



COMMUNITY ACTIVATION GRANTS POLICY

1. SCOPE

- 1.1 The Community Activation Grants Policy applies to:-
 - (i) Clubs and Organisations in the Waratah-Wynyard municipal area or those which have substantial membership or community benefit to residents;
 - (ii) Residents of the Waratah-Wynyard municipal area representing Australia in sporting, cultural, recreational or similar pursuits; and
 - (iii) Applications and expressions of interest for event sponsorship funding.
- 1.2 Financial and in-kind assistance through Community Activation Grants provides the opportunity to apply for funding for Community Small Grants, Recreation & Wellbeing, Art & Culture, Youth & Education, Community Support and Events.

2. PURPOSE

- 2.1 To provide a framework for the provision, eligibility and prioritisation of a community grants program that supports community initiatives that encourage and enhance social and cultural wellbeing, recreation and that foster economic development and education pursuits.

3. POLICY STATEMENT

- 3.1 The Council will allocate funding on an annual basis (as part of the annual planning and budget process) for allocation to clubs and organisations as part of a Community Activation Grants Program.
- 3.2 Grants shall be offered to assist in the provision of community projects and activities, support individuals selected to represent Australia and to sponsor local events that provide economic and social benefit for the community.
- 3.3 The allocation of grants will occur within the following broad categories and in accordance with specific criteria provided in the Community Activation Grants Guidelines ('the Guidelines'):
 - (i) Assistance to Clubs and Organisations;
 - (ii) Assistance to individuals who Represent Australia in a sporting, cultural, recreational or similar pursuit; and
 - (iii) Event Sponsorship.
- 3.4 Funding rounds will be offered bi-annually and funds will be split equally between each round.
- 3.5 Council may offer targeted funding rounds.
- 3.6 All applications for funding will be assessed and prioritised in accordance with the Guidelines.
- 3.7 Total grants awarded will not exceed the allocated funding in any given year.

LEGISLATIVE REQUIREMENTS - *Local Government Act 1993* - Section 77 Grants and Benefits

RELATED PROCEDURES/GUIDELINES - Community Activation Grants Guidelines, Application form

DOC NO: FIN.002	VERSION NO: 6	APPROVAL DATE: 20 June 2022
CONTROLLER: General Manager	APPROVED BY: - Council	REVIEW DATE: 20 June 2026

1. GENERAL INFORMATION

Name of the organisation undertaking the project	
Postal address	
Email	
Project name	
Amount requested (up to \$2,000)	\$
Name of project contact	
Email	
Phone	
Position	
Incorporation number	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No If registered for GST, Council will add 10% of the value of the Grant
Provide a summary of your business or organisation's aims and activities	

2. PROJECT DETAILS

Commencement date	Completion date

Project Idea (Briefly explain who the project is for, what the project is, when the project will occur, where the project will occur and why you are doing it)

How does your project clearly support community initiatives that encourage and enhance social and cultural wellbeing, or foster economic development and/or education pursuits?

How will the Waratah-Wynyard community benefit from your idea?

How will the Waratah-Wynyard Council be acknowledged for support? (How will you publicly acknowledge the Waratah-Wynyard Council as a supporter of the activity / project?).

3. BUDGET

Budget Template

This template is a guide only, organisations can attach their own statement of income and expenditure. *A copy of all tax invoices/receipts are to be attached.*

Items shown are examples only and can be deleted. In-kind items are to be listed, that is, items in the form of goods and services, rather than cash e.g. volunteer hours, venue hire, use of equipment etc

Income Item	Detailed Description	Amount
Amount sought from Waratah-Wynyard Council		
Cash contribution from your group		
Funding from other sources		
In-kind support		
	Total Income	\$

Expenditure Item	Detailed Description <i>Please itemise all expected expenditure for your project</i>	Amount
	Total Expenditure	\$

4. EVENT PERMIT & COVID-19 REQUIREMENTS

Organisation and proposed activity must comply with all COVID-19 government and health requirements, advice, and guidelines. Please refer to the Tasmanian Government Coronavirus Disease (COVID-19) web sites for current advice <https://www.coronavirus.tas.gov.au/>

Awarding of grant funding does not imply that Waratah-Wynyard Council has given any other consent. Applicants should note that many activities require approvals and consent from Waratah-Wynyard Council, Tasmania Police, and/or other State Government agencies and that the organisations are wholly responsible for obtaining such approvals.

5. APPLICANT DECLARATION

I affirm that all the details in this application and attachments are true and correct to the best of my knowledge and that the application form has been submitted with the full knowledge and agreement of the applicant organisation.

I agree to ensure all necessary approvals/permits are obtained prior to the project proceeding.

I understand that Council shall not be responsible at any time for any liability incurred or entered into by the applicant as a result of or arising out of the applicant responsibilities under this agreement; and that it is the responsibility of the applicant to provide the appropriate insurance cover.

I consent to the release of project information in this application for promotional and evaluation purposes relevant to the Waratah-Wynyard Council.

6. SIGNED BY

Project Contact Signature		
Name		
Position		Date:
Organisation President / CEO Signature		
Name		
Position		Date:

7. APPLICATION CHECKLIST

Tick boxes to ensure that you have included all required information.

General

- All questions have been completed and the application form signed

Attachments

- Have you included any attachments with this application?
 If applicable, have you included a copy of quotes?

Applications CLOSE - 5:00pm

Round 1 – 26 August
Round 2 – 31 December

Please return application to Waratah-Wynyard Council

Email: council@warwyn.tas.gov.au

Post: Waratah-Wynyard Council
PO Box 168
WYNYARD TAS 7325

Deliver: Council Office
21 Saunders Street, Wynyard

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1. Personal information is managed in accordance with *Personal Information Protection Act 2004* and may be accessed by individual to whom it relates, on request to the Waratah-Wynyard Council.
2. Information can be used for other purposes permitted by the *Local Government Act 1993* and regulations made by or under the Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of the Waratah-Wynyard Council, in accordance with our Personal Information Protection Policy.
3. Failure to provide this information may result in your application not being able to be accepted or processed.

WHAT ARE COMMUNITY ACTIVATION GRANTS?

Waratah-Wynyard Council have committed funding for the provision of a community grants program that supports community initiatives that encourage and enhance social and cultural wellbeing, recreation and that foster economic development and education pursuits.

Grants shall be offered to assist in the provision of community projects and activities, support individuals selected to represent Tasmania or Australia, and to sponsor local events that provide economic and social benefit for the community.

Waratah-Wynyard Council understand that practical assistance is required to support the changing needs of the community. New innovations need financial support to change from a good idea into reality.

The allocation of Community Activation Grants will occur within the following broad categories and in accordance with specific criteria provided in the Community Activation Grants Guidelines:

- (i) Assistance to Clubs and Organisations;
- (ii) Assistance to individuals who are representing the region by performing, competing or presenting at national or international sporting, cultural, recreational or similar pursuit; and
- (iii) Event Sponsorship.

AVAILABLE FUNDING

Funding rounds will be offered bi-annually, with applications up to \$2,000 per community group each financial year.

KEY DATES

The program will open: **Round 1** *1 July* **Round 2** *1 November*

ASSESSMENT

All applications will be assessed after September or January, with successful applicants notified once the decision has been adopted by Council.

Applications will be assessed by a grants advisory group. A full list of grant recipients will be listed in the October or February Council agenda.

EXPECTED PROGRAM OUTCOME

Financial and in-kind assistance through Community Activation Grants provides the opportunity for community groups to apply for funding for Community Small Grants, Recreation & Wellbeing, Art & Culture, Youth & Education, Community Support and Events.

ELIGIBILITY / TYPES OF ACTIVITIES / PROJECTS SUPPORTED

Applicants must be not for profit community organisations or associations that are legally constituted as an incorporated body or under the auspice of one. Applicants must be based and operate within the Waratah-Wynyard Local Government Area (LGA) and the proposed activity must be undertaken in the Waratah-Wynyard LGA and benefit residents of Waratah-Wynyard.

Applications will be assessed against the assessment criteria and must meet the grant program eligibility criteria and address the expected program outcome.

THE FOLLOWING ARE INELIGIBLE:

- incomplete applications.
- retrospective funding of any project or activity;
- general fundraising appeals;
- proposals from Government Departments, agencies or other Council
- funds cannot be used for regular operational expenses, such as rent, power bills and insurance.

ASSISTANCE TO INDIVIDUALS WHO ARE REPRESENTING THE REGION

Assistance Grants are available to individuals or teams who are representing the region by performing, competing or presenting at national or international sporting, cultural, recreational or similar pursuit.

Individuals must hold amateur status, be selected by a recognised national body, and provide evidence of selection with their application.

Assessment of applications is ongoing and will occur upon receipt of a request. Applicants may apply for individual support or team support but cannot apply for both. Applicants are eligible to receive Council support once per financial year. Please note the maximum value of support, as listed below:

- \$500 per individual representing Australia
- \$100 per individual representing Tasmania
- Groups or teams attending the same event can apply for a group total of up to \$250, paid to the team/group.

ASSESSMENT CRITERIA

Each application that meets the eligibility criteria will be assessed as follows:

- 1) The project idea.
- 2) How the project clearly supports community initiatives that encourage and enhance social and cultural wellbeing or foster economic development and/or education pursuits.
- 3) How will the Waratah-Wynyard community benefit from your idea?
- 4) How will the Waratah-Wynyard Council be acknowledged for support?
- 5) Budget – the budget is comprehensive, realistic and provides value for money.

As funding is limited, not every application that meets the assessment criteria will necessarily be successful with being allocated funding, or the full funding as requested.

WHAT IS THE ASSESSMENT PROCESS?

Applications are accepted via email, mail or in person by delivering to Customer Service at Council.

Assistance will be provided to any group or individual if requested to ensure access and support with the application. Please contact Council to access this service.

Applications will be assessed by a grants advisory group. Council may request further information in considering any application and the right to reject any application that does not meet the criteria.

Council may award an amount less than that applied for if it is assessed that the amount requested is not justified by the information provided in the application or the full amount is not available at the time of the request.

All decisions of Waratah-Wynyard Council are final, and no negotiations will be entered into.

NOTIFICATION AND PAYMENT

All applicants will be notified of the outcome of their application after the grant round closes. Payment will be made after a signed funding agreement has been received. All projects must be completed as agreed upon within the funding agreement.

AQUITTAL

All successful applicants are required to provide an acquittal of the funds allocated. Project acquittals should include photographs and a copy of promotional materials, news articles and the like, where applicable, along with a written evaluation of the project. Applicants must use Waratah-Wynyard Council's Community Activation Grant Acquittal Template.

Applicants who do not complete and return an acquittal report by the dates agreed in their funding agreement may be ineligible for any future funding.

Waratah-Wynyard Council will require all successful recipients to publicly acknowledge the Waratah-Wynyard Council as a supporter of the activity / project.

ADDITIONAL INFORMATION

In addition to the completed application form, where appropriate, the following must be provided with the application:

- a copy of your organisation's ABN or Certificate of Incorporation; and
- a copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million.

Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Waratah-Wynyard Council.

Organisation and proposed activity must comply with all COVID-19 government and health requirements, advice, and guidelines. Please refer to the Tasmanian Government Coronavirus disease (COVID-19) web sites for current advice <https://www.coronavirus.tas.gov.au/>.

Awarding of grant funding does not imply that Waratah-Wynyard Council has given any other consent. Applicants should note that many activities require approvals and consent from Waratah-Wynyard Council, Tasmania Police, and/or other state government agencies and that the organisations are wholly responsible for obtaining such approvals.

KEY CONTACTS

6443 8333
council@warwyn.tas.gov.au
Waratah-Wynyard Council
PO Box 168
21 Saunders Street
WYNYARD TAS 7325

1. GENERAL INFORMATION

Name of the organisation undertaking the project	
Postal Address	
Email	
Project name	
Amount received (up to \$2000)	\$
Name of project contact	
Email	
Phone	
Position	

2. PROJECT DETAILS

Commencement Date	Completion Date
Project Summary (Briefly explain who the project was for, what the project was, when the project occurred, where the project occurred and why you did it)	

3. PROJECT ACHIEVEMENTS

Did your project achieve the benefits outlined in your original application? (Please give examples, if not achieved provide reasons)

How did the Waratah-Wynyard community benefit from your idea?

4. BUDGET

Budget Template

This template is a guide only, organisations can attach their own statement of income and expenditure. A copy of all tax invoices/receipts are to be attached.

Items shown are examples only and can be deleted. In-kind items are to be listed, that is, items in the form of goods and services, rather than cash e.g. volunteer hours, venue hire, use of equipment etc.

Income Item	Detailed Description	Amount
Amount sought from Waratah-Wynyard Council		
Cash contribution from your group		
Funding from other sources		
In-kind support		
	Total Income	\$

Expenditure Item	Detailed Description <i>Please itemise all actual expenditure from your project</i>	Amount
	Total Expenditure	\$

ACQUITTAL DECLARATION

I certify that the above project summary and supporting attachments provides a true and fair record of the undertaking and outcomes of the project.

I consent to the release of project information in this application for promotional and evaluation purposes relevant to the Waratah-Wynyard Council.

I have ensured that all individuals participating in photos have provided consent.

I, (*name*).....

(*role*).....

(print name and role in organisation)

declare that the (*name of organisation*).....

.....

Received \$.....

and has expended those funds in accordance with the purpose for which it was granted.

Signed:.....Date:

Before me.....

(Witness)

Application Checklist

Tick boxes to ensure that you have attached all required information.

Attachments

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Copies of all tax invoices/receipts providing evidence of grant expenditure

Copies of any advertising, newsletters and media relating to the funded project

Images (in jpeg format) with captions for public use by Council.

Please email/return your acquittal to Council within **3 months** of project completion or by the end of the financial year.

Email: council@warwyn.tas.gov.au

Post: Waratah-Wynyard Council
PO Box 168
WYNYARD TAS 7325

Deliver: Waratah-Wynyard Council
21 Saunders Street
WYNYARD TAS 7325