



George Town Council

Community Assistance Program Information and Guidelines

COUNCIL FEE REMISSION

Fee remission for hire of Council owned venues and Council service charges of up to \$500 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 which offer benefits to the community of George Town.

WHO CAN APPLY

Only organisations and groups can apply. Organisations must -

- Be incorporated, or auspiced by an incorporated, and not for profit organisation
- Have current public liability insurance
- Have membership comprised primarily of residents of the George Town municipality or be located in the George Town municipality and work to benefit the George Town community
- Incur the hire fees for Council managed venues or service fees for Council services for the purpose of benefiting the community in line with Council's Strategic Plan 2016-2026, namely contributing to strengthening and enriching an active, vibrant and culturally diverse community life for George Town residents.

WHO CANNOT APPLY

- Individuals
- Organisations which have received financial support through the Community Assistance Program – Fee Remission of \$500 in the same financial year (unless the organisation is applying in their own right and the previous grant was awarded to the organisation as the auspicing organisation on behalf of another group)
- Organisations seeking reimbursement retrospectively.

ELIGIBLE PROJECTS, ACTIVITIES AND PROGRAMS

Fee remission will only be considered for eligible projects, activities and programs and 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.

HOW TO APPLY

- Applications must be submitted on the approved form
- Application forms are 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 office
- Applications can be submitted at any time, but must be before the date of venue hire/service provision.

ASSESSMENT PROCESS

- Applications are checked to ensure they meet the eligibility criteria
- All eligible applications are submitted to the general manager for review and decision
- Applicants are notified of the success or otherwise of the application.

Note: Where applicable, bonds must be paid regardless of any fee remission awarded to an organisation.

ACQUITTALS

- Successful applicants must complete and submit an acquittal form to Council within four weeks of the completion date of the project
- The acquittal report will provide details including numbers attending and funds raised where relevant.