

Central Highlands Community Grants Program

GUIDELINES

The Community Grants Program provides financial and in-kind assistance to support community facilities, projects, events and programs that have a clear community benefit or need.

Eligibility

- All community groups (both incorporated and non-incorporated) of the Central Highlands are eligible to apply for funding.
- Only local not-for-profit community groups will be given consideration for funding assistance.
- Preference will be given to incorporated organisations with proven capacity to administer grant funds (a bank account is required).
- Groups are only eligible to apply for one grant per project, per financial year.*
- Individual community members may apply.

All groups that operate from a community hall or building must apply through the Committee managing that facility.

Note: All groups are required to submit a current financial statement with their application.

Projects must

- Demonstrate a direct benefit to the Central Highlands community;
- Be supported by members of the organisation;
- Have defined achievable outcomes and financial feasibility;
- Respond to a clearly demonstrated need and be appropriate to that need;
- Not duplicate other locally available services; and
- Applicants must prove the capacity and expertise to conduct the project

Amount of Grant

Assistance will be provided in the form of cash grants or in-kind assistance.

The maximum grant available is up to \$1,000 with Council retaining discretion to approve a higher allocation for an exceptional project.

Funds will be provided to a maximum of half of the project costs but will not exceed \$1,000.

Recurrent grants will only be considered for exceptional projects.

Subsequent year funding will only be considered upon the completion of a satisfactory report on the current year's funding.

***The maximum funds that any one community group can receive is \$1,000.00 per financial year.**

Assessment Criteria

- Demonstrate a considerable benefit to the community
- Shows evidence of community support and actively involves the Community in the delivery of the project
- Accords with the priorities in Council's Strategic Plan
- Addresses issues by attempting to meet a community need or short coming
- The organisation has sought and or obtained funding from other sources or has limited access to funds
- Establish new and innovative community projects or programs
Demonstrate coordination with other groups in the community

Advantageous Criteria

High level of community participation;
Economic benefit to community;
Projects that recognise significant local achievements and build on them;
High level of volunteer/in-kind and financial input from the group;
Potential to enhance opportunities for those who are disadvantaged; and
High number of people to benefit from the project.

* Projects that fall outside the eligibility requirements and criteria will be assessed at Council's discretion.

Council will not consider any application for retrospective funding of an activity/project.

Submitting Your Application

Applications may be submitted all year round and will be assessed as below:

Applications need to be submitted to Council by the last day of the month	Applications will be assessed by the Council in	Council decision and notification will be forwarded in
February	March	April
May	June	July
August	September	October
November	December	January

Council will do all it can to meet these timeframes but they may be subject to change. Once total funds for the year are expended, applications will be directed to other sources of funding or referred to the next financial year.

Council's assessment is final, however, applicants that are not successful may seek feedback from Council on their submission.

For further information, contact the Hamilton Council Offices on (03) 62863202 or email council@centralhighlands.tas.gov.au

Conditions of funding

Grant Recipients must:

- Maintain accurate financial records in regard to grant expenditure and complete an acquittal on completion of the project;
- Obtain the written approval of Council before making any alterations to grant expenditure;
- Ensure that appropriate insurance cover is taken out and maintained for the life of the project;
- Not dispose of, or transfer any equipment or items covered by the grant without the prior written consent of Council;
- Advise Council if your affairs are being wound-up or if you go into recess. In these circumstances you must follow the instructions of Council in regard to disposing of or transferring any equipment or items covered by the grant, or any portion of the grant not expended;
- Acknowledge the input of the Council in promotional material and at public events etc;
- Provide an evaluation report including financial statement to Council within 60-days following the completion of the project.

The report should include:

- A brief summary on the outcomes of the project, that is, how successful your project has been and how Council's contribution has been acknowledged in promotional material, media releases, at launches etc.
- Where possible, paper or digital photos of the project with permission to reproduce these photos in Council reports;
- A reconciliation of expenditure together with a copy of all receipts that demonstrate proper expenditure of the grant.
- Council reserves the right to request audited financial records if the report is insufficient.

Please note that a breach of these conditions may affect your eligibility to receive a grant in the future and the applicant may be required to refund the grant.