



33 Goldie Street  
PO Box 348  
SMITHTON TAS 7330  
DX 70706 SMITHTON  
council@circularhead.tas.gov.au  
(03) 6452 4800  
www.circularhead.tas.gov.au

## PROCEDURE COMMUNITY SMALL GRANT GUIDELINES

### 1. INTRODUCTION

The objective of the Community Small Grants Scheme is to enable and encourage community partnerships between organisations and the community. The Community Small Grants Scheme is aligned with the Circular Head Council's strategic purpose of enhancing the quality of community life within Circular Head by providing targeted community grants.

### 2. SCOPE

The scheme comprises four categories:

1. Minor Works
2. Culture & Events
3. Health & Well Being
4. Sport & Recreation

### 3. OVERVIEW

The scheme provides funding for “non-profit” community organisations that are structured to service Circular Head residents.

All projects will need to demonstrate a community benefit for the residents of Circular Head or an economic benefit for the region.

### 4. DEFINITION

A **non-profit organisation** is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

### 5. FUNDING CATEGORIES

The four categories of the Community Small Grants Scheme are:

#### Minor Works

Projects which enhance our community infrastructure by aiding in the development of facilities, improvements or maintenance to existing facilities



33 Goldie Street  
PO Box 348  
SMITHTON TAS 7330  
DX 70706 SMITHTON  
council@circularhead.tas.gov.au  
(03) 6452 4800  
www.circularhead.tas.gov.au

## PROCEDURE COMMUNITY SMALL GRANT GUIDELINES

### Culture and Events

Projects involving events or festivals that foster the regions cultural identity and activities, that support an accessible, diverse range of community art and cultural activities

### Health and Wellbeing

Projects which support access to physical and social resources, to promote quality of life and create an inclusive and cohesive community.

### Sport and Recreation

Programs which increase, or maintain participation, within sport and recreation as well as projects which improve the quality, education/training, safety or range of participation.

## 6. ASSESSMENT OF APPLICATIONS

Council will consider all applications and determine successful request in line with its operational plan and budget. Applications will be assessed on their merit. While the following will form the basis for assessment, projects will not necessarily have to meet all criteria to be successful:

- 6.1 Demonstrate a considerable benefit to the community
- 6.1 Establish new and innovative community projects or programs
- 6.3 Demonstrate coordination with other groups in the community
- 6.4 Show evidence of community support
- 6.5 Demonstrate an ability to manage the project through resource allocation, effective planning, clear goals and evaluation processes
- 6.6 Address local issues by attempting to meet a community need or short coming.

### Application Process

Applications forms are available from the Council offices at 33 Goldie Street Smithton or Council's website [www.circularhead.tas.gov.au](http://www.circularhead.tas.gov.au).

Applications for funding are made on a financial year basis i.e. July to June, and are not ongoing. A new application is required each year for further funding. **Late applications will not be accepted.**

Successful applications may be limited to a maximum funding of \$5,000 but this is at the discretion of the Council.

### First Round in March

The first round of funding will be advertised in March annually.

Applicants will be advised of the outcome of their application once the Council has determined its budget usually in July of each year.



33 Goldie Street  
PO Box 348  
SMITHTON TAS 7330  
DX 70706 SMITHTON  
council@circularhead.tas.gov.au  
(03) 6452 4800  
www.circularhead.tas.gov.au

## PROCEDURE COMMUNITY SMALL GRANT GUIDELINES

### Second Round in November

The second round of funding will be advertised in October annually. Applicants will be advised of the outcome of their application following consideration by the Council.

Successful applicants will not be eligible for any further funding during that financial year.

Applications for grant funding of less than \$1000 may be determined by the General Manager with successful applications reported to the subsequent Council meeting.

## 7. CONDITIONS OF GRANT

The following conditions apply to all financial assistance allocated through the Scheme.

7.1 To use the grant only for the purpose approved

7.2 To notify Council and seek approval for any changes to the project for which assistance has been approved. If the project is cancelled or modified without approval, Council reserves the right to seek full reimbursement of funds

7.3 Successful applicants shall finalise the project within 12 months of notification from Circular Head Council.

7.4 To ensure acknowledgement of the Circular Head Council is included in all promotional material and/or publications relating to the project

7.5 Successful applicants shall undertake an acquittal process.

The applicant shall provide Council with:

- a. A detailed report on the project
- b. An evaluation of the project's success
- c. Financial statements/invoices
- d. A copy of any promotional/media material, booklets etc

7.6 To acknowledge that acceptance of the grant does not commit Circular Head Council to future funding.

7.7 Should the project exceed the budgeted amount, applicants will be required to meet any additional costs.