

Devonport City Council



The City with Spirit



Community Grants Guidelines

These guidelines should be read with Council's Financial Assistance Policy. You can view the policy at <http://www.devonport.tas.gov.au/Council/Council-Policies>

Major and Minor Grants

Council values engaged, resilient and inclusive communities that embrace diversity. The Community Grants Program supports community organisations for one-off projects, events and activities through the following grants:

Financial Assistance Type	Amount	Outcome timeframes
Major Grants	Up to \$25,000	Applications assessed twice yearly Closes midnight on the last day of August and February.
Minor Grants	Up to \$3,000	Applications assessed twice yearly Closes midnight on the last day of August and February.

Eligibility for Major and Minor Grants

Who can apply for a Major and/or Minor Grant?

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 insurance and adhere to sound workplace health and safety practices.
- Are able to demonstrate financial viability and competence in project execution.
- 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, and
- For equipment grants, applicants are required to contribute at least 50% towards the cost of the equipment.

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for profit type, the application must be auspiced and administered by such a group.

Who Cannot apply?

Applications cannot be made by:

- Government agencies or departments of local, state or federal government,
- Educational, religious or medical organisations, where the application is for the organisation's core business,
- Businesses, or
- Organisations who have previously failed to acquit Council assisted projects in line with the agreed terms.

Projects eligible for funding

To be eligible for funding, 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 current Council strategies, plans or policy positions, and
- Adhere to the terms and conditions of this funding program.

Projects not eligible for funding

- Ongoing operational or recurrent costs including salaries, rental or lease arrangements, fuel, administration, cleaning, gardening or insurance,
- Recurrent projects,
- Activities previously disbursed or that have commenced prior to funding being approved,
- The core business of educational, religious or medical organisations,
- Prize money, prizes or trophies,
- Development of privately-owned facilities,
- Payment of debt,
- Political activities,
- Projects run solely for commercial profit,
- Items included in another Council grant application,
- 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. Core school curriculum and activities cannot be considered,
- Community organisations who already receive Council funds to undertake a specific activity for which funding is being sought, or community organisations wanting to do a specific activity that is already funded by Council,
- Travel to competitions, performances or conferences for individuals or community groups (see Individual Development Grants), and
- Facilities where little or no public access is available,

It should be noted that meeting the eligibility criteria is not a guarantee of funding.

Lower priority

Lower priority is given to:

- Applicants who have been funded within the previous 12 months, and
- Projects or events that have previously received Council funding.

Program Details

Applications for major and minor grants must address specific criteria in one of the following categories:

- Community Development
- Community Facilities
- Cultural Development
- Cultural Heritage
- Economic Development
- Sport, Recreation and Healthy Living

- Festivals and Events

Major Grants

Apply for up to \$25,000 to fund community projects. Applicants must align with a specific grant category.

Minor Grants

Apply for up to \$3,000 to fund community projects. Applicants must align with a specific grant category.

Co-Funding

Council cannot be the sole funder for every project. Depending on the amount requested, funds from other sources will be required. These could include:

- Applicant cash contributions,
- Grants from other funding bodies,
- Sponsorship, or
- In-kind support.

Co-funding is required for requests over \$7,500 (and 50% co-funding for equipment purchases). The table below outlines co-funding requirements.

Amount requested from Council	Minimum co-funding requirement	Outcome timeframes
Up to \$7,500	No Requirement	Project: Speaker for an event Quotes total: \$6,500 The full amount can be requested from Council
Up to \$7,500	No Requirement. However, 50% co-funding requirement for equipment purchases	Project: Equipment Quotes Total: \$7,000 Amount that can be requested from Council: \$3,500. 50% of equipment costs from other source/s
\$7,501 - \$15,000 50% of project costs from other source/s		Project: Infrastructure Quotes: \$27,000 Amount that can be requested from Council: \$13,500. 50% of project costs from other source/s
\$15,001-\$25,000	75% of project costs from other source/s	Project: Event Quotes Total: \$85,000 Amount that can be requested from Council: \$21,250. 75% of project costs from other source/s Major Grants

Assessment Criteria - Major and Minor Grants

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

- Demonstrated need for the project/activity,
- Demonstrate considerable benefit to the people or environment of Devonport, meeting a need or gap in the community,
- Strength of alignment with Council's corporate priorities as described in current Council strategies, plans or policies,
- Alignment to the specific aims and priorities of the chosen category,
- Establish new and innovative community projects or programs,
- Evidence the organisation is working towards or maintaining self-sufficiency or project sustainability,
- Evidence of consultation, community support and community partnerships,
- Capacity of the applicant to successfully complete the project,
- Demonstrate good value for money and shows the contribution of the organisation applying to the project or activity through cash and/or in-kind,
- Evidence that the organisation has inclusive participation policies and practices, and
- Level of funding contributed by the applicant and/or others towards the project.

Final funding decisions are made on the merit of each application against the stated eligibility criteria, guidelines and an assessment against the above criteria.

Categories

Applications must align to the specific category purpose and meet one or more of the relevant priorities.

Community Development

Outcome: An active, connected empowered community promotes and values diversity and equity

Projects and activities that respond to an identified local need and build more inclusive, engaged, and safer communities.

Priorities (address one or more):

- Young people,
- Positive ageing,
- Families and family connection,
- Food security,
- Access and inclusion,
- Community safety, and/or
- Disaster resilience.

Projects funded under this category will:

- Promote social inclusion,
- Foster harmony and celebrate diversity,
- Foster partnerships and collaboration between community groups,
- Enhance community safety,
- Encourage community engagement, participation and volunteerism, and
- Engage with the community to encourage a sustainable Devonport.

Community Events

Outcome: People and places are connected, through events which contribute to shared place making and community identity.

Projects that support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our communities.

To be eligible for funding in this category, events must be scheduled to take place after notification of funding outcomes.

Priorities (address one or more):

- Supporting and building capacity of local event management talent and suppliers,
- Contribute to local economy by planning events which attract a broad range of patrons and participants,
- Demonstrate sound event management principles and planning,
- Promoting a vibrant, diverse and fun place to live and visit,
- Contribute to building strong communities: inclusive, connected, engaged, healthy and active,
- Demonstrate a commitment to the development of local creative skills and cultural pursuits,
- Increase access and engagement with cultural heritage, including Aboriginal culture,
- Demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment, and/or
- Celebrate and contribute to our lifestyle, environment and culture.

Ineligible Items

The following are not eligible:

- Celebration activities or events where attendance is limited to individual organisations or their members,
- Judging fees,
- Uniforms, and
- Purchase of merchandise, catering, hospitality, food and beverages.

Community Facilities

Outcome: People and places are connected.

Projects that involve the development, maintenance or improvement of buildings or land that contributes to providing a safe, accessible and inclusive community facility.

This category supports facilities that contribute to the development of one or more of the following:

- A positive sense of community,
- A creative and artistic region,
- Healthy communities and active lifestyles, and/or
- Safe communities.

Priorities (applicants must address all):

- Provide well maintained and accessible community facilities which enable opportunities for social interaction,
- Adhere to the principles of access and equity,
- Address issues of risk management or compliance with Australian standards, and
- Have a current maintenance schedule.

Cultural Development

Outcome: A vibrant culture is created through the provision of cultural activities, events and facilities

Projects that enable the practical foundations for a range of creative programs and activities. Funding is for projects which:

- Engage with the local community and involve significant community interaction, rather than being focused on creating a product, and
- Support a number of emerging artists in a high-quality project e.g. performance, theatrical activity, exhibition, and showcase.

Priorities (address one or more):

- Build local creative and cultural skills and experience,
- Further develop and revitalise an established program or project,
- Demonstrate a creative or innovative approach, and/or
- Engage the wider community in local creative and cultural projects.

Cultural Heritage

Outcome: Cultural heritage is valued and embraced

Projects that document, conserve, promote and make accessible the region's heritage and social history for long lasting community benefit.

Priorities (address one or more):

- Provide opportunities to identify, document and preserve the history of settlement in Devonport,
- Feature Aboriginal culture and heritage,
- Provide access to, interpret and protect the unique lifestyle, places and/or landscapes within the Devonport local government area,
- Feature contemporary heritage (post-1950s),
- Encourage collaboration with other regional heritage organisations, and/or
- Incorporate innovative practices and/or procedures to conserve and promote regional heritage.

Economic Development

Outcome: Strong economic leadership collaboration and identity

Projects that encourage and support local community organisations to contribute positively to improve the economic performance and prosperity of their local community.

Priorities (address one or more):

- Fostering of strong economic leadership and collaboration by government, business and industry,
- Facilitating development of the region's high value industries including promotion of innovation, research and digital participation, and/or
- Business mentoring projects focussed specifically on developing the region's high value industries, local to global connections and investment in talent and skills.

Sport, Recreation and Healthy Living

Outcome: *Fit and healthy communities*

Projects and programs that promote community participation in sport and recreational pursuits across the Devonport local government area.

Priorities (address one or more):

- Contribute to building healthy and active communities,
- Provide free or low-cost physical activity initiatives or opportunities,
- Improve the sustainability of sport and recreation clubs,
- Ensures equipment is upgraded to meet required Australian Standard,
- Encourage healthy eating and the availability of fresh, healthy foods,
- Engage a broad spectrum of the community,
- Provide access for all abilities, and/or
- Provide benefit to multiple user groups.

Festivals and Events

Outcome: *An economy is strengthened, and vibrant, creative and connected community is created*

Events and festivals that foster a strong sense of cultural and community spirit, provide sporting and recreational experiences and celebrate local art, culture and heritage.

Priorities (address one or more):

- Events and festivals that attract spectators/audience and/or participants from local, regional, intra and/or interstate specifically to Devonport,
- Promote overnight stays in Devonport's commercial accommodation, and/or
- Attract press coverage local, regional, intra and/or interstate.

Application

The delivery of the Community Grants Program is subject to annual budget allocations.

The online application form is available on Council's website 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

Application Requirements

- Eligibility,
- Organisation details,
- Certificate of Incorporation,
- Certificate of Liability,
- Previous grant experience (if applicable),
- Project details,
- Proof of project sustainability,
- Project Budget (including: Expenditure, income and in-kind support. Does it add up?)
- Quotes for all items over \$500,
- Last Financial Statement,
- Letters of support.

Assessment

Grants are assessed by the Financial Assistance Working Group, which includes Councillors and Council Management experienced in each category.

In some instances, part-funding may be offered.

Panel recommendations for major and minor grants, and rates remissions are reported to Council for endorsement.

Completed applications will be assessed and prioritised, the panel will then make their recommendations to the Council for endorsement. **The Council's decision is final, and no further correspondence shall be entered into.** Once endorsed by Council the applicants will be informed of their success or otherwise.

Payment

Grants program funds must be claimed by the date nominated on the letter of offer, 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 actively and publicly acknowledge Council's support. The level of acknowledgement is determined by the amount funded and outlined in the funding program agreement.

In addition, funding recipients must also ensure that Council's positive reputation is maintained at all times.

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

- Acknowledgement of the Devonport City Council in press air and press advertising
- Acknowledgement of Council at award presentations and launches etc.
- Acknowledgement of Council in media releases,
- Acknowledgement of Council in social media pre, during and post activity.

- Opportunities for the Mayor or delegate to participate in any public relations activities, launches, or proceedings associated with the project. Sufficient notice should be given in the form of an official letter of invite addressed to the General Manager.
An invitation for the Mayor, elected members and relevant Council staff to special events.
- Inclusion of the Council's logo in press advertising, signage or any 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".

Acquittal

Within six weeks of project completion, organisations must complete the Acquittal 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 funded 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 Officer.

Phone: 03 6424 0511

Email: grants@devonport.tas.gov.au

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