

As outlined in Section 7 of the Program Guidelines, applicants are required to attach supporting information with their application.

The table below outlines the types of support documents required. Please note these requirements vary according to applicant type and the requested funding amount.

Provided forms and recommended documents can be found at www.sportaus.gov.au, or via the hyperlinks in the table below. Submission of the provided recommended forms is preferred, however alternate documents which provide the required evidence will also be accepted.

Individual files not exceeding 5MB are recommended and individual files exceeding 25MB will not be able to be submitted online.

This checklist is a tool for applicant use only, and not for submission with your application.

| Supporting Document | Grants up to \$50,000 | Grants of \$50,001 to \$200,000 | Grants of \$200,001 to \$500,000 |
|--|-----------------------|---------------------------------|----------------------------------|
| All applicants | | | |
| Evidence of consent/support from the Landowner. Form Template: Landowner Consent/Support Form | Optional | Optional | Mandatory |
| Evidence of consent/support from the Local Government. <i>*NOT required if Local Government is also the landowner or landlord.</i> Form Template: Local Government Consent/Support Form | Optional | Optional | Mandatory |
| Evidence of support from any relevant peak sporting organisations. Form Template: Peak Sporting Organisation Support Form | Optional | Optional | Mandatory |
| Evidence of support from any other project stakeholder, facility tenant, or facility user groups. Form template: Project Support Form | Optional | Optional | Optional |
| Evidence of current and proposed facility schedule of use. Form Template: Schedule of Use Form | Mandatory | Mandatory | Mandatory |
| A plan or business case that details how and when the project will be commenced and completed. This might also include: <ul style="list-style-type: none"> Evidence of appropriate approvals submitted or in place¹ to commence the project in the 2018/19 financial year. Site plans that clearly address community safety, risk management, universal design principles and environmental sustainability where appropriate. Detail on how project costs have been accurately identified. Required Attachment: A Business Case or Project Plan. | Optional | Mandatory | Mandatory |

| Supporting Document | Grants up to \$50,000 | Grants of \$50,001 to \$200,000 | Grants of \$200,001 to \$500,000 |
|---|-----------------------|---------------------------------|----------------------------------|
| Non-ABN holder applicants | | | |
| <p>Declaration for the applicant is not entitled to an ABN as they are not carrying on an enterprise in Australia. This will justify Sport AUS not withholding payment to the applicant if successful.</p> <p>Required Attachment: ATO Statement by Supplier Form</p> | Mandatory | Mandatory | Mandatory |
| Not-for-profit applicants | | | |
| <p>Evidence of Australian Charities and Not-for-Profit Commission or State/Territory incorporated association registration.²</p> <p>Required Attachment: ACNC registration certificate OR State/Territory incorporated association registration certificate.</p> | Mandatory | Mandatory | Mandatory |
| <p>Accountant's declaration demonstrating financial status.</p> | Optional | Optional | Optional |
| <p>For incorporated trustees applying on behalf of a trust, evidence of the relationship between the incorporated trustee to the trust.</p> <p>Required attachment: Relevant Trust documents.</p> | Mandatory | Mandatory | Mandatory |
| Education institution applicants | | | |
| <p>Evidence of support from the Department of Education, and evidence that the facility will be accessible to the local community and/or clubs.</p> <p>Form template: Project Support Form</p> | Mandatory | Mandatory | Mandatory |

1 All projects are subject to relevant legislation, regulations, required approvals and permits specific to the jurisdiction in which the project is located.

2 If you do not have an active ACNC or State/Territory registration at the time of application, you must provide Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.