

Grant Writing Presentation to Little Athletics  
Tasmania  
Presented by David Munns – Project Officer  
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# Grant Writing - Practical Tips and Solutions



- Acknowledgement Of Country

I acknowledge Tasmanian Aboriginal people as the traditional owners of this Land, and pay respects to Elders past and present for they hold the knowledge, memories and culture of Aboriginal people in Tasmania. I also acknowledge the people who, on a daily basis, contribute to the development and delivery of programs and services for Aboriginal people.

- Sport and Recreation Funding



To increase opportunities for participation in sport and active recreation.

To assist the ongoing development of the sport and recreation sector.

Clubs, not-for-profit organisations and local government entities providing sport and active recreation opportunities are eligible to apply, depending on respective guidelines.

- **Current Sport and Recreation Grants and Loans**



#### Junior Travel Assistance Program

- Round 1 11 May – 1 November 2023
- Round 2 2 November 2023 – 30 May 2024
- Financial assistance (\$250 maximum per financial year) to help alleviate the costs of competing in national sporting championships
- Defined list of approved events
- U12 – U18 participants
- The total funding available in 2023-24 is \$100,000

#### Tasmania Active Infrastructure Grants Program

- Fund community sporting facility upgrades across the State
- \$10 million over two years
- Further details to be released

- Definitions



### Sport

A human activity involving **physical exertion and skill** as the primary focus of the activity, with elements of **competition**, where **rules** and patterns of behaviour governing the activity exist formally through organisations and is generally accepted as a sport.

### Active Recreation

Active recreation activities are those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the **primary activity requiring physical exertion**, and the **primary focus on human activity**.

- Why Would Government Invest?



- Is the project good value for money?
- What makes your organisation important to the community?
- How does what you do, align with Government's strategic goals/vision/budget priorities?
- How did the project come about?
- How will the funds increase your organisation's chance of survival into the future (sustainability)?
- How inclusive and equitable is your organisation e.g. is it open to all, what is membership made up of, all abilities/gender?
- Have you consulted the community?

## • Your Local Government Association Relationship



- Have you spoken to your LGA?
- Do you have all the necessary project management skills or do you require the LGA support?
- If project management support for the project is required from the LGA has it been budgeted for?
- If it is facility have you and LGA discussed ongoing maintenance/licencing?
- Does the need be development application and or building permit?



Registered or not registered for GST?

Expenses – item, cost and supporting documents

Secured Funds – item, funds, supporting documents

Supporting documents:

- Bank statement
- In-kind (quotes)
- Sponsorship, letters of confirmation

Total funds for the project:

- Expenses
- Secured funds plus grant request



- About Your Organisation



- Are you an incorporated organisation?
- How do you execute deeds?
- What financial year do you operate on?
- Who will write the application for the grant?
- Does this grant meet your needs? If not wait.
- Do you have the skills/people to execute the deeds purpose?

## • Supporting Documents



### Evidence is required to support a grant application.

- **How did the project come about?** – feasibility study, meeting minutes/notes, stakeholder correspondence, strategic plan, business plan, deficiency in the community
- **Risk Management Plan** – what can go wrong with the project, or without the project?
- **Project or Business Plan** – planning, undertaking and completion of project?
- **Project Timeline** – what will be achieved by when?
- **Project Budget** – what is your secured income, what are your known expenses?
- **Project Manager** – who is going to manage the project, and what qualifications and experience do they have? Is your LGA on board, and will they help?
- **Strategic plan** – how does the project fit with future goals of the organisation?
- **Evidence of tenure** – Memorandum of understanding or lease with land owner.
- **Most recent audited financial statement** – how viable is the organisation?

- Supporting Documents (cont.)



- **Itemised expenses** – what will the project cost?
- **Secured Funds** – what financial contributions are there for the project?
- **Quotations** – evidence for expenses
- **Bank statement** – evidence for contribution/s, and viability
- **Statutory approvals** – development application, plumbing, building, Heritage, Crown land, Parks and Wildlife, MAST
- **Local government support** – (written) land/facility owners, willingness to help, agreement with reasons for the project
- **State Sporting Organisation support** – has there been an audit? Strategic priorities, promotion of sport, programs, preferred facility guidelines etc.
- **In-kind support** – must be professional, trades, ABN number – formal quotation with a statement that goods/services are to be donated
- **Site plan/plans/drawings/approvals** – costs incurred in preparing plans or drawings cannot be included in the budget, as these works have started
- **Conditions precedent** – any and all of the above can be asked for prior to funds being released

- Writing the Grant Application



Good grant applications clearly state

- Who will benefit?
- What is going to happen?
- Where is it going to happen?
- Why does it need to happen?
- When is it going to happen?
- How is it going to happen?
- How much will it cost?

- Scenario



The Grant program is for sporting infrastructure under the “You Beaut” Grant Program.

Grants are for **sporting infrastructure that will increase participation in active recreation.**

Applications are for a **maximum** of \$250,000 with a **25% co-contribution.**

**Ineligible** items include **wages, rent, insurance, ICT devices**

- Who will benefit?
- What is going to happen?
- Where is it going to happen?
- Why does it need to happen?
- When is it going to happen?
- How is it going to happen?
- How much will it cost?

- Smarty Grants



- Applications for Sport and Recreation are online
- Benefits the applicant and funding body
  1. Start application
  2. Register/Sign up - email required
  3. Complete application and submit
  4. Applicant receives copy
  5. Application locked
- If error made/missing application can be opened and resubmitted
- Support guides/Phone support available

- Make Your Application Stand Out



- Contact a Project Officer.
- Do not do it at the last minute.
- Paint a picture, sell a story.
- Be different from the rest.
- Community impact.
- Short, sharp, punchy wording.
- Evidence of past success in applying for and delivering grants on time and purpose.
- Letters of support – User groups, MP, Council, SSO, NSO.

- Before you being



1. Think 'future' with your organisation e.g. plan!
2. Keep your eyes on the Sport and Rec funding website for program openings
3. Subscribe to Grant Alerts ([grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au))
4. If planning to apply, do not start a project *before* applying
5. Need to ensure the project will be completed within required timeframe
6. If planning to submit more than one application – prioritise
7. **Think contingencies – equipment, costs, material, tradespeople**
8. **Once a program is open, read the program guidelines**
9. **Contact a Project Officer in the early stages of planning**



- Applying



- **Read the program guidelines!**
- Useful for someone else to read through for logic, evidence, grammar/spelling, budgets.
- Go through the application form **before** starting it, and become aware of what it says, and be clear as to what is required.
- Gather relevant supporting documentation.
- Make your LGA aware and discuss needs.
- Maintain contact with a Project Officer.
- Gather required information e.g. participation numbers, demographics, and complete relevant sections of the application form.
- Submit by closing date.

- In Summary



1. Application lodged and acknowledged
2. Assessment process and approval
3. Applicants advised of outcome
4. Grant documentation and invoice
5. Payment, reporting, completion
6. Acquittal

**NOTE:**

If not successful, seek feedback from the relevant person (as per letter)

**NOTE:**

If something goes wrong with the project e.g. timelines change, cost, any other changes – talk to a Project Officer or Grants Team contact

- Questions?



Sport and Recreation email  
[info@sportrec.tas.gov.au](mailto:info@sportrec.tas.gov.au)

Phone **1800 252 476**

Grant programs web site:  
[https://www.sportrec.tas.gov.au/  
grants\\_and\\_funding\\_programs](https://www.sportrec.tas.gov.au/grants_and_funding_programs)



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