

BURNIE
BICENTENARY
2027

Burnie 200 | Community Grant Guidelines

PROGRAM OBJECTIVES

The Burnie 200 Community Grants program aims to support projects that:

- help mark the 200-year milestone of European settlement in Pataway/Burnie and contribute to the Burnie 200 program
- strengthen community participation, inclusion and connection
- provide opportunities for community organisations, volunteers and local leaders to contribute to the Bicentenary
- celebrate Burnie's people, stories, arts, culture, and heritage
- showcase Burnie's strengths as industrious, creative and resilient community, while recognising its evolving character and future aspirations
- provide opportunities for young people and diverse communities to participate
- foster collaboration and partnerships that contribute to a meaningful Burnie 200 program and, where appropriate, a lasting legacy.

FUNDING AVAILABLE

The Burnie 200 Community Grants program:

- provides grants of up to \$5,000 (ex GST) per application
- has an indicative total funding pool of approximately \$40,000;
- is offered through a targeted round for activities forming part of the Burnie 200 program;
- is subject to program budget allocations approved by Council.

Applicants are encouraged to request only the amount of funding reasonably required to deliver their proposed activity. The \$5,000 maximum should not be viewed as a target or expected grant amount.

Applicants should consider other sources of funding, in-kind contributions, volunteer support and the overall scale of the activity when developing their budget. Council aims to support a broad range of activities to enrich the Burnie 200 program, and requests for funding will be considered in the context of the overall program budget and other applications received.

Funding may be provided in full or in part, and the amount awarded may be less than the amount requested.

Council will generally approve no more than one grant per organisation, per funding stream (Community Grants, Event Sponsorship, Partnerships) in each financial year. For the Burnie 200 Community Grants Program, organisations that have received funding through another Council funding stream may also be eligible to apply, provided the proposed Burnie 200 activity meets the eligibility requirements and assessment criteria of this program.

Where the allocated funding remains available following the funding round, Council may undertake an additional funding round.

Applications open: Thursday 15 October 2026

Applications close: Midnight, Thursday 19 November 2026

ELIGIBLE APPLICATIONS

Applications are invited from:

- incorporated not-for-profit organisations (including community groups, clubs and associations)
- unincorporated groups supported by an incorporated auspice organisation
- schools and educational institutions where the project aligns with the Burnie 200 program, and is additional to the institutions' core learning and usual activities. Funding will not be provided for core learning, general operations, or equipment and infrastructure that primarily supports the ongoing operations of the institution

For-profit businesses, commercial organisations and activities undertaken primarily for commercial or private benefit are not eligible.

Applicants must:

- demonstrate that the proposed activity has a clear connection to the Pataway/Burnie milestone and is suitable for inclusion in the official Burnie 200 program calendar;
- hold appropriate public liability insurance;
- have satisfactorily completed all Final Reports for previous Council grants (unless otherwise approved);
- demonstrate the capacity to deliver the proposed project; and
- meet all eligibility requirements outlined in these Guidelines.

Funding may be provided for activities that meaningfully mark Burnie 200 including:

- community events, festivals and celebrations
- arts, cultural, heritage and storytelling activities
- family, youth, sporting, recreational and community activities with a clear Burnie 200 component
- maritime, environmental and place-based activities that contribute to the Burnie 200 story or showcase community strengths
- activities that add a meaningful Burnie 200 component to an existing community event
- other community-led activities that clearly contribute to marking the 200-year milestone and are suitable for inclusion in the official Burnie 200 program calendar.

Where an activity includes Aboriginal history, culture, stories, perspectives or cultural content, applicants must demonstrate appropriate consultation and engagement with relevant Aboriginal representatives and follow appropriate cultural protocols, consent and approval processes.

Existing events and activities that are not receiving Council support may be eligible where the applicant proposes a distinct element or enhancement that meaningfully marks the 200-year

milestone and can be included in the official Burnie 200 program calendar. Funding will only be provided for the additional Burnie 200 component and not for the existing event or activity.

Eligible project expenses include:

- equipment and materials
- contractor and professional services
- venue hire
- marketing and promotion
- permits and licences
- project administration directly related to the funded activity
- other reasonable expenses approved by Council

INELIGIBLE APPLICATIONS

Funding will generally not be provided for:

- projects undertaken primarily for commercial profit
- political parties or political activities
- retrospective funding for projects that have commenced before Council approval, unless otherwise approved by Council
- projects undertaken primarily outside the Burnie municipal area
- operational or administrative costs, including wages not directly related to the funded project
- debt repayment, fines or penalties
- fundraising activities, prizes, gifts, donations or fundraising activities
- alcohol, tobacco or smoking related products
- personal or private expenses
- costs already funded through another Burnie City Council funding program

Applicants with outstanding reporting or acquittal obligations for other Council grants may still apply but will not receive funding until those obligations are met.

PROJECT TIMELINES

Projects must not commence before Council has approved funding unless prior written approval has been provided by Council.

The Burnie 200 program is expected to commence in May 2027 and continue through to late 2027.

Funded activities must be delivered during the 2027 Burnie 200 program and form part of the official Burnie 200 program calendar.

Applicants should nominate their proposed activity start date and end date in their application. Final activity dates will be coordinated with Council as part of the official Burnie 200 program calendar.

Where a project cannot be completed within the approved timeframe, recipients must seek Council's written approval for an extension before the Funding Agreement expires.

ASSESSMENT CRITERIA

Applications will be assessed against the following four criteria.

Criterion 1. Community Benefit, Participation and Burnie 200 Alignment

The extent to which the activity:

- delivers positive outcomes for the Burnie community and meaningfully contributes to the Burnie 200 program;
- encourages broad participation and inclusion across ages, interests and communities, including opportunities for young people and diverse communities; and
- celebrates and reflects Burnie's people, history, place, stories, arts, culture, heritage and future.

Criterion 2. Capacity to Deliver

The applicant's demonstrated capacity, capability and experience to successfully deliver the project, including appropriate planning, governance, project management and financial management.

Criterion 3. Value for Money

The extent to which the project demonstrates effective use of Council funding, including the overall project budget, other financial contributions, partnerships, volunteer effort and in-kind support.

Criterion 4. Legacy and Ongoing Benefit

The extent to which the activity creates lasting cultural, heritage, environmental, youth, community or place-based benefits beyond the funded activity, where applicable.

Funding Allocation Considerations

In determining grant allocations, Council may also consider:

- the equitable distribution of Burnie 200 grant funding across the municipality, including support for new initiatives, emerging organisations and applicants that have not previously received Council funding;
- the extent to which projects, activities and events contribute to the official Burnie 200 program and meaningfully mark the 200-year milestone;
- opportunities for projects, activities and events to contribute to the breadth and diversity of the Burnie 200 program;
- the cumulative level of financial and non-financial assistance provided to an applicant, project or event;
- where applicable, the applicant's previous performance in delivering Council-funded projects and meeting Funding Agreement obligations; and
- the availability of funding within the approved program budget.

ASSESSMENT PROCESS

Applications will be assessed by Council officers against these Guidelines. Independent advice may be sought where considered appropriate.

Recommendations will be presented to Council for determination.

Council may:

- approve the application in full;
- approve part funding;
- approve funding subject to conditions; or
- decline the application.

Applicants will be advised of the outcome in writing. Council's decision is final.

FUNDING CONDITIONS

Successful applicants must enter into a Funding Agreement with Burnie City Council before grant funding is released. The Funding Agreement will confirm the approved project, funding amount, payment arrangements, project timeframe, reporting and acknowledgement requirements, and any additional conditions of funding.

By accepting the Funding Agreement, recipients agree to comply with the conditions of the grant and these Guidelines. Recipients must:

- use funding only for the approved purpose;
- comply with the Community Grants Policy, these Guidelines and the Funding Agreement;
- obtain all necessary permits, approvals and licences;
- maintain appropriate insurance throughout the project;
- acknowledge Burnie City Council and the Burnie 200 program, and participate in the official Burnie 200 program calendar;
- retain appropriate financial records relating to grant expenditure;
- notify Council of any significant changes affecting the project;
- obtain Council approval before varying the approved project scope, budget or timeframe; and
- complete the Final Report by the due date.

Where Council facilities, venue hire, equipment hire, permits or other Council services are required to deliver the project, these costs will be met from the approved grant unless otherwise agreed by Council.

Applicants may be required to disclose any other financial or non-financial assistance received from Burnie City Council relating to the same organisation, project or event.

Where funded activities involve children or young people, applicants may be required to demonstrate compliance with applicable child safety legislation, standards and screening requirements, as specified in the Funding Agreement or program requirements.

Failure to comply with the Funding Agreement or funding conditions may result in Council varying, suspending or requiring repayment of the grant.

FINAL REPORT

Recipients must submit a Final Report by the date specified in the Funding Agreement.

The Final Report enables Council to confirm that grant funding has been used for its approved purpose and to evaluate the outcomes achieved. The Final Report may include:

- a summary of project outcomes;
- financial information demonstrating how grant funding was spent;
- photographs or other supporting evidence;
- copies of invoices or receipts where requested; and
- any other information reasonably requested by Council.

Council may undertake audits of funded projects to verify compliance with the Funding Agreement.

Failure to submit a satisfactory Final Report may affect eligibility for future Council funding.

PAYMENT

Grant payments will generally be made following:

- Council approval;
- acceptance of the Funding Agreement; and
- satisfaction of any pre-payment conditions.

Council may withhold payment where:

- previous Council Final Reports remain outstanding;
- requested information has not been provided; or
- funding conditions have not been met.

FURTHER INFORMATION

For further information, please contact:

Community Grants Team

Burnie City Council

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