

# **QUICK RESPONSE AND REPRESENTATION GRANTS GUIDELINES**

Information for Grant Applicants



# QUICK RESPONSE AND REPRESENTATION GRANTS INFORMATION

## GRANTS PURPOSE

Thank you for your interest in Derwent Valley Council's Quick Response and Representation Grants. These grants complement Council's main Community Grants program, and have slightly different criteria and aims.

The purpose of Council grants is to provide financial assistance to encourage, engage, and support individuals or groups within the community to make a positive contribution to the municipality's economic, social, and environmental wellbeing.

These guidelines will assist applicants to better understand the application process, eligibility, and assessment criteria for these grants.

Applications can be made at any time throughout the year and grants are awarded until the budget allocation is spent. There is a limit of one application per individual or group per year.

Applications must be made using the Derwent Valley Council Quick Response and Representation Grants Application Form available via the website or Customer Service desk.

## HOW ARE APPLICATIONS ASSESSED?

Once we receive your application, a Council Officer will assess your application for eligibility and merit before it is examined jointly by the Mayor and General Manager for final approval.

Please note that all decisions of Council are final, and no negotiations will be entered into.

There are no formal financial acquittal requirements. However, successful applicants are encouraged to acknowledge Council's contribution.

### More Information

To discuss your proposal, or to get help with your application, contact the Community Development team on 6261 8500 or email [community@dvc.tas.gov.au](mailto:community@dvc.tas.gov.au)

Further information about grants and other support can be found at [derwentvalley.tas.gov.au/our-community](http://derwentvalley.tas.gov.au/our-community)

# GRANT CATEGORIES

## 1. QUICK RESPONSE GRANTS

This grant aims to assist individuals or groups for one-off activities or projects that directly benefit the community where timing or criteria of the Community Grants Program do not apply.

### WHAT IS ELIGIBLE FOR FUNDING?

Both individuals and groups can apply for funding under the Quick Response Grants. In contrast to the Community Grants program which are only open to not-for-profit organisations; businesses and for-profit organisations; state-run organisations; schools, and special committees of council can also apply for Quick Response grants.

Assistance can be requested for:

- ✓ One-off events or activities that benefit the Derwent Valley community.
- ✓ Costs for an individual to attend a competition, conference, or community gathering.
- ✓ Development application fees (excluding advertising)

### AVAILABLE FUNDING

Individuals or groups can apply for up to \$500.00.

## 2. REPRESENTATION GRANTS

Representation Grants assist non-professional individuals or teams of the Derwent Valley municipality to represent the region, the state, or Australia at an event.

### WHAT IS ELIGIBLE FOR FUNDING?

Both individuals and teams can apply for funding under the quick response grants. Assistance can be requested to attend the following types of events.

- ✓ Representing at sporting events: e.g., netball, football, cycling, wood-chopping.
- ✓ Representation in creative arts, e.g., dance, eisteddfods, film competitions.
- ✓ School-based competition, e.g., LEGO competitions, Maths competitions.

### AVAILABLE FUNDING

Support will be provided within the following limits:

Level of Representation	Value
Intrastate (within Tasmania)	\$200.00
Interstate (within Australia)	\$300.00
Overseas	\$500.00

### HOW TO APPLY

1. Complete a Quick Response and Representation Grants Application form.



**2. Quick Response grants – consider:**

- How will this grant assist you, or your organisation, make a positive contribution to the economic, social, or environmental wellbeing of the local community?

**3. Representation grants – consider:**

- If you received this grant, what would be the benefit to you, or your team? How would it impact your knowledge, experience, or skill development?

4. Complete your application, making sure you fill in all areas of the form. Ensure that all support material is attached to your application.

5. Get in touch with Council for assistance or to discuss your proposal (see previous page).

**TIPS FOR GREAT APPLICATIONS**

- ✓ Complete all sections.
- ✓ Include support letters.
- ✓ Include financial quotes if relevant.
- ✓ Ensure your budget is clear and that your income and expenditure match.
- ✓ Make sure your quotes include GST.
- ✓ Tell us how who will benefit from the funded project.
- ✓ Tell us about partnerships if relevant.
- ✓ If you need in-kind support from Council, discuss before submitting your application.
- ✗ Illegible handwriting
- ✗ Using old forms
- ✗ Unsigned documentation
- ✗ Over-committing your organisation.

**STEPS ONCE A GRANT IS AWARDED**

1. The applicant will enter into a formal

funding agreement with Council.

2. Payment is forwarded to successful applicants. The funding agreement will include payment information.
3. The applicant informs Council of any significant issues or change in the project as soon as possible.
4. Successful applicants are encouraged to acknowledge Council assistance in communication or promotion for the project (see tips below).

**HOW TO ACKNOWLEDGE SUPPORT**

Successful applicants are encouraged to acknowledge Council's support. Ideas to consider include:

- ✓ Acknowledging Council in any written or electronic communication about the project.
- ✓ Include DVC logo in communication material. Please get in contact with council to discuss how you aim to use the logo.
- ✓ Invite elected members to your event.
- ✓ Verbal acknowledgement during public events.
- ✓ Share photographs with Council, who can then celebrate your project in their communications.