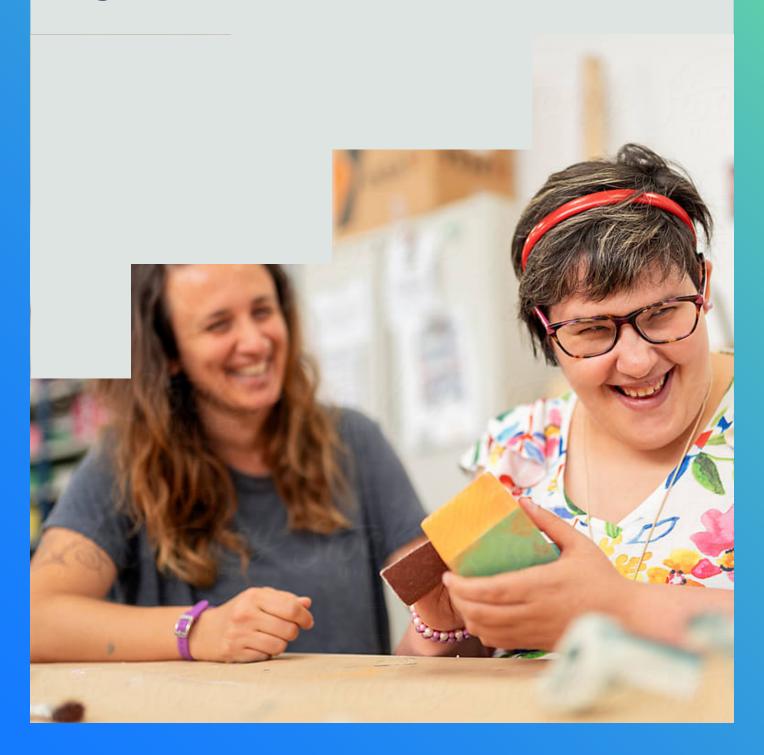**GUIDELINES**

COMMUNITY GRANTS

OVERVIEW

Support for programs and activities that address a specific need or provide a direct benefit to the Clarence community by promoting community participation, inclusion, wellbeing, connection, resilience and capacity.

Applicants from outside of Clarence may apply, but must demonstrate benefit to the Clarence community.

Funding available

There are two tiers of funding available for projects/activities:

Level 1   up to $5,000, and

Level 2   from $5,000 to $10,000 ex GST.

Requests over $5,000 must demonstrate a strategic long-term investment for the community and align with one or more of the priority areas of the Community Wellbeing Strategy 2022-2032.

Funding rounds and limits

Community Grants are assessed up to twice per year in two separate rounds.

You may only submit one application for each funding round.

You will be unable to apply for another grant if you have an outstanding acquittal from a previous round.

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ccc.tas.gov.au/community/grants-sponsorship
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Key dates

Round 1

Opens on 01 July

Closes on 16 September

Funding is available for projects commencing after 1 December.

Round 2

Opens on 01 February

Closes on 31 March

Funding is available for projects commencing after 1 June.

Late applications will not be accepted.

You will be advised of your application's outcome in writing 8-10 weeks after each round's closing date.

To provide for transparent and equitable decision-making, we are unable to provide outcome advice outside this process.

Who is eligible?

• Community or resident groups

• Incorporated associations*

• Not-for-profit associations

• Registered charity organisations

• Auspiced organisations

If your group is not incorporated, you can still apply for a grant provided that your application is auspiced and administered by an organisation that is incorporated.

Auspicing entities must accept responsibility for the management of advanced funds and acquittal requirements as well as all insurance risk of the funded project. A letter of support from the auspicing entity is required at the time your application is submitted.

Schools cannot apply in their own right; however an application can be considered if it is submitted by the School's Parent Association (P&F or P&C). It must be for a one-off event, project or activity that is not the core responsibility of the school and is open to or involves the wider community.

If you're unsure about your eligibility, please contact a Community Grants Officer.

Eligibility Criteria

For an application to be assessed for grant funding by council, the application must comply with the following criteria:

1. The grant application:

   a. must be complete and include all required supporting documentation;

   b. must be received within the grant application period, late applications will not be considered;

   c. must be submitted by an authorised person of the organisation or entity and provide evidence of that authorisation; and

   d) must not be for an activity that has a start date which occurred prior to the grant round or that has already taken place.

2. The activity must be undertaken within the Clarence municipality or demonstrate that it will benefit the City of Clarence.

3. The Applicant must not submit more than one application in each funding round.

4. The Applicant must be an eligible entity for the given grant stream.

5. The Applicant must not owe any reports or money to Council as a result of previous funding or grants.

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6. The applicant/s must have appropriate insurance coverage and have relevant workplace health and safety and risk management policies.

7. The Applicant is not:

   a. a government agency or department of Local Government,

   b. State or Federal levels of Government;

   c. an organisation with gaming machines;

   d. a political party or an organisation whose core purpose is political lobbying, including the lobbying of councillors;

   e. current council employees and councillors (this does not preclude irregular casual council employees whose work does not conflict with the grant activity or committees or organisations that councillors or staff participate on. All applications which involve council employees or councillors in any capacity must be declared as part of the grant application and will be subject to an eligibility conflict assessment by Council).

If you have any questions in relation to eligibility please contact ccc.tas.gov.au before applying.

What can you apply for?

Examples include:

- Community events, celebrations, activities or projects that benefit the Clarence community, address a need, and align with the program objectives of promoting community resilience, participation and connection, innovation, access and inclusion, and wellbeing

- A new component of an existing event or project

- New equipment required at the event, activity or project (excluding consumable items, gifts, prizes, trophies, uniforms, replacements)

- Skill development and capacity building e.g. community workshops, coaches accreditation, first aid training, other training as it relates to the community project.

Examples of activities that won't be funded:

- Built infrastructure and fixtures

- If the request for support is part of a larger festival, project or event, which has received a grant or sponsorship from Clarence City Council

- If the event, project or activity is primarily commercial and has potential to make a significant profit

- Normal operating costs of the organisation or group, including but not limited to: Council lease costs, insurance premiums, payment of debts, existing and on-going salaries, auditing, rent or room hire, uniforms, consumables and other administrative expenses

- Funding for prize money, prizes or trophies

- Activities/events/projects that have commenced prior to funding being approved

- Activities or programs that are already delivered by Clarence City Council or are our core business

- Donations or fundraising activities that support the recurrent operations of the applicant

- Individual pursuits or professional development without a public outcome.

- Activities that lead to a conflict with council's legislative obligations, including competitive neutrality (that is the requirement that activities compete fairly in the market and on equal terms to other businesses), and must not expose council to any unreasonable financial, legal, reputational, or other risks.

Where grant applications involve the dissemination of cultural information (for example interpretive panels or artworks) the proposed content must be agreed by Council prior to manufacture/installation.

Assessment

All grant applications will be assessed for both eligibility and merit assessment of the grant activity. The merits assessment will be undertaken only if the eligibility assessment is successful. It is strongly recommended that you discuss your proposed activity with the relevant grants officers prior to submitting.

Activity Assessment criteria

Applications will be assessed in accordance with the following criteria:

1. A clear rationale for the project including aims, expected outcomes and why the funding is needed.

2. How the funding will contribute to enhanced community resilience, connection, inclusion, community participation, and wellbeing.

3. How the project aligns with one or more of the objectives outlined in council's Community Wellbeing Strategy 2022 - 2032.

4. How the proposed activity will benefit the Clarence community.

5. Where proposed works are grant funded by another organisation/government, the applicant/s must demonstrate how the council grant assists to maximise the dollars spent and community benefit.

6. The applicant/s must have capacity to manage and achieve their project and to maintain outcomes.

7. The applicant/s must provide a detailed budget outlining:

   a. funding arrangements for the project

   b. which components of the project council is funding

   c. projected costs of the budget (reasonably itemised, including calculations for any voluntary/in-kind support to be provided)

   d. contribution the applicant is making to the project (including in-kind support).

8. If applicants are planning on including First Nations cultural representation in their project, then participating First Nations artists need to be cited, and / or evidence of cultural permission must be included.

9. The applicant/s have met the eligibility criteria.

10. Requests over $5,000 must also demonstrate strategic long-term benefit to the community and align with more than one of the priorities of council's Community Wellbeing Strategy 2022-2032

In determining an outcome, council will also consider how many times you have previously been successful in obtaining a grant, and adherence to the grant agreement, to provide equity within the scope of available funds.

Community Grant applications are assessed by a panel of council officers, following which a report is prepared for consideration and approval of council.

The Community Grants Program is very competitive, and demand will often exceed funding availability.

You are encouraged to ensure that you provide all required information to enable your application to be considered fully in competition with all requests received.

If you are unsure about your project, please contact the Community Grants Officer for additional information and guidance.

The budget

- You must provide a budget outlining funding arrangements for your project. The budget's purpose is to demonstrate how the project will be funded. This helps the assessment panel to understand:

  a. How you are paying for the elements of your project such as materials, and fees

  b. Considerations regarding your project and the resources required to complete the project

  c. Which parts of the project council is funding

  d. Your contribution to the project (including in-kind support)

  e. Council prioritises assistance to applicants who provide a balanced budget, and demonstrate how they will co-contribute to the project. This can be a combination of monetary and in-kind support.

Calculating voluntary or in-kind support

Community groups often rely heavily on in-kind support from their members. It is important to recognise this in your application as income. A general rate for volunteer contribution is $40 per hour for non-skilled labour, and at relevant rates for professional services. Hours contributed by volunteers should not account for more than 25% of the total project budget.

In applying for this funding, we expect all applicants to ensure that they allocate sufficient funds within their budget to pay any collaborators a fair and living wage, in compliance with applicable labor standards and award guidelines. This should reflect the professional nature of the work and the time commitment required to successfully deliver the project.

Your obligations – If you are successful in receiving a grant

If Council approves your grant, you are required to:

- Enter into a formal funding agreement with Council

- Expend the grant monies only on the activity for which the grant was approved

- Publicly acknowledge the support of Clarence City Council in any acknowledgements and media releases

- Invite the Mayor and councillors to attend any relevant function or event associated with the funded project

- Complete an acquittal report within three months after your project completion date as specified in your application

If you would like to find out more, a copy of the acquittal form is available here.

How to apply

Council has moved its application process to SmartyGrants.

To apply for a grant you need to register with SmartyGrants. Visit SmartyGrants or click the 'Apply now' button from the corresponding grant program, and then click 'Log in'. From the page that is displayed you can register as a user with SmartyGrants and start your application. You can also preview the application form.

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CHECKLIST

☐   Ensure you are applying to the correct grant stream

☐   Give a clear description of the grant proposal and the anticipated community benefit

☐   Use clear and plain language, avoid the use of jargon

☐   Focus on key points when writing your application. Unsuccessful applicants often provide too much, or not enough, detail about how the project will be implemented and managed

☐   Remember to align the outcomes of your proposed project to goals and strategies of Council's adopted plans

☐   Give clear information about your organisation. Do not assume the group will be known to the assessors

☐   Ensure the application is signed and submitted by an authorised person, and you are able to provide evidence of that authorisation

☐   Ensure the budget is sufficiently detailed and accurate

☐   Organisations must include a copy of your current certificate of incorporation, and a copy of the organisation's Constitution and office bearers.

☐   Letters of support from organisations and individuals directly involved with, or benefiting from the proposed project can strengthen your application

☐   Include copies of written quotes for all services and materials

☐   Lodge the application in SmartyGrants by the due date. Late applications will not be accepted

☐   Ensure the proposed project / activity does not commence before the application for funding is approved

☐   Include the costs of permits and insurances, if they are required, in your budget

☐   Incomplete applications will not be considered