



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 All applications for funding will be assessed and prioritised in accordance with the Guidelines.
- 3.6 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

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CONTROLLER: General Manager	APPROVED BY: - Council	REVIEW DATE: June 2020



# Community Activation Grants Application Form

## GENERAL INFORMATION

### 1. Organisation undertaking the project

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Email \_\_\_\_\_

### 2. Project Overview

Event/Project name \_\_\_\_\_

Amount requested \$ \_\_\_\_\_

### 3. Project Contact

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Position: \_\_\_\_\_

### 4. Details for correspondence of auspice\* organisation managing the project (if applicable)

\*If your group is not incorporated, you will need to appoint an incorporated group to handle the funds. The auspicing body is required to submit a letter on their letterhead indicating support for the project and willingness to auspice any funds received.

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### 5. Organisation Details (if under the auspice of another body please put their details here)

Organisational status:  Incorporated Association  Charitable Institution  Corporate

Incorporation number: \_\_\_\_\_

Are you registered for GST? YES NO If registered for GST, Council will add 10% of the value of The grant

Do you have an ABN? YES NO If you do not have an ABN and are successful, you will need to complete a statement by Supplier Form

If yes, ABN: \_\_\_\_\_

### 6. Provide a summary of your organisation's aims and activities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT DETAILS**

7. **Project Commencement Date** \_\_\_\_\_

8. **Project Completion Date** \_\_\_\_\_

9. **Project Description** (briefly explain what you are going to do, why you are doing it, who is your target audience, and the project location)

**BENEFITS AND PARTICIPATION**

10. **How will the Waratah-Wynyard community benefit from your project?** (How will the project meet the above goals? Will it address a need or gap? Please attach any letters of support)

11. How is the project new, innovative or creative?

12. How will you encourage people and groups to participate in your project? Will your project require co-ordination with other groups in the community?

13. How many people do you expect to be directly involved in your project? \_\_\_\_\_

**PROJECT MANAGEMENT**

14. How will you measure project success? (How will you know you have met your project goals and community benefits?)

Measure (eg attendance, amount of media, satisfaction of participants)	How measured (eg survey, feedback form, record of attendance)	Target

15. How will you acknowledge Council's support to the project?

**BUDGET**

**16. Budget Template**

Items shown are examples only and can be deleted. Please add or remove rows as needed. All amounts **should exclude GST**. 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.

Item	Detailed description	Amount Requested Through this Grant (\$ ex GST)	Amount funded from your organisation/other sources (\$ ex GST)
Eg Venue hire	Wyn Rec Ground \$250 /day	\$250	
Eg. Volunteers	20 people for 8 hours at \$20hr (inkind)		\$3,200
<b>Total Contributions</b>			
<b>Total Project Cost</b> Grant amount + other funding			

**17. Please provide details about any in-kind contributions from your organisation**

**18. Please provide details about any other sources of income for the project (e.g. sponsorship, other grants, cash contributions, admission charges)**

**19. Does your organisation receive any other forms of assistance from Council?**

e.g. low cost rentals or rent free premises, maintenance assistance

YES    NO    If yes, please describe and indicate dollar value

**20. Will you be requesting any other forms of assistance from Council if this application is successful? E.g.**

equipment use

YES    NO    If yes, please describe the form of assistance and indicate a possible dollar value

**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 acknowledge that I have read and understood the guidelines relating on behalf of the applicant organisation and that any funds provided by the Waratah-Wynyard Council will be expended in accordance with the Community Activation Grants Guidelines and as outlined in this application.

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

I understand that Council, its servants, agents and employees 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 or sponsor to provide the appropriate insurance cover.

The applicant shall release and indemnify the Council, it's servants, agents and employees against any claim, demand, liability, cost, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicants agents in consequence of this agreement except where the claim, demand, liability, cost or action are caused by Council or it's servants or agents..

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

**Signed by:  
Project Contact**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

**President / Chairperson**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

## APPLICATION CHECKLIST

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

### APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL BOXES HAVE BEEN TICKED

#### General

  

All questions have been completed and the application form signed  
Kept a copy of your application

#### Attachments

  
  

Your organisation's last year's financial statements  
Any letters of support you wish to include (maximum of 2)  
If applicable, a letter from your auspicing organisation

### Applications CLOSE 5:00 pm

Please return application to Waratah-Wynyard Council

**Email:** [council@warwyn.tas.gov.au](mailto: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.





## COMMUNITY ACTIVATION EVENTS SPONSORSHIP APPLICATION FORM

### GENERAL INFORMATION

#### 1. Organisation undertaking the project

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Email \_\_\_\_\_

#### 2. Project Overview

Event name \_\_\_\_\_

Amount requested   \$\_\_\_\_\_                        Number of year funding sought (1-3) \_\_\_\_\_

#### 3. Project Contact

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

#### 4. Details for correspondence of auspice\* organisation managing the project (if applicable)

\*If your group is not incorporated, you will need to appoint an incorporated group to handle the funds. The auspicating body is required to submit a letter on their letterhead indicating support for the project and willingness to auspicate any funds received.

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

#### 5. Organisation Details (if under the auspice of another body please put their details here)

Organisational status:  Incorporated Association                       Charitable Institution                       Corporate

Incorporation number: \_\_\_\_\_

Are you registered for GST?    YES    NO    If registered for GST, Council will add 10% of the value of the grant

Do you have an ABN?                      YES    NO    If you do not have an ABN and are successful, you will need to complete a statement by Supplier Form

If yes, ABN: \_\_\_\_\_

**6. Provide a summary of your organisation's aims and activities**

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**EVENT DETAILS**

7. Grant Category:  One off  Sponsorship  
 Startup Event up to 3 years

8. Commencement Date \_\_\_\_\_

9. Completion Date \_\_\_\_\_

10. Location & Venue \_\_\_\_\_

11. Event Description (briefly explain what you are going to do, why you are doing it, who is your target audience)

**BENEFITS AND PARTICIPATION**

12. How will the event increase visitation, stimulate economic development and commercial activity in the municipality?

13. How will the Waratah-Wynyard community benefit from your event? (How does it build a sense of community, make the municipality vibrant and exciting, engage the community in new opportunities and experiences? etc.)

**14. How will the event demonstrate innovation and creativity?**

**15. How will the event use and promote the natural and built tourism assets and facilities of the Municipality?**

**16. How will the event minimise any negative environmental impact?**

**17. Outline existing or future partnerships between other organisations and /or business to stimulate economic development and enhance event success.**

**EVENT DEVELOPMENT AND MANAGEMENT**

**18. Number of year's event has been held** \_\_\_\_\_

**19. Number of patrons attended/participated in the previous event** \_\_\_\_\_

**20. Origin of attendees from previous event (if new event, estimate origin)**

\_\_\_\_\_ % Waratah-Wynyard/Burnie/Circular Head

\_\_\_\_\_ % Interstate

\_\_\_\_\_ % North-West

\_\_\_\_\_ % International

\_\_\_\_\_ % Tasmania

21. Number of expected participants/competitors at this year's event \_\_\_\_\_

22. Number of expected attendees/patrons at this year's event \_\_\_\_\_

23. Expected number of attendees/participants staying overnight in Commercial accommodation \_\_\_\_\_

24. Expected number of night's attendees/participants will stay \_\_\_\_\_

25. How will the event be improved from previous years?

26. How will you market and promote the event? (Include those promotional benefits offered to Council that are in addition to grant conditions as per guidelines)

**27. How will you measure event success?**

Measure (e.g. attendance, amount of media coverage, satisfaction of participants, profitability, number of organisations involved in organizing etc.)	How measured (e.g. survey, feedback form, record of attendance)	Target

**BUDGET**

**28. Budget Template** items shown are examples only and can be deleted. Please adapt as needed. All amounts should exclude GST. 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.

<b>INCOME</b>			
Item	Detailed description	Cash income\$	In-kind Value \$
Ticket sales/gate/box office	E.g. 1000 adults @ \$20	\$2,000	
Participation fees/ entry fees			
Stall/site hire			
Publication/program/merchandise sales			
Fundraising			
Other Sponsorship/ Contributions/ Donations/ Grants (received or applied for)	E.g. \$2000 sponsorship The Advocate		
Amount sought from Waratah-Wynyard Council			
<b>Total Income</b>			
<b>Total Event Income</b> Cash + in-kind		<b>\$</b>	

<b>EXPENDITURE</b>			
<b>Item</b>	<b>Detailed description</b> (Note if item is an in-kind contribution e.g. volunteer hours, equipment hire)	<b>Amount spent through this Grant</b> <b>(\$ ex GST)</b>	<b>Amount spent From your Organization/ Other sources</b> <b>(\$ ex GST)</b>
E.g. Venue hire	Wyn Rec Ground \$1000 / day	1,000	
E.g. Volunteers	20 people for 8 hours at \$20/hr (in-kind)		3,200
Administration			
Travel/accommodation			
Salaries/wages			
Volunteer labor			
Volunteer expenses			
Marketing/Promotion/Advertising			
Venue hire and expenses			
Equipment hire			
Freight			
Waste management			
Insurance/ risk management			
Council fees / permits			
Security			
Entertainment			
Awards / trophies etc.			
Catering			
Auditing			
Event evaluation			
	<b>Total Expenditure</b>		
	<b>Total Event Expenditure</b> Grant amount + other funding	\$	
	<b>Project Surplus / (Deficit)</b>	\$	

**29. Does your organization receive any other forms of assistance from Council?** E.g. low cost / free rent, maintenance assistance. If yes, please describe and indicate a possible dollar value

**30. Will you be requesting any other forms of assistance from Council if this application is successful?** E.g. equipment use. If yes, please describe the form of assistance and indicate a possible dollar value

#### **EVENT PERMIT REQUIREMENTS**

Your event may require Permits before it can be conducted. If your funding application is successful you must organise to meet with Council's Event Officer **at least one month prior** to your event. You will be asked to complete an Events Pack. This will assist Council Officers to determine what permits or permissions are required for your event, including those from other agencies or departments.

## 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 organization.

I acknowledge that I have read and understand the guidelines relating on behalf of the applicant organisation and that any funds provided by the Waratah-Wynyard Council will be expended in accordance with the Guidelines and as outlined in this application.

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

I understand that Council, its servants, agents and employees 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 or sponsor 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.

**Signed by:  
Project Contact**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**President / Chairperson**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_



## APPLICATION CHECKLIST

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

## APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL BOXES HAVE BEEN TICKED

### General

  

All questions have been completed and the application form signed  
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Any letters of support you wish to include (maximum of 2)  
If applicable, a letter from your auspicing organisation

## Applications CLOSE 5pm Friday, .....

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3. Failure to provide this information may result in your application not being able to be accepted or processed.



**WARATAH  
WYNYARD**  
COUNCIL

## FUNDING GUIDELINES

### COMMUNITY ACTIVATION EVENT SPONSORSHIP

#### Important dates

Two rounds of grants available per year, opening in:

Round	Applications Open	Application Close	Applications Assessed	Council Decision
Round 1	1 July	26 August	September	October
Round 2	1 November	31 December	January	February

*Late applications will not be considered*

A Club or Community Organisation may only receive financial assistance once per year and only submit one application per funding round.

***Enquiries and feedback always welcome:***

**Website:** [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au)  
**Phone:** Chantelle French 6443 8320  
**Enquiry email:** [cfrench@warwyn.tas.gov.au](mailto:cfrench@warwyn.tas.gov.au)  
**Postal:** PO Box 168, WYNYARD TAS 7325  
21 Saunders Street. WYNYARD TAS 7325

# FUND BACKGROUND

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Waratah-Wynyard is a vibrant municipality as a result of the hard work and commitment of its community. The Council values the contributions individuals and groups make to the cultural, social and economic development of Waratah-Wynyard. Through the provision of a Community Activation Event Grants, the Council supports projects, programs and activities developed for the benefit of Waratah-Wynyard residents.

The Community Activation Event Grants provides the opportunity for organisations to apply for funding assistance under the following areas:

- ❖ Signature Events – Annual sponsored events
- ❖ New Events – up to \$6,000 over 3 years reduced allocation
- ❖ One-Off Event

All event sponsorship to include recognition for Council

## **Purpose**

To provide financial assistance towards economic development activities and events which attract local residents, tourists and visitors to the Waratah- Wynyard municipal area. Projects must provide social and economic benefits for the Waratah-Wynyard community, whilst complementing the current events program.

Projects which foster a strong sense of cultural and community spirit, provide sporting and recreational experiences and celebrate local art, cultural and heritage are encouraged.

## **Scope**

- 1.1 Clubs and organisations located in the Waratah-Wynyard municipal area or which have substantial membership or community benefit to residents.
- 1.2 Applications and expressions of interest for event sponsorship funding.

The financial and in-kind assistance through Community Activation Event Grants provides the opportunity to apply for funding for, Recreation & Wellbeing, Art & Culture, Youth & Education, Community Support and Events.

## **What is the Community Activation Grants looking for?**

The Community Activation Grants will be looking for projects that:

- meet current or identified future community needs
- demonstrate collaboration between organisations and maximise community benefit
- provide value for money
- have an ongoing commitment and demonstrated capacity to fund and support maintenance, management and/or replacement by the applicant.

## **How much funding is available?**

We expect to allocate up to \$50,000 in grants in the two funding rounds. This allocation will be subject to receiving suitable funding proposals and satisfactory progress reports.

The Community Activation Grants program provides grant monies up to a maximum of \$2,000 per eligible projects, within allocated budget. Once the budgeted amount allocated for Community Activation Grants has been distributed no further allocations will be made in that financial year – even if the application meets all eligibility requirements.

# **Eligibility and Assessment Summary**

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### **To be eligible to apply, organisations must be:**

- not for profit;
- incorporated or be a not-for-profit legal entity, or sponsored by an incorporated organisation or a not-for-profit legal entity; and
- based in Waratah-Wynyard, or proposing to undertake a project in Waratah-Wynyard.

### **Preference in funding will be given to projects that best demonstrate:**

- benefit to the Waratah-Wynyard community;
- innovation and proactivity;
- an integrated and collaborative approach, avoiding duplication;
- value for money;
- community support for the project, particularly from any partners;
- high levels of other financial or in-kind contributions;
- the ability to build and strengthen community capacity;
- good prospects for successful implementation; and
- volunteer and community involvement with the project.
- Education providers are able to apply on the condition that the project/activity is open to all residents, has a broad community benefit and is not a core activity of the school.

### Funding exclusions:

- Events that have already commenced or are completed;
- Events that have already received financial support from the Waratah-Wynyard Council in the same financial year
- Ongoing administration costs that are not related to the event
- Ongoing plant and equipment costs that are not directly related to the event
- Government agencies including schools and school agencies, i.e. parent & friends associations
- Funding for individuals
- Events that are primarily for individual or commercial profit
- Charity galas, balls and fundraising dinners/cocktail parties
- Markets, expos and events that are primarily a showcase for stallholders to demonstrate, promote or sell services or products
- Professional development activities – requests for funding for professional development activities will be considered under Community Grants
- Events held external to and not for the benefit of the Waratah-Wynyard Municipality
- Council reserves the right not to process an application where an organisation has not met its obligations under a previous funding agreement.

Eligible, not for profit organisations include Councils and State Government Departments.

Most incorporated organisations in Tasmania are incorporated through the *Incorporation Act* however there are a few organisations that were established prior to this Act through their own Act of Parliament. If your organisation was incorporated through the *Incorporation Act* you should tick yes to the question that asks if you are incorporated and no to the question that asks if your organisation is constituted through an Act of Parliament other than the incorporations act.

Each round, the Fund receives more applications than it has the capacity to support. Therefore, some worthwhile projects may not be funded, or may be offered partial funding.

Potential applicants are encouraged to discuss their proposal with Fund staff early in the application process.

**WWC staff contact details:** Chantelle French: phone: 6443 8320  
Enquiry email: [cfrench@warwyn.tas.gov.au](mailto:cfrench@warwyn.tas.gov.au)

## PRESENTING YOUR APPLICATION

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Forms available from Councils website [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au) or Council office.

Please note that applications must be received by 5pm (Tasmanian time) on round one 26th August and round two 31<sup>st</sup> December. Please ensure you allow enough time for your application to be submitted prior to this deadline. Once this deadline passes the ability to submit your application will no longer be available.

### OUR TOP TEN TIPS:

1. Read and follow these guidelines and application questions carefully - they will help you put your best case forward;
2. Discuss your project with WWC staff;
3. Aim to complete the application at least a few days before the closing date to address any last-minute issues. Late applications are not accepted;
4. Check and double-check your budget and GST status;
5. Make your application easy to read – short, sharp and succinct and avoid using industry jargon;
6. Be realistic – with project benefits, timeframes and the budget;
7. Provide evidence to support your proposal;
8. Ask a person unfamiliar with the project to read the application with a critical eye;
9. Provide the requested information only; and
10. Aim for your application's full approval, but plan for other results.

## GRANT APPLICATION CHECKLIST

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Please use this checklist to help complete your application.

***Incomplete applications will not be considered.***

<b>Before you prepare your application:</b>	Read the guidelines carefully and consider if your organisation is eligible to apply	<input type="checkbox"/>
	Consider carefully the 'preference in funding' information	<input type="checkbox"/>
	Contact the Waratah-Wynyard Council committee to discuss your project	<input type="checkbox"/>
<b>Before you submit your application, make sure you:</b>	Provide information relating to your organisation, including ABN and GST status and incorporation or entity details	<input type="checkbox"/>
	Indicate the region and project area	<input type="checkbox"/>
	Clearly indicate if you have outstanding reporting obligations from previous grants	<input type="checkbox"/>
	Complete all the required fields on the application form.	<input type="checkbox"/>
	If your organisation is unincorporated or is not legal entity:	
	• provide details of your sponsor; and	<input type="checkbox"/>
	• attach the letter from your sponsoring organisation.	<input type="checkbox"/>
	Obtain Council or other approvals where necessary	<input type="checkbox"/>
	Sign the application form	<input type="checkbox"/>
	Keep a copy of your funding application for your records. The Waratah-Wynyard Council is unable to return your application or part of your application to you.	<input type="checkbox"/>

# ASSESSMENT PROCESS

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The Committee assesses all applications on their individual merits and against all other applications, in accordance with the processes outlined in these guidelines. The Committee may refer an application to relevant people for specialist advice.

After assessing an application, the Committee will:

- award the grant in full;
- award the grant in part (if this is acceptable to the applicant and the community benefit is considered sufficient);
- award the grant subject to meeting special conditions; or
- not award the grant.

## **Delivery of Applications**

Applications close at 5pm on the relevant date for each grant round.

Applications submitted electronically by this time will be accepted. **Late applications will not be considered.**

## **Lodgment**

Applications can be electronically submitted through [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au) or posted to Waratah-Wynyard Council, PO Box 168, WYNYARD TAS 7325 or hand delivered to Council 21 Saunders Street, WYNYARD TAS 7325.



# ARRANGEMENTS FOR SUCCESSFUL APPLICANTS

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## Funding Agreement

All successful applicants will be required to enter into a Funding Agreement with the Waratah-Wynyard Council. If the applicant is unincorporated or is a non-legal entity, the project sponsor and applicant will sign the funding agreement.

The agreement sets out the obligations of the parties. It is important to ensure that you fully understand the obligations under the agreement before signing it. In particular, the agreement binds the recipient/sponsor to:

- use the grant for the purpose in which it was provided, and for the specific items listed in the agreement;
- meet any specified conditions required by us;
- seek written permission from us prior to any changes to the project, budget or timeframe;
- provide satisfactory project reports on time;
- return any unexpended funds; and
- acknowledge the Waratah-Wynyard Council as a source of funding for the project.

Approval of a grant does not commit the Waratah-Wynyard Council to any future financial assistance to the organisation.

## Payment of the Grant

Once the agreement has been signed, the funds will be electronically transferred to the nominated bank account of the organisation or cheque, subject to any special conditions being met. Where a recipient is unincorporated or is a non-legal entity, payment will be made to the sponsoring organisation.

The Waratah-Wynyard Council will often provide a single grant payment. However, funding may be provided over a longer timeframe or in installments, if an applicant requests or at the Waratah-Wynyard Council's discretion. The timing and amounts of such payments will be discussed with the successful recipient. The Waratah-Wynyard Council will usually require that satisfactory reports be provided before instalment payments will be made.

## Reporting Obligations

The Waratah-Wynyard Council wants to hear how the project achieved its objectives. Each recipient is to provide a report to us within **3 months of the project's completion date** specified in the agreement.

Final project reports will document the outcomes and achievements of the project and measure its success in meeting its original objectives. It is an important document because it is the proper way grant recipients show the community, through the Waratah-Wynyard Council, that the funds have been used for the community's benefit.

Grant recipients are encouraged to include in reports additional information such as photographs, newsletters, newspaper clippings, etc.

Where an organisation (applicant OR sponsor) has outstanding reporting obligations, it will not be considered for future funding until its obligations have been met. This is to ensure that funds allocated to current projects have been used appropriately. The Waratah-Wynyard Council is able to accurately and effectively record organisations that submit late, incomplete or inaccurate reports and may use this information to determine any risks associated with future applications.

### **Acknowledging the Waratah-Wynyard Council**

In order to promote the WWC as a source of funding for the community, and to show how the community's money is spent, successful applicants are required to acknowledge the support provided by the WWC. The specific mechanism for this acknowledgement may be part of a special condition included with the grant agreement.

Common methods for recognising the Waratah-Wynyard Council include plaques, signage, acknowledgment in newsletters and annual reports, and displaying logos on vehicles. Remember to ensure any costs for signs, plaques, etc are covered in the project costs. Applicants are asked to be modest in their costing of this item.

Please note that when acknowledging WWC support, the WWC logo and/or the words 'supported by the Waratah-Wynyard Council' should be used. The WWC Office must approve the final wording and layout of any acknowledgement.

Please discuss this requirement with the Committee Office if you have any questions.

### **Withdrawal of Grant**

The Waratah-Wynyard Council has a responsibility to ensure the funds are managed in the best interests of the WWC community. Grant recipients must ensure public funds are properly expended.

Once awarded, the Committee may withdraw the grant, **at any time before or after the grant agreement is issued**, if obligations to the Fund have not been met including:

- the Committee's assessment was based on misleading or incorrect material information provided in the application;
- there are any material changes, within or beyond the applicant's control, that would alter the Committee's decision;
- the Waratah-Wynyard Council is unable to gain appropriate information to progress the Grant Agreement or any other aspect of the project management;
- the recipient is unable to demonstrate to the Committee's satisfaction that the grant, or part of the grant, has been used for its intended purpose and on the approved items;
- the recipient has not received prior written approval from the Committee for any changes to the project, budget or timetable;
- it becomes apparent that the project had commenced or been completed prior to the project being approved;
- the recipient fails to submit a progress or final report by the scheduled due date;
- the project has not commenced within 12 months of notification of the awarding of the grant, whether or not the reason(s) is under the control of the recipient; or
- the grant is used for a private benefit.

If the grant has been paid in part or full, the Waratah-Wynyard Council has the option of seeking the return of the funds. If the grant has not yet been paid, the grant may be cancelled.

An organisation's record in meeting its obligations will be considered when assessing any future grant application.

In some circumstances, organisations may re-apply for funding if their grant has been withdrawn. Please discuss this with Waratah-Wynyard Council staff.

## **INFORMATION FOR SPONSORS**

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An incorporated association or other not-for-profit legally constituted body must take responsibility for the project. This means that if an unincorporated body wishes to apply for funding, it must have a sponsor to auspice the project. Applicants and sponsors must both meet the organisation eligibility requirements on page 3 e.g. they must be not-for-profit, with no overdue Fund reporting requirements.

If the grant is awarded, the sponsor agrees to accept legal and financial responsibility for the project. In particular, the sponsor will ensure:

- the grant is used only for the purpose in which it was provided, and for the specific items listed in the agreement;
- the project is completed within the agreed timeframe;
- prior written approval from the Committee is sought if changes to the project, budget or timeframe are required; and
- reporting obligations are completed by the due date, including an audit report where applicable.

### **Letter from the sponsor**

Sponsors are required to include a signed copy of the letter at **Attachment A** on their official letterhead.

### **Grant agreement**

The grant agreement will be made with the sponsor. The Waratah-Wynyard Council will also request the applicant sign the agreement to help ensure that they are also familiar with the obligations.

### **Grant payment**

The grant is paid to the sponsor, not the applicant.

Please ensure the applicant and sponsors have come to an arrangement about the process for paying the costs of the project. Some sponsors may choose to forward the grant funds directly to the applicant; others may wish to hold the funds and reimburse funds on production of invoices. This is a matter between the sponsor and applicant.

## **Grant acquittals**

The project sponsor is ultimately responsible for ensuring reporting requirements have been met.

## **What the Community Activation committee expects from applicants and recipients**

The Community Activation committee expects grant applicants to assist the Board when they are assessing grant applications by:

- providing accurate and complete information in accordance with the Grant's guidelines;
- meeting any reasonable requests for additional information, including through site visits;
- providing the application with the required information, in the requested format, by the grant round closing date; and
- notifying the Committee of any changes which may affect the grant application once submitted.

The Community Activation Committee expects grant recipients to be accountable for the expenditure of public funds by:

- only expending funds on the approved purposes and specific items;
- meeting any special funding conditions;
- completing the project within the agreed timeframe;
- seeking written consent from the Committee prior to any changes to the project, budget or timeframe;
- returning unexpended funds to the Committee for distribution to other recipients;
- providing complete reports to the Committee in a timely and accurate manner;
- meeting any requests for information about the project, including site visits;
- assisting an independent evaluation of the project if required;
- meeting requests for media coverage of the project;

**Attachment A: Sponsoring Organisation Letter**  
**This letter must be provided on the sponsoring organisation's official letterhead**

[Date]

Miss Chantelle French  
Community & Events Officer  
Waratah-Wynyard Council  
PO Box 168  
WYNYARD TAS 7325

Dear Miss French

Our organisation is incorporated or is a not-for-profit legal entity and is prepared to act as the sponsoring body for the *[name of applying organisation]* should it be successful in obtaining funding from the Waratah-Wynyard Council (WWC) to undertake *[name of proposed project]*.

We are aware that the grant will be paid to our organisation and we accept the legal and financial obligations involved in accepting the grant.

In particular, our organisation will accept responsibility for ensuring:

- the grant is used only for the purpose for which it was provided, and for the specific items listed in the agreement;
- the project is completed within the agreed timeframe;
- prior written approval of the WWC Committee is sought if changes to the project, budget or timeframe are required; and
- reporting obligations are completed by the due date, including providing sufficient evidence of expenditure of the grant.

I understand if we do not meet our obligations, the WWC may withdraw the grant and request that any funding be returned.

I understand that if our organisation or the applicant has outstanding obligations from previous grants, including overdue reports, this application will not be considered for funding.

I am authorised to provide this letter on behalf of the sponsoring body.

Yours sincerely

[name]  
[position in organisation]



**WARATAH  
WYNYARD**  
COUNCIL

## FUNDING GUIDELINES

### COMMUNITY ACTIVATION GRANTS

#### Important dates

Two rounds of grants available per year, opening in:

Round	Applications Open	Application Close	Applications Assessed	Council Decision
Round 1	1 July	26 August	September	October
Round 2	1 November	31 December	January	February

*Late applications will not be considered*

A Club or Community Organisation may only receive financial assistance once per year and only submit one application per funding round.

***Enquiries and feedback always welcome:***

**Website:** [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au)  
**Phone:** Chantelle French 6443 8320  
**Enquiry email:** [cfrench@warwyn.tas.gov.au](mailto:cfrench@warwyn.tas.gov.au)  
**Postal:** PO Box 168, WYNYARD TAS 7325  
21 Saunders Street. WYNYARD TAS 7325

# FUND BACKGROUND

Waratah-Wynyard is a vibrant municipality as a result of the hard work and commitment of its community. The Council values the contributions individuals and groups make to the cultural, social and economic development of Waratah-Wynyard. Through the provision of Community Activation Grants, the Council supports projects, programs and activities developed for the benefit of Waratah-Wynyard residents.

The Community Activation Grants provide the opportunity for organisations to apply for funding assistance under the following areas:

- ❖ Community small grants – projects for community groups not covered in other categories
- ❖ Recreation & wellbeing – Australia representatives, sporting clubs projects, wellbeing programs
- ❖ Art & culture – Arts prizes, Municipal Band
- ❖ Youth & Education – Scholarships, UTAS, college prizes, book prizes local schools
- ❖ Community Support – Small projects maximum \$200

## Purpose

To enable and encourage community initiatives that enhances social and cultural wellbeing and recreation and education pursuits through collaborative support to:-

- ❖ Community projects and activities
- ❖ Provide incentive for community events
- ❖ Provide assistance for representation at a national level for individuals in sporting, academic or cultural endeavours.

## Scope

- 1.1 Clubs and organisations located in the Waratah-Wynyard municipal area or which have substantial membership or community benefit to residents.
- 1.2 Residents of the Waratah-Wynyard municipal area representing Australia in sporting, cultural, recreational or similar pursuits.

The 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.

## **What is the Community Activation Grants looking for?**

The Community Activation Grants will be looking for projects that:

- meet current or identified future community needs
- demonstrate collaboration between organisations and maximise community benefit
- provide value for money
- have an ongoing commitment and demonstrated capacity to fund and support maintenance, management and/or replacement by the applicant.

## **How much funding is available?**

We expect to allocate up to \$50,000 in grants in the two funding rounds. This allocation will be subject to receiving suitable funding proposals and satisfactory progress reports.

The Community Activation Grants program provides grant monies up to a maximum of \$2,000 per eligible projects, within allocated budget. Once the budgeted amount allocated for Community Activation Grants has been distributed no further allocations will be made in that financial year – even if the application meets all eligibility requirements.

## **Eligibility and Assessment Summary**

### **To be eligible to apply, organisations must be:**

- not for profit;
- incorporated or be a not-for-profit legal entity, or sponsored by an incorporated organisation or a not-for-profit legal entity; and
- based in Waratah-Wynyard, or proposing to undertake a project in Waratah-Wynyard.

### **Preference in funding will be given to projects that best demonstrate:**

- benefit to the Waratah-Wynyard community;
- innovation and proactivity;
- an integrated and collaborative approach, avoiding duplication;
- value for money;
- community support for the project, particularly from any partners;
- high levels of other financial or in-kind contributions;
- the ability to build and strengthen community capacity;
- good prospects for successful implementation; and
- volunteer and community involvement with the project.
- Education providers are able to apply on the condition that the project/activity is open to all residents, has a broad community benefit and is not a core activity of the school.



## Funding exclusions:

- organisations who have previously failed to acquit Council Grants;
- projects that will be predominantly undertaken outside of Municipality;
- projects where funding is more suitably sourced from another organisation;
- projects which produce a private benefit to a specific business or person(s);
- projects that replicate services or programs that already exist within the community of interest;
- retrospective funding ie for costs already incurred before approval of funding is given;
- ongoing operational costs e.g. staff, salaries, administration, maintenance, insurance, rental or lease arrangements;
- construction or refurbishment of areas that will be leased or sub-leased to individuals or businesses for a commercial gain;
- purchase of property;
- items or services that the applicant is contracted to provide;
- insufficiently defined items, eg contingency, sundry and miscellaneous items;
- strategic, business or communication plans or feasibility studies or any other study that does not result in a direct outcome to the community;
- loans, fundraising purposes and donations; or
- where it is apparent that the applicant is becoming dependent on Community Activation funding.
- Programs/projects by local schools/education providers that are exclusive to students. Core school curriculum and activities cannot be considered.
- Community organisations who already receive Council funds to undertake a specific activity for which funding is being sought or community organisations wanting to do a specific activity that is already funded by Council.
- Travel to sporting competitions or conferences for individuals or community groups.

Festivals and events – an avenue for assisting these types of organisations is provided through the Events Sponsorship program in accordance with the guidelines.

Eligible, not for profit organisations include Councils and State Government Departments.

Most incorporated organisations in Tasmania are incorporated through the *Incorporation Act* however there are a few organisations that were established prior to this Act through their own Act of Parliament. If your organisation was incorporated through the *Incorporation Act* you should tick yes to the question that asks if you are incorporated and no to the question that asks if your organisation is constituted through an Act of Parliament other than the incorporations act.

Each round, the grants receives more applications than it has the capacity to support. Therefore, some worthwhile projects may not be funded, or may be offered partial funding.

Potential applicants are encouraged to discuss their proposal with grant staff early in the application process.

### WWC staff contact details:

Chantelle French:  
Enquiry email:

phone: 6443 8320  
[cfrench@warwyn.tas.gov.au](mailto:cfrench@warwyn.tas.gov.au)

## PRESENTING YOUR APPLICATION

Forms available from Councils website [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au) or Council office.

Please note that applications must be received by 5pm (Tasmanian time) on round one 26th August and round two 31<sup>st</sup> December. Please ensure you allow enough time for your application to be submitted prior to this deadline. Once this deadline passes the ability to submit your application will no longer be available.

### OUR TOP TEN TIPS:

1. Read and follow these guidelines and application questions carefully - they will help you put your best case forward;
2. Discuss your project with WWC staff;
3. Aim to complete the application at least a few days before the closing date to address any last-minute issues. Late applications are not accepted;
4. Check and double-check your budget;
5. Make your application easy to read – short, sharp and succinct and avoid using industry jargon;
6. Be realistic – with project benefits, timeframes and the budget;
7. Provide evidence to support your proposal;
8. Ask a person unfamiliar with the project to read the application with a critical eye;
9. Provide the requested information only; and
10. Aim for your application's full approval, but plan for other results.

## GRANT APPLICATION CHECKLIST

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Please use this checklist to help complete your application.

***Incomplete applications will not be considered.***

<b>Before you prepare your application:</b>	Read the guidelines carefully and consider if your organisation is eligible to apply	<input type="checkbox"/>
	Consider carefully the 'preference in funding' information	<input type="checkbox"/>
	Contact the Waratah-Wynyard Council to discuss your project	<input type="checkbox"/>
<b>Before you submit your application, make sure you:</b>	Provide information relating to your organisation, including ABN and GST status and incorporation or entity details	<input type="checkbox"/>
	Clearly indicate if you have outstanding reporting obligations from previous grants	<input type="checkbox"/>
	Complete all the required fields on the application form.	<input type="checkbox"/>
	If your organisation is unincorporated or is not legal entity:	
	• provide details of your sponsor; and	<input type="checkbox"/>
	• attach the letter from your sponsoring organisation.	<input type="checkbox"/>
	Obtain Council or other approvals where necessary	<input type="checkbox"/>
	Sign the application form	<input type="checkbox"/>
Keep a copy of your funding application for your records. The Waratah-Wynyard Council is unable to return your application or part of your application to you.	<input type="checkbox"/>	

## ASSESSMENT PROCESS

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The Committee assess all applications on their individual merits and against all other applications, in accordance with the processes outlined in these guidelines. The Committee may refer an application to relevant people for specialist advice.

After assessing an application, the Community Activation Grants will:

- award the grant in full;
- award the grant in part (if this is acceptable to the applicant and the community benefit is considered sufficient);
- award the grant subject to meeting special conditions; or
- not award the grant.

### **Delivery of Applications**

Applications close at 5pm on the relevant date for each grant round.

Applications submitted electronically by this time will be accepted. **Late applications will not be considered.**

### **Lodgment**

Applications should be mailed, hand delivered or emailed to [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au)

## *ARRANGEMENTS FOR SUCCESSFUL APPLICANTS*

### **Payment of the Grant**

Applicants will be advised, in writing, of the outcome of their application.

Letters of approval will detail the timeframe to be followed for disbursement of the grant or provision of in-kind support.

Approval of a Community Activation Grant by the Council does not constitute approval required for the project under any other statutory process.

### **ACQUITTAL PROCESS:**

An Acquittal Form must be submitted for Community Activation Grants with each progress payment claim for the grant.

A responsible Office Bearer of the Organisation that received the grant, must lodge an Acquittal Form at the conclusion of the project within **3 months of the project's completion date**, detailing how the funds were spent and the outlining the success or otherwise of the project.

Final project reports will document the outcomes and achievements of the project and measure its success in meeting its original objectives. It is an important document because it is the proper way grant recipients show the community, through the CAG, that the funds have been used for the community's benefit.

Grant recipients are encouraged to include in reports additional information such as photographs, newsletters, newspaper clippings, etc.

Where an organisation (applicant OR sponsor) has outstanding reporting obligations, it will not be considered for future funding until its obligations have been met. This is to ensure that funds allocated to current projects have been used appropriately. The Community Activation Committee is able to accurately and effectively record organisations that submit late, incomplete or inaccurate forms and may use this information to determine any risks associated with future applications.

## INFORMATION FOR SPONSORS

An incorporated association or other not-for-profit legally constituted body must take responsibility for the project. This means that if an unincorporated body wishes to apply for funding, it must have a sponsor to auspice the project. Applicants and sponsors must both meet the organisation eligibility requirements on page 3 e.g. they must be not-for-profit, with no overdue Fund reporting requirements.

If the grant is awarded, the sponsor agrees to accept legal and financial responsibility for the project. In particular, the sponsor will ensure:

- the grant is used only for the purpose in which it was provided, and for the specific items listed in the agreement;
- the project is completed within the agreed timeframe;
- prior written approval from the Committee is sought if changes to the project, budget or timeframe are required; and
- reporting obligations are completed by the due date, including an audit report where applicable.

### **Letter from the sponsor**

Sponsors are required to include a signed copy of the letter at **Attachment A** on their official letterhead.

### **Grant agreement**

The grant agreement will be made with the sponsor. The Waratah-Wynyard Council will also request the applicant sign the agreement to help ensure that they are also familiar with the obligations.

### **Grant payment**

The grant is paid to the sponsor, not the applicant.

Please ensure the applicant and sponsors have come to an arrangement about the process for paying the costs of the project. Some sponsors may choose to forward the grant funds directly to the applicant; others may wish to hold the funds and reimburse funds on production of invoices. This is a matter between the sponsor and applicant.

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- providing accurate and complete information in accordance with the Grant's guidelines;
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- returning unexpended funds to the Committee for distribution to other recipients;
- providing complete reports to the Committee in a timely and accurate manner;
- meeting any requests for information about the project, including site visits;
- assisting an independent evaluation of the project if required;
- meeting requests for media coverage of the project;

**Attachment A: Sponsoring Organisation Letter**  
**This letter must be provided on the sponsoring organisation's official letterhead**

[Date]

Miss Chantelle French  
Community Activation Grants  
Waratah-Wynyard Council  
PO Box 168  
WYNYARD TAS 7325

Dear Miss French

Our organisation is incorporated or is a not-for-profit legal entity and is prepared to act as the sponsoring body for the *[name of applying organisation]* should it be successful in obtaining funding from the Community Activation Grant (CAG) to undertake *[name of proposed project]*.

We are aware that the grant will be paid to our organisation and we accept the legal and financial obligations involved in accepting the grant.

In particular, our organisation will accept responsibility for ensuring:

- the grant is used only for the purpose for which it was provided, and for the specific items listed in the deed;
- the project is completed within the agreed timeframe;
- prior written approval of the Waratah-Wynyard Committee is sought if changes to the project, budget or timeframe are required; and
- reporting obligations are completed by the due date, including providing sufficient evidence of expenditure of the grant.

I understand if we do not meet our obligations, the TAG may withdraw the grant and request that any funding be returned.

I understand that if our organisation or the applicant has outstanding obligations from previous grants, including overdue reports, this application will not be considered for funding.

I am authorised to provide this letter on behalf of the sponsoring body.

Yours sincerely

[name]  
[position in organisation]