

Community Grants (Organisations) Guidelines

This document provides advice on eligibility, funding available, assessment criteria and processes associated with the City of Launceston Community Grants program. Your application must comply with all specified guidelines.

Before completing an application, we suggest you discuss your project with our Grants and Sponsorship Officer to determine your eligibility for funding.

Grants and Sponsorship Officer
Community Tourism and Events
T 03 6323 3000
E contactus@launceston.tas.gov.au

Overview

The purpose of the Community Grants (Organisations) Program is to support community projects held within the Launceston municipality which result in community, social, and cultural benefits for the Launceston community.

Who can apply?

Incorporated associations and cooperatives, proprietary or public companies, not-for-profit organisations and unincorporated groups or organisations that enter into an auspicing agreement with an incorporated organisation.

You must have an Australian Business Number (ABN) or have a written Statement by a Supplier form. If entering into an auspicing arrangement, you must include a written letter from the auspicing body confirming that they are willing to auspice your project. Please note should funding be approved for the project, Council will enter into a funding agreement with the auspicing body.

Who can't apply?

Individuals, universities, and federal, state and local government agencies and bodies (including government business enterprises, schools and school agencies e.g. parents and friends associations)

Funding Available

Applications for grants can be made for up to \$5,000 (plus GST if applicable).

There are three funding rounds per financial year. The funding allocation for any given financial year is determined by Council. Normally, no more than one-third of the budget is recommended for approval in each funding round. Any City of Launceston budgeted funds remaining from one funding round will be allocated in the remaining funding rounds within the same financial year.

Funding under this program is for one off projects. Projects that have already received a City of Launceston Community Grant will be ineligible to have the project funded again through this program.

Assessment Criteria

Applications for a Community Grant will be scored and assessed based on your answers to questions aligned to the following criteria.

- Identifies a clear community need for the project;
- Outcomes directly benefit the Launceston community;
- Outlines clear engagement and collaboration with the community, enabling social connections and community participation;
- Project plan demonstrates good organisational planning for the project;
- The budget for the project is detailed, realistic and outlines how the City of Launceston funding will be utilised.

Funding Limitations

Where Council will not provide funding assistance:

- Projects held outside the City of Launceston municipality;
- Organisations/groups with a long term outstanding debt to the City of Launceston;
- Projects already receiving funding from another City of Launceston funding program e.g. event sponsorship;
- Projects that have previously been funded by the Community Grant Program;
- Projects utilising council assets without the relevant approvals to enable the project to proceed;
- Projects that have commenced or completed;
- Projects that are considered to be the core business of the applicant organisation;
- Ongoing administration costs which are not related to the project;
- Ongoing plant and equipment costs, e.g. machinery, office equipment/computers, sporting equipment;
- Capital or operational costs, e.g. renovations, building permits, rates and general running costs;
- Events e.g. fun runs, festivals, theatre/dance productions, exhibitions.

Application Process

The timeframe for community grant applications to be considered is as follows:

Round	Applications Open	Applications Close	Applications Assessed	Council Decision
Round 1 (for projects commencing after 31 July)	1 April	31 May	June	July
Round 2 (for projects commencing after 31 October)	1 July	31 August	September	October
Round 3 (for projects commencing after 31 May)	1 February	31 March	April	May

Each funding round will be publicly advertised through local media and direct electronic mail. Please contact the Grants and Sponsorship Officer if you would like to receive these emails.

Information sessions providing advice and guidance on the application process will be offered throughout the year and advertised widely.

Your community grant application is to be made online via the City of Launceston website and will require the inclusion of the following information relating to your project:

- Budget
- Project Plan

Your application will not be accepted by mail, email or in hand written form.

Assessment process

The process of assessment for your application includes:

- Your online grant application will be reviewed by the Grants and Sponsorship Officer to ensure all relevant information has been received;
- Applications will be assessed by the City of Launceston Community Grants Assessment Panel, which operates under a Council endorsed Terms of Reference;
- The panel will assess your application on its merit, against the assessment criteria and will be scored and assessed according to the criteria;
- You may be asked to provide additional information to assist with the assessment of your application;
- Once assessment has taken place, your scoring outcome informs the panel's recommendation to the City of Launceston Council;
- All final decisions on your community grant funding application will be made by the Council and are subject to the budget available.

Community Grant Funding Agreement

If successful in receiving community grant funding, a representative of your organisation (or if the project is being auspiced, a representative of the auspicing body) will be required to sign a funding agreement which will detail the conditions of funding.

It is the responsibility of your authorised officer to ensure all conditions contained within a funding agreement are met. Any request to vary the conditions must be negotiated prior to the agreement being signed. If you are unable to meet obligations under the funding agreement, the City of Launceston reserves the right to decline future funding requests.

If your project details change or the project is cancelled, you must advise the Grants and Sponsorship Officer promptly in writing. The City of Launceston reserves the right to reconsider any funding decision if variations to a project are made after your application has been assessed.

Reporting

Once your project is finished, you will need to complete an online acquittal form within 90 days. This will ask for actual project outcomes and a statement of income and expenditure signed by the treasurer or authorised financial manager.

The City of Launceston reserves the right to request an independent audit if the financial information in your report is not sufficient. If you are unable to satisfactorily provide the reporting information required, you may be ineligible for future City of Launceston funding.

City of Launceston costs

You should include City of Launceston associated costs with the project as part of the budget submitted with your application, however payment of such costs will be the responsibility of your organisation/group. No additional funding or assistance (including in-kind assistance e.g. permit waivers) will be provided for the project, unless stated otherwise in additional Council policy.

Any requests for civic functions must be made in writing to the City of Launceston Civic Affairs Coordinator and may incur costs to your organisation.

Other requirements

You may be required to provide a risk management plan:

- if the project is to be held on land or in facilities owned or controlled by the City of Launceston, and/or
- should the project/activity require a Place of Assembly licence.

In all situations where a Place of Assembly licence is required under the Public Health Act 1997 your project must be smoke free. Even if your project does not require a Place of Assembly licence and particularly if your project is held within City of Launceston public spaces, Council policy encourages your project to be smoke free.