

COMMUNITY GRANT PROGRAM 2026-27

Guidelines and Application Form



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Sheffield 7306
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www.kentish.tas.gov.au

OVERVIEW

The competitive Kentish Council Large Community Grants Program provides financial assistance and in-kind support to projects that build community capacity and resilience in the Kentish Municipality by supporting community-led projects.

These grants fund projects that support resources, programs, or services that:

1. Promote community connection/cohesion
2. Enhance the diversity of cultural, creative, health and wellbeing, recreational or social opportunities
3. Develop partnerships between charities, community groups or other organisations
4. Utilise local goods and services wherever possible
5. Enhance the Kentish as a prosperous, vibrant, and caring community

GRANTS WILL NOT BE CONSIDERED FOR:

1. Projects outside Kentish Municipality
2. Ongoing administration (recurrent salary and operational costs) of the organisation
3. Ongoing service delivery
4. Donations or prizes
5. Reimbursement of previously commenced works
6. Duplication of local services/facilities/programs
7. Projects, programs or capital works that have previously received funding from this grant scheme
8. Projects that are eligible from more appropriate source(s)
9. Private commercial ventures
10. Facilities with little or no public access

These guidelines explain which organisations and projects are eligible to apply, what is funded and how the applications are assessed.

Before completing an application, please discuss your proposal with Council's Community Development Officer to determine your eligibility for funding.

All supporting information must be included in the application for it to be considered.

All eligible applications will be assessed and outcomes notified in writing.

Please read the guidelines carefully before applying.

AMOUNT OF GRANT

The grant range is \$501 - \$2,500.

If your organisation **IS** registered for GST and your application is successful, Kentish Council will pay the grant amount plus GST.

If your organisation **IS NOT** registered for GST, Kentish Council will pay only the grant amount.

Payment will be on invoice and paid via EFT.

WHO CAN APPLY

1. Not for profit and community-based groups whose project demonstrates a benefit to the community
2. Sporting, social and recreation clubs
3. Local schools and school associations **EXCEPT** where the project is exclusive to students i.e. school fairs
4. Event organisers whose project is a new or a new component to an existing event

INELIGIBLE APPLICANTS INCLUDE:

1. Organisations that already receive funding from Kentish Council via other means
2. Applicants that have an outstanding acquittal
3. Local, State and Federal Government agencies
4. A political organisation
5. For-profit organisations including small businesses and individuals

ASSESSMENT

Applications will be assessed in two annual grant rounds, and applicants will be notified of the outcome of their application as soon as possible.

A second grant round might not be offered if funding for the financial year has been fully expended.

CRITERIA

1. Projects must be community-based and demonstrate a benefit to the Kentish community and/or local businesses
2. The project must align with Council's priority areas:
 - Accessibility and inclusion
 - Community connection/cohesion
 - Community health and wellbeing
 - Economic development
 - Environmental sustainability
 - Healthy Aging
 - Indigenous Australians
 - Sustainable employment
 - Youth initiatives
3. Projects must have a high level of community and/or business participation or generate a community resource
4. Projects must be supported by community members or organisations
5. Projects must have defined, achievable outcomes and financial feasibility
6. Applicants must have proven capacity and expertise to conduct the project
7. The project must be completed, all funds spent, and the grant acquitted by 30 June in the

financial year of the grant being applied for unless written approval is granted by Council.

8. Where applicable, written quotes must accompany any grant application.
9. Committees, groups or organisations must provide audited profit and loss, asset and liability statements. All other committees, groups or organisations are to provide their latest bank statement (must be within the last six months).

Applications will be assessed according to the criteria above. The Committee will make recommendations to the delegated authority (Kentish Council) for final approval.

TIMELINE

ROUND 1

Applications open:	1 March
Applications close:	12 noon on 1 May. Late applications will be held over to Round 2.
Applications assessed:	May
Applications approved:	June
Applicant advised:	June Project can commence on returning the signed Offer of Grant to Latrobe Council
Project completion:	As per the applicant timeframe but no later than 30 June next

ROUND 2

Applications open:	1 July
Applications close:	12 noon on 31 July. Late applications will not be considered.
Applications assessed:	August
Applications approved:	September
Applicant advised:	September Project can commence on returning the signed Offer of Grant to Latrobe Council
Project completion:	As per the applicant timeframe but no later than 30 June next

HOW TO APPLY

Council's Community Development Officer is available to answer questions in relation to project suitability and assistance in completing/understanding the requirements of the application form where required.

All supporting information must be included with the application for it to be considered.

Lodgment must be on the prescribed form and received at Latrobe Council no later than 12 noon on the respective closing date.

Email:	council@kentish.tas.gov.au
Mail:	Kentish Council, P O Box 63, Sheffield, Tas, 7306
Hand deliver to:	Kentish Council, 69 High Street, Sheffield

DEFINITIONS

Not-for-profit: A not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit/surplus, but this profit must be used to carry out its purposes and must not be distributed to owners, members, or other private people.

Ongoing administration/operational costs: These costs are not eligible for funding through this grant program. These costs include general expenses associated with the ongoing operation of your association or group, including staff costs, advertising, and day-to-day administrative expenses, such as stationery.

In-kind support: 'In-kind' support is often accepted as an alternative, or additional, to a financial contribution. In-kind support includes the donations of goods or services that you may receive towards a project. Often, an organisation or group contributes to a project with their own resources, which may reduce the amount of actual dollars needed. Volunteering Tasmania has more information and a calculator that can be used to give a dollar value.

Venue Hire: If you are seeking to use Council venues as part of your proposed project, you must make a tentative booking before you submit your grant application. You will need to provide written evidence of this booking with your grant application. Please refer to the Council website for more information about venue bookings.

Capital works: Capital works are defined as building and engineering works that create an asset and constructing or installing facilities and fixtures associated with and forming an integral part of those works.

Community Project: A community based project builds on the identified strength and assets in the community, addresses identified needs in the community, benefits the local community and involves the local community.

Creative Project: A project that supports the community's arts and culture sector. Art practices include but not restricted to visual arts, multi-media, music, performance, writing, digital, dance, festivals, and events.

Event: A public assembly for the purpose of celebration, education, marketing, or reunion. An event can include social events, sports events, entertainment events and fundraising events.

Community Grants Program

Application form

Title of project:

Amount requested: \$

APPLICANT DETAILS

Name of organisation:

Project coordinator:

Role in organisation (if applicable):

Postal address:

..... Postcode:

Daytime phone: Mobile phone:

Email:

Website:

Is your organisation incorporated*: ☐ Yes ☐ No

If your group is not incorporated, you will need to appoint an incorporated group to manage the funds. The auspicing body is required to submit a letter on their letterhead indicating support for the project and their willingness to auspice any funds received.

Name of auspicing organisation:

Organisations status: Incorporated Association Charitable Institution Corporate

Incorporation number:

Postal address:

..... Postcode:

Contact person: Mobile phone:

Email:

Are you registered for GST? ☐ Yes ☐ No

If you do not have an ABN and are successful, you will need to complete a Statement by Supplier

If yes, what is your ABN:

Briefly outline the aims and general activities of your organisation:

Have you previously received funding from Latrobe Council?

☐ Yes

☐ No

If yes, please provide details

Year	Project	Amount

PROJECT DETAILS

Commencement Date: Completion Date:

Location and venue:

Describe your project in 50 words:

What community “need” does the project address and how was this “need” identified?

Project Management *(please detail planning, resource/skills, other relevant information)*

What community/business support do you have for your project? ***(Please attached any letters of support)***

How will the community be involved in your project?

What is your estimated attendance/participation in this project?

Describe how your project builds capacity, strength, and creativity in our community:

If your project is successful, how will Latrobe Council funds be used to assist your activity?

How will you evaluate the success of this project?

How will this project be self-sustaining after this funding?

ACKNOWLEDGEMENT OF COUNCIL

Outline how you plan to acknowledge Latrobe Council's contribution to your project:

THE BUDGET

The budget items are suggestions only. Please change the items to correspond with your project description. An additional page may be required to include information.

All financial details must **exclude** GST.

The key information Council is seeking is what parts of the project Council will be funding, how much these parts cost and how Council's contribution fits in to the entire project.

PROJECT EXPENDITURE

Items (i.e. materials, equipment, promotion, administration, venue hire2, VMS Board etc)	Amounts to be paid with Council grant	Amounts to be paid with other funds	Cash/In-kind	Sub-total
Total expenses				\$

Please attach copies of quotes

PROJECT INCOME

Items	Source	Amount	Cash/In-kind	Sub-Total
Participation fees				
Fundraising & donations				
Sponsorship				
Other grants				
Any other income				
In-Kind (if applicable)*				
Your own contribution				
Community Grant	Kentish Council			
Total Income				\$

* In-kind contributions should be calculated as volunteer labour at \$20 per hour, other in-kind donations should be listed at regular cost.

Total income and total expenditure should equal each other.

You must provide evidence that your organisation can complete and maintain the program and has the

financial capacity to meet any additional costs.

Please provide details about the contribution made by your organisation

This may include cash contribution, in-kind support such as provision of resources, or volunteer hours.

Have you applied for other sources of funding for this project:

☒

Yes

☐

No

If yes, please complete the following details

Source Fund/Grant	Amount	Confirmed	Pending

Would you accept part funding, if offered

☐

Yes

☐

No

What is the minimum amount that your project would require to proceed as described? \$.....

FACILITY AND INFRASTRUCTURE DEVELOPMENT PROJECTS ONLY

Physical address or location of the facility, infrastructure or environment:

Who owns the land?

-  *Attach evidence of formal lease or access arrangements, if applicable*
-  *Attach evidence to show you have permission to proceed with the project*
-  *Attach copies of design drawings or works plans*
-  *Attach copies of planning approvals, development applications and permits obtained so far, if applicable.*

DETAILS FOR PAYMENT OF GRANT IF APPROVED

Bank account name:

Account Name:

BSB: Account number:

- a) *Grant payments will be made via Electronic Funds Transfer (EFT) to the nominated bank account and the Council is hereby authorised to make such payments for successful applicants.*
- b) *The Council is under no obligation to verify the authority of the undersigned on the bank account details.*
- c) *The Council will not be held responsible for delays of payment, or errors due to factors outside their reasonable control.*

LODGING YOUR APPLICATION

Lodge your application by 12 noon on the lodgment date detailed in the guidelines as per the following:

Email:	council@kentish.tas.gov.au
Mail:	Kentish Council, P O Box 63, Sheffield, Tas, 7306
Hand deliver to:	Kentish Council, 69 High Street, Sheffield

DECLARATION

This declaration must be signed by either your organisation's President, Secretary or other office bearer authorized to sign on behalf of your organisation.

- 1. I, the undersigned, have read the guidelines, and I understand and agree to the terms and conditions of this grant. I have completed all sections of the application, and to the best of my knowledge, all the information I have given is true and correct.*
- 2. I understand that if Latrobe Council approves a grant, I will be required to accept the conditions of the grant in accordance with Latrobe Council requirements.*
- 3. I agree that if funded, funds will be used only for the project described in this application. If the grant is not spend in the manner proposed, I will return all or part thereof to Council.*
- 4. I agree to ensure all necessary approval/permits are obtained prior to the project/program taking place.*
- 5. I understand that it is my or my sponsors responsibility to provide appropriate insurance cover.*
- 6. I will abide with all relevant health and safety standards.*
- 7. I consent to the release of project information in the application for promotion and evaluation purposes relevant to Latrobe Council.*
- 8. I will provide relevant permissions from applicable persons before submitting photos for use by Latrobe Council.*
- 9. On behalf of the applicant, I indemnify Latrobe Council against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of grant funds.*

Signature Date

Print name:

Position in organisation:

Witness signature Date

Print name:

PERSONAL INFORMATION PROTECTION STATEMENT

As required under the *Personal Information Protection Act 2004*

- a) Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Kentish Council.
- b) Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act and, if necessary, may be disclosed to other public sector bodies, agents, or contractors of Kentish Council.
- c) Failure to provide this information may result in your application not being able to be accepted or processed.

CHECKLIST

The following checklist will ensure your application is complete.

- ☐ You have read the guidelines and criteria of the Grants scheme.
- ☐ Your application is being received by Council at least four weeks before your event is held.
- ☐ You have completed all sections of the application form.
- ☐ The application is typed or clearly written and will be easily readable when photocopied.
- ☐ You have signed and dated the application.
- ☐ All accompanying supporting material (NOT ORIGINALS) is submitted on one-sided A4 paper.
- ☐ Financials for your committee, group or organisation. Please provide audited profit and loss, asset and liability statements for committees, groups or organisations that are affiliated to or are an incorporated body or company. All other committees, groups or organisations are to provide their latest bank statement (must be within the last six months)