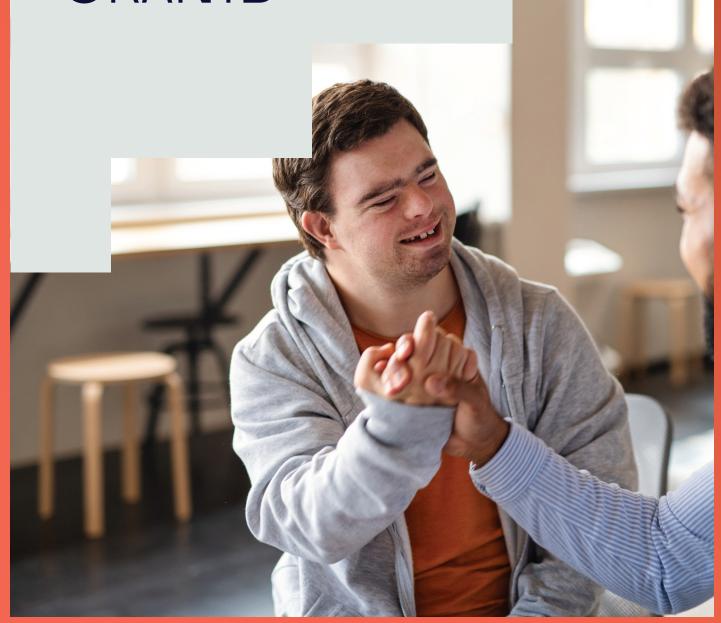**GUIDELINES**

ACCESS AND INCLUSION ACTIVATION GRANTS

OVERVIEW

Accessible and inclusive communities create opportunities and places for everyone. The Clarence City Council Access and Inclusion Activation Grants aim to provide community groups and organisations the opportunity to work together with council on activities and projects that activate key actions from council's Access and Inclusion Plan 2021-2025 (the plan) for people with a disability.

Council's plan has three key areas:

- Lead – supports a culture of continuous improvement; continue to engage with the community; and connect with services and organisations to build on critical partnerships

- Create – supports council to ensure its information, communications and events are accessible; provision of and promotion of available services and opportunities; and increased participation in the cultural life of the city

- Develop – supports universally inclusive environments, recreational facilities, amenities, activity areas, and in partnership with others improved access to transport and housing

OVERVIEW

Funding

Applicants can apply for up to $5,000 for their project.

For more information on the plan please visit the link below.
https://www.ccc.tas.gov.au/community/community-services/access-inclusion/

Who is eligible?

- Community or resident groups

- Incorporated associations*

- Not-for-profit associations

- Registered charity organisations

- Auspiced organisations

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.

If you're unsure of your eligibility, please refer to the General Grants Program Fact Sheet or contact a Community Grants officer for more information.

What can you apply for?

We are looking to fund programs and activities which have a broad and deep impact on directly improving the inclusion of people with disability in the Clarence community by working together in ways that align with council's Access and Inclusion plan three key areas, strategies, and actions, and encourage community participation and wellbeing.

Examples may include:

- Projects, events, activities or projects that align with council's adopted Access and Inclusion Plan
- New social and cultural programs, projects, events or activities that:
  - Support people with disability through assistive technology and infrastructure modifications to improve the physical environment
  - Encourage community participation and inclusion for people with a disability
  - Support and promote health and wellbeing for people with a disability
  - Engage with specialised support organisations to improve or promote access and inclusion across the community for people with disability including those from culturally and linguistically diverse communities, LGBTIQA+ communities and those experiencing homelessness
  - Are responsive to the needs of people with psychological and sensory disabilities such as quiet areas and open spaces, arts and events, live music, and opportunities to connect with the natural environment
- Skill development and capacity building e.g. workshops, professional development and exchange

Examples of activities that won't be funded:

- Built infrastructure and fixtures

- Support for all, or elements of, a festival, project or event, which has received a grant or sponsorship from Clarence City Council

- Event, project or activity which is primarily commercial

- Normal operating costs of the organisation or group, including but not limited to: Council lease costs, insurance premiums, payment of debts, existing and on-going salaries, auditing, rent or room hire, uniforms, consumables and other administrative expenses

- Funding for prize money, prizes or trophies

- Activities/events/projects that have commenced prior to funding being approved

- Activities or programs that are already delivered by Clarence City Council or are our core business

- Donations or fundraising activities that support the recurrent operations of the applicant

- Individual pursuits or professional development without a public outcome

Where grant applications involve the dissemination of cultural information (for example interpretive panels or artworks) the content must be agreed with council prior to manufacture/installation.

If you are unsure about your project, please contact the Community Grants Officer for additional information and guidance.

Funding rounds and limits

The Access and Inclusion Activation grants are a one-off grant stream offered in Round 2 of 2024 only.

You may only submit one application for each funding round.

If you have previously received a grant from council, you will be unable to apply for another grant until the acquittal form is completed and returned.

Key dates

Round 2

Opens on 01 February

Closes on 31 March

Funding is available for projects commencing after 1 June.

Late applications will not be accepted.

You will be advised of your application's outcome in writing 6–8 weeks after each round's closing date.

To provide for transparent and equitable decision-making, we are unable to provide outcome advice outside this process.

The budget

You must provide a budget outlining funding arrangements for your project. The budget's purpose is to demonstrate how the project will be funded. This helps the assessment panel to understand:

- How you are paying for the elements of your project such as materials, and fees

- Considerations regarding your project and the resources required to complete the project

- Which parts of the project council is funding

- Your contribution to the project (including in-kind support)

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

Calculating voluntary or in-kind support

Community groups often rely heavily on in-kind support from its members. It is important to recognise this in your application as income. A general rate for volunteer contribution is $40 per hour for non-skilled labour, and at relevant rates for professional services. Hours contributed by volunteers should not account for more than 25% of the total project budget.

In applying for this funding, we expect all applicants to ensure that they allocate sufficient funds within their budget to pay any collaborators a fair and living wage, in compliance with applicable labor standards and award guidelines. This should reflect the professional nature of the work and the time commitment required to successfully deliver the project.

Assessment criteria

Applications will be assessed in accordance with the following criteria:

1. The applicant/s must be an eligible organisation.

2. The activity must be undertaken within the Clarence municipality or demonstrate that it will benefit residents of Clarence.

3. The applicant/s must have appropriate insurance coverage and have relevant workplace health and safety and risk management policies.

4. The activity must not lead to a conflict with council's legislative obligations, including competitive neutrality, and must not expose council to any unreasonable financial, legal, reputational, or other risks.

5. The activity must demonstrate alignment with council's adopted key strategies.

6. The activity to be undertaken must result in a community benefit (refer to Table 2 in the General Grants Program Fact Sheet for examples), this may include administration or support functions that facilitate the community benefit outcome but does not include activities that are core to the organisation's ongoing operations.

7. Where proposed works are grant funded by another organisation/government, the applicant/s must demonstrate how the council grant assists to maximise the dollars spent and community benefit.

8. Demonstrated effort in seeking funding from other providers, to diversify funding sources across multiple organisation and levels of government where appropriate.

9. The applicant/s must have capacity to manage and achieve their project and to maintain outcomes.

10. The applicant/s must provide a detailed budget outlining:

    a) funding arrangements for the project

    b) which parts of the project council is funding

    c) projected costs of the budget (reasonably itemised, including calculations for any voluntary/in-kind support to be provided)

    d) contribution the applicant is making to the project (including in-kind support)

In determining an outcome, council will also consider how many times you have previously been successful in obtaining a grant and adherence to the grant agreement, to provide equity within the scope of available funds.

Access and Inclusion Activation Grant applications are assessed by a panel of council officers, following which a report is prepared for consideration and approval of council.

The General Grant Program is very competitive, and demand will often exceed funding availability. You are encouraged to ensure that you provide all required information to enable your application to be considered fully in competition with all requests received.

If you are unsure about your project, please contact the Community Grants Officer for additional information and guidance.

Your obligations – If you are successful in receiving a grant

If Council approves your grant, you are required to:

- Enter into a formal funding agreement with Council

- Expend the grant monies only on the activity for which the grant was approved

- Publicly acknowledge the support of Clarence City Council in any acknowledgements and media releases

- Invite the Mayor and councillors to attend any relevant function or event associated with the funded project

- Complete an acquittal report within three months after 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 here.

How to apply

Council has shifted its application process to SmartyGrants. To apply for a grant you need to register with SmartyGrants. Visit SmartyGrants or click the 'Apply now' button from the corresponding grant program, and then click 'Log in'. From the page that is displayed you can register as a user with SmartyGrants and start your application. You can also preview the application form.

CHECKLIST

☐ Ensure you are applying to the correct grant stream

☐ Give a clear description of the grant proposal and the anticipated community benefit

☐ Use clear and plain language, avoid the use of jargon

☐ Focus on key points when writing your application. Unsuccessful applicants often provide too much, or not enough, detail about how the project will be implemented and managed

☐ Re member to align 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 by an authorised person. Incomplete applications will not be considered

☐ Ensure the budget is sufficiently detailed and accurate

☐ You must include a copy of your current certificate of incorporation, and a recent financial statement with your application

☐ Letters of support from organisations and individuals directly involved with, or benefiting from the proposed project can strengthen your application

☐ Include copies of written quotes for all services and materials

☐ Lodge the application in SmartyGrants by the due date. Late applications will not be accepted

☐ Ensure the proposed project / activity does not commence before the application for funding approved

☐ Include the costs of permits and insurances, if they are required, in your budget.