



## TASMAN COUNCIL COMMUNITY GRANTS PROGRAM 2022/2023

Each year, as part of its commitment to supporting the community the Tasman Council provides small grants to eligible community groups and individuals to help in the development of projects, facilities and activities that are of benefit to the community.

Below, you will find the Grant Guidelines and Application form for the Tasman Council 2022/2023 Community Grants Program.

Please ensure that you read the guidelines before submitting an application.

For more information, please contact Karina Little on (03) 6250 9200, or by emailing [karina.little@tasman.tas.gov.au](mailto:karina.little@tasman.tas.gov.au).

### GUIDELINES

#### Purpose:

The purpose of the Tasman Council Community Grants Program is to provide funding and/or in-kind assistance to support eligible community groups and individuals to develop projects, facilities and activities that contribute to the development and promotion of the community in the Tasman Municipality.

In-kind assistance relates to support through provisions of Council services at reduced or no cost. The provision of these services will be considered as a component of the assistance to be provided by Council.

#### Eligibility:

Projects that involve:

- Event or activity (*e.g. festivals, exhibitions, sports carnival*);
- Representing the community (*e.g. professional, sporting, academic*);
- Minor facility upgrades or equipment purchase; or
- Community program or educational event.

Will be eligible for funding or in-kind assistance up to a total value of \$2,000.

- The project should be a response to a clearly demonstrated community need and must be appropriate to that need. (Letters of support or evidence demonstrating this **must** be attached).
- The project may complement but should not duplicate other locally available services.
- Where applicable written quotes **must** accompany an application.

#### What would not be funded?

- Ongoing operational costs;
- Monies already spent.

Applications that benefit an individual or business and are not focused on community development or promotion **will not** be considered.

#### General Information

- Grant applications open on 5 September 2022;
- **Grant applications must be received by 4.30 pm on 7<sup>th</sup> October 2022, applications that are received after this time will not be considered;** and
- Applications should not exceed the amount of \$2,000 in cash or in-kind assistance.

Tasman Council has a maximum funding allocation of \$25,000 in the 2022/2023 budget. If the total funding request of eligible applications exceeds the maximum funding allocation made by the Tasman Council, the Council reserves the right to offer a lesser amount than applied for. If this occurs, Council officers will contact the applicant to discuss an alternative grant amount.

If the Tasman Council Community Grants Program is undersubscribed, a second smaller round of funding may be offered at a later date to utilise any remaining funds.

#### Process:

After the close of applications on the **7<sup>th</sup> October 2022**, all applications received will be assessed by a panel of staff to ensure eligibility. Following this, a recommendation regarding funding will be put to Council for consideration in an Ordinary Council Meeting.

All applicants will be notified in writing of the outcome of their application. Successful applicants will be required to provide their bank details and enter into a simple agreement with the Tasman Council prior to receiving funding. At the conclusion of a project or activity all grantees will be required to complete a one page acquittal form and provide a copy of receipts as proof of expenditure and a short report to be provided to Council at a later date.

In submitting an application, the applicant accepts the terms described in these guidelines.



## APPLICATION FORM

Please complete all sections of this form prior to submitting to Council.

### SECTION 1: APPLICANT DETAILS

Organisation/Club/Group:

Contact Person's Name:

Position:

Address:

Phone Home:

Mobile:

Email:

Project Title:

Amount of Funding Requested:



Has your organisation/group previously received financial or in-kind assistance from Tasman Council? If yes please provide details:


### SECTION 3: PROPOSED PROJECT

#### Financial Details

Amount Requested	\$
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Project Total	\$
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Please provide your organisations ABN number

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Are you registered for GST?

YES

NO

#### Program Categories

Please indicate the program category relevant to the proposed project:

Event or activity (*e.g. festivals, exhibitions, sports carnival*)

Representing the community (*e.g. professional, sporting, academic*)

Minor facility upgrades or equipment purchase

Community program or educational event



**SECTION 4: FURTHER INFORMATION FOR REQUESTS >\$1000**

Please provide details for the project which you are seeking Council support: Provide additional pages if required.

<b>INCOME:</b>	
	\$
	\$
	\$
	\$
<b>TOTAL INCOME:</b>	\$
<b>EXPENDITURE:</b>	
	\$
	\$
	\$
	\$
<b>TOTAL EXPENDITURE:</b>	\$

**Please provide a copy of your most recent bank statement**

## SECTION 5: DECLARATION

I declare that the above details are correct and I am authorised to sign on behalf of the organisation applying to the Tasman Council Community Grants Program 2022/2023:

Authorised Signatory:

Print Name:

Date:

**Applications close 4:30pm, Friday 7<sup>th</sup> October 2022.**

**Completed application forms should be sent to:**

Tasman Council

1713 Main Road

Nubeena Tas 7184

[karina.little@tasman.tas.gov.au](mailto:karina.little@tasman.tas.gov.au)

Enquiries to Karina Little (03) 6250 9200