

APPLICATION **GUIDELINES**



Before you apply for Maintenance and Improvement Grants, 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 maintenance and improvement grants program

Maintenance and Improvement Grants are to support projects that:

1. are in line with Council plans and priorities
2. Encourage the development of locally-led and delivered projects
3. Contribute to local community, arts, cultural and sporting groups and organisations to maintain or improve assets, and
4. Provide community benefit by contributing to the improvement of local assets and infrastructure

Eligibility

Who can apply for this grant?

To apply for this grant, you must:

1. Preferably be a registered (incorporated) not-for-profit club or community group or have the support of one (an auspice)
2. Be a non-incorporated association able to satisfy Council that the applicants can receive, manage and acquit the grant in an appropriately accountable manner
3. Be based in Burnie or the asset is in Burnie
4. Have appropriate insurance in place
5. Be able to demonstrate significant support in the community for your organisation
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:

- You are an individual
- Your project is for purely commercial purpose
- You are a political party or group
- You are an educational institution, including a school, or
- You are a Government agency

What can be funded?

Funding is able to be used as a contribution to maintaining or improving a building or place used for community, artistic, cultural or sporting purposes, up to a maximum amount of \$10,000.

What cannot be funded?

This funding is not able to be used for the building of new assets, but rather to improve and maintain existing assets.

Grant approvals

How successful grants are decided?

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

1. Alignment with Council plans and priorities
2. Community need and benefit
3. Strength of community support
4. The ability of the group to deliver the project
5. Prior grants history and performance
6. Supplementary funding obtained through other sources to support the project

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, and

- 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 the 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.

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