



Collaborate with
active industry



Active Industry Project Fund Super Round

Program guidelines

30 November 2023



Queensland
Government



The Department of Tourism, Innovation and Sport (the department) will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please [contact the department](#) if you require interpreting services.

ACKNOWLEDGEMENT OF COUNTRY

Sport and Recreation respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects to the Elders past, present and emerging for they hold the memories, the traditions and the cultures of Aboriginal and Torres Strait Islander people across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and strengthen community connection through the power of sport and recreation.

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1. What is the Active Industry Project Fund?

Activate! Queensland 2019 – 2029 (Activate! Queensland) is the Queensland Government's 10-year strategy to further enrich the Queensland way of life and build on our strong community foundations to deliver better health and well-being outcomes for all Queenslanders.

Through *Activate! Queensland*, the Queensland Government is committed to supporting opportunities that encourage lifelong movement and break down the barriers that prevent Queenslanders from achieving a sufficient level of physical activity. The Queensland Government is also committed to strengthening the overall capabilities of the Active Industry to deliver state-wide physical activity opportunities. In turn this will support more Queenslanders to be healthy and promote better connected communities.

The Active Industry Project Fund provides competitive grant funding to active industry organisations operating in Queensland to increase participation by Queenslanders and enhance athlete pathways.

On 24 May 2023, the Honourable Stirling Hinchliffe MP, Minister for Tourism, Innovation and Sport and Minister Assisting the Premier on Olympics and Paralympics Sport and Engagement, announced a 2024 'super round' of funding under the Active Industry Project Fund, which represents the combining of Round 3 and Round 4 of the program to run over two years.

Under the Active Industry Project Fund Super Round, \$5.024 million (GST exclusive) is available to support projects from \$20,000 to \$100,000 (GST exclusive).

2. Objective

The objective of the Active Industry Project Fund Super Round is to support the sport and active recreation industry to provide diverse, inclusive and responsive participation opportunities and connected athlete pathways.

3. Important dates

Date	Activity
7 February 2024	Applications open
1 March 2024	Applications close 5pm (AEST)
May 2024	Successful projects announced
July 2024	Projects can commence*
June 2026	Projects to be completed
July 2026	Outcome report and final acquittal due

*Note – approved projects cannot commence until a funding agreement has been entered into with the department.

4. Funding available

Funding of \$5.024 million (GST exclusive) is available under two categories:

1. **Participation** - providing diverse, inclusive and responsive opportunities to grow participation; and
2. **Talent Pathways** – enhancing pathways and/or addressing pathway inequalities for Queensland athletes.

Eligible Organisations can apply for a minimum of \$20,000 to a maximum of \$100,000 (total over 2 years) in one category or across both categories. If applying across both categories, organisations must make two applications (one for each category) and **ensure the total funding amount requested does not exceed \$100,000**. For example, an Eligible Organisation could make one application under the Participation category for \$80,000 and one application under the Pathways category for \$20,000 (for a total funding amount of \$100,000).

5. Eligibility

Who can apply?

All organisations eligible to apply for funding must:

- have a registered [ABN](#); and
- operate as a not-for-profit organisation in Queensland and be incorporated under the:
 - Associations Incorporation Act 1981 (Queensland)
 - Corporations Act 2001 (Commonwealth)
 - Co-operatives National Law Act 2020
 - Corporations (Aboriginal & Torres Strait) Act 2006 (Commonwealth); and
- at time of program close:
 - have no more than 1 annual report outstanding with Office of Fair Trading
 - have met all obligations for any projects funded by the department; and
 - have no debt owing to the department.

Additionally, Eligible Organisations are required to meet the following definitions and eligibility criteria based on their organisation type:

State Sport Organisations		
1	Have a primary objective of sport stated in their Constitution or Replaceable Rules	<p>Sport is defined as:</p> <p><i>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 recognised as a sport.</i></p>
2	<ul style="list-style-type: none"> ▪ Meet the definition of a State Sport Organisation according to their Constitution or Replaceable Rules; or ▪ Be a National Sporting Organisation operating under a unitary model or similar 	<p>State Sport Organisation is defined as:</p> <p><i>An organisation that is the peak body for its sport, responsible for developing the sport in Queensland from community participation to high performance levels.</i></p>
4	Deliver services to members in a minimum of three Sport and Recreation Service Areas (Appendix 2)	

State Active Recreation Organisations		
1	Have a primary objective of active recreation stated in their Constitution or Replaceable Rules	<p>Active Recreation is defined as:</p> <p><i>Activities 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.</i></p>
2	Meet the definition of a State Active Recreation Organisation according to their Constitution or Replaceable Rules	<p>State Active Recreation Organisation is defined as:</p> <p><i>An organisation that is the peak body for its active recreation activity and has a primary objective of developing the activity in Queensland at all levels of participation.</i></p>
3	Deliver services to members in a minimum of three Sport and Recreation Service Areas (Appendix 2)	

Industry Peak Bodies		
1	One organisation per sector is eligible	<ul style="list-style-type: none"> ▪ QSport is the recognised Peak Body for the Sport Sector in Queensland ▪ Outdoors Queensland is the recognised Peak Body for the Active Recreation Sector in Queensland ▪ AusActive is the recognised Peak Body for the exercise and active health sector in Queensland

In assessing eligibility, the Department may conduct due diligence in relation to officers of the organisation and consider associated funding and obligation compliance history for officers and related organisations.

National Organisations

Any National Organisations approved for funding under the program must maintain a separate record of all financial transactions incurred in carrying out the services related to the funding in Queensland, evidencing that all funding has been spent on delivery of services in Queensland.

Eligibility Enquiries

If unsure of the organisation's eligibility, please email SportRecPartnership@dtis.qld.gov.au before applying.

Who cannot apply?

Examples of who is **not** eligible to apply are:

- Individuals, including sole traders
- for-profit groups
- trusts
- unincorporated organisations
- local governments
- SLO members and affiliates such as regional sport and recreation associations
- schools, TAFE colleges and Universities
- Parents and Citizens Associations
- religious groups
- political organisations
- state or federal government departments
- charities.

6. Eligible projects

Category 1: Participation

Projects that deliver diverse, inclusive and/or responsive physical activity opportunities to grow participation. Some example projects may include but are not limited to:

- Deliver a modified/flexible program to respond to emerging market needs
- Deliver a targeted program to offer diverse and inclusive participation opportunities (with input from relevant stakeholders)
- Deliver engaging participation initiatives that drive growth in your activity across Queensland.

Category 2: Talent Pathways

Projects that enhance athlete talent pathways and/or address athlete pathway inequalities. Some example projects include but are not limited to:

- Deliver State/National Championships in a regional or remote location outside of South East Queensland (see Appendix 3 for South East Queensland Local Government Areas)
- Engage high-performance professionals to deliver training/development opportunities, including for regional and remote athletes, people with a disability or First Nations peoples.
- Deliver talent identification/testing programs that link to established pathways.

Eligible costs

Project costs must be deemed appropriate for the project and reasonable in nature by the department, and may include:

- items/services which can be reasonably attributed to the project
- salaries of project staff (including salary-related on-costs)
- services provided by contractors
- consumable materials and equipment
- development and/or installation of technology
- domestic travel and accommodation
- project evaluations.

7. What will not be funded

Ineligible Projects

The following are ineligible projects:

- projects or programs that have been funded previously by Sport and Recreation (except if delivering to a new target market or new location)
- projects or programs that are already implemented (except if delivering to a new target market or new location)
- facility or infrastructure plans or planning projects, capital projects
- funding for staff wages only
- funding for IT equipment only
- delivery outside of Queensland
- applications where more than 50% of the project costs are deemed ineligible.

Ineligible Costs

The department will review project costs listed in the applicant's Project Plan against the ineligible costs below. If more than 50% of costs listed in the application are deemed ineligible, then the application will be deemed ineligible.

The following costs are ineligible for funding:

- capital works or maintenance expenditure including any buildings or upgrades, and/or IT infrastructure
- administration and office costs
- purchase of vehicles, trailers or similar
- costs associated with securing and/or managing the grant funding (e.g., grant writers)
- catering expenses including the purchase of alcohol
- costs associated with awards including ceremonies, trophies, medals and bursaries
- costs incurred prior to entering into a funding agreement.

8. What is the application process?

To apply for funding under this program, the organisation must be registered in the [Sport and Recreation Grant Registration Portal](#) (GRP). GRP registration should be commenced as early as possible prior to submitting an application.

Please note, the online applicant portal is not compatible with mobile devices. If further assistance is required to complete the online application, email srsgrportal@dtis.qld.gov.au or call 13 QGOV (13 74 68).

Applications must be submitted using the online application form by **5pm (AEST), Friday 1 March 2024**.

Applicants should review all documentation provided on the department website prior to submitting an application ([Active Industry Project Fund | Department of Tourism, Innovation and Sport \(dtis.qld.gov.au\)](https://www.dtis.qld.gov.au/active-industry-project-fund)).

Applicants will be required to provide supporting documentation in their application, using the templates provided:

- Project Plan (link to template)
- Project Cost Sheet (link to template)

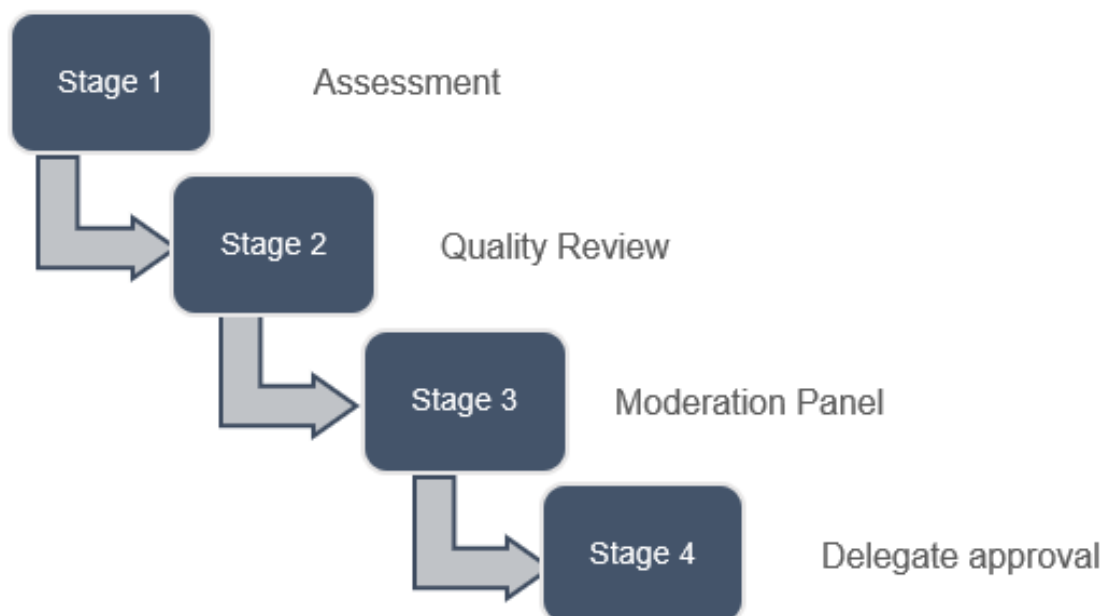
Applicants should provide further supporting documentation to enhance the quality of their application (e.g., the organisation's Strategic/Operational Plan or Board Minutes referencing the initiative).

Organisations seeking guidance regarding the suitability of supporting documentation may contact the Sport and Recreation Partnerships Office (SportRecPartnership@dtis.qld.gov.au) allowing sufficient time for feedback prior to the closing date (minimum of one week prior to the closing date). The department may request further information from the organisation if documentation provided may result in the application being deemed ineligible. If further information is requested, the organisation must provide the information within the specified timeframe. If the information is not provided, the application will be assessed in its original form.

Applicants should familiarise themselves with the online application and commence the process well before the program closing date.

9. How will applications be assessed?

Applications will be assessed by the department against the program eligibility criteria through Stages 1 and 2 for consideration by the Moderation Panel (Stage 3).



Stage 1: Assessment

Assessment will include verifying if the application:

- has been submitted by an Eligible Organisation (refer to *Section 5 Eligibility*)
- is for an Eligible Project (refer to *Section 6 Eligible Projects*).

Additionally, assessment will consider if the application demonstrates:

- outcomes that align with the program objective (refer to *Section 2 Objective*)
- substantial need for the project with strong supporting evidence provided
- the organisation's ability to deliver the project, including a clear, detailed and realistic project plan
- how the project will benefit the organisation on an ongoing basis
- budgeted costs that are deemed appropriate and reasonable.

Applicants may be contacted at any stage of the assessment process to clarify any information provided in the application and/or to request further information to support decision-making.

Stage 2: Quality Review

Quality review will include a check of the Stage 1 Assessment.

Once the above considerations have been assessed, an application will move to the Moderation Panel for consideration in the prioritisation of projects.

Stage 3: Moderation Panel process

The Moderation Panel will undertake a prioritisation of eligible applications to inform the distribution of funding, including any over subscription of funding, ensuring that the recommendations are consistent with the program objective.

The Moderation Panel may have additional regard to:

Priority	Description
1.	<p>For the Participation category:</p> <ul style="list-style-type: none"> a) New projects/initiatives that demonstrate potential growth within the sport/activity; and/or b) New projects/initiatives that demonstrate an increase in participation in underrepresented or disadvantaged target cohorts identified by the organisation; and/or c) New projects/initiatives that respond to emerging market needs. <p>For the Talent Pathways category:</p> <ul style="list-style-type: none"> a) Projects that consider alignment and/or connection between club sport and the school sport pathway; and/or b) Projects that address pathways inequalities (e.g., opportunities for regional athletes, athletes with a disability and First Nations athletes); and/or c) Projects that enhance the athlete pathway experience including a focus on athlete development, support and wellbeing.
2.	Projects clearly linked to an applicant's Strategic or Operational Plan.

10. Approval process (Stage 4)

The Moderation Panel will make recommendations to the department's delegate on the outcome of the assessment process.

Applicants will receive written notification on the outcome of their application advising whether the project was approved or not approved.

Approved applicants will be required to enter into a funding agreement with the Queensland Government. The provision of funding is subject to the execution of a funding agreement to be provided by the department.

Application process Terms and Conditions

Submitting an application does not guarantee that the application will be approved. The department reserves the right (at the department's sole discretion) to refuse an application, not assess an application or not approve funding, for any reason, irrespective of whether the eligibility and assessment criteria have been met. The department's decision in relation to an application or the process is final.

The department reserves the right, at any time, whether before or after the closing date, to:

- cancel or vary the assessment process
- close early, suspend, stop or extend the operation of the program or the application process
- amend dates including extending the closing date
- vary the program, including the proposed terms and conditions of funding and/or these guidelines
- consider or reject an application received after the closing date and time
- consider an application submitted other than in accordance with the requirements of the application process, including accepting a non-conforming or incomplete application
- determine whether a project meets the eligibility criteria, project requirements and other requirements set out in these guidelines and should be deemed ineligible
- change the allocation of funding available under the Program, the eligibility criteria or the types of projects that will be considered.

Any action taken to close early, suspend, stop or extend the program will be notified on the program website.

The department may, at its discretion, request information or documents (included but not limited to audited financials) from an organisation or any other person in order to consider and/or verify the accuracy of an application.

The department will retain all documents submitted and will not return these to the organisation. The organisation must ensure that its officers, employees, agents and/or sub-contractors do not make any public announcement or advertisement in any medium in relation to the process or the program without the prior written consent of the department.

Organisations accept the risk, responsibility and liability connected with submitting an application and will not make any claim in connection with a decision by the department to exercise or not to exercise any of its rights in relation to the application process.

The application and participation in the application process does not constitute an offer or an invitation to make an offer under the application process. It also does not indicate an intention by the department to enter into any form of legal relations with any party. The acceptance of an application or any invitation to negotiate will not be effective to constitute a contract or to create any legitimate expectation on an organisation's part unless and until a formal written funding agreement is entered into (as per the process set out in the funding terms and conditions). Nothing in this application process amounts to any process contract and in making the application available and conducting this application process, the department expressly excludes any process contract arising.

Applicants accept the Active Industry Project Fund Super Round Terms and Conditions when submitting their online application form. The Terms and Conditions are also available on the department's website.

Organisations that are not approved for Active Industry Project Fund Super Round can contact the Sport and Recreation Partnerships Office (SportRecPartnership@dtis.qld.gov.au) to seek further information as to the application not being approved.

11. Privacy

Any personal information will be handled in accordance with the Information Privacy Act 2009. Information regarding the department's privacy policy can be found online [here](#).

For audit purposes, the department is required to retain the applications and other supplied supporting material.

The department considers the protecting of a person's right to privacy and managing personal information in accordance with the IP Act in the highest regard. If you do not feel that the department has adhered to the IP Act, you can raise your concerns with DTISPrivacy@dtis.qld.gov.au.

12. Late Applications

An applicant may request to submit a late application in extenuating circumstances. All applicants lodging a late submission, either wholly or in part, must submit a request in writing to SportRecPartnership@dtis.qld.gov.au for department consideration.

The request for submission of a late application, or part thereof, must be made within a maximum of one (1) business day following program close.

Acceptance of a late application request is at the discretion of the department.

A late submission may be accepted by the department in the following circumstances:

- where there has been a confirmed system failure (e.g., database, departmental, internet service provider)
- where there are extraordinary circumstances beyond the control of the applicant (e.g., natural disasters, births, deaths in family).

13. Appeals

Sport and Recreation staff can provide an applicant that has not been approved with an initial explanation of the rationale for the decision.

If an applicant remains dissatisfied with a decision, such as an application not being approved for funding, the grant applicant can request a review of the decision. The request is required in writing and can be sent to SportRecPartnership@dtis.qld.gov.au. An appeal can be requested where the applicant believes the decision does not adhere to the program guidelines and/or the department's processing of the application.

The appeals process does not include applicants challenging the program guidelines or seeking variations or exceptions to the program guidelines.

Appeals will only be considered if received by the department within one month from the date of the applicant's receipt of written notification from the department on the outcome of the application process.

14. Payments

Payment conditions will be outlined in Funding Agreements for approved applicants.

Goods and Services Tax (GST)

GST is a broad-based tax of 10 per cent on the sale of most goods and services purchased in Australia.

Organisations with current or projected annual turnover for all revenue activities of \$150 000 or more (including this project), must be registered for GST. Compliance with the legislation is a requirement of Federal taxation legislation. For more information, refer to the Australian Taxation Office website or telephone 13 24 78.

The grant funding amounts referenced in this guideline are GST exclusive.

The [GST factsheet](#) outlines how the department will treat GST on approved grant payments.

Payment Compliance

At the time of the payment, applicants must be compliant with the following prior to any payment of funds:

- have no more than 1 annual report outstanding with Office of Fair Trading (if applicable);
- have met all obligations for projects currently funded by the department; and
- have no debt owing to the department.

Contact the Office of Fair Trading to determine whether the organisation has any outstanding issues. Go to www.fairtrading.qld.gov.au or telephone 13 QGOV (13 74 68).

Bank details and an EFT form will be requested by the department to assist with payment processing for approved projects. It is the organisation's responsibility to ensure that the name on the bank account details provided match the organisation's legal name.

15. Reporting, acquittals and audit requirements

Approved organisations will need to acquit the funding spent to the department. All organisations funded will be required to keep accurate records of expenditure and provide evidence in the acquittal form supplied to support the delivery of the approved project for the required legislative period. These records are to be made available to the department should the organisation be selected for an audit.

Approved organisations must complete reporting on financial and project activities and outcomes throughout and upon completion of the project.

Approved organisations may be subject to an audit from the department. The department may undertake a random audit of approved projects to ensure that projects are delivered as approved.

The Queensland Government must be appropriately [acknowledged](#) by approved organisations in any promotion of the approved project.

16. Survey and Case Study

Approved organisations will be asked to complete a case study and/or a survey upon project completion. The information collected will be used to help the department evaluate and promote the program's outcomes.

APPENDIX 1 – Definitions

Active Industry: Refers to the industry that delivers, enables or supports physical activity requiring physical exertion to be undertaken or engaged for the primary purpose of sport, fitness and active recreation participation, and includes but is not limited to the following segments:

- **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 recognised as a sport.
- **Fitness:** The sector supplying fitness services, including but not limited to consumers, exercise professionals and fitness businesses.
- **Active Recreation:** Includes activities 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.

Affiliate: A club or association that is formally affiliated with the recognised state or national body (or through an affiliated association) for the activity and receives benefits and services through this affiliation. Affiliates must be providers or deliverers of an eligible sport and recreation activity at the club or regional level. This does not include commercial or other types of affiliation.

Contractor: A sole trader, company, partnership or trust operating their own business, with an ABN. For the purposes of this Program, contractors are not eligible organisations or eligible industry partners, but may provide paid services to those entities in support of their projects.

Industry Peak Bodies: Organisations that represent a segment of the sport or active recreation industry and provide leadership, guidance, and strategic direction for that sector.

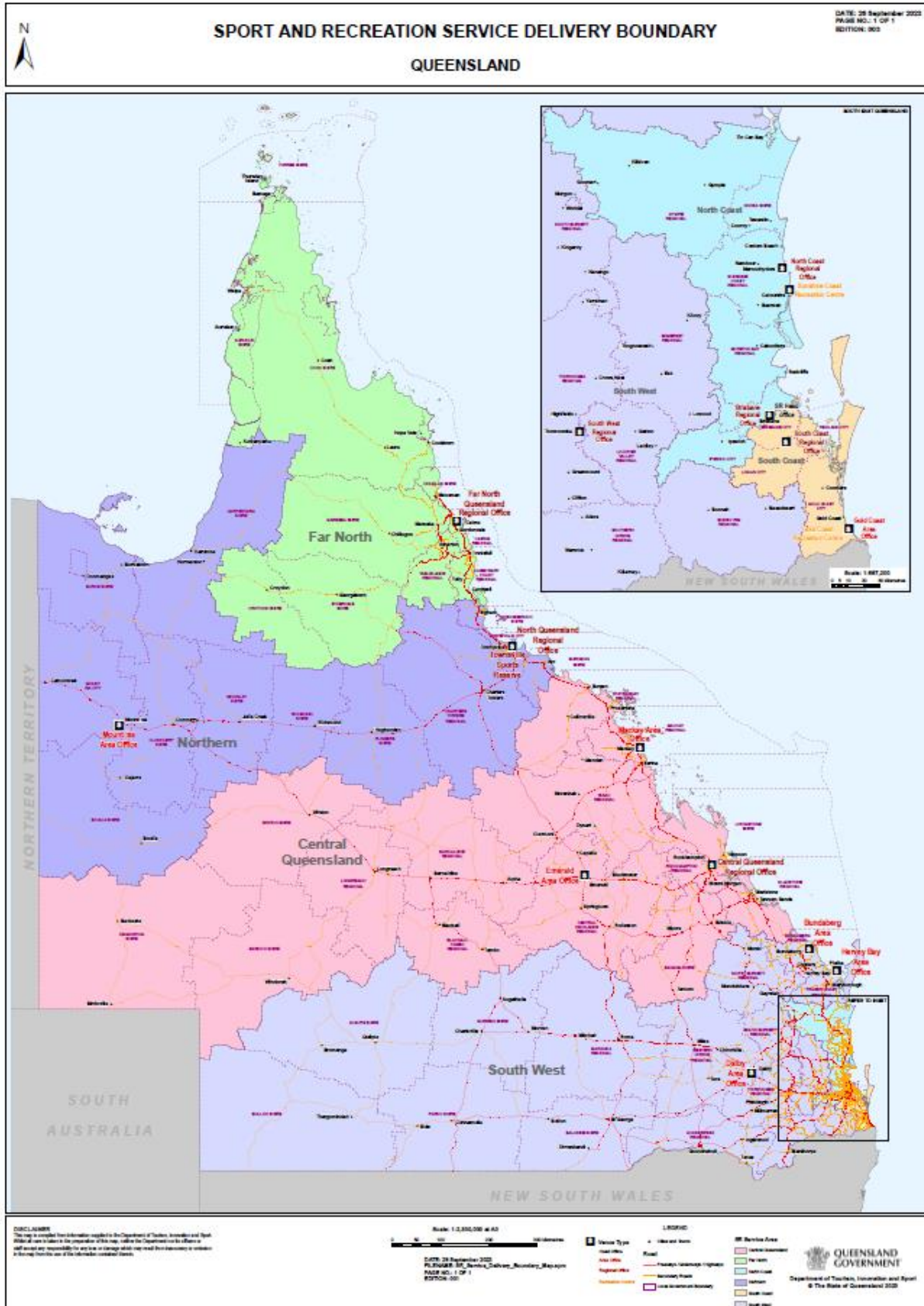
National Sporting Organisations: Organisations that develop sport across the continuum, from community participation to high performance levels. NSOs in most cases work closely with their respective State Sporting Organisations (SSOs) across all Australian state and territory jurisdictions.

State Active Recreation Organisations: Organisations that are responsible for developing their active recreation activity in Queensland at all levels of participation.

State Sporting Organisations: Organisations that are responsible for developing their sport or active recreation in Queensland from community participation to high performance levels.

APPENDIX 2 - Sport and Recreation Service Areas

View our map of the Sport and Recreation Service Areas relevant to this program.



APPENDIX 3 – South East Queensland Local Government Areas

Council	
Brisbane City Council	Noosa Shire Council
Gold Coast City Council	Redland City Council
Ipswich City Council	Scenic Rim Regional Council
Lockyer Valley Regional Council	Somerset Regional Council
Logan City Council	Sunshine Coast Regional Council
Moreton Bay Regional Council	Toowoomba Regional Council