

This document outlines the application and evaluation approach that the Meander Valley Council (Council) will apply to determine applications for the Event Recovery Grant (ERG) Program. Your application must be in accordance with all information specified in this document.

What is the ERG for?

- The recovery from COVID-19 impacts and re-establishing community relationships in the Meander Valley local government area is a key priority for Council.
- The ERG program is part of Council's COVID-19 Community Care and Recovery Package. An amount of \$20,000 has been allocated to support not-for-profit community groups in recovering losses for advertised events that were cancelled due to the COVID-19 Disease Emergency.

When can I apply?

- Applications for grants are open from Tuesday 19 May 2020 until 9am, Monday 15 June 2020.
- Applications must be made on Council's Event Recovery Application Form, which can be completed online or downloaded from Council's website.
- Applications for the ERG will be competitively assessed and at the sole discretion of the Council.
- There is no advantage to rushing an application as all applications will only be assessed after the closure date for applications.
- Applications should provide clear responses and supporting evidence. Council is not obligated to seek additional information before determining a grant application.

How much can I apply for?

- Not-for-profit community groups may apply for a grant amount up to a maximum of \$2,500. Council retains discretion to approve a higher allocation in exceptional circumstances. Applicants are only entitled to receive one grant.
- The amount awarded will be at the sole discretion of Council, having regard to the total number of grant applications and subject to sufficient funds being available.
- Grants apply for reimbursement of money already spent and for which recovery via insurance is not available.
- Evidence of the expenditure is required to be supplied.

When will the grants be paid?

- Grants can be paid from mid July 2020 after approval of Council's 2020-21 Budget.
- 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, registered with the Australian Charities and Not-for-Profit Registration Commission.
- Be inclusive in its membership and 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; and
- Not be subject to any legal impediment or adverse circumstances.

What are eligible events?

To be considered, an applicant must demonstrate that the proposed event:

- Had in place a clearly stated purpose and event plan (dates, location, etc);
- Was to occur in the Meander Valley local government area and was open to the general community; and
- Has documentation quantifying that a financial expense or loss has been incurred and is not otherwise recoverable e.g. via insurance.

Applicants should provide as much detail as they can reasonably present.

How are applications assessed?

Eligibility does not automatically mean a grant will be approved. Applicants will be assessed on their ability to demonstrate the following:

- The event could not proceed due to the COVID-19 Disease Emergency;
- Evidence that the event had been promoted and advertised;
- Demonstrated commitment to re-schedule and deliver the event or an alternative to the event (eg. statement of intention as to when the event will next be held with organising committee office holder signatures)

Council's Community Grants Committee will evaluate applications and recommend grant recipients and the grant amount. Council will then approve the recommended grant recipients at a meeting of Council. The decisions of Council will be final and not subject to review or appeal. Applicants will be notified by email of the outcome of their application.

What evidence of loss or expense is needed?

Applicants must be able to demonstrate that an expense or loss has occurred. Without limiting the means by which this can be demonstrated, one or more of the following are considered acceptable:

- Receipts of expenditure and a statement from the supplier that this is non-refundable;
- A statement from a registered accountant; and/or
- A statutory declaration from an appropriate and independent professional who is familiar with the applicant's circumstances (for example a bank manager or supplier from which the expense arose)

Where do I lodge my application?

Applications for the ERG program can be made:

- 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 & Lifestyle Officer, PO Box 102, Westbury Tasmania 7303

All necessary supportive documentation must be emailed or attached to your application form for it to be considered (eg. any evidence of loss or expense).

If you need help completing your application please contact Council on 6393 5300.

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

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