to purchase items such as laptops, tablets or software? *

- Yes No

Will users of the equipment be required to sign an appropriate use of equipment agreement? *

- Yes No

Please attach a copy of the appropriate use of equipment agreement *

Attach a file:

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Participation

Participating organisation members *

People who have a paid membership of the organisation and regularly participate in the sporting or recreational activity

Non-member participants *

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

Total current participants *

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

Increase Be maintained

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 *

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Word count:
Must be no more than 300 words.

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

Word count:
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

Please use the table below to show use the cost of each item and their total cost. 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 of the item

Description of the item	Cost of the item
<input type="text"/>	<input type="text" value="\$"/>

Total cost of the items

<input type="text" value="\$"/>

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Upload proof of pricing, this can be a formal quote, or a price list or online shopping pricelist *

Attach a file:

For all requested items proof of pricing must be submitted

Co-contribution/secured funds

Secured funds must be evidenced by one or more of the following:

- Funds held in the organisation's bank account(s) and evidenced by a bank statement(s) clearly showing the name of the organisation and demonstrating financial capability to undertake the project
- Written confirmation of donation(s) of cash
- 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 30 per cent); and/or
- Written confirmation of funds provided by a partner organisation.

Source of secured funds for the project	Contribution to the total project cost
<input type="text"/>	\$ <input type="text"/>

Total co-contribution/secured funds

Upload proof of co-contribution/secured funds, *

Attach a file:

This could be a sponsorship letter, bank statement or written confirmation of other funding secured for the project

Budget summary

An organisation can apply for a minimum of **\$2,000** and a maximum of **\$30,000**.

An organisation must provide a minimum of **30 percent** co-contribution towards the total cost of the project.

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

Percentage of co-contribution/secured funds

Applicants must have a minimum of 30 per cent of the total funding requirements secured to contribute towards the project

Grant requested

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\$

Grant request must be between \$2,000 and \$30,000.

Other supporting documents

Excess support material may not be reviewed by assessors.

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

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.

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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 the 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 from the 2023-24 Active Tasmania Equipment Grant.
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.

I agree *

Yes