

Community Grants and Sponsorship Fund

Community Grant (CG) Guidelines

This document outlines the application and assessment approach that the Meander Valley Council (Council) will apply to determine applications for a Community Grant (CG). Your application must be in accordance with all information specified in this document.

What is a CG for?

- Supporting the community to address needs, build local skills, attract participation and improve local lifestyle within the Meander Valley local government area is important to Council.
- The CGs are part of Council's Community Grants and Sponsorship Fund to which an amount is allocated annually.
- This grant applies to Community Groups and Community Organisations planning to undertake projects that support community events, community development, health and wellbeing activities and sport and recreation projects within the Meander Valley local government area (LGA).

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 made on Council's *Community Grant Form*, which can be completed online or downloaded from Council's website.
- There is no advantage to rushing an application as all applications will only be assessed after the closure date for each round.
- Applications for a CG will be competitively assessed by and at the sole discretion of the Council.
- Applications should provide clear responses and the required 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 \$3,000.
- The amount awarded will be at the sole discretion of Council, having regard to the total number of grant applications in the relevant round and the nature of the project. Council may approve a higher allocation in exceptional circumstances.
- Applicants may only apply for one grant per round.
- Applicants may only seek one grant per project per year.

When will the grants 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.
- Unsuccessful applications will be notified by email.

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 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 LGA, or a charitable organisation outside the Meander Valley LGA that can clearly demonstrate specific benefit to residents from the Meander Valley LGA;
- Not be subject to any legal impediment or adverse circumstances;
- Be seeking funds to support a new project, activity, event or program and not retrospective funding;
- Have obtained any required permits for the proposed project.

Partnership applications are permitted and encouraged providing there is a clear specification describing the lead partner and relevant accountabilities.

What are eligible projects?

To be considered, the proposed project should:

- Be open to the general community;
- Focus on community inclusion, encouraging volunteer involvement and social benefit;
- Have in place a clearly stated purpose and a practical and viable plan;
- Occur in the Meander Valley local government area;
- Not duplicate other locally available services;
- 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.

How are applications assessed?

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:

- The amount of in-kind investment in the project;
- The level of volunteer involvement in the project;
- Demonstrated level of community acceptance and support;
- The potential of the project to address a community need or disadvantage;
- A clearly articulated plan for the project;
- Previous community project management experience;
- A statement from a senior office holder or board member stating the organisation has met all applicable statutory payment and reporting obligations.

Council's Community Grants and Sponsorship Fund Committee will evaluate applications and recommend grant recipients. Council will then consider 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.

Where do I lodge my application?

Applications for the CG 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 and 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.

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

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.

Community Grant (CG)

Application Form

Meander Valley Council allocates funds quarterly to community and/or not-for-profit groups for the delivery of specific projects, events, programs or activities with goals that benefit the Meander Valley community.

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 \$3,000 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 <https://www.meander.tas.gov.au/>.

Applications must be received by 5.00pm on 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.

We encourage you to discuss your application with Nate Austen, Community and Lifestyle Officer, before submission. Phone: 6393 5366 or email: nate.austen@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, 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 (LGA), or a charitable organisation outside the Meander Valley LGA that can clearly demonstrate specific benefit to residents from the Meander Valley LGA;
- Not be subject to any legal impediment or adverse circumstances;
- Be seeking funds to support a new project, activity, event or program and not retrospective funding;
- Have obtained any required permits for the proposed project.

☐ I/we confirm that the applicant meets ALL the eligibility criteria outlined above.

Applicant Details

Organisation Name: _____

ABN: _____

Organisation Address: _____

Postal Address: _____

Contact Person: _____

Contact Number: _____

Email: _____

Outline the purpose of your group/organisation:

Project Details

Title: _____

Location: _____

Proposed Start Date: _____ Proposed End Date: _____

Total amount requested: \$ _____

If this application is for an event, it will be held: ☐ Inside ☐ Outside ☐ Both Inside and Outside.

Auspice Details (if applicable)

Organisation Name: _____

Contact Name and Position: _____

Organisation Address: _____

Postal Address: _____

Contact Number: _____

Email: _____

ABN: _____

☐ A signed certification 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).*

Provide a brief description of the project, event, program or activity:

Who is the target group? _____

How will you engage the target group and enable participation in the project, event, program or activity:

What is the benefit to the community and how do you know this is needed?

Estimate how many people will benefit directly? _____ and indirectly? _____

How many volunteer hours will contribute to the project, event, program or activity? _____

Budget Details

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

INCOME:	
Grant requested from Council:	
Your \$ contribution:	
List \$ contribution of other providers:	
List \$ in-kind contributions:	
TOTAL INCOME	
EXPENDITURE:	
TOTAL EXPENDITURE	
BALANCE	
Note: Total income less Total expenditure should equal a nil balance.	

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

☐ YES

☐ NO

Does this application require any permits or other approvals from Council?

☐ YES

☐ NO

Is this application a partnership between one or more organisations or community groups?

☐ YES

☐ NO

If yes,

List the other partners:

Project Plan

Please demonstrate your project management experience by including a project plan. The plan 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/s

How will the success of this project, event, program or activity be measured?

Supporting Documents

Additional to the information provided I/we submit the following supporting documents:

- ☐ Support letters from community members, groups, organisations and/or partner organisations.
- ☐ Written quotations for all proposed material and service expenditure.
- ☐ A copy of the organisation's certificate of currency detailing the current insurance policy.
- ☐ A signed certification letter by an Officer Bearer of the Auspice Organisation (if required).

Declaration

(This must be completed by the applicant)

☐ I/we confirm that our organisation/group has met all applicable statutory payment and reporting requirements .

By signing and submitting this form I 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 letter of offer, including the requirement to submit an acquittal and evaluation within 60 days of project completion.

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

Name (Position)	Signature	Date
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Name (Position)	Signature	Date
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How to lodge this application form:

By mail: Mail completed form and copies of any supporting documents to: Meander Valley Council
Attn: Community and Lifestyle Officer, PO Box 102, Westbury Tasmania 7303



By email: Scan completed form and copies of any supporting documents and email
to mail@mvc.tas.gov.au



Need help? If you need help completing this application form, please phone Community and Lifestyle Officer, Nate Austen, on 6393 5366