

2020-2021 Guidelines

Community Support Levy -
Charitable Organisations
Grants Program

Open: 17 February 2021
Close: 19 March 2021

CSL Charitable Organisations Grants Program

About the Program

The Community Support Levy (CSL) is funded from a percentage of the gross profits from electronic gaming machines (also called EGMs or pokies) in hotels and clubs in Tasmania.

The collection and disbursement of the Community Support Levy is outlined in Section 151 of the [*Gaming Control Act 1993*](#).

Under the *Act*, a proportion of the CSL must be provided for the benefit of charitable organisations. The Gambling Support Program (GSP) within the Department of Communities Tasmania (Communities Tasmania) is responsible for managing the dispersal of that component of the CSL.

The GSP manages the CSL Charitable Organisations Grants Program which provides an opportunity for community-based charitable organisations to apply for funding from the CSL.

For each round of CSL Charitable Organisations Grants Program grants, the GSP develops a set of Guidelines and invites charitable organisations to apply for funding. Through a representative panel, the applications are assessed against the assessment criteria described in the Guidelines. Successful charitable organisations receive their grant through a funding agreement which details the amount of funding and the obligations of both the charitable organisation and the Department.

Eligible Organisations

To be eligible to apply for grants, your organisation must be a charity or not-for-profit community organisation whose dominant

purpose is charitable, altruistic and for the benefit of the Tasmanian community.

For the purposes of these Guidelines, organisations meeting those criteria will be referred to as charitable organisations.

Grants will only be paid to incorporated charitable organisations and evidence of incorporation is a requirement of the grant process. If your charitable organisation is not incorporated, you may consider a sponsoring arrangement with an incorporated charitable organisation.

For more information about charitable organisations or sponsorship, please see the FAQ at the end of these Guidelines.

Funding Focus

Grant projects must enhance the wellbeing of vulnerable groups and communities. Charitable organisations must identify one or more groups or communities that their project will benefit.

Vulnerable groups and communities include those impacted by geographic, economic, health, social or cultural disadvantages. For example:

- communities or groups in areas of low socio-economic status
- communities or groups in rural or remote areas
- vulnerable young people
- vulnerable older people
- culturally and linguistically diverse (CALD) communities or groups
- people with disabilities or significant health issues (including mental health issues)
- communities or groups with lower health and/or financial literacy
- communities or groups addressing family violence issues
- communities or groups addressing social isolation issues



- communities or groups addressing alcohol and drug issues
- communities or groups addressing gambling issues.

Funding Restrictions

Projects must be undertaken in Tasmania. In addition, projects that will not be funded include:

- projects or activities that have already commenced or are completed
- projects or activities that the organisation provides as part of its normal business (e.g. replacement funding, funding for existing programs)
- ongoing operational costs (note: salary costs may be considered if they are explicitly linked to project delivery and fund resources that are not currently engaged by the organisation)
- retrospective payments or deficit funding
- top-up payments to existing services
- repayment of loans or debts
- donations, gifts, fundraising and/or prizes
- projects involving privately owned places or places on private property or that produce a private benefit to a specific business or person
- projects or programs already being offered by Government or other organisations or that are the same as existing services.

2020-2021 CSL Grants Round

The theme of the 2020-2021 CSL Grants Round is social support.

In line with a wider body of research, the [Australian Institute of Health and Welfare \(AIHW\)](#) says:

“income, education, conditions of employment and social support are known contributors to health inequalities between population groups.”

In the wake of the COVID-19 pandemic, the 2020-2021 CSL Grants Round will concentrate on social support as a critical component of health and wellbeing, in particular, social connectedness and social inclusion.

Social Connectedness

From the [AIHW](#), social connectedness describes the degree to which individuals form close bonds with others and has been linked to lower morbidity and increased life expectancy. Strong social networks may benefit physical and mental health, through practical and emotional help and support, and through networks that help people find work or cope with economic and material hardship.

Forming or maintaining social connections through COVID-19 has been challenging due to physical distancing, but other innovative forms of connection have also emerged.

Social Inclusion

From the [AIHW](#), social exclusion describes social disadvantage and lack of resources, opportunity, participation and skills which are essential for full participation in society. Social exclusion through

discrimination or stigmatisation can cause psychological damage and harm health through long-term stress and anxiety.

As part of their ongoing social exclusion monitor, the [Brotherhood of St Laurence](#) noted that the groups of Australians who were already socially excluded are likely to be the hardest hit by the economic and social impact of COVID-19 and the public health responses.

Available Grants

Small Equipment Grants of up to **\$5 000** (plus GST) for purchasing small equipment

Community Projects Grants of up to **\$25 000** (plus GST) to deliver projects within the community

Organisations are limited to one application per category.

Each grant category will be assessed independently, so organisations are discouraged from linking Small Equipment and Community Project applications.

2020-2021 Critical Dates

17 February 2021	Grants Round opens
19 March 2021	Grants Round closes
14 May 2021	Results of grants assessment released
18 June 2021	Grant funds provided
30 September 2021	Completion date for Equipment Purchase grants
31 December 2021	Reporting deadline for Equipment Purchase grants
31 December 2022	Completion date for Community Project grants
31 March 2023	Reporting deadline for Community Project grants



Small Equipment Grants

Up to \$5 000 (plus GST) per organisation is available in this grant round to go toward purchasing small equipment. This means that organisations registered for GST can access total funds of up to \$5 500, including GST.

Please note that organisations are limited to **one** Small Equipment Grant application per organisation.

The 2020-2021 Small Equipment Grants will enable organisations to add value to their services through the purchase of small equipment such as furniture, IT equipment and tools. Grants may be used for a single item or a series of items.

Small Equipment Grants Assessment Criteria

ASSESSMENT CRITERION 1

Demonstrate the need for the equipment and how it will support your organisation to assist your target group/s or community.

In responding to this criterion, please include:

- an overview of how the equipment purchase will add value to your organisation
- a description of how the equipment purchase relates to the target group or community
- how your organisation will manage any ongoing costs associated with the equipment purchase including consumables and insurance.

Community Project Grants

Up to \$25 000 (plus GST) per organisation is available in this grant round to deliver projects that benefit communities. This means that organisations registered for GST can access total funds of up to \$27 500, including GST.

Please note that organisations are limited to **one** Community Project Grant application per organisation.

The 2020-2021 Community Projects grants will enable organisations to enhance the wellbeing of vulnerable individuals, families and communities.

Community Project Grants Assessment Criteria

ASSESSMENT CRITERION 1

Demonstrate a strong need for the project within your target group or community.

In responding to this criterion, please include:

- a description of the target group or community
- the extent of the problem you have identified
- how the problem relates to the Theme and Funding Focus for the 2020-2021 CSL Grants Round
- what services are already available to support the target group or community and whether there is unmet need that your project fills.

ASSESSMENT CRITERION 2

Describe your project in detail and how it will be delivered, including innovative initiatives and links to existing community services and resources.

In responding to this criterion, please include:

- a description and objectives of the project
- how the project will be implemented and delivered (including a project plan and project budget)
- how you will engage with your target group or community
- how your project links with existing community strengths, services and resources
- how your project demonstrates innovation.

ASSESSMENT CRITERION 3

Describe your intended outcomes for your target group or community, how they will be delivered and how they will be sustained.

In responding to this criterion, please include:

- what the intended outcomes will be
- how the project activities will deliver the intended outcomes
- how the intended outcomes will benefit the target group or community
- how the benefits to the target group or community will be sustained after the project ends.

ASSESSMENT CRITERION 4

Demonstrate your organisations capability to successfully deliver the project.

In responding to this criterion, please include:

- a description of your organisations governance structure
- your project staffing profile
- a description of your organisations prior experience in delivering projects to your target group or community
- a description of your organisations capability to meet the reporting requirements.



Applying for 2020-2021 CSL Grants

Application Restrictions

Organisations may submit one application per organisation per grant category.

Each grant category (Small Equipment, Community Project) will be assessed independently. Organisations applying for a grant in both categories are discouraged from linking applications as success in one grant category does not guarantee success in the other.

Applications Deadline

Applications for this Grants Round must be submitted by email to gambling@communities.tas.gov.au by 5:00pm on **Friday 19 March 2021**.

Completing Your Application

Only applicants that meet the eligibility criteria and complete the relevant Application Form will be considered for funding.

Please ensure that you use the Small Equipment Application Form for equipment purchase grant applications and the Community Projects Application Form for project grant applications.

Each application is required to:

- Clearly identify the community need for your equipment or project, including the target groups or communities that your equipment or project will benefit, how the target groups or communities will benefit, and how target groups or communities will be engaged or involved.
- Provide written quotes for actual costs.
- Provide signoff by two duly authorised officers of the organisation.

- Provide a valid Certificate of Incorporation or, if your organisation is sponsored, provide a completed Agreement to Sponsor letter and a valid Certificate of Incorporation for your Sponsoring Organisation.

In addition, Community Project applications are required to:

- Provide a realistic project work plan, including timeframes and major milestones.
- Provide a realistic and detailed project budget, including written quotes for actual costs.

You can include additional documentation supporting your application, for example, letters of support or confirmation of other funding commitments. This is not compulsory and only relevant additional documentation should be added to your application.

A checklist is provided with the Application Forms to assist you in completing your application. The checklist is for your use only and should not be submitted as part of the application.

PROJECT BUDGETS

Project budgets are required to show all costs, inclusive of GST (where applicable).

Funding from this Grant Program is non-recurrent and there will be no additional funding for any extra costs that might arise during the life of the project. Please plan your project and budget carefully.

PROJECT TIMELINES

All Small Equipment Grant projects are required to be completed by 31 September 2021.

All Community Project Grant projects are required to be completed by 31 December 2022.

Please plan your project to ensure that it is completed by the relevant completion date.

Submitting Your Application

Applications close:

5:00 pm Friday 19 March 2021.

Applications must be submitted by email.

Applications must use the relevant 2020-2021 CSL Grants Round Application Form.

Late applications will not be accepted.

EMAIL YOUR APPLICATION TO:

gambling@communities.tas.gov.au

In your email:

1. Include your completed Application Form as an attachment
2. In the subject line note: '2020-21 Charitable Organisations Grants Program'
3. In the body of the email, state your:
 - a. Organisation
 - b. Project Name
 - c. Address
4. If it is not already in your application, scan and attach the signature page of the Application Form
5. Attach your Certificate of Incorporation
6. Attach any relevant supporting documents (e.g. quotes, letters of support, confirmation of partnerships)

It is recommended that you activate read receipt notification on your e-mail if available.

It is recommended that you keep a copy of your application for your own records.

Applicants will receive a confirmation of receipt email notification upon submission. This should be kept as proof that the application was emailed before the closing date.

Questions and More Information

For more information about the CSL Grants Program, please see the FAQ at the end of these Guidelines.

If you have questions about the application process or the CSL Grants Program, please contact Communities Tasmania at gambling@communities.tas.gov.au or on 03 6777 1060.

For information about projects funded through past CSL Grants Rounds, please see the [Previous Recipients](#) page on the Communities Tasmania website.



Assessing and Paying Grants

Assessing Grants

An Advisory Group will assess the grant applications.

Applications will first be considered for eligibility, then eligible applications will be assessed against the set of assessment criteria as detailed in these Guidelines.

The Advisory Group considers each application and aims for an outcome that gives the best result for the community.

The Advisory Group's grant funding recommendations are provided to the Minister for Human Services for endorsement.

All applicants will be notified of the result of their application within three months of the closing date for applications.

A list of successful applications will be published on the GSP website at <https://www.communities.tas.gov.au/disability/gambling/grants>.

Paying Grants

If your application is successful, your organisation will enter into a Funding Agreement with the Tasmanian Government.

The Funding Agreement outlines the terms and conditions of the grant, including what the grant is to be used for, what the grant will achieve, your obligations, the Tasmanian Government's obligations and your reporting requirements. If your project is being sponsored, the Funding Agreement will be between your Sponsoring Organisation and the Tasmanian Government.

Once the Funding Agreement has been signed by your organisation (or your Sponsoring Organisation) and the Tasmanian Government, the grant funds will be paid in a single lump sum through an electronic transfer to your nominated bank account.

Reporting Against Grants

Specific reporting requirements are included in the Funding Agreement. In general terms, once the project is completed, organisations are required to provide reporting that:

- confirms that the grant funds were used for the purpose for which they were provided, and
- shows how well the project achieved the outcomes in the Funding Agreement.

Depending on the timeframe of projects and the magnitude of grants, organisations may also be required to provide progress reports as the project is delivered.

Your organisation will be provided with a reporting template for your project once the Funding Agreement is signed off.

Frequently Asked Questions

Applications

Q. What is a Charitable Organisation?

For the purpose of this grants program, charitable organisations are defined as “not-for-profit, community-based organisations having a dominant purpose that is charitable, altruistic and for the benefit of the Tasmanian public” (*Report of the Inquiry into the Definition of Charities and Related Organisations, Commonwealth of Australia 2001*).

State and local governments are not eligible for grant funding.

Q. What if my organisation is charitable but not incorporated?

If your organisation is not incorporated, you may approach a charitable, incorporated organisation to act as a Sponsoring Organisation. The Sponsoring Organisation must meet the eligibility criteria outlined in the Guidelines.

The Sponsoring Organisation will accept the legal and financial obligations involved in accepting the grant, including signing the Funding Agreement, receiving the grant funds and providing reporting. The Sponsoring Organisation will then need to transfer the grant funds to your organisation and provide reporting against the Funding Agreement back to Government. As a consequence, it is in the interest of both parties to establish a sound working relationship.

Q. Can my organisation apply for more than one grant?

Yes, but organisations are limited to one application per organisation for each of the Small Equipment and Community Project grant categories.

Q. What should my application focus on?

All applications should clearly identify:

- why the equipment or project is needed
- which target groups or communities the equipment or project will benefit
- how the equipment or project will benefit the target group or community.

Also, ensure that you read through the Guidelines and make sure that your project addresses the Theme and Funding Focus and is not subject to any of the Funding Restrictions.

For projects, provide outcomes that are clear and, preferably, measurable. Provide a clear workplan and budget that makes it clear how the grant funding will be spent.

For projects which involve working with existing services or organisations, it significantly supports your application if you can show evidence that the relevant services or organisations are supportive of your project.

As per the Guidelines, your application must include a valid Certificate of Incorporation or, if your organisation is sponsored, a completed Agreement to Sponsor letter and a valid Certificate of Incorporation for your Sponsoring Organisation.



Q. If my organisation was successful in the previous grant round, can I apply again?

Yes, however preference will be given to organisations that have not received funding through the CSL Charitable Organisations Grant Program within the past three years.

The CSL Charitable Organisations Grants Program provides non-recurrent funding. Therefore, the availability funding for equipment or projects through future grants rounds is not guaranteed.

If funding through this CSL Grants Round will not fully cover the full cost of your equipment or project, you should ensure that your application outlines the source(s) of the remainder of the required funding.

If your organisation has received funding for a project previously, your organisation is not eligible to apply for further funding for that same project.

However, your organisation is eligible to apply for funding for a new project.

Q. If my organisation was unsuccessful in the previous grant round, should I apply again?

Applications are assessed on a round-by-round basis. If your project was not successful, you can re-apply.

Keep in mind that all applicants may request feedback about the assessment of their application once the outcome of the Grants Round has been announced.

The GSP may be able to provide some feedback about areas of your application that might be improved.

Q. If my organisation has applied for funding from another grants program for the same project, can I still apply for a grant under the CSL Grants Program?

Yes, if your organisation is eligible for the CSL Grants Program, you can apply.

If you have applied to another grants program for the same equipment or project, you should declare this. If, while waiting for our decision, you find out from the other organisation that you were successful in receiving their funds, it is essential that you notify the GSP. Funding from the CSL may complement funding from other sources, but it is not intended to duplicate funding from other sources.

Q. Who can sign off on my application?

As noted in the Applying For 2020-2022 CSL Grants section of the Guidelines, your application must be signed off by two duly authorised officers of your organisation. Authorised officers may vary between organisations, but they need to be people in a position to make operational and financial decisions on behalf of your organisation according to your constitution.

Q. What are supporting documents?

You may include additional documents to support your application, but they must be relevant to the project. Examples of supporting documents include:

- written quotes for purchases, installation or services
- letters of support from any key project stakeholders or partner organisations confirming their support for the project
- letters of commitment to any funding or in-kind support that is required for the project

(other than that provided by your organisation)

- other relevant documents that demonstrate your ability to carry out the project.

Q. How does GST apply?

Maximum grant funding available through the 2020-2021 CSL Grants Round is:

- \$5 000 plus GST for Small Equipment Grants
- \$25 000 plus GST for Community Projects Grants.

My organisation is registered for GST

If your organisation is registered for GST, the maximum funding available is:

- \$5 500 including GST for Small Equipment Grants
- \$27 500 including GST for Community Project Grants.

In your Application Form, the Funding Request section should include GST:

Grant Category	Funding Request (ex-GST)	GST	Funding Request (incl GST)
Small Equipment	\$5 000	\$500	\$5 500
Community Project	\$25 000	\$2 500	\$27 500

My organisation is not registered for GST

If your organisation is not registered for GST, the maximum funding available is:

- \$5 000 for Small Equipment Grants
- \$25 000 for Community Project Grants.

In your Application Form, the Funding Request section should not include GST:

Grant Category	Funding Request (ex-GST)	GST	Funding Request (incl GST)
Small Equipment	\$5 000	n/a	\$5 000
Community Project	\$25 000	n/a	\$25 000

When you are developing your project budget, please keep your organisation's GST status in mind as quotes are often provided as GST-inclusive.

Successful Projects

Q: How are the grants funds provided?

If your application is successful, your organisation will enter into a Funding Agreement with the Government. The Funding Agreement describes the terms and conditions of the grant, as well as what the grant is to be used for. The Funding Agreement also requires your organisation to spend the funds in accordance with your application. If your project is being sponsored, the Funding Agreement will be between your Sponsoring Organisation and the Government.

A draft Funding Agreement will be provided to your organization for consideration and signoff. The Funding Agreement will be based on your specific project and generated using a Communities Tasmania Funding Agreement template.

Once the Funding Agreement is signed off by both your organisation and the Government, your grant funds will be paid through a single lump sum electronic funds transfer to your nominated bank account.



Q: What do we do if we want to change our project after we have received the funds?

Once your Funding Agreement is signed off, you are required to deliver your project as described in the Funding Agreement.

In broad terms, you are free to manage your project as you like as long as the Activities and the Outcomes in the Funding Agreement are delivered.

For minor changes to the project (e.g. unexpected savings for one budget item that could be reassigned to another budget item, availability of better-suited or lower cost equipment), organisations are encouraged to inform the GSP prior to the changes being made to avoid issues with final reporting.

Significant changes to your project may require changes to the Activities or Outcomes described in the Funding Agreement. For these changes, a written request is required that:

- outlines your progress on the project so far
- clearly describes the proposed changes (including changes to budget and timelines), and
- provides sound reasons for the changes.

Your request for change will be assessed by the Advisory Group and you will be notified of the result in writing. You may be required to repay unused funds if the project is significantly altered or discontinued.

Unsuccessful Projects

Q. Can you tell me why my organisation didn't get funded?

All applicants are encouraged to contact the GSP for feedback about their application once the

outcome of the Grants Round has been announced.

The GSP can discuss your application against the eligibility criteria and funding preferences only.

The GSP is not able to specifically compare your project with other projects.

Other Grants Programs

Q. Are sport and/or recreation clubs eligible for these grants?

No. Organisations that are recognised as a sport or recreation club or that provide sport and active recreation opportunities to the Tasmanian community may be eligible to apply for grant funding through Sport and Recreation Tasmania. Sport and Recreation Tasmania manages a range of grants that provide funding to increase opportunities for participation in sport and active recreation in Tasmania, and to assist the ongoing development of Tasmania's sport and active recreation sector. For more information, please visit the [Sport and Recreation Grant Programs](#) website, call 1800 204 224 or email csrgrants@communities.tas.gov.au.

Q: We are a charitable organisation, but our project has a strong recreational element. What funding is open to us?

Charitable organisations proposing a project with a strong recreational purpose may be eligible to apply for funding from Sport and Recreation Tasmania if their project clearly demonstrates a direct and significant benefit to a sport and/or recreation club. It is suggested that you contact Sport and Recreation Tasmania to discuss your eligibility. More information relating to Sport and Recreation Tasmania grant programs is available at their [website](#).

Charitable organisations that are not ‘sporting’ or ‘recreational’ but wish to apply for a recreational project, should apply under this grants round rather than the, Sport and Recreation grants programs. Please contact us to check eligibility on 1800 204 224 or email csrgrants@communities.tas.gov.au

Q. Where can my organisation find information about other community organisation grants programs?

Many organisations in the public and private sector provide grants or sponsorships. These organisations include Commonwealth, State and Local Government, banks, fundraising clubs and many well-known national companies.

Within Communities Tasmania, Communities, Sport and Recreation provide a [range of grant programs](#) to support the provision of quality facilities and environments that meet the community, sports and recreation needs of Tasmanians and support community development and engagement.

Communities, Sport and Recreation also provides information about community development grants through the *Grant Alerts* electronic mailing list service. *Grant Alerts* provides subscribers with information on a range of grants available to community organisations and local government. Organisations can subscribe to *Grant Alerts* by emailing csrgrants@communities.tas.gov.au.

Problem Gambling in Tasmania

Q. How many Tasmanians have problems with gambling?

Around 2.0% of Tasmanian adults either have problems with gambling or are at moderate risk

of having problems with gambling.¹ Problem gambling and moderate risk gambling rates are higher in low socio-economic status local government areas (LGAs).²

Q. What services are provided for people affected by gambling?

People struggling with gambling or affected by someone else’s gambling can access Gamblers Help services through:

ONLINE 24/7

Information, assessment tools, online chats with counsellors and gambling forums are available 24 hours a day through gamblinghelponline.org.au.

PHONE 24/7

Information, crisis counselling, ongoing counselling and referrals are available 24 hours a day through Gambling Helpline Tasmania on 1800 858 858.

IN-PERSON

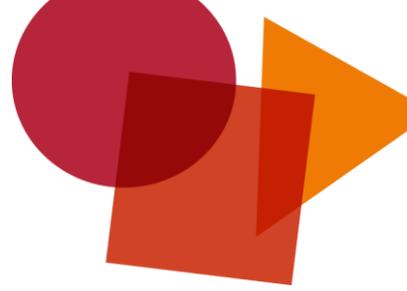
Individual and family counselling, group counselling, ongoing support, information and referrals are available through Gamblers Help services on 1800 243 232 during office hours.

OTHER

In addition to the Gamblers Help suite of services, a range of other community organisations provide crisis, counselling and addiction services.

1 [Fourth Social and Economic Impact Study of Gambling in Tasmania, Volume 2, Chapter 7](#)

2 [Third Social and Economic Impact Study of Gambling in Tasmania, Volume 2, Chapter 6](#)



Q. How much money is lost on gambling in Tasmania?

In 2019-20, Tasmanian gamblers lost almost \$219 million in total on pokies, lotteries, keno, casino table games. Of the total lost, over \$130 million was lost on pokies.³

2017-18 statistics indicate that over \$42 million was lost on racing.⁴

Losses on sports betting are difficult to quantify, but research has indicated that participation in sports betting in Australia has more than doubled over the last decade.⁵

Research indicates that problem gamblers lose an average of \$4 363 per year on gambling, while moderate risk gamblers lose \$2 625 per year, low risk gamblers lose \$2 466 per year and non-problem gamblers lose \$682 per year. Problem and moderate risk gamblers are responsible for more than 16.8 per cent of Tasmanian gambling losses and for 27.7 per cent of EGM losses.⁶

More information

CSL Grants Program

- [2020-2021 Grants Program including Application Forms and Guidelines](#)
- [Grant Recipients in Past Grant Rounds](#)

Gambling Support Program and the CSL

- [Gambling Support Program](#)
- [Community Support Levy \(Section 151 of the Gaming Control Act 1993\)](#)

Gambling in Tasmania

- [Fourth Social and Economic Study of Gambling in Tasmania](#)
- [Gambling Industry Data, including gambling losses by year and by local government area](#)
- [Treasury - Electronic Gaming Machine Expenditure by Municipality](#)
- [Australian Gambling Statistics](#)

³ [Tasmanian Liquor and Gaming Commission Annual Report 2019-20](#)

⁴ [Australian Gambling Statistics](#)

⁵ [Gainsbury, S.M., Russell, A., Hing, N., Wood, R. and Lubman, D. and Blaszczynski, A. \(2013\), 'How the Internet is Changing Gambling: Findings from an Australian Prevalence Survey', Journal of Gambling Studies, October 2013: 1-16](#)

⁶ [Fourth Social and Economic Impact Study of Gambling in Tasmania, Volume 2, Chapter 6](#)



Department of Communities Tasmania

Gambling Support Program

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