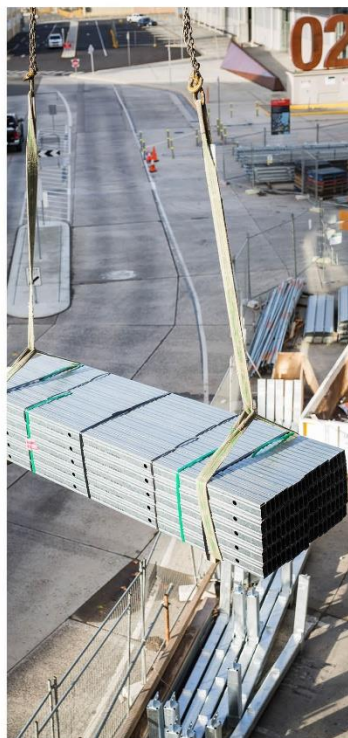


Guidelines



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Emergency Recovery Grant – Tasmanian Flood and Severe Weather Event Support – October 2022

The objective of this assistance measure, jointly funded by the Australian and Tasmanian Governments under the Disaster Recovery Funding Arrangements, is to assist with the costs of clean-up and reinstatement of not-for-profit sport and recreation organisations that have suffered direct damage as a direct result of the severe weather event in October 2022.

The severe weather event significantly impacted parts of 18 municipalities across Northern Tasmania, primarily: Break O’Day, Burnie, Central Coast, Central Highlands, Circular Head, Devonport, Dorset, Flinders, George Town, Glamorgan Spring-Bay, Kentish, Latrobe, Launceston, Meander Valley, Northern Midlands, Waratah-Wynyard, West Coast and West Tamar.

Not-for-profit sport and recreation organisations play an integral part in local economies and communities, and this assistance must contribute towards minimising disruption in the affected areas and assist the community to recover. This grant is intended to assist not-for-profit sport and recreation organisations to continue or re-commence operations as soon as possible where the impact has been severe.

1. Available Funding

The maximum grant amount available is \$25,000.

An initial one-off amount of up to \$5,000 (Tier 1) is available.

Applicants must provide evidence:

- a) of direct damage to property, assets and/or equipment resulting from the severe weather event, and
- b) that they were actively operating immediately on or before 13 October 2022.

A subsequent one-off amount of up to \$20,000 (Tier 2) is available.

Applicants eligible for Tier 1 may also apply for Tier 2.

To apply for Tier 2, please

- a) complete the section titled **About Tier 2**
- b) select **YES** when asked **‘Are you applying for Tier 2?’**
- c) Upload documents as evidence of the expenses you are applying for – see below for more information.

If you are applying for Tier 2 you will be required to provide evidence of work that has been or will be undertaken to continue or re-commence operation. This may include quotes, invoices, additional wages (for clean-up and reinstatement activities), etc. to demonstrate eligible expenses incurred or to be incurred. For information about what expenses are eligible for funding please refer to ‘How funding may be used’ (Page 2).

Note: All successful applicants will be required to acquit the full amount of grant funding they receive under this program.

2. How funding may be used

Grants are provided to help pay for the costs of the clean-up and reinstatement of eligible not-for-profit organisations. This includes:

- Engaging a tradesperson to conduct a safety inspection of damage to a property, premises and/or equipment.
- Hiring and/or leasing equipment or purchasing materials to clean a property, premises and/or Equipment.
- Paying additional wages to an existing employee (i.e., overtime) or employing a person to clean a property, premises and/or equipment if:
 - the cost would not ordinarily have been incurred in the absence of the severe weather event, or
 - the cost exceeds the cost of employing a person to clean the property, premises or equipment that would ordinarily have been incurred in the absence of the severe weather event.
- Removing and disposing of debris, damaged goods and/or material.
- Removing and disposing of spoiled goods and stock due to power outage.
- Essential repairs to premises and internal fittings (e.g. floor covering, electrical wiring, shelving), if the repair is essential for resuming operation of the organisation.
- Purchasing, hiring or leasing equipment or materials that are essential for immediately resuming operation of the not-for-profit organisation; and any of the following:
 - replacing lost or damaged stock if the replacement is essential for immediately resuming operation of the not-for-profit organisation;
 - leasing temporary premises in the same impacted municipality for the purpose of resuming operation of the not-for-profit organisation.
- Repairing, reconditioning or replacing essential plant or equipment damaged by the severe weather event.
- To reimburse the excess paid on insurance (if eligible).

3. How funding may NOT be used

Grants cannot be provided to help pay for costs associated with the following:

- Loss of income resulting from the severe weather event.
- Payment of employee salaries that would have ordinarily been incurred by the not-for-profit organisation had the severe weather event not occurred.
- Expansion of projects, or upgrades to assets, infrastructure and/or equipment.
- Any items or activities funded under another government (local, state or federal) emergency response or recovery grant.
- An amount for any loss, damage or associated costs the applicant is entitled to claim, has received, or has been approved to receive, under a policy of insurance for the relevant costs claimed. The applicant may be eligible for a grant for the portion of costs that are not covered by their insurance, or for amounts more than the value insured.

4 Eligibility Criteria

4.1 Eligible Applicants

To be eligible for a grant, the not-for-profit applicant must meet all the eligibility criteria outlined below:

- a) Operate as a not-for-profit, incorporated organisation whose primary purpose is to deliver sport and/or recreation activities located in one of the following municipalities and have been actively operating on or before the severe weather event that began on 13 October 2022.
Break O'Day, Devonport, Latrobe, West Coast, Burnie, Dorset, Launceston, Central Coast, Flinders, Meander Valley, Central Highlands, George Town, Glamorgan-Spring Bay, Northern Midlands, Circular Head, Kentish, Waratah-Wynyard, West Tamar.
- b) Have suffered direct damage to premises, assets, internal fittings and/or equipment owned or used by the organisation to carry out normal operations and be responsible for meeting the costs to replace or repair.

- c) Be intending to re-establish the same not-for-profit support and/or services in the same, or nearby, location within the same municipality.
- d) For costs relating to activities listed in section 3, provide satisfactory evidence of the loss or damage. Refer to Section 6 for more information on satisfactory evidence.

Note: Applicants may apply for more than one grant; however, the total funding available to any one organisation is \$25,000.

Where any costs are a shared responsibility with another party, applicants can only claim for its share.

Not-for-profit organisations that are not located in one of the 18 municipalities but who can provide evidence that they operate primarily within one of the 18 municipalities (and meet the other eligibility criteria), may be considered under this program.

4.2 Ineligible applicants

Ineligible organisations include:

- Not-for-profit organisations that do not meet the guidelines
- State, Australian or Local Government agencies
- Political organisations
- Individuals or sole traders
- For profit organisations
- Educational institutions, including parents and friends' associations
- Private or commercial enterprises registered under company law
- Organisations that receive revenue from electronic gaming machines
- Organisations that currently have a grant administered by the Tasmanian Government with overdue reporting and/or outstanding acquittal obligations
- Organisations that have a focus on activities considered to be arts, hobbies, craft, music, historical re-enactments, events, pets or livestock related activities or that do not include the primary purpose of engaging in human physical activity.

5 Supporting Documentation

When completing the application form, applicants are required to provide documentation, information, and evidence to support the application.

Where the applicant does not own the property, evidence of permission from the owner to undertake the work must be provided.

1. Evidence to confirm the not-for-profit organisation was operating on or before 13 October 2022, such as:

- a) a bank account statement in the organisation's name showing recent transactions
- b) a current lease agreement, or
- c) evidence of recent organisation operational activity.

2. Evidence to demonstrate the not-for-profit organisation was directly damaged by the severe weather event that started on 13 October 2022.

For example, any of the following are acceptable forms of evidence:

- a) photographic evidence of damage
- b) quotes or invoices to repair/restore your organisation, or
- c) insurance claim or correspondence.

3. Evidence to demonstrate the organisation was not entitled to or been approved to receive an amount under a policy of insurance for the relevant costs claimed. Noting, the applicant may be eligible for a grant for the portion of costs that are not covered by their insurance.

For example, any of the following are acceptable forms of evidence:

- a) copy of relevant section of Insurance Product Disclosure Statement
- b) letter of advice from insurance company detailing what is not covered by the policy, or
- c) signed Statutory Declaration declaring the insurance cover is insufficient. For more information and to obtain a Statutory Declaration Form go to the [Department of Justice Website](#)

Note: The Department may request further information and/or undertake site visits, interview applicants and verify information with other government departments or relevant authorities as part of the assessment process.

6. Assessment

Applications will be assessed against the eligibility criteria using the information and supporting evidence provided in the application form.

Applicants are encouraged to supply all information and documentation requested to help the assessors quickly process their grant application.

Where there is insufficient information or evidence provided, a site visit and/or enquiries with other parties may be undertaken to verify the information. Applicants may also be asked to supply further information during the assessment process.

4. Timeframes

Applications must be received by the closing time listed in the table below.

Late applications will not be accepted.

It is intended that applicants be notified of the outcome of their application within 21 days of submission.

Below are the key dates for the grant program.

Description	Date/time
<i>Program opens</i>	<i>30 January 2023 at 2:00 pm</i>
<i>Program closes</i>	<i>27 March 2023 at 2:00 pm</i>
<i>Applications assessed</i>	<i>Ongoing</i>
<i>Applicants notified (estimated date)</i>	<i>21 days from submission</i>

Projects are expected to be completed within nine months of funding being provided.

IMPORTANT: 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 of our written request, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

Successful applicants will receive grant documentation outlining the funding terms and conditions. To be

executed as a grant deed this documentation must be signed by authorised representatives of the organisation and the Department.

Unsuccessful applicants will receive a letter advising they have been unsuccessful.

No late applications will be accepted. For any extenuating circumstances that may prevent applicants meeting the deadline, applicants must contact Sport and Recreation before the grant program closes to discuss further by telephoning 1800 252 756

Applicants are strongly recommended to submit applications well before the closing date and time. This will allow time for applicants and assessors to raise any concerns with an application before the close date.

5. Reporting and Evaluation

Not-for-profit organisations that receive funding through the Recovery Grants Program are required to complete a Final Report using a template that will be provided by the Department of State Growth.

Information gathered from all reports will be used to evaluate the Recovery Grants Program and satisfy the Department of State Growth's reporting requirements.

The Final Report must include an explanation of how the grant funds were used, including a financial acquittal and documented evidence and complete a Statement of Compliance declaring that the grant has been spent in accordance with agreed purpose of funding.

6. Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, will be made publicly available on the Department of State Growth's website.

7. Guide to Applicants

Applicants must complete the online application form, available through the Sport and Recreation website using the following link.

<https://stategrowthtas.smartygrants.com.au/erg2022>

If you are having difficulty accessing the application form, or have any questions regarding the application

process, please contact Sport and Recreation at grants@sportrec.tas.gov.au or on 1800 252 476.

On submission of your application, you will receive a confirmation email with your application form in PDF format from SmartyGrants. If you do not receive the confirmation email of your application, please contact Sport and Recreation on 1800 252 476.

8. 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 with the Department for any of the following reasons can be directed to grants@sportrec.tas.gov.au or 1800 252 476

- further information or advice on the Program
- assistance in making an application
- feedback on the decision of the application
- appeal or request a review of the decision.

9. Taxation and Financial Implications

Not-for-profit organisations must indicate whether they are registered for GST in their grant application. This can be done through entering your organisation's Australian Business Number (ABN).

If the not-for-profit organisation does not have an ABN, you may be required to complete a 'Statement by a supplier'. Refer to the ATO website for more information: [ATO - Statement by a Supplier](#).

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to applying, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Information on invoices can be found on the [Business Tasmania Website](#).

It is strongly recommended that applicants contact their Financial Advisor, Accountant or the Australian

Taxation Office (ATO) on 13 28 66 or the [ATO Website](#) for any advice or clarification on the impacts of a grant for the not-for-profit organisation.

10. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a requirement that all Department of State Growth grants are acquitted.

10.1 How to acquit a grant

An acquittal form will be provided to recipients, asking for information about the activities and expenditure relating to the grant. Evidence such as quotations, invoices, receipts, statements, reports, etc., are also required to support the acquittal.

The Department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

10.2 Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the Department. In this situation the Department will invoice the recipient.

11. 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 recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

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. Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the grant application form.

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.

The provision of grant funding is subject to the execution of a grant deed and the successful applicant meeting the requirements of the grant, being:

- the intended purpose outlined in the grant application;
- the terms and conditions outlined in a grant deed; and
- meeting the terms outlined in these program guidelines.

Failure to adhere to the requirements of the grant, may result in the recipient being required to repay the grant funding to the Department.

All successful applicants will be required to adhere to the conditions of the grant and, at a minimum, will be required to submit a final acquittal at the completion of the grant term that demonstrates the funding provided was used for the approved purpose.

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.



Department of State Growth

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