



George Town Council

Community Assistance Program Information and Guidelines

COMMUNITY GRANTS

Community Grants may be provided to community groups whose members are primarily residents of the George Town municipality, or are located in the George Town municipality, and the support is being sought to benefit the community of George Town by:

- Assisting community clubs and organisations to grow capacity and build social capital;
 - Encouraging voluntary activity and community participation;
 - Encouraging innovative approaches to emerging issues and need in the George Town community.
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CRITICAL DATES

Community grants will be assessed in two application rounds in each financial year only.

- **ROUND 1**
Open on the first Monday in August and close at 4.30pm on the last Friday in August. Funds, if granted, will be available to the grantee in late September.
- **ROUND 2**
Open on the first Monday in February and close at 4.30pm on the last Friday in February. Funds, if granted, will be available to the grantee in late March

WHO CAN APPLY

Only organisations and groups can apply. Organisations must

- Be incorporated not for profit, or auspiced by an incorporated organisation, and have an ABN
- Be located within and/or must work to significantly benefit the George Town community
- Maintain Public Liability Insurance Cover (\$10 million minimum).

WHO CANNOT APPLY

- Individuals
- Organisations which have received financial support through the Community Assistance Program – Community Grants in the same financial year
- Organisations seeking support retrospectively.

ELIGIBLE PROJECTS, ACTIVITIES AND PROGRAMS

Eligible projects, activities and programs must:

- Clearly demonstrate community need, benefit and support for the residents of the George Town municipality
- Clearly demonstrate measurable improvements towards strengthening and enriching an active, vibrant and culturally diverse life for George Town residents, for example, but not limited to:
 - improved delivery of arts and cultural activities,
 - strengthened community development,
 - increased participation in sport and recreational activities,
 - improved environmental outcomes, or
 - expansion of volunteering opportunities.

THE FOLLOWING WILL NOT BE FUNDED:

- Funding requests which are retrospective, or for projects which have already commenced
- Ongoing administration and running costs
- Trophies or prize money
- Political activities
- Professional fundraising organisations
- Activities closely duplicating existing/current projects

ASSESSMENT CRITERIA

Applicants must demonstrate clearly:

- How the objective of the project for which assistance is requested meets Council's priorities as outlined in Council's Strategic Plan 2016-2026 by either:
 - Assisting community clubs and organisations to grow capacity and build social capital;
 - Encouraging voluntary activity and community participation; or
 - Encouraging innovative approaches to emerging issues and need in the George Town community

Council's Plan can be viewed at www.georgetown.tas.gov.au

Consideration will be given to:

- Evidence of community need
 - Overall expected benefit for the community
 - Ability to strengthen local community and build capacity
 - Ability to increase voluntary activity and community participation
- Management capacity of the organisation both generally and in respect to the specified project budget, timeframe and achievement of objectives.
 - Level of support, in kind and financial, from both the applicant organisation and other sources.

Each application will be scaled as per the Assessment Matrix in Attachment 1

Each application **MUST** be accompanied by supporting documentation:

- Certificate of incorporation/ Charity Status (or auspicing organisation where applicable).
- Public Liability Certificate of Currency.
- Where application is for purchase of equipment over \$500, written quotes must be supplied.
- Where application for assistance relates to an event, all documentation required to obtain permission to hold the event, or a signed undertaking to have all documentation provided by the date of the event.

HOW TO APPLY

- Community Grant funding rounds will be offered in two rounds each year:
 - **Round 1**
Open on the first Monday in August and close at 4.30pm on the last Friday in August. Funds if granted will be available to the grantee in late September.
 - **Round 2**
Open on the first Monday in February and close at 4.30pm on the last Friday in February. Funds if granted will be available to the grantee in late March
- Applications must be submitted on the approved form
- Applications must be submitted (at the Council offices) by the due date. Late applications will not be considered
- Application forms will be available from Council office, 16 – 18 Anne Street, George Town, Council's website www.georgetown.tas.gov.au or email council@georgetown.tas.gov.au
- Applications can be submitted online or in person at the Council offices
- Applications must be submitted before the project for which funding is requested has commenced

ASSESSMENT PROCESS

- Applications are checked to ensure they meet the eligibility criteria
- All eligible applications are assessed against the assessment criteria by the Community Grants Review Panel
- The recommendations of the Review Panel will be submitted to Council for review and confirmation at the next available ordinary meeting of Council
- Council may allocate less than the full amount for which the application is made
- Applicants will be advised of Council's determination.

PAYMENT OF GRANTS

- Grant amounts will be determined by Council exclusive of GST
- Payments to organisations that are registered for GST will include applicable GST component
- Successful applicants will be required to present Council with a Tax invoice to enable the grant payment.

ACQUITTALS

- Successful applicants must complete and submit an acquittal form to Council within two weeks of the completion date of the project
- The acquittal report will provide details of the project implementation, outcomes and benefits to the George Town community
- Successful applicants must demonstrate how Council support was acknowledged.