

Meander Valley Council

Community Grants Program 2019/2020



IMPORTANT Information and Guidelines for Applicants

Introduction:

This program will support projects that address community needs through:

- Special Events
- Sport & Recreation
- Community Development

Submitting Your Application:

Applications may be submitted all year round.

| Applications will need to be submitted to Council by the 10 th day of the month: | Applications will be assessed by the Grants Committee in: | Council decision and notification will be forwarded in: |
|---|---|---|
| March | March | April |
| June | June | July |
| September | September | October |
| December | December | January |

Council will do all it can to meet these timeframes, but they may be subject to change. Once total funds for the year are expended, applications will be directed to other sources of funding or referred to the next financial year.

Nature of Grants:

- Priority is given to supporting projects that encourage self-help and self-reliance, improve access to existing services, attempt to address an unmet community need, or enhance opportunities for those who are disadvantaged.
- Applicants may only seek one grant per project, per year.
- Recurrent grants will only be considered in exceptional circumstances.
- **Please note** that grants will not be given for money already spent or to directly fund a salaried or waged position.
- **The maximum grant that is available is \$3,000** with Council retaining discretion to approve a higher allocation in exceptional circumstances.

To obtain further copies of these guidelines access Council's website at www.meander.tas.gov.au or telephone 6393 5300.

Assessment Criteria:

Eligibility:

Any community group, organisation or club that is:

- Legally incorporated or operating under the auspices of an incorporated body
- Not for profit
- Located in, or benefiting the Meander Valley Council area
- Catering for a majority of members/clients from that area
- Relying substantially on voluntary membership and workers
- Demonstrating sound management practices
- Demonstrating an appropriate level of self-help and/or making reasonable attempts to locate alternative funding sources

For a project to be considered it should:

- Have a clearly stated purpose and a practical and viable plan for achieving this purpose
- Respond to a clearly demonstrated need and be appropriate to that need
- Not be exclusive of the general community on religious, political, racial or gender grounds
- Not duplicate other locally available services
- Encourage volunteer involvement

Projects will be assessed based on the following:

- The level of volunteer/in-kind and financial input from the group
- Potential to address an unmet need
- Potential to enhance opportunities for those who are disadvantaged
- Number of people to benefit from the project
- Level of community acceptance and support

Making Your Application:

- Applications for grants must be made on the prescribed Application Form and can be submitted all year round.
- All necessary supportive documentation must be included with the Application Form for it to be considered, i.e. quotations, financial details etc.
- If you need help in preparing your application please contact:

Telephone 6393 5300 or Email: mail@mvc.tas.gov.au

CONDITIONS OF GRANT:

The 'Conditions of Grant' outlines Council's requirements for groups/organisations/clubs receiving financial grants under the Community Grants Program.

Please note that a breach of these conditions may affect your eligibility to receive a grant in the future and you may be required to refund the grant.

CONDITIONS:

Grant Recipients will:

- Be a legally incorporated entity or be operating under the auspices of another incorporated entity. This status must exist for the life of the project
- Maintain accurate financial records in regard to grant expenditure and undertake normal accountability procedures
- Obtain the written approval of Council before making any alterations to grant expenditure
- Ensure that appropriate insurance cover is taken out and maintained for the life of the project
- Indemnify Council against any action which may be brought against the funded project
- Not dispose of, or transfer any equipment or items covered by the grant without the prior written consent of Council

- Advise Council if your affairs are being wound-up or if you go into recess. In these circumstances you must follow the instructions of Council in regard to disposing of or transferring any equipment or items covered by the grant, or any portion of the grant not expended
- Acknowledge the input of the Council in promotional material and at public events etc - related to the funded project
- Provide an evaluation report to Council within 60-days following the completion of the project. The report should include:
 - A brief summary of the outcomes of the project, that is, how successful the project has been and how Council's contribution has been acknowledged in promotional material, media releases, at launches etc.
 - Where possible, paper or digital photos of the project with permission to reproduce these photos in Council reports
 - A reconciliation of expenditure together with a copy of all receipts that demonstrate proper expenditure of the grant

Council reserves the right to request audited financial records if the report is insufficient

- Complete the project within 1-year of receiving the grant unless an extension has been arranged with Council
- In consideration of receiving the funding, the Applicant agrees to indemnify and to keep indemnified the Meander Valley Council, its servants and agents ('the Council'), from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against "the Council", in connection with "the Council" providing funding to the Applicant for this project.