

National / International Sport Championships Grants Program 2021-22

Application Form

Section I – Applicant Details

Organisation name

Common or trading name of organisation (name the organisation uses to trade or publicise its activities)	
Name of legal entity (if different to the common or trading name)	

The name of the legal entity is the name under which the organisation is legally registered. All correspondence, deeds and payment documents will use the name of the legal entity.

Organisation type

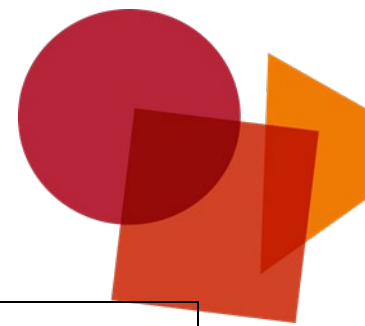
Incorporated, not-for-profit organisation

Not-for-profit company registered under company law

Incorporation number or Australian company number:	
Australian Business Number (ABN):	
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>

IMPORTANT:

You can check your organisation's status and eligibility at www.abr.business.gov.au and www.connectonline.asic.gov.au. As eligibility is based on the status of the applicant organisation at the time of lodgement, it is important that your organisation's details are correct on these websites. Please contact the relevant organisation for more information or assistance.



Organisation/Club Postal Address

Street address/PO Box	
City/Town and Postcode	

Organisation/Club physical address

Street address	
City/Town and Postcode	

Authorised officer

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

Title	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other
Name	
Position	
Phone	
Mobile	
Email	

Contact officer

Only required if the authorised officer is unable to discuss the project with CSR staff during business hours, or where the project requires specialist knowledge that can be better provided by someone other than the authorised officer.

Title	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other
Name	
Position	
Phone	
Mobile	
Email	



Section 2 – Applicant Declaration

Declaration by Authorised Officer

The declaration **must** be signed by an authorised officer of the organisation, the current president, chairperson, general manager or Commodore.

I make the following declaration:

I, the undersigned, certify that I am authorised to submit this application, that I have read, understand and agree to the terms and conditions of the grant program as outlined in the Program Guidelines, and that the information contained herein and attached is, to the best of my knowledge, true and correct.

I understand that it is an offence to knowingly make a false or misleading statement.

Name		Position	
Signature		Date	

Essential documentation

Please ensure you have included the following documentation with your application:

- Copy of certificate of currency for public liability or a letter about insurance cover.
- Copies of letters from the national and/or international sporting organisation verifying that the event is a national or international championship and that it will be held in Tasmania.
- **If exempt from requiring an ABN, a completed Statement by a Supplier.**

Email your signed application form and scanned attachments to:

csrgrants.applications@communities.tas.gov.au

Alternatively, post your application and attachments to:

National / International Sport Championships Grants Program 2021-22
Communities, Sport and Recreation
Department of Communities Tasmania
GPO Box 65
HOBART TAS 7001

If you have provided an email contact, you will receive an email reply confirming the application has been received.

Section 3 – Championship Details

Championship event

The championship event must be held between 16 August 2021 and 30 November 2022.

Name of championship event	National or international champions that will be declared	Start date	End date	Venue and location	States, territories or countries participating in the championship	Anticipated number of competitors	Age group of competitors

Grant Request

A national or international championship ‘series’ consists of a number of stages (or mini-events) held across a number of locations where the same teams or individuals compete, and a champion is declared through the accumulation of points.

Events where two or more championships are awarded, e.g. men’s and women’s, juniors and seniors, multi-disciplines, are considered one event.

Based on the number of national or international sport championships events you have included in your application, please tell us how much you are requesting using the list below.

Please note that an organisation or sport can receive a **maximum of \$6 000 during any one funding period.**



\$1 000 for a national or international championship event held on a single day or for one or more stage(s) in a national or international championship series	Yes <input type="checkbox"/>	No <input type="checkbox"/>
\$3 000 for one national or international championship event held over two or more consecutive days	Yes <input type="checkbox"/>	No <input type="checkbox"/>
\$6 000 for two or more national or international championships events held over two or more consecutive days.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

COVID-19 Events Framework

Have you reviewed the COVID19 Events Framework website?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you lodged an application to hold an event under the COVID19 Events Framework?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached a copy of your approval/application under the COVID19 Events Framework?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Section 4 – Terms and Conditions of Grant

Use of the grant

In expending the grant, you must:

- apply the grant for the purpose and outcomes outlined within the grant application and agreed by CSR. **There is to be no deviation from the project without a written request to CSR seeking and obtaining prior consent;**
- comply with all conditions set out in these Program Guidelines;
- complete the project by an agreed date; and
- meet all legislative requirements.

Payment and acceptance of the grant

Payment of the grant will only be made after you have:

- met the requirements of any condition(s) precedent (if required); and
- provided completed payment documents to CSR's satisfaction (CSR will provide the documents to you).

Funds will be provided via Electronic Funds Transfer within four weeks from the date that completed payment documents and a valid tax invoice, or invoice, are received by CSR.

If you are registered for GST, CSR will pay the grant amount plus GST. You will be asked to provide a valid tax invoice for the grant amount plus GST.

If you are not registered for GST, CSR will pay only the grant amount. You will be asked to provide an invoice for the grant amount only (no GST).

You must provide an ABN for your organisation or demonstrate exemption from requiring an ABN. If you don't provide an ABN or evidence of an exemption, Department of Communities Tasmania (DCT) will be required to deduct 46.5 per cent of the grant amount. If exempt from requiring an ABN, please complete and attach a Statement by a Supplier, which can be obtained from the Australian Taxation Office website at www.ato.gov.au.

Acceptance of the grant does not commit CSR to any future financial assistance.

Repayment of the grant

You will be required to repay the grant if you:

- fail to apply the grant or any part of the grant to the agreed purpose;
- fail to comply with the terms and conditions stated in these Guidelines; or
- provide incorrect or misleading information to CSR.



Reporting, acquittal and audit processes

It is important for CSR to determine if grants have delivered the outcomes intended.

At the end of the funding period, you must acquit your grant and demonstrate it has been used for the purpose for which it was granted. A financial acquittal template will be provided by CSR prior to completion of the funding period. Selected applicants may also be asked to provide a written report and/or visual documentation.

CSR may audit funded projects and information provided via acquittal reports. Approximately ten percent of funded projects will be audited. To assist in completing acquittals and audits, you must:

- participate, if requested, in funding evaluations;
- provide CSR with access to the location of the project at any time during the funding period in order for progress to be reviewed or project completion verified;
- clearly identify the grant as income and show grant related expenditure within your organisation's annual audited financial statements;
- keep copies of receipts; and
- upon reasonable written notice first being given to you, give the Auditor-General for Tasmania or his nominee access to all financial statements and records about the use and expenditure of the grant.

Acknowledgement of the grant

All recipients of CSR funding are required to acknowledge the support of CSR in all publications and promotional materials relating to the project. Guidelines relating to this are supplied by CSR.

CSR is to be notified of any intended media or public opportunities in relation to the project being funded no less than two weeks prior to the event occurring. The Minister for Sport and Recreation and Deputy Secretary CSR are to be invited to all public events relating to the project.

Publicity of assistance

DCT disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, DCT may publicise the level of its financial assistance, including the terms and conditions of the financial assistance provided.

The applicant organisation will agree to be involved in publicity associated with the project where this is requested or organised by CSR and/or an elected Government official.

Personal information

Personal information will be collected from you for the purpose of undertaking DCT's activities. Your personal information will be used for the primary purpose for which it is



collected and may be disclosed to contractors and agents of DCT or affiliated bodies, and other organisations authorised to collect it.

Your basic personal information may be disclosed to other public sector bodies, where necessary, for the efficient storage and use of the information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the DCT's Personal Information Protection Officer by email at righttoinformation@communities.tas.gov.au. You may be charged a fee for this service.

Right to information

Information provided to DCT and details of any financial assistance package may be subject to requests for public disclosure under the *Right to Information Act 2009 (Tas)* and may, where DCT deems appropriate, be disclosed in accordance with the Act. Applicants should clearly mark any information they do not want disclosed to a third party as confidential, along with a short paragraph outlining the reasons why the information is confidential.

An electronic copy of this document can be downloaded from the CSR website at www.communities.tas.gov.au/communities-sport-recreation. If you have any questions, please phone CSR on 1800 252 476.



Department of Communities Tasmania

Communities, Sport and Recreation

Phone: 1800 252 476

Email: sportrec@communities.tas.gov.au

www.communities.tas.gov.au/csr