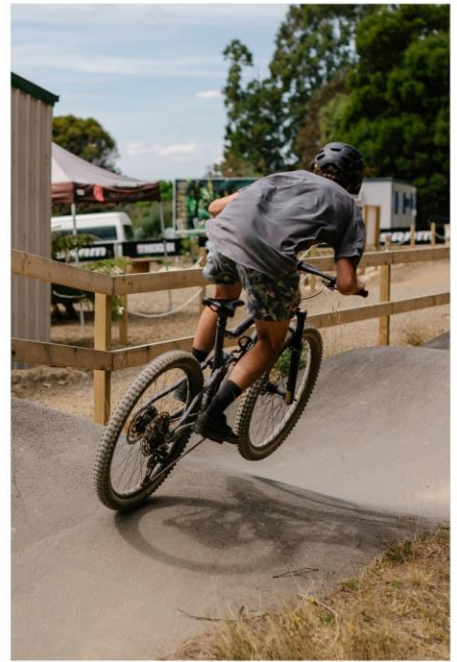


Junior Travel Assistance Program 2024-25

Program Guidelines



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1. Aim

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

The Junior Travel Assistance Program (JTAP) 2024-25 provides financial assistance to help alleviate the costs of competing in national sporting championships held interstate.

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

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

2. Funding available

Each eligible athlete may receive JTAP funding of \$200 to attend one championship.

The total funding available in 2024-25 is \$150,000.

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

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

Online applications via SmartyGrants will be suspended once funds are exhausted.

3. Eligibility

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

- Have been selected to compete at an eligible Australian National Sports Championship to be held in Australia (outside Tasmania) on or after 31 May 2024. Further information on eligible events is in section 3.2.
- Be competing in a championship that has been registered by the relevant state or national organisation and is listed as an eligible event on the Active Tasmania website.
- Have their selection/attendance at the championship confirmed by the relevant State/National sporting organisation, event selector, or the Tasmanian Institute of Sport.
- Be a current resident of Tasmania.
- Be aged 12 to 18 years during the calendar year of the championship.

A parent or guardian is required to submit the application for a person 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 application.

Individuals are eligible to receive one grant per financial year, regardless of when the event is held.

Applications should be lodged as early as possible. However, applications will be accepted up to one month after the event's commencement or up to two months after the opening of the program for events held between 1 June 2024 and the program opening.

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.

This program has limited funding. Applications will close once the funding pool is exhausted.

3.1. 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 are younger than 12 and older than 18 in the year of the championship.
- individuals selected as a reserve who are not required to attend the event.
- Individuals selected for a 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 JTAP requirements.
- individuals who have received a JTAP grant in the 2024-25 financial year (even where the event was not held in the 2024-25 financial year).
- individuals who received funding for the same championship in the 2023-24 round (i.e. applicants who have already received funding for the 2024 championship).

3.2. Eligible events

Event nominations can only be provided by the relevant State/National body or event organiser directly to Active Tasmania.

State/National organisations can contact Active Tasmania at grants@active.tas.gov.au to submit an event.

Active Tasmania will assess all event applications against the eligibility criteria.

If an event is not listed as an eligible event on the Active Tasmania website, please contact the relevant State or National body to request it submits the event for consideration to Active Tasmania.

Eligible events generally include:

- National championships where one or more national champions are declared

- for team sports where all teams in the event are representing a State, not a club or region
- championships held outside Tasmania
- athletes must undergo a selection process or meet a qualification standard to attend or the event provides a pathway for athletes (i.e. selection to compete at international level is undertaken at the national event).
- athletes will have a minimum of \$200 out-of-pocket expenses related to travel, accommodation, and uniform.

Each state body or event organiser can register a maximum of one event per age group, level, division and/or discipline only.

Eligible events are conducted by:

- a National sporting organisation/National disability sporting organisation that is recognised by the Australian Sports Commission
- the National body of a State body funded as a Sport and Active Recreation Provider, or
- a National organisation providing a championship for an Australian Sports Commission recognised sport in a division that does not duplicate that offered by the recognised organisation.

Active Tasmania may consider State/National Sporting Organisation events that do not meet these criteria on a case-by-case basis.

3.3. Ineligible events

The following events are ineligible.

- National club championships
- local or regional championships
- invitational events
- school championships
- national championships with no selection or qualifying process
- School Sport Australia events
- training squads or development camps/programs
- ongoing seasonal competitions
- state level events or National events held in Tasmania.

4. Assessment

Applications will be assessed against the following criteria:

Assessment criteria

1. The athlete is an eligible athlete as defined in the guidelines.
2. The athlete has not received funding through the program this financial year or previously received funding for the event being attended.
3. The event being attended is listed as an eligible event in the application form.
4. The applicant has provided proof of selection*.
5. The application has been lodged prior to the championship, no later than one month after the commencement of the Championship, or where the event was held between 1 June 2024 and the program opening, within two months of the program opening.
6. Where the athlete is under 18 years of age, the declaration has been signed by a parent/carer.

*To confirm the athlete's selection or qualification, **written confirmation** from the relevant 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.

7. Timeframes

Description	Date/time
Program opens for applications	27 November 2024
Program closes	30 June 2025 at 2:00 pm or when the funding is exhausted
Applications assessed	Ongoing
Applicants notified	Periodically as applications are received and assessed, where possible within 30 days from receipt of the application

Applications will not be accepted after the program closes.

8. Contact details

For queries about this program, contact:

- Active Tasmania Grants
- grants@active.tas.gov.au
- 1800 252 476

9. 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 before starting your application.
2. **Check:** Check that the event the athlete has been selected for is listed as an eligible event at: https://www.active.tas.gov.au/grants_and_funding
3. **Start:** The application form is available at https://stategrowthtas.smartygrants.com.au/JTAP_24-25
4. **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.
5. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
6. **Assessment:** Applications will be assessed by Active Tasmania in the order received.
7. **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.

10. Grant funding agreement

If you are successful, these guides and your application will form the funding agreement. There will be no separate funding agreement.

11. 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

12. Grant payments

As part of the application process, 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.

13. 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.

If you are an individual (not a business) and you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier not quoting an ABN'. Refer to the ATO website for more information: www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn

14. 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.

For this program, information submitted in your application will also meet acquittal requirements.

15. 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.

16. 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.

17. Right to information

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

18. 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.

19. 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.



Department of State Growth

4 Salamanca Place

Hobart TAS 7000 Australia

Phone: 1800 252 476

Email: grants@active.tas.gov.au

Web: www.active.tas.gov.au

Version 1 Published 27 November 2024