Kingborough Council will consider applications from eligible community organisations for grants of **up to $3,000**.

The applications must meet the objectives of the Program. The application should:

- Complement the Council’s strategic aims.
- Provide financial assistance for not-for-profit community groups and organisations to develop and implement projects and activities that enhance community well-being.
- Strengthen capacity and cohesion for the community to identify its own needs, and its ability to plan, develop and implement its goals.
- Consider 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 locality.

The application organisation must:

- Be an incorporated not-for-profit organisation, or be auspiced by an incorporate organisation.
- Be Kingborough based and 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.
Note: Council will not fund more than 50 per cent of the cost of any project. Other contributions may be financial or in-kind, including voluntary labour and materials and have appropriate public liability insurance over.

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 works projects (subject to obtaining the relevant approvals and permits).
- Community workshops and seminars, or skill development opportunities 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 and criteria process
Projects deemed eligible for funding will be assessed against the following criteria:

- The organisation being able to demonstrate its capacity to successfully manage and administer its proposed project on time and within budget.
- That there is a sufficient budget and/or resources to deliver the project.
- That the project does not duplicate or overlap with existing activities.
- That the organisation can appropriately evaluate the project outcomes.
- That the project responds to a clearly identified need in the community.
- That the project provides quality and innovative outcomes for the residents.
- That the project involves the community, both directly and indirectly, in its development and implementation.
- That the project facilitates greater access and participation by a wide range of Kingborough residents.
- That the project makes sure there is adequate recognition of Council’s support.
- That the project complements Council’s strategic aims. (See Council’s Strategic Plan at www.kingborough.tas.gov.au/strategic-plan)
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.

Council’s Community Services team, along with other relevant Council departments, will be responsible for determining eligible projects against the assessment criteria. These will then be recommended to the Council for the final decision on 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 outline 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 three 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 projects. Copies of such promotional material should be forwarded with the completed evaluation report. Approvals must be sought by the Council’s Communication and Engagement Advisor to the use of Council’s logo to make sure it adheres to brand guidelines.

Applying for a Community Grant
Applications must be made on the Community Grants Application Form.

Competed applications must be saved and either emailed to commgrants@kingborough.tas.gov.au or mailed or delivered to:

Community Grants Program
Kingborough Council
15 Channel Highway
Kingston 7050
Applications are due by close of business on Monday, 20 April 2020.

Please note that late applications will not be accepted.

We strongly advise that you discuss your proposal with appropriate Council officers prior to completing and submitting your application to make sure you are meeting all the criteria required.

For further information and assistance please contact:

    Julie Alderfox, Community Development Officer
    T: 6211 8170
    E: jalderfox@kingborough.tas.gov.au

Final Checklist

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<thead>
<tr>
<th>Action</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Read the guidelines</td>
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</tr>
<tr>
<td>Completed all sections of the application form</td>
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<tr>
<td>Discovered if any Council Planning and/or Building Permits are required</td>
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<tr>
<td>Signed the application</td>
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<tr>
<td>Attached copies of required insurance certificates / financial statements / permits</td>
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<tr>
<td>Attached copies of supporting quotes</td>
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