

An aerial photograph of Devonport, New Zealand. The top half shows the harbor with several large ships docked at the quay, surrounded by residential and commercial buildings. The bottom half shows a large car show on a grassy area, with many vintage cars parked in rows and people walking around. A road with a truck and other vehicles runs alongside the car show. The background features rolling hills and mountains under a clear sky.

# Community Grant Guidelines 2023/2024

Image Credit: Ian MacLeod



**Devonport City Council**



# Community Grants Guidelines

The Community Grants Program supports community organisations to deliver one-off projects, events and activities that enhance the liveability, health and wellbeing of the Devonport community.

There are two grant rounds each year. Applications will be advised of the outcome 5-6 weeks after applications close.

## Eligibility

### Who can apply?

Any not for profit community organisations or association that is legally constituted as an incorporated body or under the auspice of one, that:

- Operate within the Devonport local government area or can demonstrate the project or program will benefit residents of the Devonport local government area
- Have appropriate public liability insurance
- Have no debt to Council or have entered into scheduled payment arrangements with Council which are being met
- Have met acquittal conditions for previous Council grants

### Who cannot apply?

Applications cannot be made by:

- Local, state or federal government agencies or departments
- For profit entities
- Organisations who have previously failed to acquit Council grants

### Eligible projects

Applications must:

- Demonstrate a purpose that is in the public interest, with significant community need and benefit
- Demonstrate strong alignment with Council's priorities as described in the grant Categories (see below)
- Adhere to the terms and conditions of this funding program

### Ineligible projects and project costs

- Ongoing operational or recurrent costs including salaries, rental or lease arrangements, fuel, administration, cleaning, gardening or insurance
- Activities previously disbursed or that have commenced prior to funding being approved
- Prize money, prizes or trophies (see [Community Donations](#))
- Travel to competitions, performances or conferences for individuals or community groups (see [Individual Development Grants](#))
- Items included in another Council grant application ([Community Donations](#), [Individual Development Grants](#), [Community Rates Remissions](#), Or [In Kind Assistance Grants](#). Note: [paranaple convention centre](#) and [Town Hall Theatre](#) offer Community Rate in lieu of In-Kind Assistance)
- Development of privately-owned facilities
- Payment of debt

- Political activities
- Projects run solely for commercial profit
- Projects run solely for fundraising purposes, without broader community benefit
- The purchase of land
- Programs/projects in local schools/ by education providers that are exclusive to students
- Celebration activities or events where attendance is limited to individual organisations or their members
- Judging fees
- Uniforms
- Merchandise

## Assessment Criteria

Major and minor grant applications will be assessed using the following criteria:

- Demonstrate need and benefit
- Alignment to Council's priorities as outlined in each category (see below for categories)
- Evidence of community support, partnership or consultation
- Increasing self-sufficiency of organisations and/or project outcomes
- Demonstrate good value for money which shows the contribution of the organisation (and/or others) applying to the project or activity through cash and/or in-kind; and purchase of goods and services from local businesses
- Capacity of the applicant (and/or partners) to complete the project
- Evidence that the organisation and/or the project supports inclusive participation and/or promotes equality
- Evidence that the organisation (and/or the project) demonstrates sound environmental practices

### Lower priority

Lower priority is given to:

- Projects by applicants who have received grant funds in the previous 12 months
- Projects or events that have previously received Council funding

## Co-funding requirements

Depending on the grant type or amount requested, funds from other sources will be required. These could include:

- Applicant cash contributions
- Grants from other funding bodies
- Sponsorship
- In-kind support – eg. equipment or room hire, donated goods and services
- In-kind volunteer time – equivalent to \$25 per hour

Co-funding is required for requests over \$7,500 and 50% contribution for equipment purchases regardless of the total funds requested.

The following table outlines co-funding requirements.

Amount requested	Minimum co-funding required	Examples
Up to \$7,500 for equipment	50% co-funding required for equipment purchases	For purchase of equipment – to be eligible for \$7,500 the total cost of the equipment must be at least \$15,000 including a cash/in-kind contribution of \$7,500
Up to \$7,500	No Requirement (for projects or programs that do not have an equipment element)	To be eligible for \$7,500, the project does not require a cash or in-kind contribution, but this is encouraged
Up to \$7,500	50% co-funding required for equipment purchases  For other activities no requirement	For purchase of equipment – to be eligible for \$7,500 the total cost of the equipment must be at least \$15,000 including a cash/in-kind contribution of \$7,500
\$7,501 - \$15, 000	50% co-funding (cash and/or in-kind)	To be eligible for \$10,000 the total cost of the project must be at least \$20,000 including a cash/in-kind contribution of \$10,000
\$15,001-\$25,000	75% co-funding (cash and/or in-kind)	To be eligible for \$25,000, the total cost of the project must be at least \$100,000, including a cash/in-kind contribution of \$75,000

## Categories

Applications for major and minor grants must address priorities in at least one of the following categories:

- Health and wellbeing
- Our culture
- Our environment
- Festivals and events

### Health and wellbeing

Projects under this category will:

- Promote community strengthening and social inclusion
- Support inclusion and access for people of all abilities
- Enhance community safety and disaster resilience
- Encourage healthy eating and the availability of health foods

- Promote community participation in sport, recreation, and active living
- Enhance lifelong learning and literacy
- Increase community engagement and volunteerism.
- Improve accessibility, safety, and use of community facilities

## Our culture

Projects under this category will:

- Build local creative and cultural skills and experience
- Engage the wider community in local creative and cultural events and activities
- Support a number of emerging artists in a high-quality project e.g., performance, theatrical activity, exhibition, and showcase
- Document, conserve, promote and increase accessibility to Devonport's heritage and social history for long lasting community benefit.
- Recognise and celebrate Aboriginal and Torres Strait Islander people as the First Peoples of this nation
- Promote Devonport's cultural diversity, encourage equity and improve inclusivity
- Improve accessibility, safety, and use of community cultural facilities

## Our environment

Projects under this category will:

- Increase biodiversity conservation
- Work towards healthier waterways and coasts
- Improve energy and water efficiency of community facilities
- Improve community resilience to climate change impacts
- Reduce waste to landfill through activities that avoid, reduce, reuse, or recycle waste

## Festivals and Events

Projects under this category will:

- Inject significant funds into the local economy
- Expose Devonport to a statewide, national and/or international audience
- Build local event management capacity and skills
- Enhance Devonport's reputation as a great place to live, work, visit and play
- Be of larger scale attracting in excess of 5,000 people.

## Administration

The online application form is available on Council's website [www.devonport.tas.gov.au](http://www.devonport.tas.gov.au) and must be completed in the prescribed manner, by the nominated due dates.

Applications will be acknowledged within five working days. If acknowledgement is not received, please contact: [grants@devonport.tas.gov.au](mailto:grants@devonport.tas.gov.au)

## Assessment process

Grants are assessed by the Financial Assistance Working Group, comprising elected members and staff. **In some instances, part-funding may be offered.**

Working Group recommendations are reported to Council for endorsement. Once endorsed by Council the applicants will be informed of their success with a **Letter of Offer**. Unsuccessful applicants will be notified.

## Payment

An invoice is to be sent to Council with a signed Letter of Offer by the due date, except where an extension has been granted.

If the applicant is being auspiced, payment will be made to the auspicing organisation.

## Acknowledgement and promotion

As a condition of funding, successful applicants are required to acknowledge Council's support.

This may include (but not limited to) any of the following:

- Acknowledgement of Council in social media and other media mediums
  - Opportunities for Council to participate in any public relations activities, launches, or events associated with the project
  - Inclusion of the Council's logo in signage or other promotional material
- Council's Logo will be provided upon receipt of the signed *Letter of Offer* and provided upon further request.

The logo can only be used for the specific purpose of acknowledging Council's support and must be replicated in its existing form and not altered in any way, in accordance with Council's Corporate Style Guide.

If use of the Council logo is not practicable, the following wording should be incorporated in any material related to the funded project: "Proudly supported by Devonport City Council".

## Final report

Within six weeks of project completion, organisations must complete the Final Report Form and attach the following:

- Copies of all tax invoices/receipts providing evidence of expenditure of funds.
- Copies of any advertising, newsletters and media relating to the project.
- Minimum of two (2) images in jpeg format with captions for public use by Council. Applicants are to ensure that permission is sought from individuals in photos.

Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.

## Applicant support

For further information or help completing the application, please contact Council's Community Services Administration and Project Officer for a meeting.

Phone: 03 6424 0511

Email: [grants@devonport.tas.gov.au](mailto:grants@devonport.tas.gov.au)

Note: Office hours are 8.30 am – 5.00 pm, Monday – Friday (excluding public holidays).