



# George Town Council

## Community Assistance Program Information and Guidelines

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Community assistance is financial support to community clubs and organisations, and individuals under 25 years of age selected to represent Tasmania or Australia at national or international events.

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### ABOUT THESE GUIDELINES

Council provides financial support through the Community Assistance Program in three ways:

- Assistance to Individuals
- Council Fee Remissions
- Community Grants

The amount of funding available in any one year is determined by Council in its budget estimates in June/July each year.

The guidelines explain who can apply, the types of grants available and the Community Assistance application process.

- All applicants must advise Council immediately of any changes to application details.
- Funds must be expended only for the purpose approved.
- Any unspent part of the Community Assistance funds must be returned to Council.
- Recipient organisations must follow sound governance practices, comply with all laws and regulations, adequately support and supervise volunteers and work to ensure public safety in conducting the project.
- Recipient organisations must acknowledge Council contribution in all public documents, signage or announcements about the project.
- Council may provide financial support up to the amount requested.

Council's Community Development Officer can assist with the application process. If you would like assistance or need clarification about the process please contact Council:

Phone: 6382 8800  
Email: [council@georgetown.tas.gov.au](mailto:council@georgetown.tas.gov.au)  
In person: 16-18 Anne Street, George Town



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### ASSISTANCE TO INDIVIDUALS

Financial assistance is available of up to \$1,000 to individuals who have been selected to represent Tasmania or Australia in athletics or the arts.

- Up to \$250 for Tasmanian events
  - Up to \$500 for interstate events
  - Up to \$1000 for international events
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#### WHO CAN APPLY

- Individuals aged under 25 years.
- Applicants must be residents of the George Town municipality.

#### WHO CANNOT APPLY

- Individuals who have received financial support through the Community Assistance Program in the same financial year.
- Individuals who have already participated in the event for which they are requesting support (grants will not be made retrospectively).

#### HOW TO APPLY

- Applications must be submitted on the approved form.
- Applications must include written advice of national or international selection for an event from the appropriate body.
- Application forms are available from Council office, 16 – 18 Anne Street, George Town, Council's website [www.georgetown.tas.gov.au](http://www.georgetown.tas.gov.au) or email [council@georgetown.tas.gov.au](mailto:council@georgetown.tas.gov.au)
- Applications can be submitted online or in person at the Council offices.
- Applications can be submitted at any time, but must be before the date of travel/participation.

#### 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

- All successful applicants will receive payment within two weeks of notification of success.



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### 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.

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#### WHO CAN APPLY

Only organisations and groups can apply. Organisations must -

- Be incorporated, or auspice by an incorporated, and not for profit organisation
- Have current public liability insurance (Min \$20,000,000).
- 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.
- Organisations who are NOT seeking sponsorship of an event from Council

#### 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 who have been provided Sponsorship by Council.
- Organisations who are hiring facilities for the purpose of holding an event.
- Organisations seeking reimbursement retrospectively.

## ELIGIBLE PROJECTS AND ACTIVITIES

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:
  - demonstrates inclusive behaviour that embraces sociability and connectivity to minority groups;
  - community arts and cultural programs that encompasses collaborations between artists and communities based on a community's desire to achieve artistic and social outcome;
  - 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](http://www.georgetown.tas.gov.au) or email [council@georgetown.tas.gov.au](mailto: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.



# George Town Council

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### 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 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 (\$20 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 AND ACTIVITIES

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 life for George Town residents, for example, but not limited to:
  - improved delivery of arts and cultural projects,
  - 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
- Events (Applicants requiring funding for events should applied under Council's Sponsorship Program)
- Ongoing administration and running costs
- Trophies, Awards, medals 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](http://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 (Min \$20,000,000).
- Where application is for purchase of equipment over \$250, 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](http://www.georgetown.tas.gov.au) or email [council@georgetown.tas.gov.au](mailto: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. No funding will be granted retrospectively.

## ASSESSMENT PROCESS

- Applications are checked to ensure they meet the eligibility criteria.
- All eligible applications are assessed against the assessment criteria by Council at the next Council workshop following the closing date for applications.
- Council may allocate less than the full amount for which the application is made
- Applicants will be advised of Council's determination.

## GRANT DEED

George Town Council requires Recipients of a Community Grants Assistance Program to enter into a Deed (Contract) with Council. The Deed illustrates the Terms and Conditions of which the Recipient of the funding must comply with, in order to receive and execute their project. It is the responsibility of the Recipient to notify Council if there are any changes to the Project or the Organisation that will impact the delivery of the project so that any amendments can be made to the Grant Deed. Note that the First Schedule in the Grant Deed illustrates the total project cost and Council's contribution.

The Grant Deed is to be signed by the appropriate person in the organisation and returned to Council.

## 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.
- Council pays 80% of the granted funds on the signing and return of the Grant Deed. The final balance of 20% will be paid on finalisation of the project and the completion of the acquittal.
- Successful recipients will be required to present Council with tax invoices to enable grant payments.

## 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.



## Attachment 1- Assessment Matrix

	Assessment Criteria	Not evident (0)	Evident (1)	Good (2)	Very Good (3)	Weighting
1	The application aligns with Council's Strategic Plan 2016-26 – key Objectives and Key Priorities	Unclear and/not evident.	Evident	Clear	Clear, convincing and distinctive.	<b>3</b>
2	The program or activity has benefits which will grow community capacity;	Not evident, unconvincing.	Evident	Some attempt to identify short term benefits to the community.	Clearly identifies and justifies realistic short term benefits to the community.	<b>3</b>
3	The project, activity or program has community support <i>(Letters of support/other evidence)</i>	Unclear and/not evident.	Evident	Clear	Clear, convincing and distinctive.	<b>2</b>
4	The applicant has the ability to deliver the program or initiative. <i>(Quotes/Relevant approvals/risk management/ Project costs – reasonable; Project milestones – reasonable; Experience)</i>	Unclear and/not evident.	Evident	Clear	Clear, convincing and distinctive.	<b>1</b>
5	The program or activity will be measured and/or evaluated to determine success in achieving desired outcomes. <i>(Pre/post activity feedback; Participation /result statistics Other)</i>	Not evident, unconvincing.	Evident	Some attempt to identify measurement tools and processes.	Measurement and evaluation processes are comprehensive and sound.	<b>1</b>