

COMMUNITY ASSISTANCE PROGRAM



Grant Guidelines

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669 Temco Road Bell Bay TAS 7253



Introduction

At LIBERTY Bell Bay, we are dedicated to promoting and creating opportunities for the local communities where we operate. Our aim is to improve their social capacity through programs and activities designed to address their specific needs. Our focus is on supporting projects that provide immediate community benefits in the following areas:

- Health and wellbeing programs and activities that assist in building capacity
- Improving environment, conservation, and biodiversity outcomes
- Promoting social inclusion through sport and recreation activities
- Indigenous education through cultural activities and programs

We strive to make a positive impact in the communities we serve by supporting them in ways that matter most.

Funding Categories

We have the following funding categories available for applications:

4 x LIBERTY BELL BAY MINOR Community Assistance Grants Up to \$2,500

2 x LIBERTY BELL BAY SUPPORTING Community Assistance Grants Up to \$5,000

1 x LIBERTY Bell Bay MAJOR Community Assistance Grant Up to \$10,000

Eligibility

Who Can Apply:

Not for profit /Charity or auspice by an incorporated organisation who hold:

- An ABN
- Maintain Public Liability Insurance (\$20M)
- Delivering projects in the communities of interest – East & West Tamar Valley Regions

Who cannot apply:

- Individuals
- Businesses, Government Department or Councils
- Political Activities
- Commercial or Advertising requests
- Professional Fundraising Activities

Activities & Programs that WILL NOT be funded:

- Activities that conflict with LIBERTY Bell Bay corporate values
- Activities or programs that replicate existing activities/programs
- Trophies, awards, medals, or prize money
- Projects that have already commenced

Our Assessment Criteria

1. Addresses area/s of need in your community
2. Has measurable impact in the community
3. Incorporates community participation and support through volunteering
4. Program or activities MUST NOT replicate existing projects or activities
5. Encourage innovative approaches to issues
6. The project or activities must commence by 1 June 2024 - no extensions will be granted

Additional consideration will be given to applications that can provide additional information like:

1. Evidence of community need for the project or activities
2. The overall estimated benefit to the community
3. Ability to increase voluntary capacity and community participation
4. Level of support for the project; in kind, financial from the applicant and other sources

Supporting Documentation:

- Certificate of incorporation/charity status or details of the auspice organisation
- Where an application is for purchase of capital equipment written quotes MUST be supplied with the application.
- Where an application is for assistance for an event, all documentation pertaining to the permission to hold an event or a signed undertaking to be provided
- Public Liability Insurance - Certificate of Currency (Min 10M)
- Supply a Project/Activity Plan that identifies the steps of the timeline and activities of the project.



Application Process

Liberty Bell Bay offer one funding round each financial year.

Applications **open on Wednesday 24th April 2024** and **close 5pm on Friday 24th May 2024** (late lodgements will not be accepted)

All Applications are to completed using the application template and lodged via email. Applications **MUST** be submitted before the projects for which funding is being requested commence. No funding will be granted retrospectively.

The project **MUST HAVE COMMENCED BY 1 JUNE 2024**.

Application Assessment

- Application will be verified to see if they meet the Eligibility criteria.
- Eligible Applications will be assessed by the LIBERTY Bell Bay Community Assistance Program Committee.
- LIBERTY Bell Bay holds the right to allocate less than the full amount for which the application has been applied.
- LIBERTY Bell Bay will write to all Applicants and advise of the decision made by the Committee.

Grant Deed

LIBERTY Bell Bay requires Recipients of the Community Assistance Program to enter into a Grant Deed (contract) with LIBERTY Bell Bay. The Deed illustrates the Terms & Conditions of which the Recipient must comply with in order to receive and execute their project.

It is the Recipients responsibility to inform LIBERTY Bell Bay of any changes to the project or organisations that will impact the delivery of the project so that amendment can be made to the Grant Deed.

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

A copy of the Grant Deed if available on request.

Payment

Payment amounts will be determined by the LIBERTY Bell Bay Community Assistance Program Committee exclusive of GST.

Payments to organisations that are registered for GST will include the applicable GST component.

LIBERTY Bell Bay will pay 80% of the granted funds on the signing and return of the Grant Deed and invoice. The final balance of 20% is payable on the completion of the project, and finalisation and submission of the Acquittal and final invoice.

Successful recipients will be required to produce tax invoices for the 80% and the 20% to enable grant payments by LIBERTY Bell Bay accounts department.

Acquittal

Successful applicants must complete and submit their acquittal within 2 weeks of the completion of their project.

The Acquittal report will provide details of the project implementation, outcomes and benefits to community. It must also demonstrate how LIBERTY Bell Bays support was acknowledged.

Should you need any further assistance please contact:

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