



CLARENCE CITY COUNCIL

COMMUNITY GRANTS PROGRAM GUIDELINES

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MESSAGE FROM THE MAYOR

It gives me great pleasure to promote the Clarence City Council Community Grants Program.

The Program is a partnership in which Council works with individuals, groups and not-for profit organisations to make a positive impact in the City.

The Community Grants program supports three broad areas:

- Community development activities that support local communities to progress their health and well-being through arts and culture, community development, heritage and history and sports and recreation:
- Economic prosperity activities such as festivals and events, which may attract tourists and visitors to the City; and
- Environmental sustainability activities, which involve people in caring for the environment, heritage projects, and promoting sustainable living.



Three Grant Programs are now available:

- Quick Response Grants – for individuals and groups for up to \$150;
- Community Support Grants – a bi-annual grant of up to \$1,500 for groups and not-for-profit organisations; and
- Partnership Grants – of up to \$15,000 for groups and not-for-profit organisations based in Clarence, which may be disbursed over three years.

The tiered approach means that Council can be even more responsive in assisting the community.

I hope you can take advantage of the opportunity to apply for funds and work with us to fulfil Council's vision for Clarence; a place of diverse communities working together for a vibrant, prosperous and sustainable City.

Alderman Doug Chipman

MAYOR

PROGRAM PHILOSOPHY

The Community Grants Program is 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.

The program has formal processes and procedures in place to ensure an equitable, accountable and transparent process for the distribution and acquittal of financial assistance to community groups and individuals, in accordance with council's strategic goal areas of Governance, Community Leadership and Financial Management (*Strategic Plan 2010-2015*).

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 2010-2015. 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

SUPPORT AND ASSISTANCE

All of the information regarding the Grants program is found in these guidelines and the application forms. If you have any questions about the program or application process, please contact Council's Community Grants Officer.

If you are applying for a Partnership Grant (for amounts over \$1,500), you are required to meet with the Community Grants Officer to discuss your ideas and submit an expression of interest (1 page). This will assist you to develop your project and grant application and to identify additional grant opportunities, ensuring you have the best possible chance of success. A formal grant application will need to be submitted following the outcome of the meeting.

CONTACTS

Phone 03 6245 8611
Email grants@ccc.tas.gov.au
Web www.ccc.tas.gov.au

Postal address

Grants Officer
Clarence City Council
PO Box 96
Rosny Park TAS 7018

GRANT CATEGORIES

Quick Response Grants
Community Support Grants
Partnership Grants



Quick Response Grants

Quick Response Grants aim to support individuals, groups, or not-for-profit organisations for amounts of up to \$150 for one-off activities or projects that benefit the Clarence community or a local resident. Funds may be awarded to assist an individual to attend a competition, conference, community gathering, or event, or as a small contribution to a community activity.

Teams applying on behalf of several individuals can apply for up to \$300 (equivalent to two individuals).

There is a limit of one application per individual or group in any one financial year with consideration given to an additional application if merited.

Applications can be made at any time throughout the year and grants are awarded until budget allocation is spent.

Community Support Grants

Community Support Grants aim to support groups or not-for-profit organisations for amounts of up to \$1,500 for one-off activities, or events or projects that benefit the Clarence community. These may include (but are not limited to) events or a new component of an existing event, community projects, community initiatives or purchasing of new equipment (excluding consumable items, uniforms, replacements) for community groups to encourage or increase participation from the community. Applicants should meet a least one of the priorities listed in the grant funding areas (Community Development, Economic Prosperity or Environmental Sustainability) which are derived from Council's Strategic Plan.

Groups and not-for-profit organisations must operate within the Clarence Council municipality or be able to demonstrate that the project will benefit Clarence residents.

Recipients of Community Support Grants are required to sign a funding agreement prior to receiving grant monies, and to complete an acquittal form at the end of the grant period.

Community Support Grants are assessed twice a year, with applications closing on 15 March and 15 September. Funding is provided for projects or events occurring in the following 6 to 12 months.

Partnership Grants

Partnership Grants aim to invest in the development of the Clarence community by offering amounts of up to \$15,000 for projects or activities that benefit the Clarence community. The

Grant may be a one-off payment or a yearly payment over a maximum of 3 years. The Partnership Grants supports projects that align closely with Council's endorsed plans and endorsed activities, and have the potential to build community capacity. Applicants in this category must be based in Clarence, and must meet at least one of the priorities listed in the grant funding areas following.

Recipients of Partnership Grants are required to sign a funding agreement prior to receiving grant monies, and are to complete an acquittal form at the end of the grant period.

The application process includes a face to face meeting with the Community Grants Officer and relevant Council officers with your written expression of interest. A formal application will need to be submitted following the outcome of the initial meeting. Applications can be made at any time throughout the year and funding is awarded annually for the current or recurrent financial years.

FUNDING AREAS

Council supports projects, events or activities that address one or more of the following funding areas:

- **Community Development**
- **Economic Prosperity**
- **Environmental Sustainability**



COMMUNITY DEVELOPMENT

Aims

To support local communities to build on existing capacity and progress their health & well-being and engagement. This funding area supports one-off projects, events, programs and activities in arts and culture, community development, heritage and history, and sports and recreation.

Priorities

Priority will be given to one-off projects, events, programs or activities that relate to the advancement of Council plans or which include at least one of the following priorities:

- Enhance community safety and well-being
- Create a sense of place by improving a public space
- Recognise and celebrate our cultural diversity
- Encourage engagement and participation in the community

ECONOMIC PROSPERITY

Aims

To support local communities to work together for a vibrant, prosperous and sustainable city. This funding area supports one-off projects, events, programs or activities that may attract tourists and visitors to the City, such as festivals and events. It does not support individual businesses, or events, programs or services run solely for commercial profit.

Priorities

Priority will be given to one-off projects, events, programs or activities that relate to the advancement of Council plans or which include at least one of the following priorities:

- Encourage businesses and other organisations to work together to promote ethical and sustainable economic development
- Market and promote the natural and built tourism assets of the city

ENVIRONMENTAL SUSTAINABILITY



Aims

To support local communities to sustainably manage and enhance the natural and built environments of the Clarence municipality. This funding area supports activities, projects and events such as involving people in caring for the environment, heritage activities, and promoting sustainable living.

Note: This grant is not available to Landcare and Coastcare projects that are eligible for funding through Council's Landcare/Coastcare Grants program.

Priorities

Priority will be given to one-off projects, programs, events or activities that relate to the advancement of Council plans or which include at least one of the following priorities:

- Encourage individuals and/or organisations to work together to enhance the City's built or natural environments
- Promote water conservation and energy conservation in the community
- Promote alternative, energy efficient transport

FUNDING ROUNDS

Quick Response Grant

Quick Response grant applications can be submitted at any time throughout the year. Applicants will be notified of grant outcome within 4 weeks of their application being received.

Community Support Grants

Critical Timeframes

Applications must be received by the Clarence City Council **no later than 5pm on the round closing date**. Should the closing date fall on a weekend, applications must be stamped (post marked) by Australia Post, or hand delivered on the Friday preceding the closing date. Applicants will be notified of the outcome 8 – 10 weeks after the closing date.

Round Opens	Round Closes	Applicants notified of grant outcomes	*
15 July each year	15 September each year	November each year	
15 January each year	15 March each year	May each year	

Funding is provided for projects or events occurring in the following 6 to 12 months.

Partnership Grants

Partnership Grant applications can be submitted at any time throughout the year. Applicants will be notified of grant outcome 10 – 12 weeks after application is received.

Notification of funding

All applicants will be advised in writing. *Please do not contact individual Aldermen for an earlier decision on the funding outcomes.*

* Dates may be subject to change

APPLYING FOR A GRANT

Who can apply?



Quick Response Grants

An **individual, group or not-for-profit organisation** applying for a Quick Response Grant **must:**

- be a permanent resident of Clarence
- a group/organisation's activity or project must benefit the Clarence community
- submit the application prior to commencement of the event
- clearly describe their need for assistance and the benefit to them personally and the community as a whole.

Community Support Grants and Partnership Grants

An **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 (applicants in Partnership Grants must be based in Clarence)
- be a not-for-profit legal entity
- 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
- include required supporting documentation (Certificate of Incorporation for your organisation and a recent audited financial statement)

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 an organisation is not incorporated it can apply for a grant provided that its application is auspiced and administered by an incorporated entity. An auspicing entity may auspice one or more unincorporated not-for-profit organisations. Auspicing entities must accept responsibility for the management of advanced funds and acquittal requirements as well as all insurance risk of the funded project.

Who cannot apply?

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, except for the use of habitat improvements on privately-owned land, as in the case of some environmental sustainability grants
- the development, upgrading or renovating of State Government or Commonwealth Government owned facilities
- the development, upgrading or renovating of Council owned facilities (such requests need to be directed to Property Services at Council).
- events, programs or services run solely for commercial profit
- activities that have already commenced prior to funding being approved,
- 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 funding
- a government agency or department of local, state or federal levels
- 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, other administrative expenses, consumables and uniforms
- funding for prize money, prizes or trophies
- funding for items/expenses that would normally be provided for by charitable or welfare organisations

Other eligibility restrictions may apply to specific funding categories.

Low priority is given to events, programs, or services:

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

ASSESSMENT PROCESS AND CRITERIA

All funding submissions will be assessed against the selection criteria as outlined in the application form & guidelines. Applications will be assessed by:

Quick Response Grants: Council officer and Mayor
Community Support Grants: Council officers and Council
Partnership Grants: a panel of nominated Aldermen, Council officers and independent representatives (external to council).

The Mayor will approve all Quick Response Grants and Council will approve all Community Support Grants and Partnership Grants.

At times there may be a high demand for funding under the Community Grants Program. Although an application may meet the assessment criteria, grants are highly competitive and approval will depend on available funds, the number of applications and program priorities.

Assessment criteria

Applicants and projects will be assessed on their ability to:

- 1) demonstrate a need for the event or project
- 2) benefit the people or environment of the Clarence municipality
- 3) link to the specific aims and priorities of the Clarence funding areas – Community Development, Economic Prosperity and Environmental Sustainability
- 4) encourage community partnerships
- 5) successfully undertake and complete the project
- 6) provide a balanced, realistic and complete project budget, including significant cash or in-kind contribution by the applicant and/or others towards the project.

Note

- Applicants must address the specific assessment criteria for their grant category
- Council determines the grants to be awarded in each grant category
- For applications in the Community Support Grants category, Council may offer a lower funding amount than requested and / or may place conditions on or be specific about the items in the budget that it is offering to fund
- Unsuccessful applicants are encouraged seek feedback from the Community Grants Officer.

RECEIVING A GRANT

Grant recipients will be subject to a number of terms and conditions as outlined below.



Quick Response

Recipients must:

- use grant funds for the purpose for which the grant was awarded, unless written permission for a variation has been obtained from Clarence Council prior to activities being undertaken
- obtain all appropriate permits, approvals, insurance etc. relating to the project
- return grant monies to Council if the recipient's involvement in the proposed project does not eventuate.

Community Support Grants and Partnership Grants

Recipients must meet all the requirements of the Quick Response grants, as well as:

- invite the Mayor and Aldermen to any events or functions celebrating the launch or implementation of the grant outcomes
- upon request from Council, provide information on the progress of the project
- acknowledge assistance from Council in any media or promotional material
- allow Council to use photographs, brochures, posters and any marketing material related to the project in promotion of the Grants Program
- complete an acquittal form, including a financial summary and project report, which is to be submitted to Council within the specified time-frame.

Note:

Grant recipients who fail to comply with these basic accountability requirements will be required to reimburse Council in full for the grant received, and may become ineligible for future Council grant funding.

THE APPLICATION FORM – TIPS

Points to remember

- Ensure you are using the current year's application form and guidelines.
- 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 Council's funding area aims and priorities (outlined earlier in this document).
- Give clear information about the 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.
- 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 notified.
- Ensure **permits and insurances** have been secured if they are required for an event.
- The **budget** is one of the most important aspects of the application and must be detailed and accurate. It is also one of the most time consuming parts of the application process. It must include a breakdown of all the items proposed for funding by Clarence City Council. It must also demonstrate the applicant's contribution and any other funding / sponsorship that apply to the proposed project.

Applications are to be secured with paper clips only. Please DO NOT place applications in folders or binders.

Support for the application

Groups applying for a Community Support Grant or Partnership Grant must include with their application a copy of their current certificate of incorporation, and a recent financial statement.

Letters of support from organisations and individuals directly involved with, or benefiting from the proposed project can add strength to your application. These letters do not need to be long. The supporting group / individual should simply detail their level of involvement and support for the project, and outline any perceived benefits. *Letters of support from Clarence City Council Aldermen are not required.*

Other items of support can also be included, such as written quotes for services or materials, abridged CVs of key personnel, relevant project plans, relevant images. However, it should be noted that the most important part of the application is the information you provide in the application form, particularly with reference to the assessment criteria.

LODGING YOUR APPLICATION

Post your application to:

Community Grants Officer
Clarence City Council
PO Box 96
Rosny Park TAS 7018

Deliver to:

Reception
Council Offices
Bligh St
Rosny TAS 7018

Email to:

grants@ccc.tas.gov.au

FREQUENTLY ASKED QUESTIONS

Can I get some help in developing my project and completing the application form?

Yes. Council staff are happy to discuss your ideas and answer any of your questions.

Can I have an electronic Word version of the application form to type straight into?

Yes. You can download the application forms from council's internet site www.ccc.tas.gov.au.

Can I submit my application online?

No. Clarence City Council does not have the facility at this time to receive applications online. Emailed applications are accepted, providing the signed page of the application is also forwarded to council.

Can I fax in my application?

No. Applications sent by fax will not be accepted.

Can individuals apply?

Yes. Individuals may apply for a Quick Response Grant.

Can I apply if my group/organisation doesn't have an Australian Business Number (ABN)?

Yes, you can still apply. You will need to provide us with a copy of your group/organisation's Certificate of Incorporation together with a Statement by a Supplier form from the Australian Tax Office, confirming tax exemption status. The Statement by a Supplier form is available online at www.ato.gov.au/content/downloads/nat3346.pdf.

Can I apply if my group/organisation or myself aren't registered for GST?

Yes. If your organisation is not required to be registered for GST, then GST will not apply to any grant allocated.

If my organisation is not located in the Clarence municipality, can we still apply?

Yes. As long as there is a service/project/event being delivered in the Clarence municipality and there is benefit to the Clarence community, your organisation can apply for Quick Response or Community Support Grants. However, applicants in the Partnership Grant category **must** be based in Clarence.

Does my project need to benefit all residents of Clarence?

No. As long as there is a service/project/event being delivered in the Clarence area and there is benefit to communities within the Clarence municipality.

Can a school apply?

Yes. However the application needs to be submitted by the School Association (P&F or P&C) and must be for a project/activity/event that is not the core responsibility of the school.

If my application is unsuccessful, can I apply for the same thing next round?

There is a limit of one application per organisation / individual for each grant category per financial year. If you are unsuccessful in one category you may apply for a different grant category in the same year. However, we would strongly advise that you seek feedback as to why your application was unsuccessful in the first instance.