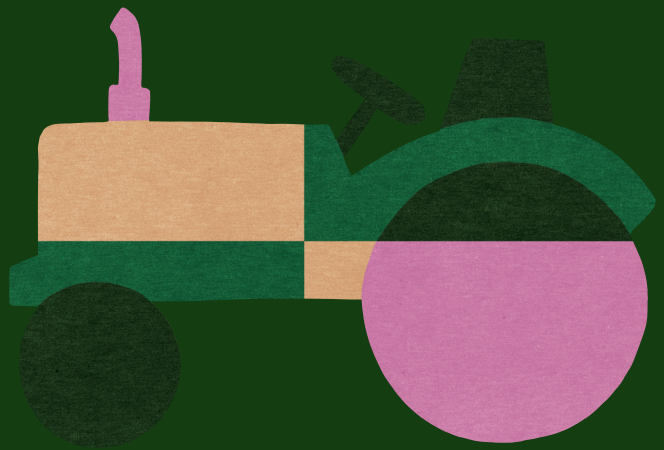


A photograph of two men standing in front of a modern building with large glass windows. The man on the left is wearing a blue and white polo shirt and dark shorts. The man on the right is wearing a blue suit and tie, and is holding a pair of scissors, cutting a green ribbon that stretches across the frame. The text 'ESTABLISHMENT GRANT' is overlaid in large, bold, yellow letters, and 'Guidelines' is written in smaller white letters below it.

ESTABLISHMENT 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 applications for an Establishment Grant.

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

What is an Establishment Grant for?

- This grant applies to community members and groups planning to establish a new Community Organisation within the Meander Valley local government area.
- This grant supports local people to work together to address community needs by assisting in the early development of clubs or associations through providing for small costs that may be required for things like group meetings, new resources and legal incorporation.
- Establishment Grants are part of Council's Community Grant and Sponsorship Fund to which an amount is allocated annually.

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 Establishment 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 the Establishment Grant will be assessed by and at the sole discretion of the Council.

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How much can I apply for?

- Not-for-profit community groups may apply for a grant amount up to a maximum of \$250.
- The amount awarded will be at the sole discretion of Council.
- Applicant groups are eligible to receive one Establishment Grant only.

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

When will the grants be paid?

- 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.

Who can get a grant?

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

- Be inclusive in its membership and have the support of the broader community;
- Not be subject to any legal impediment or adverse circumstances; and
- Be located and/or operating in the Meander Valley local government area.

What are eligible organisations and groups?

To be considered, the group should:

- Be seeking funds to support new administration costs such as:
 - a. Facility hire;
 - b. Purchase of equipment to support the group;
 - c. Start up fees such as the cost of incorporation;
- Promote health, wellbeing, literature, science, art, recreation or community;
- Encourage volunteer involvement;
- Have been operating 'informally' for a period of less than two years;
- Not duplicate other locally available services; and
- Demonstrate a clearly stated organisational purpose and a practical annual plan.

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 decisions of Council 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:

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- The level of volunteer involvement in the group;
 - The potential of the group to address a community need;
 - The extent of the benefit to the community; and
 - Ability to fill leadership/committee roles and keep administration records.

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.

