



COMMUNITY GRANT AND SPONSORSHIP FUND

Community Grant Application





This document is the application form for Meander Valley Council's Community Grant.

Meander Valley Council allocates funds every quarter to help not-for-profit community groups and community organisations in the delivery of a project or activity that will benefit the community. The project benefits will need to align with the [Community Strategic Plan \(2024-2023\)](#) and be consistent with the [Meander Valley Place Brand](#).

Applications for these Grants are competitively assessed by and at the sole discretion of Council.

Applications for these Grants are competitively assessed by and at the sole discretion of Council. Grant funding is available as a one-off payment up to a maximum of \$5,000 to applicants who meet the eligibility criteria and are successful in the assessment process. More information about eligibility and assessment criteria can be found in the Community Grant Guidelines, located at meander.tas.gov.au.

Applications must be received in Round 1 of the program by 5.00pm on 10 June.

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We strongly encourage you to discuss your application with a member of the Community Wellbeing Team before submission. Phone: 6393 5300 or email: community@mvc.tas.gov.au

Eligibility Criteria

To be eligible to apply for a Community Grant applicants must:

- Be legally incorporated or operating under the auspices of an incorporated body and/or registered with the Australian Charities and Not-for-Profit Registration Commission;
- Be inclusive in its membership and have the support of the broader community;
- Be registered in Australia for taxation purposes with an active ABN;
- Be located and/or operating in the Meander Valley local government area (LGA);
- Not be subject to any legal impediment or adverse circumstances;
- Be seeking funds to support a new project, activity, event or program;
- Not be applying for retrospective funding for a project, activity, event or program that has already been delivered; and
- Have obtained any required permits for the proposed project.



I/we confirm that the applicant meets ALL the eligibility criteria outlined above. (please tick)

APPLICANT DETAILS

Organisation Name

Incorporation Number You can find this through the ASIC website via connectonline.asic.gov.au/RegistrySearch

ABN

GST registered (please tick)

☐ Yes ☐ No

Organisation Address

Street Address line 1

Street Address line 2

Suburb

State

Post Code

Postal Address

Street Address line 1

Street Address line 2

Suburb

State

Post Code

Contact Person

Name

Contact Number

Email Address

Outline the purpose of your group/organisation

PROJECT DETAILS

Project Title

Location (within Meander Valley)

Street Address line 1

Street Address line 2

Suburb

State

Post Code

Proposed Start Date

/

/

/

Proposed End Date

/

/

/

Total grant amount requested

\$

Total event cost

\$

Total amount of other funding secured

\$

Estimated volunteer contribution

Hours

If this application is for the delivery of an event, has a Council event notification form been completed? *(please tick)*

Yes

No

An event notification form can be found on and submitted through Council's website via meander.tas.gov.au/planning-your-event

Provide a brief description of the project and its purpose

Is there a specific target group or sub population your project will focus on?

How will you ensure participation from community members within the target group or sub population?

How will this project continue to build community connection and social cohesion within Meander Valley?

Outline which Strategic Direction and Strategic Actions your project will deliver on from Meander Valley’s Community Strategic Plan (2024-2034)

The plan can be found on Council’s website via meander.tas.gov.au/assets/docs/MV_Strategic-Plan_FINAL.pdf

Estimate how many people will benefit from your proposed project?

What experience and volunteer support do you have to ensure that the project is successful?

Have you secured funding from any other sources (club funds, sponsors, other grants)? Please outline

If you plan for your project or activity to be ongoing, how will it be able to continue without ongoing grant funding from Council?

How does your project reflect Meander Valley's place brand and what brand assets do you think you could use?

Place Brand information and assets can be found on Council's website via meandervalley.com.au

If your community group is not registered as an incorporated association with CBOS under the Associations Incorporations Act (1964), you may be required to have an Organisation that is registered to auspice your grant application.

AUSPICE DETAILS *(if applicable)*

Organisation Name:

Incorporation Number You can find this through the ASIC website via connectonline.asic.gov.au/RegistrySearch

ABN

GST registered (please tick)

 Yes No

Contact Name and Position

Name

Position

Organisation Address

Street Address line 1

Street Address line 2

Suburb

State

Post Code

Postal Address

Street Address line 1

Street Address line 2

Suburb

State

Post Code

Contact

Contact Number

Email Address

☐ A signed authorisation letter is attached by an Office Bearer of the Auspice Organisation. (The letter must include name, position, statement confirming willingness to auspice, signature and date). *(please tick)*

BUDGET DETAILS

Expenditure items listed must be verified with quotes attached/uploaded with this application form.

INCOME	
Grant requested from Council:	\$
Your contribution:	\$
Other funding sources:	
	\$
	\$
	\$
List in-kind contributions:	
	\$
	\$
	\$
	\$
TOTAL INCOME	\$

EXPENDITURE	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$
Note: Total income less total expenditure should equal a nil balance.	BALANCE \$

If full-funding is not possible will you accept part-funding and still achieve your project goals? (please tick)

☐ Yes☐ No

Have you talked with a staff member to see if this project requires any permits or other approvals from Council? (please tick)

☐ Yes☐ No

PROJECT MANAGEMENT

Please demonstrate your project management experience by including a project milestone outline. The milestone outline must include the proposed start and end dates and clearly state the key milestones of delivering your project, event, program or activity (e.g. form steering group, planning process, marketing, permits, registrations, delivery, evaluation).

MONTH	MILESTONE

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Have you developed a risk assessment management plan? (please tick)

Please attach/upload.

☐

Yes

☐

No

Do you have any additional planning documents, promotional materials, website, facebook page? (please tick)

Please list and/or attach/upload.

☐

Yes

☐

No

If this project is a partnership between one or more organisations or community groups, please list the other partners and their primary responsibilities.

ORGANISATION	RESPONSIBILITY

How will the success of this project be measured?

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How will you share, inform and promote the success of your event?

SUPPORTING DOCUMENTS

Additional to the information provided I/we submit the following supporting documents (please tick):

Support letters from community members, groups, organisations and/or partner organisations.

A signed certification letter by an Officer Bearer of the Auspice Organisation (if required).

Written quotations for all proposed material and service expenditure.

A risk assessment and/or risk management plan.

A copy of the organisation's certificate of currency detailing the current insurance policy.

Any additional planning documents or promotional materials.

DECLARATION *(This must be completed by the applicant) (please tick)*

☐ I/we declare that the information given in this application is true and accurate to the best of my knowledge. I understand that if Meander Valley Council approves a community grant I will be required to accept the terms and conditions as outlined in the conditions of funding, including:

- a) the requirement to submit an acquittal and evaluation within 60 days of project completion;
- b) that grant payments will not be made until evidence of appropriate public liability has been received; and
- c) that our Organisation will not be eligible for another Community Grant from Meander Valley Council within the same financial year

Declaration must be given by TWO representatives of the applicant organisation/group

Name (Position) _____ Signature _____

Date / /

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Name (Position) _____ Signature _____

Date / /

HOW TO LODGE THE APPLICATION

Submit online via Council's website - meander.tas.gov.au/grants-funding

By email to community@mvc.tas.gov.au

Or post completed form and copies of any supporting documents to

Meander Valley Council
Attn: Community Wellbeing
PO Box 102
Westbury Tasmania 7303

Need help? If you need help completing this application form, please phone Council on 6393 5300 and ask to be put through to the Community Wellbeing Team.

Confidentiality

The Council may use and disclose the information provided by applicants for assessing applications under the program guidelines and decisions on successful applicants. Council is also required to report the name and dollar value of successful grant applications.

Governance

As part of the Council's governance process, the Council may publicise the level of financial assistance and the identity of the business recipient from the grant program.

Right to Information

Information provided to the Council may be subject to disclosure in accordance with the Right to Information Act (2009).

Personal Information Protection

Personal information will be managed in accordance with the Personal Information Protection Act (2004) and the Council's Personal Information Protection Policy. This information may be accessed by the individual to whom it relates, on request to the Council.

Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Council, as to the accuracy or completeness of the information it contains. Council 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. Any person relying on this document and the information it contains does so at their own risk. Council does not accept liability or responsibility for any loss incurred by an applicant that is in any way related to the program.

