



Kingborough

Community Grants Program Guidelines



kingborough.tas.gov.au

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Kingborough Council will consider applications from eligible community organisations for grants of **up to \$3,000** which meet the following criteria.

Objectives of the Community Grants Program

The provision of grants to community organisations will:

- Compliment Council's strategic aims;
- Provide financial assistance to not-for-profit community groups and organisations to develop and implement projects and activities which enhance the well-being of the community;
- Strengthen community capacity and cohesion through capitalising on the strengths and abilities of the community itself to effectively identify its own needs and to plan, develop and implement
- innovative local solutions;
- Facilitate an equitable distribution of community resources and programs throughout Kingborough;
- Increase participation in and accessibility to a range of quality and innovative programs and activities for the residents of Kingborough.

Eligibility Criteria

The proposed project **must**:

- Be delivered in the Kingborough municipality; Clearly identify and address a community need;
- Show how the community will be involved, both directly and indirectly, in the project; not duplicate existing programs, services or activities in the particular locality.

The applicant organisation **must**:

- Be an incorporated not-for-profit organisation, or be auspiced by an incorporated organisation; Be Kingborough based and should operate within the municipality. Applications for projects from state or national bodies should be submitted by, and be administered by and for the direct benefit of the local branch;
- Be financially viable and able to demonstrate the capacity to successfully manage and administer their proposed project on time and within budget;
- Demonstrate that other support and funding has also been obtained, or is being sought, to support the proposed project. Council will not fund more than 50% of the cost of any project. Other contributions may be financial or in-kind, including voluntary labour and materials; Have appropriate public liability insurance cover.

What may be funded

Examples of what may be funded include:

- Purchase of equipment to support a project or activity;
- Projects and events which contribute to the quality of community life in Kingborough;
- Minor capital works projects (subject to obtaining the relevant approvals and permits);
- Community workshops and seminars or skill development for members of voluntary management committees;
- Newsletters and flyers which promote and encourage involvement in community based activities.

What will not be funded

- More than one project from any community group per year;
- Any project retrospectively;
- Individuals;
- Ongoing administration and running costs;
- Activities or events which have a fund-raising outcome;
- Trophies or prize money;
- Projects which have the potential to make significant profit, or where other funding sources are considered to be more appropriate;
- Projects which will commit Council to ongoing support;
- The same or similar project more than once.

ASSESSMENT PROCESS AND CRITERIA

Projects assessed as eligible for funding will be assessed against the following criteria:

Management Capacity:

- Is the organisation able to demonstrate its capacity to successfully manage and administer its proposed project on time and within budget?
- Is there sufficient budget and/or resources to deliver the project?
- Is the project's target group clearly identified?
- Does the project duplicate or overlap with existing activities?
- Does the organisation appropriately evaluate the outcomes of the project?

Community Outcomes

- Does the project respond to a clearly identified need in the community?
- Does the project provide quality and innovative outcomes for the residents of Kingborough?
- Does the project involve the community, both directly and indirectly, in its development and implementation?
- Does the project facilitate greater access and participation by a wide range of Kingborough residents?

Council Priority

- Does the project ensure adequate recognition of Council's support?
- Does the project compliment Council's strategic aims?

Council's Community and Recreational Services Department, with other relevant Council departments, will be responsible for determining eligible projects against the assessment criteria, then a report will be drafted to Council making recommendations for funding on the basis of the assessment process.

Kingborough Council will make the decision about which projects will be funded.

THE GRANTS PROGRAM AND GST

Organisations registered for GST will need to supply Council with a tax invoice. Organisations that are not registered for GST will be supplied with a Statement by Supplier form and a recipient generated invoice.

FUNDING AGREEMENT

Grants made to community organisations will be made on the following conditions:

- Funds must be expended on the project as described in the successful application. Any significant changes to the project must be approved by Council;
- All projects must be completed within 12 months of receiving the funds unless otherwise agreed to by the Council;
- Formal advice of unexpended funds is required and funds not expended for the purpose outlined in the application should be returned to Kingborough Council unless agreement has been reached to use these funds for other approved purposes;
- Council is not responsible for any shortfall should the project run over budget;
- Organisations and groups who receive funding must submit a financial statement and completed evaluation report to Council within 3 months of the completion of the project;
- Wherever possible, acknowledgement should be given to the support provided by Kingborough Council on promotional material for the project. Copies of such promotional material should be forwarded with the completed evaluation report.

Applying for a Community Projects Grant

Applications must be made on the Kingborough Council Community Grants Program Application Form.

Completed Applications should be **saved** and either emailed to commgrants@kingborough.tas.gov.au or mailed or delivered to:

Community Grants Program
Kingborough Council
15 Channel Highway
Kingborough 7050

It is essential that you obtain any necessary building or other permits which are applicable prior to submitting your application. Copies of these should be attached to your application.

Where applicable, written quotes must also accompany your application.

Applications are due by Monday 30 September
No late applications will be accepted.

It is in your interests to discuss your proposed project with appropriate Council Officers prior to completing and submitting your Application.

For further information on administrative issues and assistance to complete the Application Form, please contact:

Julie Alderfox Community Development Officer – Phone 6211 8170,
Email jalderfox@kingborough.tas.gov.au

Please complete the final checklist before submitting your application

FINAL CHECK LIST	
Read the guidelines	
Completed all sections of the application	
Enquired as to whether any Council Planning and Building permits are necessary	
Signed the application	
Attached any copies of required insurance certificates/financial statements/permits	
Attached copies of quotes	