

A large crowd of people is gathered on a grassy field for an outdoor community event. In the background, a large, grey, arched inflatable structure is visible, with a sign that reads "KIMM" and "100%". The scene is set against a backdrop of lush green trees under a clear sky. The overall atmosphere is festive and communal.

COMMUNITY GRANT

Guidelines



This document outlines how Meander Valley Council will assess applications for Community Grants.

We take a grounded and practical approach, ensuring projects reflect the needs and aspirations of our community. Grants are awarded to initiatives that enrich our Valley—whether by strengthening connections, supporting local organisations, or enhancing the places we call home.

Before applying, please read this document carefully. Your application must meet all specified requirements to be considered.

This document outlines the application and assessment approach that the Meander Valley Council will apply to determine the allocation of a Community Grant.

Your application must be in line with the information provided in this document.

What is a Community Grant For?

- The purpose of a community grant is to help not for profit community groups and community organisations to deliver a specific project or activity that will benefit the community within the financial year.
- The outcomes of the project need to align with the [Community Strategic Plan \(2024-2034\)](#) and the principles of [Meander Valley's Place Brand](#).
- This grant aims to enhance community and Council partnerships, local collaborations, build local capacity and attract new community volunteers.
- This grant supports the community to address local community needs and priorities, build skills, attract participation and improve local lifestyle within the Meander Valley local government area.
- This grant applies to Community Groups and Community Organisations planning to undertake projects that empower community and improve local resources through supporting community events, community development projects, health and wellbeing activities and sport and recreation pursuits within the Meander Valley local government area.
- The Community Grant is part of Council's Community Grants and Sponsorship Fund to which an amount is allocated annually.

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When can I apply?

- Applications are assessed in four rounds per year. You will need to submit your application on or before the tenth day of the month for each round. Round 1 – 10 June; Round 2 – 10 September; Round 3 - 10 December and Round 4 – 10 March.
- Applications must be completed on Council's Community Grant Form, which can be completed online or downloaded from Council's website.
- It is advisable to contact a Community Wellbeing team member to discuss your project, your application, field any questions and assist you in the application process.
- Applications for a community grant will be competitively assessed by and at the sole discretion of the Council.

How much can I apply for?

- Not-for-profit community groups may apply for a grant amount up to a maximum of \$5,000.
- The amount awarded will be at the sole discretion of Council, having regard to the total number of applicants in the relevant round, the nature of the project and the quality of the application.
- Applicants may only receive one grant per financial year.

Who can get a grant?

The following eligibility requirements must be satisfied to be considered for a grant. The applicant 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;
- 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.

Partnership applications are encouraged. Please provide a clear indication of who is the lead partner and who is responsible for which parts of the project.

What are eligible projects?

To be considered, the proposed project must:

- Address the questions provided within the application form;
- Demonstrates links to the Meander Valley Community Strategic Plan actions;
- For ongoing projects, applicants have considered long term strategies to source alternative funding;
- Demonstrates community investment and collaboration;
- Have in place a clearly stated purpose and a practical and viable plan;
- Focus on community empowerment, encouraging volunteer involvement and fostering social cohesion;
- Occur in the Meander Valley local government area;
- Not duplicate other locally available services; and
- Have appropriate insurance cover taken out and maintained for the life of the project and indemnify Council against any action which might be brought against the funded project.

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What Costs Are Eligible?

Examples of eligible costs include but are not limited to: Coordinator and activity facilitation expenses, training and workshop delivery, equipment, specialised equipment, tools, whitegoods, contractors, signage, promotional materials, publication, consultants fees, IT resources, catering, PPE, Work, Health and Safety, traffic management, audio equipment, sound engineering, volunteer reimbursements and performers.

Examples of non-eligible costs include but are not limited to: Annual insurance, salaries, rent, or regular facility fees, utility bills, membership fees or subscriptions, cleaning, standard essential sports equipment, uniforms, travel costs, banking or transaction fees, licensing and royalties.

How are applications assessed?

Council's Community Grants and Sponsorship Fund Committee assess applications and make recommendations to Council. Council then make decisions based on the Committee's recommendations at the ordinary meeting. The decision made will be final and not subject to review or appeal.

Eligibility does not automatically mean a grant will be approved.

Applications will be assessed on their ability to demonstrate one or more of the following:

- Links to the Meander Valley Community Strategic Plan actions;
- Innovation and creativity;
- The amount of secured addition funding in the project;
- The level of volunteer involvement in the project;
- Demonstrated level of community acceptance and support (e.g. letters of support);
- The potential of the project to address a community need;
- Project longevity and/or sustainability;
- A clearly articulated plan for the project; and
- Previous community project management experience.

Note: Applications should provide clear responses and attach all the required supportive documentation to the application.

Applicants will be notified by email of the outcome of their application.

When will the grants be paid?

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- Once the successful applicant supplies the relevant documentation as requested by Council.
- Successful applicants will be paid in the month after the closing date of the grant round they submitted their application to, e.g. payment in either July, October, January or April.
- Grants will be paid directly into the applicant's nominated bank account.

Notification of unsuccessful applications

Unsuccessful applications will be notified by email within 5 working days of a council meeting decision.

Note: Council grant recipients will be encouraged to adopt the Meander Valley Place branding to any applicable project elements including communications and promotional collateral - [Meander Valley Place Brand Guidelines](#).

Where do I lodge my application?

Applications can be submitted:

- Online via the Meander Valley Council website at www.meander.tas.gov.au
- By email to mail@mvc.tas.gov.au
- By mail to Attn: Community Wellbeing Team, PO Box 102, Westbury Tasmania 7303.

If you have any questions or require assistance, please contact Council on [6393 5300](tel:63935300).

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.

