

# 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.

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## Overview

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

## Who can apply?

Community and/or not for profit organisations that are recognised legal entities, such as an incorporated organisation, who are located within the Launceston Municipality. Community and/or not for profit organisations that are unincorporated may also be eligible, if they are auspiced by an incorporated organisation or other legal entity, who are located within the Launceston Municipality.

You also must provide an Australian Business Number (ABN) or a completed 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; commercial or profit making organisations; universities; federal, state and local government agencies and bodies (including government business enterprises, schools and school agencies e.g. parents and friends associations).

Organisations who have not met the conditions of a previous City of Launceston grant or sponsorship e.g. not provided an acquittal report within the required timeframe. Organisations with a long term outstanding debt to the City of Launceston.

## Funding Available

Applications for grants can be made for amounts from \$1,000 and up to \$5,000 (plus GST if applicable).

There are two funding rounds per financial year. The budget allocation for any given financial year is determined by Council. Normally, no more than one-half of the budget is recommended for approval in each funding round.

## Funding Limitations

### Where Council will not provide funding assistance:

- Projects held outside the City of Launceston municipality;
- Projects that have commenced or completed;
- Projects that have been funded within the current financial year are not eligible for further funding in the same financial year;
- Projects already receiving funding from another City of Launceston funding program;
- Projects where the applicant is co-contributing less than 20% towards the project. (Co-contribution can be either in-kind or financial).
- Projects utilising council assets without the relevant approvals to enable the project to proceed;
- Projects that are considered to be the core business of the applicant organisation;
- Ongoing administration costs that 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.
- For organisations with multiple (more than one) project applications per Community Grant (Organisation) funding round.

### Assessment Criteria

Applications for a Community Grant will be scored and assessed based on 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 project budget is detailed, realistic and:
  - o 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);
  - o outlines how the City of Launceston funding will be utilised.

### 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 (projects commencing after 31 October)	1 July	31 August	September	October
Round 2 (projects commencing after 31 May)	1 February	31 March	April	May

Each funding round will be advertised through local media, social media and an email list. Please contact the Grants and Sponsorship Officer if you would like your email address added to the mailing list.

An information session providing advice and guidance on the application process will be offered.

Community grant applications are to be made online via the City of Launceston website and will require the inclusion of the following information relating to the project:

- Budget
- Project Plan

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

### **Assessment process**

- All applications will be reviewed by the Grants and Sponsorship Officer to ensure eligibility and that all relevant information has been provided;
- Applicants may be asked to provide additional information to assist with the assessment;
- Eligible applications will be assessed by the City of Launceston Community Grants Assessment Panel. The panel is made up of Councillors and external community representatives;
- Applications are assessed and scored on merit, against the assessment criteria;
- The assessment score informs the panel's recommendation to the Council;
- All final decisions on applications are made by 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 that will detail the conditions of funding.

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

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

### **Reporting**

Once the project is finished, it is a requirement that an online acquittal form is completed within 90 days. 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**

City of Launceston costs associated with the project should be included in the project budget. Payment of such costs will be the responsibility of the applicant organisation. 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**

A risk management plan may be required:

- 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* the project must be smoke free. Even if the project does not require a Place of Assembly licence and particularly if the project is held within City of Launceston public spaces, Council policy encourages the project to be smoke free.