



Clarence... a brighter place

Community Support Grants *Guidelines*

Program Philosophy

The Community Grants Program has been developed with a philosophy of partnership, whereby council provides a range of grants to encourage, engage and support individuals and groups in the community to make a positive and ongoing contribution to the City's community wellbeing, economic prosperity, and environmental sustainability.

Program Objectives

The Grants Program is a strategic investment tool, assisting the community to meet and respond to Council's priorities and vision as outlined in the Strategic Plan. It enables Council to contribute to the community by:

- supporting local communities to build on existing capacity and progress their health and well-being;
- supporting local communities to sustainably manage and enhance the natural and built environments of the City;
- supporting local communities to work together for a vibrant, prosperous and sustainable city; and
- encouraging engagement and participation in the community

Community Support Grants

Community Support Grants of up to \$1,500 are available to support groups or not-for-profit organisations for activities or one-off events or projects that benefit the Clarence community.

If your group is not incorporated, you can still apply for a grant provided that your application is auspiced and administered by an organisation that is incorporated. Auspicing entities must accept responsibility for the management of advanced funds and acquittal requirements as well as all insurance risk of the funded project. A letter of support from the auspicing entity is required at the time your application is submitted (see attached proforma).

Schools cannot apply in their own right, however an application can be considered if it is submitted by the School's Parent Association (P&F or P&C). It must be for a one-off event, project or activity that is not the core responsibility of the school and is open to or involves the wider community.

Funding Areas

Your project, activity or event must align with the goals and strategies of any of the adopted Council Plans, for example: Strategic Plan; Cultural Arts Plan; Positive Ageing Plan; Youth Plan; Access Plan; Cultural History Plan; Clarence Events Plan; Health & Wellbeing Plan; Economic Development Plan or Reserve Activity Plans. These are available on Council's website

www.ccc.tas.gov.au.



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What Will Be Funded

Examples of what may be funded include

- One-off events, activities or projects that benefit the Clarence community
- A new component of an existing event
- New equipment required at the event, activity or project (excluding consumable items, uniforms, replacements)
- Skill development e.g. community workshops, coach accreditation

What Will Not Be Funded

Ineligible activities/applicants will include, but are not restricted to:

- Landcare and Coastcare projects that are eligible for funding through Council's Landcare/Coastcare Grants program
- The purchase of land
- The core business of educational, religious and medical organisations,
- The development, upgrading or renovating of government owned or privately owned facilities (built infrastructure and fixtures)
- Events, programs or services run solely for commercial profit
- Payment of debt or insurance premiums
- Political activities
- Work to meet council development approval conditions or requirements
- Items included in another grant application or to top-up funding for a previous grant or any other council grant or funding
- A government agency or department of Local, State or Federal levels of Government
- Organisations with gaming machines
- Normal operational costs of the organisation or group, including but not limited to: Council lease costs, existing and on-going salaries, auditing, rent, uniforms, consumables and other administrative expenses.
- Funding for prize money, prizes or trophies
- Funding for items or expenses that would normally be provided for by charitable or welfare organisations
- Projects/activities that are under the jurisdiction of the State or Federal Government (including improvement to Government owned buildings)
- Activities/events/projects that have already commenced prior to funding being approved

Other eligibility restrictions may apply to specific funding.

Where grant applications involve the dissemination of cultural information (for example interpretive panels or artworks) Council will have final approval of proposed content prior to manufacture/installation.

Low priority will be given to events, programs, or services:

- that have received funding previously for like events, programs, or services
- run solely for fundraising purposes

If you are unsure about your project, please contact the Community Grants Officer.



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Funding Rounds & Limits

Community Support Grants are assessed twice a year and funding is provided for projects or events occurring in the following 12 months.

Closing dates for Community Support Grants are **15 March** and **15 September** each year and all applications must be received by the Clarence City Council **no later than 5pm of the round closing date**.

All applicants will be advised of the outcome of their application in writing 6 – 8 weeks following the closing date of each round. Please do not contact individual Aldermen for an earlier decision on the funding outcomes.

There is a limit of one application per organisation/group for each financial year. Organisations/groups that have been successful in receiving a grant will be unable to apply for another Community Support Grant until the acquittal form is completed and returned for the current funding agreement.

The Budget

The purpose of the budget in your application form is to paint a picture of the **whole** project. This helps the assessment panel to:

- Feel assured that you have thought about all aspects of the project and have the resources to complete the project; and
- Understand what amount of the project Council is funding, and which parts of the project the grant will cover.

Council gives priority in providing assistance to applicants who can demonstrate that they are making a significant contribution to the project. This can be a combination of monetary and in-kind support.

Creating a budget is usually the most time-consuming part of an application form, and because each project is different, there is no set way to present a budget. You can use the template in the application form, or provide a budget that better reflects your project needs as a separate attachment.

Calculating voluntary support - Community groups often rely heavily on in-kind support from its members. It is important to include this in your application.

A general rate for volunteer contribution is \$30 per hour for non-skilled labour, and at relevant rates for professional services.



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Application Assessment

Community Support Grant applications are assessed by a panel of council officers and recommendations are provided to Council for final approval. Applications will be assessed upon the following criteria:

- The alignment of the event / activity / project with Council plans;
- The benefit to the people or environment of the Clarence region;
- The opportunities the project offers for community partnerships;
- The ability of the applicant to successfully complete the project; and
- A balanced, realistic and complete project budget, including significant cash or in-kind contribution by the applicant and/or others towards the project;

The Community Support Grants are competitive and there is a limited amount of funding available.

Your Obligations If You Are Successful In Receiving A Grant

If Council approves the grant, you are required to:

- Enter into a formal funding agreement with Council;
- Expend the grant monies only in the manner outlined in your application;
- Publicly acknowledge the grant received from Clarence City Council in any programs, correspondence or promotion associated with the project;
- Invite the Mayor and Aldermen to attend any relevant function or event associated with the funded project; and
- Complete an acquittal form including a financial summary and project report within 6 weeks of your project completion date as specified in your application.

If you would like to find out more, a copy of the acquittal form is available to download from Council's website www.ccc.tas.gov.au.

Points To Remember

- Ensure you are using the correct application form and guidelines;
- Ensure your application is **legible**;
- Answer **ALL** the applicable questions;
- Give a clear description of the grant proposal;
- Remain focused about your key points when writing the application. Unsuccessful applicants usually provide too much, or not enough detail about how the project will be implemented and managed;
- Remember to relate the outcomes of your proposed project to goals and strategies of Council's adopted plans;
- Give clear information about your organisation. Do not assume the group will be known to the assessors;
- Ensure the application is signed. Unsigned applications will not be considered;
- Keep a copy of the application;
- Ensure the **budget** is detailed and accurate;



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- Applicants must include a copy of their current certificate of incorporation, and a recent financial statement with their application;
- Letters of support from organisations and individuals directly involved with, or benefiting from the proposed project can add strength to your application;
- Include copies of written quotes for services or materials;
- Lodge the application with Council by the **due date**. **Late applications will not be accepted;**
- Ensure the proposed project / activity **does not commence** before the application for funding is submitted and the outcome notified;
- Consider the costs of **permits and insurances** if they are required for an event; and
- Applications are to be secured with paper clips only. Please do not staple or place in binders.

Support & Assistance

Application forms and Guidelines can be downloaded from Council's website www.ccc.tas.gov.au, or picked up at the Council offices. If you would like a copy of the application form posted to you, or have any further questions please contact the Community Grants Officer by:

Phone: 6217 9773

Email: grants@ccc.tas.gov.au

Mail: Community Grants Officer
PO Box 96
ROSNY PARK TAS 7018