

Community Care and Recovery Grant (Level 2) Guidelines

This document provides advice on eligibility, funding available, assessment criteria and processes associated with the City of Launceston Community Care and Recovery Grants program responding to COVID-19. Your application must comply with all specified guidelines.

Grants and Sponsorship Team

Liveable Communities

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Overview

The purpose of the Community Care and Recovery Grants program is to support eligible local businesses and organisations within the Launceston municipality, impacted by COVID-19, to develop and implement innovative and creative solutions to adapt their business practises in response to the changing COVID-19 environment.

Who can apply?

- An eligible registered business/organisation meeting Council's eligibility requirements as outlined below;
 - Small and Medium Businesses (a business, sole trader, partnership, company or trust that employs fewer than 20 people, and has an aggregated turnover of less than \$10 million)
 - Businesses operating within the City of Launceston municipality with at least one Launceston based employee/worker
 - Indigenous Corporations, Incorporated Associations, (Registered) Unincorporated Associations, Not-for-profits registered with the Australian Charities and Not-for-profits Commission all located within the Launceston municipality
 - Eligible Organisations and businesses must have a valid Australian Business Number (ABN)
 - Business/organisation operating on or before 31 January 2020
 - Businesses/Organisations with the ability to demonstrate
 - how your business/organisation is affected by COVID-19
 - how your business/organisation will benefit from implementing digital solutions

Applicants must meet the above eligibility plus all category eligibility specific to the grant they are applying for.

Applicants who do not meet these eligibility requirements or do not provide the relevant documentation will not be considered.

Who can't apply?

The program will not support applicants:

- businesses/organisations located or occurring entirely outside the City of Launceston municipality
- that are political organisations or that have a political purpose
- that are government departments of agencies, foundations or grant making bodies
- that have a primary focus on fundraising
- that denigrate, exclude or offend parts of the community
- businesses/organisations that have an outstanding debt to the City of Launceston or that have failed to comply with the terms and conditions of any previous funding agreement with City of Launceston
- Businesses/organisations that will outsource this work to an interstate or international business
- Individuals; foundations or grant making bodies universities; federal, state and local government agencies and bodies (including government business enterprises, schools and school agencies e.g. parents and friends associations)

Level 2 Funding Available

Applications for grants can be made for amounts of up to \$7,000 (plus GST if applicable). Should you have a project that requires funds outside this limit, please contact the Grants and Sponsorship Officer to discuss the application requirements.

The funding round will be open indefinitely, subject to budget availability. The budget allocation for the grants under the Community Care and Recovery Package has been determined by Council. This will be reviewed in the 2020/21 financial year, should the need for these grants still exist.

Funding Limitations

Where Council will not provide funding assistance:

- Projects held outside the City of Launceston municipality;
- Projects already receiving funding from another City of Launceston funding program;
- Business operational costs, e.g. general running costs; staff costs, rent etc.
- For more than one Community Care and Recovery Grant (Level 2) application per local business

Assessment Criteria

Applications for this Community Grant will be scored and assessed based on answers to questions aligned to the following criteria:

- **Funding need** - Explain to what extent your business/organisation is affected by COVID-19 (250 words)
- **Creativity and Innovation** - Explain how your project encourages and supports creativity, innovation and local talent. Include in this how your project will impact on the long term sustainability of your business/organisation. (500 words)
- **Funding benefits** - Explain how your business/organisation will benefit from implementation of this project (300 words)
- **Quote** - you will need to include a quote for this project implementation from a local supplier
- **Project Plan** - Project plan demonstrates good organisational planning for the project. The project budget is detailed, realistic and:
 - demonstrates the applicant is co-contributing at least 20% towards the project in addition to the funding requested. (Co-contribution can be either in-kind or financial);
 - outlines how the City of Launceston funding will be utilised.
- Signed funding agreement uploaded with your application

Assessment process

- Community Care and Recovery grant applications are to be made online via the City of Launceston website
- Applications are assessed in the order they are received
- All applications are reviewed by the Grants and Sponsorship Officer to ensure they meet eligibility requirements and all relevant information has been provided
- Funding decisions are made under the approval of the Manager – Liveable Communities and are subject to the available budget

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

Allocation of funds

Once the application is assessed and approved, if eligible, the following process will occur:

- Approval email will be provided to the successful applicant with the following details;
 - Amount of grant funding approved
 - Instructions to follow regarding the processing of the grant payment
 - Request to complete acquittal (see below)

Reporting

Once the project is finished, it is a requirement that an online acquittal form is completed within six months. The acquittal will require demonstration of project outcomes and a statement of income and expenditure.

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

City of Launceston costs

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.

PURPOSE

To provide a guide to the application and funding process for the Community Care and Recovery Grant (Level 2) Program.

SCOPE

Applies to community groups/organisations seeking funding for community projects/activities.

RELATED POLICIES & PROCEDURES

[05-PI-018 Community Grants \(Organisations\) Policy](#)

[05-PI-017 Community Engagement Policy](#)

[05-Rfx-024 Community Grants \(Individuals/Teams/Groups\) Guidelines](#)