
Tasmanian Active Infrastructure Grants Program 2024-25

Program Guidelines



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1. Program aim

The Tasmanian Government recognises the importance of sport and active recreation and is committed to ensuring more Tasmanians, regardless of their age or background, get active and have somewhere to play.

This program will provide grants to the sport and active recreation sector to build new and upgrade existing, sport and active recreation infrastructure. The aim of the Program is to enhance community sport and active recreation participation opportunities through the provision of spaces that are safe, inclusive, accessible, meet present standards and cater for a range of activities.

This program will be administered by the Department of State Growth on behalf of the Crown in Right of Tasmania.

2. Funding available

The 2024-25 Tasmanian Active Infrastructure Grants Program total funding pool is \$5 million.

Applicants can apply for funding of between \$25,000 and \$500,000 per project.

Applications close at 2:00 pm on Wednesday, 30 April 2025.

Applicants are required to contribute at least 20 per cent of the total project cost. This can include monetary or in-kind professional labour. At least 10 per cent of the total project cost is required to be a monetary contribution.

Local Government Authorities (LGA) can submit applications for more than one project. The LGA must rank them in order of priority. Other organisation types can only submit one application.

It is anticipated that there will be a high number of applications submitted under this program. As the program has limited funding, not all eligible applicants will be successful.

3. Eligibility

To be eligible for a grant you must:

- have an Australian Business Number (ABN)
- be compliant with the Child and Youth Safe Organisations Framework (<https://oir.tas.gov.au/organisations/understand-your-legal-obligations-under-the-child-and-youth-safe-organisations-framework>);
- and be either:
 - an incorporated, not-for-profit organisation registered under the *Associations Incorporation Act 1964 (TAS)*
 - a local government authority (council), or

- a not-for-profit sport and/or active recreation organisation, registered under company law, the *Corporations Act 2001 (Cwlth)*.

Applications submitted by a third party will not be accepted without evidence of permission in the application.

You may be asked to provide information or documentation to support your eligibility claims, either as part of the application process, or after you have submitted your application.

The information you provide may be subject to authenticity checks using third party software.

If an organisation has previously received a grant for a project that has not yet been completed, and that is not due to be acquitted, it is eligible to apply for funding for a different project.

This program has limited funding. Not all eligible applications will receive a grant.

3.1. Ineligible applicants

The following organisations are ineligible for funding under this program:

1. educational institutions, including parents and friends' associations
2. for-profit private or commercial enterprises registered under company law
3. State and Australian Government organisations, and
4. organisations with **overdue reporting obligations**, at the time of application, from a previous Active Tasmania or Communities, Sport and Recreation grant.

3.2. Eligible projects

Projects must develop or improve functional and inclusive sport and active recreation infrastructure and may include (but are not limited to) change rooms, toilets and shower facilities, lighting, accessible paths and ramps, new courts and playing fields, safety/security and fencing for the activity.

Examples of past funded projects can be located on the Active Tasmania web site www.active.tas.gov.au/grants_and_funding

For the 2024-25 program, higher priority may be given to projects that:

- relate to the provision of inclusive changerooms, toilet and shower facilities
- develop new courts or playing fields, or
- increase participation opportunities for typically under-represented population groups in that activity.

Where the project involves installation of synthetic surfaces, the applicant must demonstrate in the application that it has budgeted for replacement of these items as part of the ongoing operation of the facility. Without a **significant monetary contribution, replacement of an existing synthetic surface** will be considered a low priority and is unlikely to receive funding.

Projects **must** provide evidence of written support from the relevant facility or landowner and/or state sporting organisation.

Projects must be completed within program timeframes and for the approved scope. A variation will only be considered in writing for reasons out of the control of the applicant.

3.3. Ineligible projects

The following project types are ineligible for funding under the program:

- Projects or project stages that commence prior to the closing date of applications for this program
- Purchase or lease of land/facility
- Equipment purchases
- Scoreboards
- Perimeter fencing that is external to the playing area
- Routine or cyclical replacement or maintenance works to existing facilities.
- Projects in facilities used for commercial operations, licensed bar areas and/or gaming machines
- Any other areas of a facility not directly associated with the actual conduct of the sport and/or active recreation activity itself (for example, kitchens, kiosks, car parks, spectator areas, office spaces and social spaces are not eligible)
- Works external to the project or site including electrical, water, IT and drainage (note, necessary connections with mains are considered eligible)
- Event costs
- Feasibility studies
- Cost of landscaping for aesthetic purposes
- Wages, salaries or other costs for people employed by the applicant
- Projects that do not have landowner support
- Projects that upgrade infrastructure for activities that are arts, hobbies, craft, music, historical re-enactments, events, pets or livestock or do not have a primary purpose of engaging in human physical activity.

4. Assessment criteria

Applications that meet the eligibility criteria will be competitively assessed using the assessment criteria.

1. Demonstrated need:

Assessors may consider:

- **Current use** – Such as current activities, frequency of use, or similar facilities nearby
- **Project need** – Such as the condition of the existing facility, health and safety concerns, upgrades to meet legislative requirements or National Sport Organisation/State Sport Organisation preferred facility guidelines or standards
- **Inclusion and accessibility** – Such as demonstrated commitment to inclusion and accessibility, or improvement to inclusion and accessibility
- **Community benefit** – Such as low socio-economic, regional/rural, resource-deficient, dispersed, culturally diverse communities.

2. Value for money:

Assessors may consider:

- **Participation** – Such as current participation, anticipated number of new participants (if relevant), programs/incentives to maintain/increase participation, or opportunities to offer a broader range of activities
- **Facility usage** – Such as a multi-use facility servicing a wide area and/or several different sports, clubs or activities
- **Design principles** – Will the project incorporate universal design principles? Information on universal design can be found at <https://sport.vic.gov.au/resources/design-for-everyone-guide> and https://www.qld.gov.au/data/assets/pdf_file/0013/9040/qitg-design-principles-fact-sheet.pdf
- **Financial contribution** – What percentage of the total project cost the grant will fund? Higher priority may be given to projects demonstrating higher levels of support from the applicant or other parties.

3. Capacity to plan and deliver the project:

Assessors may consider:

- **Project planning** – Such as the scope of works, budget, and quotes
- **Project management** – Such as site plans, design drawings and specifications (dependent on the complexity of the project)
- **Risk management** – Such as risk assessment and management considerations
- **Ownership or occupancy** – Such as evidence of ownership or occupancy arrangements including a lease, a licence to occupy or a long-term booking of the facilities

If you are not the landowner, your application must include a letter from the landowner that includes their approval/support to undertake the project, and their intent to continue the occupancy arrangements for at least the duration of the project.

- **Legal and regulatory compliance** – Such as confirmation of requirement and status of any development and/or building approvals/permits

Your application must include written confirmation from the planning authority, including confirmation from the relevant authority that no approvals/permits are required.

- **Project experience** – Such as experience successfully delivering projects of similar scale
- **Financial capacity** – Such as how the remainder of the project will be funded
- **Project timeline** – Such as how the project will be completed within the program’s timeframes.

In addition to the assessment criteria above, the assessment panel may consider the equitable distribution of funding based on project location/region, sports/activities, and applicant funding history.

This grant program will be assessed based on the quality of information provided by the applicant. Applicants need to ensure all information is included when submitting the application. Note, not all eligible grant applicants will receive funding.

5. Timeframes

Description	Date/time
Program opens	Monday, 24 February 2025, 11:00 am
Program closes	Wednesday, 30 April 2025, 2:00 pm
Applications notified (estimated)	29 August 2025
Project completion	30 June 2028

Applications will not be accepted after the program closes.

6. Contact details

For queries about this program, contact:

- Active Tasmania
- email: grants@active.tas.gov.au
- Phone: 1800 252 476

7. How to apply

Applications should be submitted using SmartyGrants.

For assistance with using SmartyGrants, please see the [applicant help guide](#).

Contact us to discuss any issue preventing you from using SmartyGrants to submit your application.

1. **Prepare:** Read the program guidelines, program checklist and the frequently asked questions (FAQs) before starting your application. You can also attend an online Funding Information Session.
2. **Start:** The application form is available at www.active.tas.gov.au
3. **Confirm:** Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after you submit your application.
4. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
5. **Assessment:** Applications will be assessed by us and an independent panel.
6. **Notification:** We will notify you with the outcome of your application.

You may be asked to provide information or documentation after you have submitted your application.

You must provide this information within three working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful.

The information you provide may be subject to authenticity checks using third party software.

8. Grant funding agreement

If your application is successful, you will be required to enter a legally binding funding agreement.

The funding agreement, along with these program guidelines, provide the grant terms and conditions.

You will not receive payments until the funding agreement is completed.

9. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to the Director Active Tasmania. Your request must be received within 28 days from the date of State Growth notifying you of the decision about your application.

For further information about the appeal process, contact grants@active.tas.gov.au

10. Grant payments

If your application is successful, you will be asked for your bank account details to receive your grant payment.

The bank account must be in your name. You may be asked to provide a copy of your bank statement or a letter from your bank as confirmation.

Providing incorrect bank account details may result in significant delays or not receiving your grant payment. We cannot guarantee the recovery of funds paid to an incorrect bank account.

You will be required to return some or all the funds if:

- you do not complete the activities required under the funding agreement
- you do not use any or all of the funding provided
- your situation changes in a way that prevents completion of the grant, or
- we find that the information provided to us is false or misleading.

11. Taxation and financial implications

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

12. Acquittal

If your application is successful, you must provide an acquittal at the conclusion of the grant.

An acquittal is a statement that confirms the grant was completed as per the funding agreement.

12.1. How to acquit a grant

We will send you an acquittal form using SmartyGrants.

Your acquittal must include:

- a report on the activities completed and their outcomes
- a report on the income and expenditure, and
- evidence such as invoices, receipts and images.

We may ask you to provide a Statement of Expenditure certified by an independent, professional auditor. You will be responsible for the cost of obtaining the certified Statement of Expenditure.

12.2. Failure to complete an acquittal

If you do not satisfactorily acquit your grant by the due date:

- you may be required to return the funding to the State Growth, and
- you may be ineligible for other grants from State Growth.

Contact us to discuss any issue preventing you from acquitting your grant.

13. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party, and you consent to the disclosure of your name in this context
- All obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

14. True and accurate information

You must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, may be required to be repaid to State Growth.

15. Right to information

Information provided to State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

16. Information collection and usage

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it relates, on request to State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

17. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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