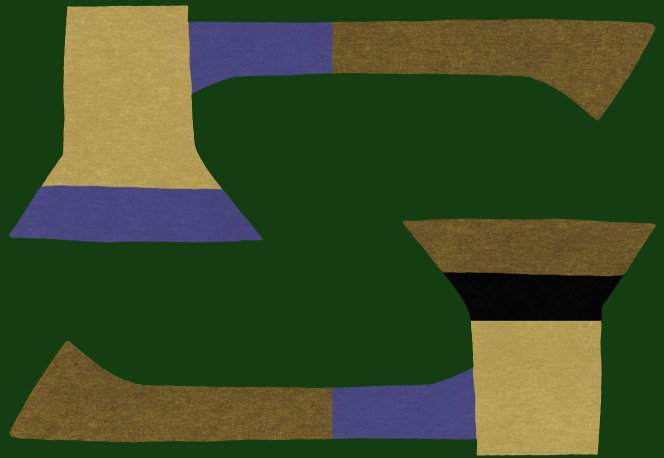




COUNCIL FEE REIMBURSEMENT GRANT

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 allocation of a Council Fee Reimbursement Grant.

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

What is the Council Fee Reimbursement Grant for?

- This grant applies to Community Organisations that have undertaken infrastructure or facility projects or community events within the Meander Valley that incur local government regulatory fees. Typically, these fees include building, permit authority, planning, plumbing, place of assembly and food license fees. It does not apply to fees collected by State Government.
- The infrastructure or facility project will generally be accessible as a public building, public space or for general community activity and will not include residential developments.
- Any community event will need to be generally accessible for the purpose of recreation, tradition, culture, arts, hobbies, health or wellbeing and will not include for profit events.
- The Reimbursement Grant is part of Council's Community Grants and Sponsorship Fund to which an amount is allocated annually.
- This grant supports local people to work together to address community and lifestyle needs within the Meander Valley local government area by financially supporting not for profit community organisations through refunding associated Council fees.

When can I apply?

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- 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 the Council Fee Reimbursement 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 will be assessed by and at the sole discretion of Council.

How much can I apply for?

- Not-for-profit community groups may apply for refunds of the regulatory fees charged by Council for events and projects. The amount of reimbursement available will be influenced by the nature of the project and the relevant regulatory fees associated with the project or event.
- The grant amount awarded will be at the sole discretion of Council, having regard to the relevant fees associated, the total number of grant applications under this type and the nature of the project.
- Any State Government fees or charges required for the event or project that may be collected by Council do not apply and will not be considered for this grant.
- Applicants may only apply for one reimbursement per grant round.
- Applicants may only seek a total maximum of two fee reimbursements (for separate projects or events) per year.

When will the grant be paid?

- 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.

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 operating in the Meander Valley local government area;
- Not be subject to any legal impediment or adverse circumstances; and
- Have obtained any required regulatory permits for the proposed project and have paid the relevant fees to Council.

What are the eligibility criteria?

To be considered for a grant, organisations should demonstrate:

- A one-off occurrence such as a non-recurring event or the building of a structure;
- The building/maintenance of a structure that is generally accessible as a public amenity;
- An event open to the general community;
- An event that encourages community inclusion, volunteer involvement and social benefit;
- A project or event in the Meander Valley local government area;
- They have appropriate insurance cover taken out and maintained for the life of the project/event and will indemnify Council against any action which might be brought against the project/event.

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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 at the sole discretion of Council.

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

- The amount of in-kind investment in the project/event;
- The level of volunteer involvement in the project/event;
- Demonstrated level of community acceptance and support; and
- The potential of the project/event to address a community need or disadvantage.

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.

Notification of unsuccessful applications

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

Where do I lodge my application?

Applications can be submitted: :

- Online via the Meander Valley Council website at www.meander.tas.gov.au/grants-funding
- By email to community@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.

