

# Central Highlands Community Church Grants Program

## GUIDELINES

The Community Church Grants Program provides financial assistance to assist Church Parishes with conserving the heritage value of churches within the Central Highlands municipal area.

### Eligibility

- All churches within the Central Highlands are eligible to apply for funding.
- Funding will be provided for the church building only
- Separate applications must be lodged for each church
- Maximum grant per church is \$500
- Grant application must clearly outline how the grant will be expended and must relate to conserving the heritage value of the church
- Application must be submitted on the Central Highlands Community Church Grant Application Form

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

### 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 chambers on (03) 62863202 or email [council@centralhighlands.tas.gov.au](mailto: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;
- 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.