



Large Community Grants (\$501 - \$2,500) Application Guidelines

The Kentish Council Large Community Grants Program (\$501 - \$2,500) provides financial assistance and in-kind support to projects involving, engaging, and benefiting the Kentish community.

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

Before completing an application, we suggest you discuss the application with our 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.

Overview

Kentish Council grants build community capacity and resilience by supporting community-led projects. These grants aim to fund projects that support resources, programs, or services that:

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

Who Can Apply?

- Not for profit and community-based groups whose project demonstrates a benefit to the community
- Sporting, social and recreation clubs
- Local schools and school associations
- Event organisers whose project is new or a new component to an existing event

Who Can't Apply?

- Organisations that already receive funding from Kentish Council via other means
- Applicants that have an outstanding acquittal
- Local, State and Federal Government agencies
- Local schools/education providers where the project is exclusive to students i.e. school fairs
- A political organisation
- For-profit organisations including small businesses and individuals

Grants will not be considered for:

- Projects outside Kentish Municipality
- Ongoing administration (recurrent salary and operational costs) of the organisation
- Ongoing service delivery
- Donations or prizes
- Reimbursement of previously commenced works
- Duplication of effective local services/facilities/programs
- Projects, programs or capital works that have previously received funding from this grant scheme
- Projects that are eligible from more appropriate source(s)



- Private commercial ventures
- Facilities with little or no public access

How Are Applications Assessed?

Eligible applications will be assessed against the criteria listed below:

- **How the project aligns with one or more of the Essential Criteria listed below (30%)**
- **How the project builds capacity, strength, and creativity in our community (30%)**
- **How the project aligns with Council's priority areas (20%)**
- **How the project demonstrates that it is well planned, that suitably skilled people are involved, and that the applicant and the project are financially viable (20%)**

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 may not be offered if funding for that financial year has been expended.

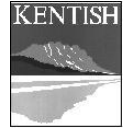
Essential Criteria

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 scored and assessed according to the criteria above by the Kentish Council Community Grant Committee. The Committee will make recommendations to the delegated authority (Kentish Council) for final approval.

Letter Of Offer

Successful applicants will be sent a formal Letter of Offer outlining the terms



and conditions of the grant.

Grants will be paid:

- on receipt of a tax invoice (inclusive of GST where applicable).
- on provision of an ABN or Statement by Supplier.
- Registered for GST = Grant + GST
- Not registered for GST = grant only

Acquittal

Upon completion of the project, successful applicants will be required to acquit their grant, providing details of the project, including expenditure, outcomes, and photos.

The Acquittal Report for Grants includes:

- Examples of the media coverage achieved, including media clippings and images where available
- Examples of how you acknowledged the support of Council
- Local community support and participation achieved including evidence of community support
- Any other data collected by organisers as part of the project evaluation process, including good quality, high resolution images

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

Acquittal Reports can be accessed through the Community Development Officer.

Recognition of Council Assistance

Successful applicants **must** acknowledge the Kentish Council's support. A copy of the Council logo is sent with the letter of offer for inclusion in any media or publicity.

The following statement is to be included in all acknowledgements: "Supported by Kentish Council Council Community Grants Program".

Timelines

Applications open: {month / year}
Applications close: {month / year}
Applications assessed: {month / year}
Applicants advised: {month / year}
Project completion: As per the applicant timeframe but no later than 30 June of the relevant financial year.

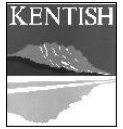
Decisions

- Lower priority may be given to applicants previously funded through Kentish Council grant programs
- All funding decisions are final and are not subject to review.

Applications should be returned to or further enquiries directed to:

**Community Development Officer,
Kentish Council,
PO Box 63,
SHEFFIELD TAS 7306**

Phone: (03) 6491 0200 Email: council@kentish.tas.gov.au



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)

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.

KENTISH LARGE COMMUNITY GRANTS (\$501 - \$2,500) APPLICATION FORM

PART A INTRODUCTION

1. Name of Community Group, Organisation or Individual.

Name: _____

Address: _____

(must be the residential address)

Phone: _____ (w) _____ (h)

Mobile: _____

(must be an Australian phone or mobile number)

e-mail: _____

2. ABN

ABN (if applicable): _____

Are you GST Registered? Yes No

3. Describe your community group/organisation.

(include details such as the aim or purpose of your group, how long you have been operating, and the membership. No more than 25 words)

PART B DESCRIBE THE PROJECT

4. What is the name of the Project?

Project Name: _____

Project Lead: _____

Phone: _____ (w) _____ (h)

Mobile: _____

e-mail: _____

5. Describe your Project. (no more than 50 words)

6. Describe how the project builds capacity, strength, and creativity in our community.
(no more than 50 words)

7. Describe how your Project aligns with Council's essential criteria. (no more than 50 words)

8. Describe how the project aligns with Council's priority areas. (no more than 50 words)

9. Describe how the project will be managed and the skills of the people involved.
(no more than 50 words)

10. What community support do you have? Provide evidence. (no more than 25 words)

11. Who are your community partners?

Partner Name	How are they involved?

12. Are you requesting additional assistance from Council?

Yes No

If yes, please give details.

13. Have you had funding from Council in the past two years?

Yes No

If yes, please give details.

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PART C BUDGET

14. How much are you applying for? _____

15. Bank Account Details.

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.

16. Provide a breakdown of the project budget.

Include capital expenditure, salaries, running costs, equipment, travel etc. Attach a separate page if required.

Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

17. Will the project have any income?

Include the requested grant funding. Attach a separate page if required.

Item	Amount
Kentish Council Large Grant Funding	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

18. Will there be any In Kind contributions?

Include any additional service provided by Council. Attach a separate page if required.

Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

19. What is the difference between expenditure and income? Describe how you will meet any funding shortfalls. (no more than 50 words)

Please attach a quote for items identified in the expenditure column above.

Quote attached

Please attach a copy of your latest audited financial statement or most recent bank account statement.

Statement attached

20. Further Comments

21. Declaration

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.

The applicant will be responsible for notifying the Council in writing of any changes relating to information provided in this application. Until receipt of such notification, the Council shall process the application in accordance with the information provided.

The applicant agrees to indemnify Kentish 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.

If the applicant does not attend the event, they may be required to return part of, or all of the grant payment.

By signing this application form, you authorise Kentish Council to disclose this application to third parties.

Name of President or Secretary: _____

Signature of President or Secretary: _____

Date: _____

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.