

CIRCULAR HEAD COUNCIL

Community Small Grants Scheme Guidelines

Purpose

The Circular Head community is inclusive and resilient with a strong sense of belonging. People are connected to one other and the world around them. The Circular Head community is connected to its past and engaged in its present, creating a vibrant shared future. The Community Grants program 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.

Financial Assistance Type	Amount	Outcome timeframes
Major Grants	Up to \$3,000	Applications assessed twice yearly on the last day of August and February.
Minor Grants	Up to \$1,000	Applications assessed twice yearly on the last day of August and February.
Special Interest Grant	Up to \$4,000	Targeted Special Interest Grants information released when grants available

Special Interest Grants

There will be opportunities to apply for a Special Interest Grant of up to \$4,000 to deliver a project of activity that meets a specified outcome. The requirements of the Major grants program will apply however these rounds will have a targeted outcome. The grants will be available as determined.

Eligibility for Major and Minor Grants

Applicants

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 Circular Head local government area or can demonstrate the project or program will benefit residents of the Circular Head.
- 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.

Who cannot apply?

Applications cannot be made by:

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

Projects

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 State or Federally funded 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

- 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 Events

Community Facilities

Cultural Development

Cultural Heritage

Sport, Recreation and Healthy Living

Major Grants

Apply for up to \$3,000 to fund community projects.

Minor Grants

Apply for up to \$1,000 to fund community projects.

Special Interest Grants

Apply for up to \$4,000 to fund a targeted program for an identified priority in the community

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

Amount requested from Council	Minimum co-funding requirement
Up to \$1000	10% cash or in-kind contribution
Up to \$3,000	20% cash or in-kind contribution

Assessment Criteria – Major and Minor Grants

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

- Demonstrated need for the project/activity,
- Benefit to the people of Circular Head, meeting a need or gap in the community,
- Alignment with Council's corporate priorities as described in current Council strategies, plans or policies, (copies available on the Council website)
- 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,
- 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: *Build community capacity through services and programs that strengthen, support and care for our community.*

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

Priorities (address one or more):

- Reducing isolation,
- Enhancing mental health,
- Valuing diversity,
- Reducing disadvantage,
- Food security,
- Access and inclusion,
- Community safety,
- Resilience, and/or
- Enhance innovation

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 sustainability.

Community Events

Outcome: *Encourage activities and events that promote inclusion, health, safety and a sense of place.*

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

Priorities (address one or more):

- Supporting and building capacity of local event management 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 one organisation or their members,
- Judging fees,
- Uniforms, and
- Purchase of merchandise, catering, hospitality, food and beverages.

Community Facilities

Outcome: *Our community enjoys access to affordable and fit-for-purpose facilities, services and programs.*

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

Priorities (address one or more):

- A positive sense of community,
- A creative and artistic region,
- Healthy communities and active lifestyles,
- Safe communities,
- Provide well maintained and accessible community facilities which enable opportunities for social interaction,
- Adhere to the principles of access and equity, and/or
- Address issues of risk management or compliance with Australian standards.

Cultural Development

Outcome: Encourage the community to embrace difference and celebrate diversity and facilitate and stimulate arts and cultural participation.

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

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,
- Engage the wider community in local creative and cultural projects,
- Support emerging artists in a high-quality project, and/or
- Engage with the local community and involve significant community interaction

Cultural Heritage

Outcome: *Our community demonstrates pride in its heritage and achievements.*

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 Circular Head,
- Feature Aboriginal culture and heritage,
- Provide access to, interpret and protect the unique lifestyle, places and/or landscapes of Circular Head,
- Encourage collaboration with other heritage organisations, and/or
- Incorporate innovative practices and/or procedures to conserve and promote local heritage.

Sport, Recreation and Healthy Living

Outcome: Collaborate with community and service providers to provide access to fit-for-purpose, affordable health and wellbeing opportunities and facilitate life-long learning, recreation, activity and wellbeing pathways.

Projects and programs that promote community participation in sport and recreational pursuits.

Priorities (address one or more):

- Contribute to building healthy and active communities,
- Provide free or low-cost physical activity initiatives or opportunities,
- Encourage healthy eating and the availability of fresh, healthy foods,
- Engage a broad spectrum of the community, and/or
- Provide access for all abilities

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.circularhead.tas.gov.au and must be completed in the prescribed manner, by the nominated due dates.

Applications will be acknowledged within five working days.

Application Requirements

- Eligibility – is your organisation and the project eligible,
- Organisation details,
- Certificate of Incorporation – (if requested),
- Certificate of Liability,
- Previous grant experience (if applicable),
- Project details,
- Project sustainability,
- Project Budget (including: Expenditure, income and in-kind support. Does it add up?),
- Quotes for all items over \$500, (local suppliers if possible)
- Letters of support.

Assessment

Grants are assessed by a Working Group, which includes Councillors and Council officers.

In some instances, part-funding may be offered.

Panel recommendations for major and minor grants 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 Circular Head Council in media releases and advertising.
- Acknowledgement of Council at presentations and launches etc.
- 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.

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 Circular Head 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 Officer.

Phone: 03 6452 4864

Email: apower@circularhead.tas.gov.au

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