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# COMMUNITY GRANTS GUIDELINES

Information for Community Grants Applicants



# COMMUNITY GRANTS INFORMATION

## COMMUNITY GRANTS PROGRAM

Each year, Council provides funding to community groups through its Community Grants Program. Grants are available to Derwent Valley based, not-for-profit organisations and community groups for projects that benefit, involve, and engage the Derwent Valley community.

When preparing to apply, please review these guidelines to understand the application process, eligibility, and assessment criteria for Community Grants.

## WHAT CAN BE FUNDED?

Council's Community Grants program supports the delivery of community-based activities, projects and initiatives.

The program aims to support projects that:

- Align with Council's Strategic Plans, and any other relevant strategy or policy
- Benefit the people or environment of the Derwent Valley Municipality
- Address a community need
- Foster community partnerships and connection
- Are able to be successfully delivered by the applicants.

## AVAILABLE FUNDING

Council provides a total of up to \$20,000 per financial year for the Community Grants program. Applicants can apply up to \$20,000, however the total amount which is funded may be less than what is requested. In recent years, grants which have been funded have ranged from \$500-\$6000.

Community Grants are advertised twice yearly, subject to budget allocation. Funding is provided for projects which will occur and be completed in the 12 months following funding.

### 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 [www.derwentvalley.tas.gov.au/our-community](http://www.derwentvalley.tas.gov.au/our-community)



## HOW TO PREPARE YOUR APPLICATION

1. Read through these guidelines, and the Community Grants application form available from Council's website to check that your organisation meets the applicant criteria.
2. Have a look at the types of projects which have been funded previously under the Community Grants program.
3. Dedicate time to your application – think creatively and consider how to maximise the community benefits from your project.
4. Get in touch with Council for assistance or to discuss your proposal (see box on previous page).
5. Submit your proposal prior to the closing date for grant submissions.

## WHAT CAN COMMUNITY GRANTS BE USED FOR?

The range of projects which Community Grants can be used for can be found in the table below:

Eligible projects	Ineligible projects
✓ Community and Cultural events	✗ The purchase of land
✓ Environmental initiatives	✗ The development, upgrading or renovating of government owned or privately owned facilities
✓ Asset Purchase	✗ Projects which run solely for commercial profit. It is OK if the project makes a profit, but that cannot be the main aim of the project or group.
✓ Projects in the local community	✗ Payment of debt
✓ Encouraging wider use of, or improving access to community facilities	✗ Political activities
	✗ Work to meet council development approval conditions or requirements
	✗ Items for which funding has been provided, or applied for through other grant bodies/rounds
	✗ Top-up funding for a previous grant or any other council funding
	✗ Funding for prize money, prizes, or trophies



## WHO CAN APPLY FOR A GRANT?

Below is a list of the applicants who eligible and ineligible to apply for a Community Grant.

Eligible applicants	Ineligible applicants
<ul style="list-style-type: none"> <li>✓ Not-for-profit community groups, or organisations working within the Derwent Valley.</li> <li>✓ A not-for-profit organisation is one that is not operating for the profit or gain of its individual members. The organisation can still make a profit, but the profit must be used for the organisations purposes and must not be distributed to individual people.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Commercial businesses and for-profit organisations</li> <li>✗ State-run organisations</li> <li>✗ Schools</li> <li>✗ Special Committees of Council</li> </ul>

## ASSESSMENT CRITERIA

When preparing your grant application, please consider the following questions, which will be used to assess your idea:

### Does your project align with Derwent Valley Council's Strategic Plan?

The purpose of the Strategic Plan is to outline the community's long-term vision and aspirations for the future and is used to plan strategies for achieving these goals. The Strategic Plan can be found on Council's website.

### Does your project benefit the local community people or environment?

When planning your project, consider how you can maximise the benefits to as much of our community as possible. Make sure you document this in your application.

### Is your project needed by our community?

Council looks to fund projects which fill a need in the local community. Think about how you might demonstrate this in your application.

### How does your project create and strengthen community partnerships?

Think about how you might bring the community together and look for ways to help strengthen our community bonds.

### Can your organisation deliver the project successfully and responsibly?

Think about the resources you already have in your organisation. Do you have the capacity, skills, resources, and people to make this work?



## TIPS FOR GREAT APPLICATIONS

- ✓ Submit on time
  - ✓ Complete all sections
  - ✓ Include relevant support letters
  - ✓ Include financial quotes
  - ✓ Ensure your budget is clear and that your income and expenditure match
  - ✓ Make sure your quotes include GST
  - ✓ Tell us who this will benefit, and how you know they need it
  - ✓ Tell us about any other project or funding partners you may have
  - ✓ If you need in-kind support from Council, discuss with us before submitting your application.
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- ✗ Illegible handwriting
  - ✗ Using old forms
  - ✗ Late submissions
  - ✗ Unsigned documentation
  - ✗ Support letters addressed to other authorities
  - ✗ Over-committing your organisation's resources or ability to deliver your project.

## HOW WILL APPLICATIONS BE ASSESSED?

1. Once the grants round closes, applications are checked by Council Officers.
2. All application materials, along with a Council report is provided to Council's Community Grants Committee for consideration.
3. Selection is made by a majority vote of the Community Grants Committee.
4. A report is put to Council for endorsement.
5. All applicants are advised of the outcome in writing following the decision of Council.

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

## WHAT HAPPENS 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 keeps complete financial records of all relevant expenditures.
4. The applicant informs Council of any significant issues or change in the project as soon as possible.
5. Successful applicants must acknowledge the Derwent Valley Council's assistance in any programs, correspondence or promotion associated with the project (see tips on next page).
6. The Mayor and Councillors are invited to attend any relevant function or event associated with the funded project.
7. Project commences and is completed within 12 months of funding.
8. Once the activity is complete, successful applicants will be required to acquit their grant within 6 weeks of the project completion date. The acquittal form is provided to the applicant at the time of their funding agreement, and will allow the organisation to provide evidence of the activity, expenditure, and outcomes.



## HOW TO ACKNOWLEDGE COUNCIL'S CONTRIBUTION

It is a condition of grant funding, that Council's contribution to your project is acknowledged.

You will be asked in your application to demonstrate how you will do this. Some ideas to consider include:

- ✓ Include written acknowledgment in any material produced for the activity
- ✓ Include DVC logo in written and electronic material. Please get in contact with Council to discuss obtaining the latest logo, and to discuss how you aim to use the logo.
- ✓ Invite elected members to your event.
- ✓ Verbally acknowledge Council's support during public events.
- ✓ Acknowledge Council on your website and social media communications.
- ✓ Keep in contact with Council and inform them of project progress.
- ✓ Share photographs with Council, who can then also celebrate your project in their communications.

## GET IN TOUCH

To discuss your proposal, or to get help with your application, contact the Community Development team on 03 6261 8500 or email [community@dvc.tas.gov.au](mailto:community@dvc.tas.gov.au)

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