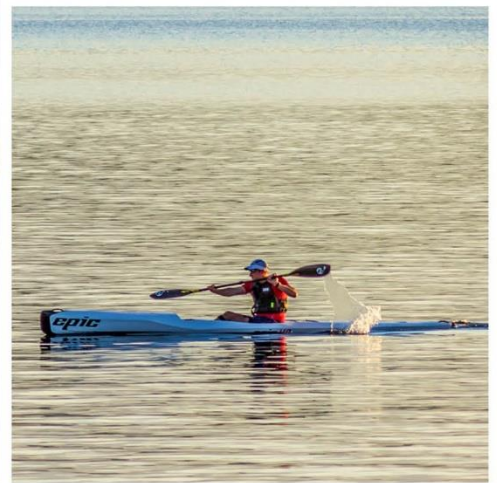


# Guidelines



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## Junior Travel Assistance Program

The Tasmanian Government is committed to supporting all Tasmanians to have the opportunity to participate in safe, fair and inclusive sport.

The 2023-24 Junior Travel Assistance Program (JTAP) provides financial assistance to help alleviate the costs of competing in national sporting championships.

Funding will be available for Tasmanians aged 12-18 years selected to travel interstate for the purpose of representing Tasmania in a National Sporting Championship.

### Program Objective

To provide financial assistance to young athletes, selected to attend national championships to enhance sport development pathways for young Tasmanians.

### Funding Available

Each eligible athlete may receive for JTAP funding of \$250 for to attend one championship.

The total funding available in 2023-24 is **\$150,000**.

The JTAP will be offered in two rounds. Round one have a funding allocation of \$50,000 and Round 2 will have a funding allocation of \$100,000. Any funds unallocated in **Round One** will be available for distribution in **Round Two** to eligible applicants.

Applications for JTAP will be assessed in the order they are received until the available funding for the round is exhausted.

Applications that meet the criteria may not be funded if the program budget is fully expended.

Information about available funds will be posted on the Department's website at [www.sportrec.tas.gov.au](http://www.sportrec.tas.gov.au) Online applications via Smartygrants will be suspended once funds are exhausted.

## 1. Eligibility criteria

Questions about eligibility should be directed to [grants@active.tas.gov.au](mailto:grants@active.tas.gov.au) or on 1800 252 476.

Applicants must supply evidence to support eligibility claims as part of the application process and may be required to do so as part of an audit process.

Information supplied by applicants may be subject to authenticity checks using third party software.

A parent or guardian is required to submit the application of persons under the age of 18 years. The parent or guardian must complete the declaration section of the online application.

Young people aged 18 years may lodge their own applications.

To be eligible for JTAP, applicants must meet the following criteria at the time of application:

- have been selected as a Tasmanian representative (individual or team) to attend an Australian National Sports Championship to be held in Australia (outside Tasmania) on or after 8 May 2023.
- Be competing in a championship conducted by a National sporting organisation that is recognised by the Australian Sports Commission – see [Australian Sports Directory](#)
- have a confirmed minimum of \$250 out-of-pocket expenses related to travel, accommodation, uniform and equipment
- have their selection/attendance at the championship confirmed by the relevant State/National sporting organisation
- be a current resident of Tasmania
- be aged 12 to 18 years at the commencement of the championship

Applications will be assessed in the order received by the Department until the program budget has been exhausted.

Approved applicants must be selected for (at time of application) and attend championships. If for any reason, the applicant cannot attend, any funding allocated must be repaid within 14 days of the championship.

## 1.1. Ineligible Applicants

Ineligible applicants include:

- individuals who do not reside in Tasmania at the time of application
- any organisation or group incorporated or otherwise
- those who have not turned 12 or have turned 19 at the commencement of the championship
- individuals selected as a reserve or training partner who are not required to attend the event
- individuals selected to represent Australia in competition to be held overseas. These athletes may be eligible to apply under the National Representative Fund – see [Tasmanian Institute of Sport - National Representative Fund](#)
- individuals who do not provide evidence to support their application that meets departmental requirements
- individuals whose expenses are fully covered by their sport or whose expenses are less than \$250
- individuals who have received the maximum available annual funding of \$250 per athlete during the financial year.

**If unsure of the athlete's eligibility, please email [grants@active.tas.gov.au](mailto:grants@active.tas.gov.au) before applying.**

## 1.2. Eligible Events

Eligible events include.

- National championships that are conducted by the National sports organisation recognised by the Australian Sports Commission. Check [here](#)
- Athletes must have been selected as a representative by the relevant State/National sporting organisation.

## 1.3. Ineligible Events

The following events are ineligible.

- National Championships conducted by sporting organisations not recognised by the Australian Sports Commission
- local or regional championships
- training squads and development camps
- ongoing seasonal competitions, series, friendship, or invitational events
- State level events or events held in Tasmania
- International competitions
- School Sport Australia National Championships
- National Championships that have already been conducted.

## 2. Assessment criteria

Applications will be assessed against the following criteria.

- The athlete must be an eligible athlete as defined in the guidelines.
- The National Championship must be conducted by a National sporting organisation that is recognised by the Australian Sports Commission
- Written confirmation by the State or National Sporting body of the costs associated with participating in the nominated competition event.
- The athlete has not exceeded the annual assistance cap .
- The competition must be held in Australia. If the athlete is attending an eligible international event, an application could be made for the Tasmanian Institute of Sport - National Representatives Fund. For more information [click here](#).
- The applicant has provided confirmation of the athlete's travel dates and out of pocket expenses of a minimum of \$250.

## 2.1 Supporting Documents

### 1. The Athlete's Selection as a Representative

To confirm the athlete's selection as a State representative, **written confirmation** of selection from the relevant sporting organisation must be provided.

This can be a letter, email or team selection notice that clearly identifies the organisation that has selected the athlete and the name, dates and location of the National Championship being attended.

### 2. The Athlete's Details

The athlete's name, age, and their Tasmanian address must be provided.

### 3. The Parent, Carer or Guardian's details

The parent, carer or guardian completing the form on behalf of an athlete under the age of 18 years must provide relevant details.

### 4. Costs of the Athlete attending the competition

Confirmation of the athlete's out-of-pocket costs for travel, accommodation and uniforms when attending the championship is required. This can be a letter, email, invoice or other written document from the relevant National/State Sporting Organisation.

Assessment Criteria	Eligibility
1. The applicant meets eligibility criteria and has not exceeded the \$250 maximum funding per athlete in the current financial year	Y/N
2. The event is a national championship conducted by a National sporting organisation recognised by the Australian Sports Commission and will be held outside Tasmania	Y/N
3 The applicant has provided written confirmation of the athlete's selection by the relevant State/National sporting organisation.	Y/N
4 The applicant has provided written confirmation of out-of-pocket expenses exceeding \$250.	Y/N
5 The application has been submitted prior to the championship	Y/N
6 The applicant has provided payment details and the declaration has been signed (by a parent/carers or guardian or the applicant if aged over 18 years)	Y/N



### 3. Timeframes

No applications will be accepted after the closing date.

There will be two funding rounds in 2023-2024.

Applications will be assessed on a first come basis and the program will be open for applications until funds are exhausted.

To check updates on the availability of funding please go to our website at [www.active.tas.gov.au](http://www.active.tas.gov.au)

Round One – May – November 2023 or until funds are exhausted	
Description	Date/time
Round One opened	8 May 2023 at 2:00 pm
Round One closed	CLOSED

Round Two – September 2023– May 2024 or until funds are exhausted	
Description	Date/time
Round Two opens	15 September 2023 at 9:00 am
Round Two closes	30 May 2024 at 2:00 pm
Applications assessed	Ongoing. Applications should be submitted as early as possible and must be submitted prior to the Championship commencing
Applicants notified (estimated date)	Periodic as applications are received and assessed

During the assessment process the department may, at its discretion, require further information to support or clarify an application. This information must be provided within three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application within 21 Days from the receipt of the application.

### 4. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

Applicants without internet access should contact **1800 252 476** to discuss alternative methods for applying.

1. Applicants should read the guidelines and any frequently asked questions carefully before starting an application. The application form is designed to help structure applicants' responses to then eligibility and assessment criteria.
2. Applications should be submitted as early as possible prior to the Championship to allow for assessment and approvals. Applications must be lodged prior to the Championships.
3. All applicants must meet the eligibility criteria and may be required to provide additional information upon request to assist with determining eligibility.
4. Eligible applications will be provided with a JTAP payment, except in cases where program funds have been exhausted.
5. There will be no opportunity to change an application or provide further information to support it once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.
6. Applications should be completed and lodged online via SmartyGrants from the Sport and Recreation website at [www.active.tas.gov.au/grants\\_and\\_funding\\_programs](http://www.active.tas.gov.au/grants_and_funding_programs).
7. Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.
8. Applications will be assessed by the department for eligibility
9. Information supplied by applicants may be subject to authenticity checks using third party software prior being submitted to the assessment team or panel.
10. Applicants will be advised by email of the outcome of their application.

## 5. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests for appeal must be in writing and should be addressed to the Manager, Sport and Recreation, GPO Box 536, Hobart, TAS, 7001. Alternatively, a request may be forwarded to [grants@active.tas.gov.au](mailto:grants@active.tas.gov.au).

Requests for appeal must be received within 28 days from the date of the Department of State Growth notifying of the decision about the application. For further information about the process, contact 1800 252 476.

## 6. Grant payments

Applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual applying for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned before another grant payment is attempted. This process may result in significant delays in funding being received. Additionally, there is no guarantee that funds paid to an incorrect bank account will be returned.

If a grant recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided,

the recipient will be required to return some or all of the funds to the department.

If the athlete's circumstances change, and they are unable to attend the championship due to a change in circumstances (eg illness or injury) or the championship is cancelled, postponed or relocated you will need to notify us on 1800 252 476 or [grants@active.tas.gov.au](mailto:grants@active.tas.gov.au) to advise of these changes.

Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that

the recipient will be required to return some or all of the funds to the department.

Payments made under the program are designed to provide assistance with the costs of attending national championships and are a contribution towards the total cost. Expenses incurred by the individual attending the event which are not covered by the payment remain the responsibility of the individual.

If a grant is awarded, the application form and these program guidelines together will form the funding agreement/s.

## 7. Taxation and financial implications

You will need to complete a 'Statement by a supplier not quoting an ABN'. This is a form required by the Australian Tax Office. You can get a form to complete by clicking on the link [ATO - Statement by a Supplier](#).

More information about Tax and Statement by a Supplier Forms, go to [the Australian Tax Office Website](#).

### When completing this form:

- a) Enter the name and address of the applicant who has made the application (either the parent, carer or guardian of the athlete or the athlete)
- b) You will be asked to provide a reason/s for not quoting an ABN. Check the box/es that match your circumstances.
- c) Sign the declaration

## 8. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. For this program, information submitted with this application will also meet acquittal requirements.

If circumstances change, and the athlete is unable to attend the event due to a change in circumstances or

the event is cancelled, postponed or relocated, you will be required to return the payment.

The grantor may make reasonable enquiries to verify the athlete's selection and attendance to the championship event.

## 9. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact [grants@sportrec.tas.gov.au](mailto:grants@sportrec.tas.gov.au) or the Grants Manager on 1800 252 476.

## 10. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the athlete, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

## 11. Note

All applicants 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, will be required to be repaid to the department.

## 12. Right to information

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

## 13. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

3. Use third party software to review information received in applications to confirm its authenticity.

## 14. Personal information protection

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 related, on request to the Department of State Growth. A fee for this service may be charged.

## 15. Disclosure

The following applies to all successful applicants:

- 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.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply

## 16. 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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