



Clarence... a brighter place

Clarence City Council Community Recovery Grant

Grant Guidelines

Summary

The COVID-19 pandemic has identified unmet and new needs in our community. This time of adversity and vulnerability has also shone a light on the caring, helpful and supportive ways people in Clarence look out for each other and work together.

Responses to the pandemic have shown us what our strengths are. At council we know how important it is to build on these strengths and work together. There is always more to do. And recovery is going to take time.

The Clarence City Council Community Recovery Grant aims to help our community take the lead on projects and programs that build community resilience and support the Clarence community to recover from the impacts of the pandemic.

Applications are invited for projects up to \$1,500, \$5,000 or \$10,000. All projects are for activities that contribute to the social recovery of the Clarence community. Larger projects must meet more criteria to be eligible.

There is \$100,000 available in this competitive, one-off grant round closing 17 August 2020. Applications will be assessed against how well they meet the assessment criteria. Applicants will be notified of the outcome of their application by early October 2020.

This grant is just one of the ways council is contributing to recovery efforts in Clarence. Community-led actions are at the heart of our Community Recovery Action Plan. This grant will help council identify strengths, gaps and ways to support the Clarence community to recover stronger and brighter from the pandemic.

Grant aims

The Clarence City Council Community Recovery Grant is council's investment in projects and programs to help the Clarence community recover from the impacts of the pandemic.

Specifically, to:

- Support actions that foster wellbeing and a healthy, safe, and productive community.
- Assist community-led projects and activities that build community resilience and foster partnerships for recovery.
- Encourage inclusive, locally relevant, and respectful community participation in social recovery programs.
- Promote cultural opportunities and community programs to maintain social connection and community participation in Clarence.
- Work together in ways that align with council's goals and strategies as outlined in the Strategic Plan, the Social Recovery Plan, and other council plans.

Council's Strategic, Recovery and Social Plans *

Strategic Plan – Clarence is a vibrant and prosperous city.

Clarence City Council COVID-19 Social Recovery Action Plan – Outlines actions to respond to impacts and facilitates community-led, social recovery from the COVID-19 pandemic.

Access Plan – Everyone in Clarence, regardless of ability, has equal opportunity to participate in and contribute to social, economic and cultural life.

Age Friendly Clarence Plan – Clarence is an inclusive and accessible community with opportunities for health, participation and security for people of all ages. People enjoy quality of life and dignity as they age.

Community Health and Wellbeing Plan – Clarence is a beautiful, liveable and diverse city where everyone has the opportunity to improve their health and live well.

Community Safety Plan – Everyone can feel safe in their community.

Cultural Arts Plan – The quality of life for all people in Clarence is enhanced through vibrant, culturally sensitive, cultural opportunities.

Cultural History Plan – Recognition, preservation and promotion of cultural history encourages a sense of pride and participation in cultural life.

Youth Plan – Young people are supported to build resilience through meaningful connections and working together.

* You can access these plans via the hyperlinked titles or on council's website. They will help you identify how your project aligns with council aims. Sport and recreation strategies are also available on council's website.

What can you apply for?

Eligible activities include projects or activities that:

- Foster health, wellbeing, safety, welfare, and opportunity in our community.
- Support local services or actions to build community resilience and foster recovery.
- Deliver local events or programs that are socially inclusive and help the people of Clarence recover from impacts of the pandemic.
- Assist community groups, clubs, and organisations to recover from demonstrated impacts of the pandemic.

What will not be funded?

Ineligible activities are:

- Projects that have or will receive significant funding or assistance packages from either the Australian or Tasmanian Governments.
- Projects that are eligible for funding through council's Landcare and Coastcare Grants program.
- Development, upgrading or renovating government or privately-owned facilities. This includes land purchases, work to meet council development approval conditions or requirements, and/or council lease costs.
- Political activities.
- Projects or events run solely for profit.
- Funding for prize money, prizes or trophies.
- Ongoing operational costs of an organisation, including but not limited to salaries, auditing, rent, consumables, uniforms, debt or insurance premiums, and other administrative expenses.
- Reimbursement of funds already spent.

Assessment criteria

All projects will be assessed for their capacity to support recovery of the Clarence community by the following criteria:

1. Meets at least one of the eligible activities.
2. Demonstrated capacity to work with others.
3. Demonstrated alignment with council's strategic, recovery and other plans.
4. Provision of a balanced, realistic, and complete project budget.

Projects over \$1,500 and up to \$5,000 will be assessed by the criteria above and criterion 5:

5. Identified project partners and outcomes with mutual benefits, with demonstrated capacity to work together to achieve those outcomes.

Projects over \$5,000 and up to \$10,000 will be assessed by all the criteria above and the following:

6. In-kind contribution of at least 30 percent of total funding requested.
7. Provision of a Project Risk Management Plan.
8. Identified measures of success and demonstrated capacity to evaluate them.

Who can apply?

- Community groups
- Clubs and associations
- Not-for-profit organisations

Who operate in the City of Clarence.

Who cannot apply?

- Individuals
- Government organisations
- Organisations with gaming machines
- Businesses and solely for-profit enterprises

For projects over \$1,500

If your group is not incorporated, you will need to nominate an incorporated body or organisation to administer (auspice) your grant on your behalf. The auspice organisation must provide an auspice agreement stating they accept all responsibility for management of funds, acquittal requirements and insurance.

How to apply

You must lodge your application on the application form by the due date. You can access the online form on our website or request a hard copy or fillable PDF form from the Community Grants Officer. If you have any questions, or are having difficulty submitting your application, please contact the Community Grants Officer on grants@ccc.tas.gov.au or 03 6217 9572.

Grant assessment process

You will receive an email confirmation on receipt of an application, and on notification of the success or otherwise of your application in early October 2020.

An assessment panel of two aldermen, council officers, and two or three community members will assess how well your application meets all the assessment criteria that apply.

The panel will make recommendations to elected members of council for approval.

A summary of all successful applications will be made publicly available on council's website.

Successful applications

Funding agreement – A formal letter and funding agreement will be sent to successful applicants.

Payment and GST – Grants will be paid in full upon receipt of the signed funding agreement and any appropriate tax documents. Organisations registered for GST should add GST to the grant amount on their invoice.

Recognition of assistance – Successful applicants must acknowledge Clarence City Council assistance for their project.

Acquittal – Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the completion of their project, expenditure and outcomes.

Funding requests above \$1,500 have additional acquittal requirements.

Acquittal forms and details will be available from the Community Grants Officer.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

Unsuccessful applications

Unsuccessful applicants can contact the Community Grants Officer to discuss their application. Understanding the reasons for an unsuccessful application can be valuable for future submissions.

Checklist

Before you lodge your application. Check that you have provided all the required details and documents. Check that your budget is accurate and complete.

The following checklist may assist you. Check that you have:

- Provided a complete and balanced project budget. You must tell us about the overall project budget not just the components that you plan to fund with this grant. Your project income and expenditure must balance. This includes income from all sources.
- Provided details of your in-kind contribution in your budget (if applicable). Remember in-kind contributions go in the income column and are included in the totals.
- Answered all questions that apply.
- Answered the additional questions if applying for funds over \$1,500 or over \$5,000.
- Highlighted how your project meets the eligible activities and aligns with the grant aims.
- Attached your Certificate of Incorporation. -OR-
 - Secured an Auspice Agreement Letter from your incorporated auspice organisation (if you are not incorporated) that confirms they will be responsible for management of funds, acquittal requirements and insurance. And provided their Certificate of Incorporation along with a recent financial statement.
- Provided quotes (if applicable).
- Kept a copy of your application.

The online application or a downloadable form and all supporting documents are available at the council website www.ccc.tas.gov.au.

If you need support or have any questions, please contact the Community Grants Officer on 03 6217 9572 or grants@ccc.tas.gov.au or Community Grants Officer, PO Box 96 ROSNY PARK TAS 7018.