

## Small Community Grants (\$1 - \$500) Application Guidelines

This document provides advice on eligibility, available funding, assessment criteria, and associated processes with the Kentish Council Small Community Grants (\$1 - \$500) program.

Your application must comply with all specified guidelines. Before completing an application, we suggest you discuss the application with our Community Development Officer to determine your eligibility for funding.

### Overview

Small Grants provide a timely response of financial support for projects and equipment costs associated with delivering new or one-off services, programs and activities that strengthen the Kentish community.

### What is eligible?

Community Groups, organisations and individuals living in the Kentish municipality with a program or event that:

- responds to community needs
- assists with community participation in local activities and improves access for individuals and groups with high needs
- grows local network development and partnerships
- provides opportunities for growing new skills for members of our community
- individuals or Teams/Groups attending Master Games
- the purchase of equipment

### What is not eligible?

- Community Groups, organisations and individuals that do not live in the Kentish municipality
- Professional fees like wages, salaries or labour, or administration costs
- Individuals, groups or teams selected to represent Tasmania or Australia at state or international sporting, academic or cultural events. These groups are encouraged to contact the Community Development Officer to discuss eligibility under the Individual Sponsorship grant scheme.

### Funding Limitations

Community groups, organisations and individuals can only receive one grant from the Kentish Council each financial year. There will be no retrospective funding.

Funding decisions are subject to the available budget.

### Application Process

An application must be received a minimum of four weeks before the event. The allocation of funds may occur after the event.

A copy of your application, a Statement by a Supplier, and proof of residency, e.g. driver's License or incorporation papers, must be included with the application.

The Kentish Community Grant Committee will review all applications to ensure they meet eligibility requirements and all relevant information has been provided.

### Financial Details

While grants are typically treated as assessable income for taxation purposes, how they are treated depends on the recipient's circumstances.

Applicants may wish to seek independent advice about the possible tax implications of receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO) before submitting an application.

You will need to complete a 'Statement by a Supplier' if you are not quoting an ABN. This is a form required by the Australian Tax Office. You can get a form to complete by clicking on the link [ATO - Statement by a Supplier](#) or from Kentish Council.

For more information about Tax and Statement by a Supplier Forms, go to [the Australian Tax Office Website](#).

## Applications should be returned to:

**Community Development Officer  
Kentish Council  
PO Box 63  
(69 High Street)  
SHEFFIELD TAS 7306**

**Phone: (03) 6491 0200**

**Email: [council@kentish.tas.gov.au](mailto:council@kentish.tas.gov.au)**

## Checklist:

The following checklist will ensure your application is complete.

- You have read the guidelines of the Grants scheme.
- Your application is being received by Council at least four weeks before your event is held.
- You have completed all relevant sections of the application form.
- The application is clearly typed or written.
- You or your parent/guardian have signed and dated the application.
- You have included a copy of:
  - Proof of residence
  - Statement by a Supplier
- All accompanying supporting material (NOT ORIGINALS) is submitted on a one-sided A4 paper. Do not submit your only copy of any support material.

# SMALL COMMUNITY GRANT (\$1 - \$500) APPLICATION FORM

## 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: \_\_\_\_\_

ABN (if applicable): \_\_\_\_\_

2. How much are you applying for? \_\_\_\_\_

## 3. Tell us about your application.

#### 4. 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.*

#### 5. 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:** \_\_\_\_\_

**Relationship to applicant (if under 18 years):**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**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.