

## APPLICATION **GUIDELINES**



*Before you apply for a Community Grant, please read through the information below and Council's Community Grants Assistance Policy. It will give you the best chance of being successful.*

## Objectives of the community grants program

Community Grants are to support projects and events that:

1. Are in line with Council plans and priorities
2. Promote a sense of community and inclusion across Burnie
3. Help residents to be healthy, active or engaged in community life
4. Encourage the development of locally-led and delivered projects and activities, and
5. Support and enable local community groups and organisations to deliver events and services to the Burnie community

## Eligibility

### Who can apply for this grant?

To apply for this grant, your group must:

1. Preferably be a registered (incorporated) not-for-profit club or community group or have the support of one (an auspice); or
2. Be a non-incorporated association able to satisfy Council that the applicant can receive, manage and acquit the grant in an appropriately accountable manner
3. Be based in Burnie or the activity will take place in Burnie
4. Have public liability insurance of \$20 million, or be eligible for community liability insurance under Council's Community Liability Policy
5. Be able to demonstrate support in the community for your organisation or proposal

6. Develop a plan detailing the benefits of what you are proposing
7. Create an itemised budget, detailing how you will spend the funds
8. Submit your application and documentation online and if successful transact and acquit your grant online

### Who cannot apply for this grant?

You cannot apply for this grant if:

- It is for purely commercial purposes
- You are a political party or group, or
- You are a Government agency

### What can be funded?

Community Grants funding is available in two grant streams:

- Minor Grants – up to \$5,000
- Two Major Grants – up to \$15,000

Examples of what you could use this funding for:

- Community, arts or cultural events based in Burnie
- Community, arts or cultural programs to assist Burnie residents or that encourage residents to be social, active or healthy, or
- Equipment that is an essential part of the group's purpose

### What cannot be funded?

We will not accept applications for:

- Funding of events or programs outside of Burnie
- Multiple grants from the one group in a financial year
- Maintenance and improvements of Council assets (but see Maintenance and Improvement Grants program)
- Programs that only advocate religion or faith

- Activities that are due to happen (or have happened) before a decision on a grant application is made, or
- Activities that occur outside of the financial year's funding period

## Grant approvals

### How successful grants are decided?

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

1. Alignment with Council strategy and priorities
2. Delivery of benefit to the community or part of the community resident in the Burnie municipal area
3. Strength of community support
4. The ability of the group to deliver the project
5. Supplementary funding obtained through other sources to support the project
6. Equitable allocation of grant funds across the community, including to new initiatives and groups or to groups that have not received grant funding support in the previous three years

### 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 grant 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

### If your application is unsuccessful

- An email will be sent to you explaining why the application was not successful, and
- You are encouraged to reapply in future, provided you meet eligibility requirements.

### Variations to grant applications

If you are successful in obtaining a grant and for some reason wish to change the purpose or scope of the grant, you must first obtain the written approval from 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 Council may result in immediate cancellation of the grant and a requirement to repay all grant money.

### Auspice organisations

An auspice organisation must know of and consent to act as such before a grant application is submitted and it is the auspice organisation that will be required to sign the funding deed, ensure compliance with its terms and acquire the grant. An auspice organisation need not be based or have a presence in Burnie, but the service, program or event must be delivered in Burnie.

### Events

If you are successful in your grant application, this is approval of funding only. You will still need to confirm facility/venue bookings with the relevant staff and to obtain all other approvals necessary for the event to proceed. Council officers may assist to identify any relevant approval, authorisation or permit, and how to make an application. However, Council officers will not assist in the preparation of any necessary application.

The management and operation of the event is also the responsibility of the grant holder. 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.

## Acquitting your grant

### Tell us how the grant was used

After you have completed the purpose for which the grant was made, you must tell us how you spent the money and what you achieved. This is known as an acquittal process and you must complete it within 60 days of your event or by 1 August after the close of the financial year if you have been funded for a financial year or years. If your grant is for multiple years you must provide an acquittal by 1 August after the end of each financial year of the grant.

You must keep sufficient records and documentation to fully acquit expenditure of the grant for the approved purpose. Spot audits will be undertaken of some grants and a failure to either properly acquit a grant may result in future grant applications being refused, or if warranted, by referral to Tasmania Police for investigation.

## Funding conditions

### Additional funding conditions

There are no general additional funding conditions, in excess of those provided in Council's Grant Policy. Specific conditions may be included in funding deeds with individual grant

recipients at the absolute discretion of Council.

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

## How do I apply for and manage my grant

### How do I apply for my grant?

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

### How do I manage my grant?

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

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

### Contact us

Please contact our Community Grants Team for any enquiries about a grant application or your grant.

Ph: 03 6430 5866

Email: [grants@burnie.tas.gov.au](mailto:grants@burnie.tas.gov.au)