



Huon Valley Council Community Project Grants

2023/2024 Guidelines and Application

Welcome to Huon Valley Council's Community Projects Grant program!

Our mission is to support community-based projects that make a positive impact in our community. Through this program, we aim to provide financial assistance to projects and organisations that align with the Huon Valley's Community Vision and Huon Valley Council's Strategic Plan.

The grant program responds to funding requests throughout the year, providing an opportunity for applicants to engage with Council and gain an understanding of the grants process. The grants allow organisations to access funding quickly, (usually within four weeks from the grant submission).

Community Projects (up to \$2,000) is a broad category encompassing the many programs and events run by not-for-profit community groups within the Huon Valley. Eligible community projects include cultural celebrations, sporting events and programs which promote and support communities, such as social involvement, community connectedness, environmental sustainability, health, well-being, and cultural diversity.

Only incorporated not-for-profit community groups are eligible to apply for grants under this category. However, community groups that are not incorporated or do not have their own ABN can be auspiced by an eligible incorporated organisation. Individuals are not eligible.

Huon Valley Council Officers can support applicants to develop their best application and encourages applicants to discuss their application with us before submitting.

TYPES OF FUNDING

SMALL GRANTS – up to \$500 with no financial or in-kind support contribution required.

LARGE GRANTS – Up to \$2,000 with 50% financial or in-kind contribution required (i.e., \$2,000 grant requires \$1,000 financial or in-kind contribution).

KEY DATES

Applications Open	September 2023
Projects completed	Prior to end December 2024
Acquittals to Council	1 month after completion of project

GRANT AIMS

Community Project grants build community capacity by supporting community-led projects.

Successful grant funded projects will:

- Directly benefit the Huon Valley community,
- Promote community connection,
- Enhance the diversity of cultural, creative, health and well-being, recreational or social opportunities,
- Develop partnerships between charities, community groups or other organisations,
- Utilise local goods and services wherever possible,
- Enhance the Huon Valley as a prosperous, vibrant, and caring community, and
- Seed fund a sustainable program.

WHO CAN APPLY?

Small Grants are open to community-based groups and organisations that service the Huon Valley community and are not-for-profit.

Applicants must also meet the following criteria:

- Be incorporated,
- have an ABN, and
- hold public liability insurance in a minimum sum of \$20 million.

You may also be auspiced by an organisation that meets these criteria.

WHO CAN'T APPLY?

- For-profit organisations.
- Individuals.
- Organisations that have not met the terms and conditions of previous Council grants.
- Organisations that are the funding responsibility of other levels of government.
- Organisations whose sole or dominant purpose is of a political nature.
- Organisations or groups who meet outside of the Huon Valley, unless they demonstrate the delivery of a specialised service that benefits the Huon Valley community.
- Schools are encouraged to partner with community groups in projects that benefit the wider community.

WHAT CAN'T WE FUND?

- Ongoing administration or operational costs. This includes general expenses for ongoing operation of your organisation/group including things such as staff costs, repairs, maintenance, administrative or miscellaneous expenses.
- Funding of capital works, construction of, or improvements to buildings.
- Projects that make a significant profit or loss (e.g. fundraising).
- Rate remissions.
- Late or incomplete applications.
- Projects taking place outside of the Huon Valley.
- Retrospective payments or projects that have already been undertaken or commenced, prior to the lodgement of the application.
- Any events or projects that may be construed as political, divisive, or inflammatory.
- Projects that are not inclusive (e.g., exclusive events, activities on private property, etc).
- Projects that do not clearly benefit the Huon Valley community.
- An ongoing project or event that hasn't changed from previous years.

HOW DO YOU APPLY?

- Read these guidelines and check you are eligible.
- Talk with Council's Community Liaison Officer and check funds are still available.
- Complete the application form.
- Submit your application and support material by:
 - Email: hvc@huonvalley.tas.gov.au
 - Post: Huon Valley Council, PO Box 210, Huonville TAS 7019
 - In Person: Council's Customer Service Centre, 40 Main Street, Huonville

How Are Applications Assessed?

Eligible applications will be assessed against the criteria listed below.

- **How the project aligns with the Grant Aims listed on Page 2 (30%)**
- **How the project builds capacity in our community (30%),**
- **How the project aligns with the Huon Valley Community Vision (20%), and**
- **How the project demonstrates that it is well planned, that suitably skilled people are involved, and that the project is financially viable (20%).**

Applications will be assessed on an ongoing basis and applicants will be notified of the outcome of their application as soon as possible. When the funding pool has been expended the grant round will close.

Applications will be scored and assessed according to the criteria above, by an Assessment Panel of three or more relevant Council officers.

The Panel will make recommendations to the Manager Community Development for final approval, through delegated authority.

LETTER OF OFFER

Successful applicants will be sent a formal Letter of Offer outlining the terms and conditions of the grant.

Grants will be paid:

- on provision of a signed Letter of Offer.
- on receipt of a tax invoice (inclusive of GST where applicable).
- on provision of an ABN or Statement by Supplier.

ACQUITTAL

Upon completion of the project, successful applicants will be required to acquit their grant, providing details of the project, including expenditure, outcomes, and photos.

The Acquittal Report for Grants includes:

- Examples of the media coverage achieved including media clippings and images where available.
- Examples of how you acknowledged the support of Council.
- Local community support and participation achieved including evidence of community support.
- Any other data collected by organisers as part of the project evaluation process, including good quality, high resolution images.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

Acquittal Reports can be found on the Council's website:

<https://www.huonvalley.tas.gov.au/services/my-community/community-grants/>

RECOGNITION OF COUNCIL ASSISTANCE

Successful applicants **must** acknowledge the Huon Valley Council's support. A copy of the Council logo is sent with the letter of offer for inclusion in any media or publicity.

The following statement is to be included in all acknowledgements: "Supported by Huon Valley Council Community Grants Program".

UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants may discuss their application with the Manager of Community Development. If your application is not successful, the decision does not necessarily reflect the

worthiness or community benefit of the proposal. Feedback will be made available to all applicants.

DEFINITIONS

Community: The meaning of community within these guidelines is broken down into two areas: community as a distinct geographical area and community as a subjective and invisible entity defined by people's sense of belonging and identity.

Not-for-profit: A not-for-profit organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit/surplus, but this profit must be used to carry out its purposes and must not be distributed to owners, members, or other private people.

Ongoing administration or operational costs: These costs are not eligible for funding through this grants program. These costs include general expenses associated with the ongoing operation of your association or group and include things such as staff costs, advertising, maintenance and repairs and day-to-day administrative expenses, such as stationery. In the case of schools this also includes costs associated with the employment of teaching/support staff and/or the delivery of curricula.

In-kind support: 'In-kind' support is often accepted as an alternative, or additional, to a financial contribution. In-kind support includes the donations of goods or services that you may receive towards a project. Often, an organisation or group contributes to a project with their own resources, which may reduce the amount of actual dollars needed. But this doesn't deny the fact that these contributions would had to have been paid for if these donations didn't exist. Volunteering Tasmania has more information and a calculator that can be used to give a dollar value to the time volunteer contribute to the project.

Venue Hire: If you are seeking to use Council venues as part of your proposed project, you must make a tentative booking before you submit your grant application. You will need to provide written evidence of this booking with your grant application, so that your application can be assessed. Please refer to the Council website for more information about venue bookings.

Capital works: Capital works are defined as building and engineering works that create an asset, as well as constructing or installing facilities and fixtures associated with, and forming an integral part of those works.

Community Project: A community-based project builds on the identified strength and assets in the community, addresses identified needs in the community, benefits the local community and involves the local community.

Event: A public assembly for the purpose of celebration, education, marketing, or reunion. An event can include social events, sports events, entertainment events and fundraising events. The event must be a community-based event for the community of Huon Valley.

CONTACT OFFICER

For further information regarding a grant application, please contact:

Michelle Churchill, Community Liaison Officer,

Phone: (03) 6264 0300

Email: hvc@huonvalley.tas.gov.au

HUON VALLEY COMMUNITY PROJECT GRANT APPLICATION FORM

Contact Details		
Applicant Name		
Contact Name		
Contact Address		
Contact Phone		
Contact Email		
Project Details		
Types of Funding <small>Please circle</small>	Small Grant Up to \$500	Large Grant Up to \$2,000
Project Name		
Brief Description <small>(25 words)</small>		
Community Need <small>(Describe what need in the community your project is addressing)</small>		
Huon Valley Community Vision <small>(Describe how your project aligns to one or more objectives)</small>		
Ongoing Benefits <small>(Describe how your event could help build ongoing connections between people)</small>		
Sustainability <small>(Describe how your project will be sustainable going forward)</small>		
Project SMART Goal (Describe what you are going to do and how)		
Specific <small>(What do you hope to achieve in doing this project?)</small>		
Measurable <small>(How will you measure your success?)</small>		

Actions (What steps will you take to complete the project?)		
Realistic (How will you achieve this with the resources available to you?)		
Timeframe (When will your project start and be completed by?)		
Partnerships and Collaboration (List the contributions (cash and in-kind) from other partners, volunteers, groups, etc)		
Project Expenses (List ALL the costs associated with your project including projected income, in-kind support, or paid expenses. Please specify what the Community Grant will be funding)		
Expense Name	Expense Description	Expense Cost
Support Material may include up to five images, quotes or documents relating to project expenditure (no page limit), letters of support. Quotes MUST be attached.		

How did you find out about this grants program?

- Council website
- Facebook
- Council e-Newsletter
- Instagram
- Huon News
- Huon FM
- Community Noticeboards
- Word of mouth

Other:
