



Clarence... a brighter place

# Partnership 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

## *Partnership Grants*

Incorporated not-for-profit groups based in Clarence are eligible for Partnership Grants funding. Groups based outside of the Clarence region are eligible to apply if their project brings significant benefits to the Clarence community. Interested applicants must firstly meet with the Community Grants Officer prior to submitting an expression of interest. Council will then invite organisations to submit a formal application.

A **not-for-profit organisation** applying for a grant **must:**

- operate within the Clarence Council municipality or be able to demonstrate that the project will benefit residents of the Clarence municipality;
- have appropriate insurance, work place health & safety and risk management policies;
- be able to demonstrate the capacity to conduct the project / activity in a safe manner for participants;
- have met all acquittal conditions of previous Council grants and have no debt to Council;
- be able to demonstrate its financial viability;
- address specific category priorities; and
- include required supporting documentation (Certificate of Incorporation for your organisation and a recent audited financial statement).



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For the purpose of this program, a not-for-profit legal entity is an organisation that does not operate for profit or direct/indirect gains of its individual members, but with the primary purpose of providing services to the 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.

## *Funding Areas*

Your application must align with any of adopted Council Plans and endorsed activities including: Strategic Plan; Cultural Arts Plan; Positive Ageing Plan; Youth Plan; Access Plan; Cultural History Plan; Health & Wellbeing Plan; Events Plan; Economic Development Plan and Reserve Activity Plans

Council Plans support social inclusion opportunities for all individuals and groups in Clarence under the following project areas.

- Arts & Culture
- Environment
- Sport & Recreation
- Community Participation
- Heritage & History
- Tourism & Events
- Positive Ageing
- Health & Wellbeing
- Youth
- Access
- Volunteering
- Diversity

The Partnership Grants supports projects that align closely with Council's identified plans and endorsed activities, and have the potential to build community capacity. Projects must have outcomes that continue to significantly benefit the Clarence community over the life of the project and beyond.

Further information about Council's adopted Plans is available and can be downloaded from Council's website [www.ccc.tas.gov.au](http://www.ccc.tas.gov.au), or picked up at the Council offices.

## *Activities That Will Not Be Considered For Funding*

**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 privately owned facilities (built infrastructure and fixtures);
- Events, programs or services run solely for commercial profit;
- Payment of debt or insurance premiums;



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- 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; and
- Activities 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.

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

## *Funding Rounds & Limits*

Partnership Grants are assessed once a year and applications are due each year on the 1st October. You can enquire about Partnership Grants at any time of the year by contacting the Community Grants Officer.

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

The maximum amount for a Partnership Grant is \$15,000 per project. Funding can be as a one-off payment, or as periodic payments over a maximum of 3 years.

## *How To Apply*

- 1) Read the Partnership Grant Guidelines to ensure your project is eligible;
- 2) Contact Council's Community Grants Officer to arrange a meeting to discuss your project; and
- 3) If invited, submit a formal application.

You are required to supply a copy of a certificate of incorporation for your organisation, and a recent audited financial statement with your application.

You are welcome to provide any supporting documentation with your application. These may include letters of support, business plan for your project, CVs of key personnel, your organisation's constitution and any quotes for equipment or services.

Council awards Partnership Grants to organisations every year within the budget available.



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# Partnership Grants Guidelines

## Your Budget

The **budget** is one of the most important aspects of the application and must be detailed and accurate. 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. It must include a breakdown of all the items proposed for funding by Clarence City Council and demonstrate the applicant's contribution and any other funding / sponsorship that apply to the proposed project.

The most important thing to remember is that 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 parts of the project the grant will cover; and what percentage of the project Council is funding.

**Note:** It is desirable that Council is not requested to fund more than 50% of the total cost of the project. The organisation's contribution can be made up of monetary, voluntary and/or in-kind support.

**In-Kind Support** Community groups often rely heavily on in-kind support from its members. It is important to include this in your budget. However, the following limits apply to budgets in Partnership Grant applications:

- Volunteer rates can be costed at \$30 per hour for non-skilled labour; and at relevant rates for professional services; and
- Hours contributed by volunteers to the project should not account for more than 25% of the total project budget.

## Points To Remember

- Ensure you are using the current application form and guidelines;
- Answer **ALL** the applicable questions on the application form;
- 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 Council's adopted plans and endorsed activities and the project areas listed above;
- Give clear information about the organisation. Do not assume the group will be known to the assessors;
- Ensure the budget is detailed and accurate;
- Ensure the application is signed. Unsigned applications will not be considered;
- Keep a copy of your application;
- Ensure the proposed project / activity **does not commence** before the application for funding is submitted and approved;
- Ensure **permits and insurances** have been secured if they are required for an event;
- Lodge the application with Council by the **due date** as late applications will not be accepted; and
- Applications are to be secured with paper clips only. Please do not staple or place in binders.



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## Application Assessment

Partnership Grants applications are assessed by a panel consisting of 2 Aldermen, up to three independent representatives with expertise in the field, Community Grants Officer and relevant Council Officers. Following assessment the panel will make a recommendation to Council to approve / not approve the applications.

Applications will be assessed on their ability to:

- demonstrate a need for the event or project;
- benefit the people or environment of the Clarence region;
- link to the specific aims and priorities of the Council's adopted Plans and endorsed activities;
- encourage community partnerships;
- successfully undertake and complete the project; and
- provide a balanced, realistic and complete project budget, including significant cash or in-kind contribution by the applicant and/or others towards the project.

You will be contacted in writing within 6 weeks to advise if your application has been successful or not. You may also be contacted during the assessment process if further information is required.

## Your Obligation If The Grant Is Approved

If Clarence City Council approves a grant, you are required to:

- Enter into a formal funding agreement with Clarence City Council. A funding agreement will be sent to the organisation and funds will be allocated on return of the signed agreement;
- Submit a tax invoice for grant funding to be paid;
- Expend the grants 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
- Organisations receiving periodic funding up to a period of 3 years may be required to submit progress reports at regular intervals which will be outlined in the funding agreement.

A copy of the acquittal form is available to download from Council's website [www.ccc.tas.gov.au](http://www.ccc.tas.gov.au) or contact the Grants Officer.

## Support & Assistance

Application forms and Guidelines can be downloaded from Council's website [www.ccc.tas.gov.au](http://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:** (03) 6217 9773

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

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