

# Application Form

## 2021-22 Sport and Active Recreation Equipment Grants Program

### Key dates:

Program opens	7 September 2021
Program closes	10 November 2021
Outcomes expected to be advised	28 February 2022
Projects due to be completed by	30 November 2022

**Applications must be received by 5:00 pm on the closing date.** Late applications will not be accepted. Please call 1800 252 476 if you have any questions or require any assistance with the application process.

### Before completing an Application

- Check that both your organisation and the project are eligible under the Guidelines. The Guidelines provide essential information that will assist you in preparing an application.
- For projects involving the installation of fixed-infrastructure, you must discuss these with the relevant Council prior to submitting and have obtained the appropriate statutory approvals.
- Check that you have all documentation requested in the Application Form.

Important note: it is anticipated that a high volume of applications will be received under this program. Applications will be competing for funding against other applications and may not be assessed or supported if information is missing.

Queries may be directed to CSR by telephone on 1800 252 476 or by E-mail [sportrec@communities.tas.gov.au](mailto:sportrec@communities.tas.gov.au).



## Section I – Applicant Details

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)	
<i>The name of the legal entity is the name under which the organisation is legally registered.</i>	
Incorporation number or Australian Company Number (ACN)	
Australian Business Number (ABN)	
Is your organisation registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Authorised Officer and key contacts

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.

The **alternative contact** is optional and is 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.

	<b>Authorised Officer</b>	<b>Alternative Contact (optional)</b>
Title		
Name		
Position		
Address		
Postcode		
Phone		
Email		



## Organisation/Club Postal Address

Street address/ PO Box	
City/Town and Postcode	

## Organisation/Club Physical Address (this is required for internal CSR reporting only)

Street address	
City/Town and Postcode	

## Section 2 - Project Details

**The project - please briefly outline what you are apply for:**

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**How much are you applying for?**

*Must be between \$2 000 and \$25 000 and no more than 80 per cent of the total equipment/project cost.*

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**If you are submitting more than one application, what is the priority of this application?**

1  2  3  other  \_\_\_\_\_(please specify)

**Has any of the equipment being applied for been purchased prior to lodging this application?**

**Yes**  (if yes, that item(s) is ineligible – see Guidelines)

**No**

**Can the project be completed by 30 November 2022?**

**Yes**

**No**  (if no, the project is ineligible – see Guidelines)

**Does the project involve the installation of a fixed item of equipment?**

**Yes**  (please complete attachment A)

**No**

**Does the project involve the purchase of technological (IT) items such as computers, laptops, tablets or software?**

**Yes**  (please complete attachment B)

**No**



**Is your organisation a sport or active recreation club?**

**Yes**

**No**

If no, please identify how this project will benefit a sport and/or active recreation club/s that meets the eligibility criteria set in the guidelines for this program.

**Is membership of your club (or the sport and/or recreation club/s benefiting from this project) open to all?**

**Yes**

**No**

If no, what are the membership restrictions that apply?

**Does the project target a specific population group (e.g. vulnerable Tasmanians, remote community etc)?**

**Yes**

**No**

If yes, please provide details:

**Will the number of people participating be maintained or increase as a direct outcome of this project?** Be maintained  Increase

Current participation numbers	How many <u>new</u> participants will be experienced <u>as a direct result of this project</u> ?	If participation is anticipated to increase <u>as a result of this project</u> , please detail how this increase has been calculated.
Participating Club Members: Non-member participants*: Total: <i><u>Do not include non-participating social members</u></i>	Additional participating club members: Additional non-member participants*: Total: <i><u>Do not include non-participating social members</u></i>	

\* Includes members of the public who pay per participation session, or who are members of other clubs, rather than paying a membership subscription to your club.



**Please identify how this project is essential for, and directly related to, new or improved participation opportunities?**

**Will the project improve the quality or safety of participation?**

Yes  No

**Will the project promote inclusion and improve access to participation opportunities?**

Yes  No

**Will the project increase the range of activities provided?**

Yes  No

If yes to any of the above, explain how:

<b>Project description (what will be done)</b>	
<b>Current situation (what is the current situation that has resulted in the need for the project)</b>	
<b>How will the project change this situation? (what are the anticipated benefits of the project and why)</b>	

**Note:** Examples might include improving access to participation opportunities for specific population groups such as females, juniors, those with disability or communities experiencing disadvantage.

**Please identify any other benefits and/or how this project is essential for, and directly related to, new or improved participation opportunities that have not been covered?**







## Section 4 - Checklist to Submit Your Application

### Complete the following checklist

All the essential documentation listed below must be submitted with your application. For advice, contact Communities, Sport and Recreation by telephone on 1800 252 476.

#### Please ensure that:

- you have obtained, read and referred to the guidelines when completing this Application Form;
- you have completed all relevant sections of this Application Form;
- two Authorised Officers have signed the declaration;
- you have not bound or placed your application in a display folder; and
- you have kept a copy of the completed Application Form for your own records and have not attached originals of documents, as these will not be returned to you.

#### Essential documentation that must be included with your application (please tick to indicate what you have attached):

Essential documents (all applications)	Enclosed	Not applicable
'Proof of price': copies of formal quotes catalogue and/or webpage prices for all project expenses	<input type="checkbox"/>	
Evidence of the organisation's capacity to fund at least 20 per cent of the total project cost (e.g. copies of written documentation confirming donations or financial support for the project).	<input type="checkbox"/>	
Bank statement (local government authorities exempt)	<input type="checkbox"/>	
Any documentation the organisation does not want disclosed to a third party is clearly marked as confidential, along with a short paragraph outlining the reasons why the information is confidential.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fixed infrastructure projects only</b>		
Completed Attachment A	<input type="checkbox"/>	<input type="checkbox"/>
Copy of lease agreement or Memorandum of Understanding for the facility	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of owner's approval for the project	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any applicable statutory approvals or confirmation from the relevant council no approvals are required	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technology related project only</b>		
Completed Attachment B	<input type="checkbox"/>	<input type="checkbox"/>
Copy of club asset register	<input type="checkbox"/>	<input type="checkbox"/>
Copy of appropriate use of equipment agreement	<input type="checkbox"/>	<input type="checkbox"/>





## Section 5 – Applicant Declaration

### Declaration by authorised persons

The declaration **must** be signed by two authorised officers of the organisation, the current president, chairperson, general manager or commodore. In the case of local government, it **must** be signed by the general manager (only).

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 Applicable Guidelines, and that the information contained herein and attached is, to the best of my knowledge, true and correct.

I understand that providing false or misleading information may result in the application not being considered or withdrawal of an offer of a grant.

#### Officer 1

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Officer 2

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### To submit your application

Email your signed application form and scanned attachments to:

[csrgrants.applications@communities.tas.gov.au](mailto:csrgrants.applications@communities.tas.gov.au)

If you are unable to email your application, please post your application and attachments to:

CSR Grant Programs  
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.

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