



Guidelines




Through the Marinus Link and Burnie City Council Community Partnership Program, two successful applicants will receive **\$20,000 each over three years. That's \$60,000 total per successful applicant to deliver an initiative that promotes:**

- ◇ The development of skills or employment pathways;
- ◇ Positive environmental outcomes, and;
- ◇ Community legacy and inclusivity.

Successful applicants will:

- ◇ Align to Marinus Link's Sustainability Framework priorities (see below);
- ◇ Align with potential growth areas and the Strategic Plan of the Burnie City Council - Making a better Burnie 2044;
- ◇ Be able to deliver the initiative over a three-year period, and;
- ◇ Deliver the initiative within the Burnie City Council municipal area Promote a sense of community and inclusion.

Marinus Link's Sustainability Framework

Sustainable Development Goals	Our objectives	Our priorities	Key focus areas
<ul style="list-style-type: none"> 13 CLIMATE ACTION 14 LIFE BELOW WATER 15 LIFE ON LAND 	 <p>Healthy Planet</p>	<ol style="list-style-type: none"> 1 Promote biodiversity. 2 Minimise our environmental footprint. 3 Strengthen our actions on climate change. 	<ul style="list-style-type: none"> ● Biodiversity ● Climate resilience ● Emissions reduction
<ul style="list-style-type: none"> 11 SUSTAINABLE CITIES AND COMMUNITIES 17 PARTNERSHIPS FOR THE GOALS 	 <p>Community prosperity</p>	<ol style="list-style-type: none"> 4 Strengthen relationships by listening, understanding and learning from Traditional Custodians. 5 Understand the local community needs and work with governments and local partners to leave a positive legacy. 6 Facilitate pathways to inclusive employment that support the renewable energy transformation. 	<ul style="list-style-type: none"> ● Aboriginal and Torres Strait Islander participation ● Affordable housing ● Local employment pathways
<ul style="list-style-type: none"> 7 AFFORDABLE AND CLEAN ENERGY 8 DECENT WORK AND ECONOMIC GROWTH 12 RESPONSIBLE CONSUMPTION AND PRODUCTION 	 <p>Trusted organisation</p>	<ol style="list-style-type: none"> 7 Listen and work respectfully with all stakeholders. 8 Create and maintain a safe, inclusive and collaborative working culture. 9 Deliver affordable energy and be clear about the end consumer costs and benefits of Marinus Link. 	<ul style="list-style-type: none"> ● Community & stakeholder engagement ● Diversity, equity & inclusion ● Transparency, accountability & integrity

Guided by Marinus Link's Sustainability Framework, the Program is seeking applications that:

- ◇ Promote biodiversity;
- ◇ Minimise our environmental footprint Strengthen our actions on climate change;
- ◇ Strengthen relationships by listening, understanding and learning from Traditional Custodians;
- ◇ Meet community needs, working with governments and local partners to leave a positive legacy;
- ◇ Facilitate pathways to inclusive employment that support the renewable energy transformation, and;
- ◇ Applications that help locals to develop or contemporise their skills in areas that provide value to the community.

Organisation eligibility

The following organisations are eligible to apply to the Program:

Not for Profit Organisation (NFP) - organisations that provide services to the community and do not operate to make a profit for its members.

Social Enterprise (SE) - businesses that put the interests of people and planet ahead of shareholder gain. These businesses are driven by a social/environmental mission and reinvest profits into creating positive social change.

Registered Training Organisation (RTO) - providers and assessors of nationally recognised training.

Primary and secondary schools – schools within the Burnie municipality looking to run an initiative outside their normal curriculum.

Eligibility criteria

To apply for the Program, you must:

- ◇ Be an NFP, SE or RTO;
- ◇ Be based and carry out initiative within the Burnie City Council municipal area;
- ◇ Have public liability insurance of \$20 million, or be eligible for community liability insurance under;
- ◇ Council's Community Liability Policy;

- ◇ Be able to demonstrate support in the community for your organisation or proposal;
- ◇ Develop a plan detailing the benefits of what you are proposing;
- ◇ Create an itemised budget, detailing how you will spend the funds;
- ◇ Submit your application and documentation online, and;
- ◇ If successful, transact and acquit your grant online.

Who cannot apply for the Program?

You cannot apply for the Program if:

- ◇ Your initiative is purely for commercial purposes;
- ◇ You are a political party or group, and;
- ◇ You are a Government Agency.

Program Framework

- ◇ Funding amount available – \$60,000 over three years.
- ◇ Number of successful applicants - two per grant round (every three years).
- ◇ Funding grant rounds – 2023, 2026, 2029.
- ◇ Applications open – 21 September 2023 (application portal through the Burnie City Council Smarty Grants webpage).
- ◇ Applications close – Midnight 21 November 2023.
- ◇ Assessment – managed/endorsed by the Burnie City Council in early December 2023.
- ◇ Balance of funds – any balance of funds at the completion of the Program funding round will be reviewed by Burnie City Council and Marinus Link.
- ◇ Each successful applicant must develop a plan.

Examples of what the Program may support:

- ◇ Initiatives that align to Marinus Link's Sustainability Framework priorities;
- ◇ Align with Burnie City Council Strategic Plan - Making a better Burnie 2044;
- ◇ Volunteer recruitment and retention initiatives;
- ◇ Employment of locals to support the delivery of environmental or industry related outcomes;
- ◇ Community, environmental, arts or cultural programs to assist Burnie locals, to be social, active or healthy, and;
- ◇ Series of events within the Burnie City Council area.

What cannot be funded?

We will not accept applications for:

- ◇ Events or programs outside of Burnie City Council area;
- ◇ Multiple applications from the one group in the same Program year;
- ◇ Maintenance and improvements of Council assets;
- ◇ Infrastructure projects that require additional funding to deliver and maintain;
- ◇ Programs that advocate religion or faith, or;
- ◇ Activities that are due to happen (or have happened) before a decision on an application is made.

Grant approvals - How are successful applications decided?

Your application will be assessed on how well it meets the following criteria:

- ◇ Marinus Link's Sustainability Framework priorities;
- ◇ Align with Burnie City Council Strategic Plan - Making a better Burnie 2044;
- ◇ Help locals to develop or contemporise their skills; Benefit to the Burnie City Council municipal area;
- ◇ Strength of community support;
- ◇ The ability of the applicant to deliver the project, and;
- ◇ Supplementary funding or in-kind commitments obtained through other sources.

If your application is successful

- ◇ We will notify you by email.
- ◇ We will include a funding deed that will set out the purpose and conditions of the partnership that you will need to accept, sign and return before the grant is paid to your nominated bank account.
- ◇ If you have any outstanding payments owed to Council, you will need to clear these before a grant payment is made.

Variations to partnerships

If you are successful and for some reason wish to change the purpose or scope of the partnership, you must first obtain the written approval from the Burnie City Council, completing an application variation request.

Your application to vary will be assessed with reference to the original purpose, the reason for the requested variation and the impact on outcomes and cost.

You will be advised in writing if your request is successful and will need to sign a new funding deed.

Change of purpose or scope without the prior written agreement of the Council may result in immediate cancellation of the partnership and a requirement to repay all funds.

Auspice organisations

An auspice organisation must know of and consent to act as such before an application is submitted and it is the auspice organisation that will be required to sign the funding deed, ensure compliance with its terms and acquit the partnership agreement.

An auspice organisation need not be based or have a presence within the Burnie City Council municipal area, but the project/ initiative deliverables must be delivered in within the Burnie City Council municipal area.

Events

If you are proposing a series of events as part of your initiative and you are successful in your application, this is approval of funding only.

You will still need to confirm facility/venue bookings with the relevant staff and obtain all other approvals necessary for the event to proceed.

Burnie City Council officers may assist to identify any relevant approval, authorisation or permit, and advise how to make an application. However, officers will not undertake the preparation of any recipients applications in this regard.

Additional conditions may also be required as a condition of the variation approval, again at the discretion of the Council.

The management and operation of the event is also the responsibility of the applicant. This includes attending to public health requirements and any other statutory or regulatory obligations.

Requests for community discounts on the hire of Council facilities will need to be made and considered outside of this policy and consistent with Council's relevant charging policy.

How do I apply for and manage my grant?

Applications must be submitted online at <https://burnie.smartygrants.com.au>.

How do I manage my grant application?

All management of the grant is done online at <https://burnie.smartygrants.com.au>.

You must also provide appropriate bank details into which your money will be paid.

Please contact our Community Grants Team for any enquiries about your application or partnership:

- ◇ Phone: 03 6430 5866
- ◇ Email: grants@burnie.tas.gov.au.

Media, recognition and publicity requirements

Grant recipients must adhere to the following requirements:

- ◇ Successful applicants will be required to attend a ceremony in Burnie where they will be publicly recognised as the grant recipients.
- ◇ Grant recipients are required to notify the Burnie City Council Community Grants Team of any publicity opportunities relating to the funded initiative throughout the three year funding period.
- ◇ Recognition of the Program and associated funding must be made during any media, social media or other publicity opportunities (including commemorative plaques) throughout the three year funding period.
- ◇ High resolution images and video content of the funded initiative will be required as part of the acquittal process.
- ◇ The use of Burnie City Council's logo on any material will need to seek permission from Council and adhere to the recommended style guide.
- ◇ All images and video content supplied to the Burnie City Council Community Grants Team must adhere to consent and privacy laws.

Reporting on and acquitting your grant

Telling us how the funding was used:

- ◇ You must tell us how you spent the money and what you achieved.
- ◇ A schedule will be provided within the funding deed, outlining key milestones throughout the three year partnership.
- ◇ The schedule will be reported on six monthly by the applicant, at a meeting with Marinus Link and Burnie City Council.
- ◇ Key deliverables, budget updates and project/initiative challenges will be discussed at these review meetings.
- ◇ An annual report, then a 3 year acquittal at the completion of the partnership will be required to be submitted to the Burnie City Council.
- ◇ You must keep sufficient records and documentation to fully acquit expenditure of the partnership for the approved purpose.
- ◇ At various check points of the partnership, the successful applicant may be required to participate in various media opportunities.

Funding conditions

There are no general additional funding conditions, in excess of those provided in Council's Community Grants Policy. Specific conditions may be included in funding deeds with individual grant and as required by Burnie City Council and Marinus Link.

* Contact the Community Grants Team



03 6430 5832



grants@burnie.tas.gov.au



[www.burnie.tas.gov.au/
Partnership-program](http://www.burnie.tas.gov.au/Partnership-program)