

COMMUNITY SMALL GRANTS PROGRAM

GUIDELINES FOR APPLICATIONS

The Glamorgan Spring Bay Council's Community Small Grants Program provides small grants to community organisations and groups to assist them to undertake programs and activities within the Glamorgan Spring Bay municipal area.

Council receives requests for more funding than is available and consequently funds under the programs are limited. The majority of grants will be restricted to no more than \$1,000, however, in certain circumstances, Council may consider increasing the allocation.

There is no specific funding period. Applications for funding assistance shall be considered throughout the year until such time as the available funds have been exhausted.

ELIGIBILITY

Applications must be from not-for-profit organisations as defined as follows:

- Its main operating purpose is other than to provide goods and services for profit.
- Other than in the case of winding up, no member/owner has the right to surpluses of the entity.
- That entity does not have the right to transfer ownership to members/owners.
- Any resident of the Glamorgan Spring Bay municipal area who has been selected on merit to participate or compete in any event or project of state, national or international significance may seek funding assistance.

PROJECTS SHOULD AIM TO:

- Address relevant community issues of significance.
- Be initiated within the community and actively involve local people.
- Improve access and encourage wider use of facilities.

COUNCIL PROCESS REQUIREMENTS:

Application:

- Complete the Community Small Grants Application form.
- Provide a plan or sketch of the proposed project (if applicable).
- Provide a copy of the project budget and evidence of basis of costs (Quotation).

SUCCESSFUL APPLICANTS AFTER PROJECT COMPLETION:

- Complete the Community Small Grants Acquittal form.
- Provide a brief written report of the success or otherwise of the project prior to the conclusion of the financial year, together with a photo (if applicable).
- Provide most recent financial statement or evidence of expenditure.

For further information, please contact the Community & Communications Officer

Phone: (03) 6256 4777

Email: community@freycinet.tas.gov.au

PO Box 6, Triabunna 7190

Community Small Grant Application

Please make sure you answer all Sections of this form.

APPLICANTS DETAILS			
Organisation/ Committee Name:			
Contact Person Name:			
Position in organisation:			
Postal Address:			
Phone:		Mobile:	
Email:			
Legal Status (Please tick which one applies to your group):	☐ Registered Not-for-profit ☐ Incorporated association.		

PROJECT TITLE AND BRIEF DESCRIPTION (If insufficient space, please attach additional sheet)	

BENEFITS OF THE ACTIVITY TO GLAMORGAN SPRING BAY

Please tick or highlight any of the following areas that are relevant to your event:

☐ Community Participation	☐ Environment	☐ Sport & Recreation
☐ Community Education	☐ Tourism & Events	☐ Heritage & History
☐ Health & Safety	☐ Multi-Cultural	☐ Arts & Culture

OUTLINE INTENDED OUTCOMES OF THE PROJECT

REQUEST FOR FUNDING

Please confirm the dollar amount you are applying for from Council.	\$
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Please outline the amount of funds, if any, you are requesting from Council, and the purpose to which the funds will be applied: *Please provide quotations with your application*

Funding to be contributed by you or your organisation	\$
Funding to be contributed from other organisations	\$
Total Project Expenses	\$

If your application is approved, funding will be paid directly into the nominated bank account. Please provide the following bank account details for this entity:	Account Name:
	BSB:
	Account Number:

CERTIFICATION / DECLARATION

This declaration must be signed by a person authorised to sign on behalf of the organisation.

- I certify to the best of my knowledge that the information given on this form is complete and correct.
- I understand that approval of the grant is subject to mutual agreement between Glamorgan Spring Bay Council and the applicant.
- I understand that if Glamorgan Spring Bay Council approves a grant, I will be required to accept the conditions of the grant in accordance with Glamorgan Spring Bay Council requirements.
- I understand that Glamorgan Spring Bay Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover and abide by all relevant health and safety standards.
- I agree that if funded, funds will be used only for the activity described on this application.
- I consent to the release of activity information in this application for promotional and evaluation purposes relevant to Glamorgan Spring Bay Council.
- I will seek permission from the group before submitting photographs for use by Glamorgan Spring Bay Council.

The above organisation has authorised me to submit this application on their behalf. The information contained herein is, to the best of my knowledge, true and correct.

Name:	
Signature:	
Position in organisation:	

Please return this application to: community@freycinet.tas.gov.au

Please Note: All successful applicants are required to submit evidence of expenditure in a final report. Included in reporting will be formal receipts, photographs and providing the opportunity for Community Development staff to attend the funded event.

FINAL CHECK LIST	
Action	Completed
Completed all sections of the application form	☐ Yes
Signed the application form	☐ Yes
Attached copies of any required documentation to support this application.	☐ Yes
Attached copies of supporting quotes	☐ Yes