



# 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 April	31 May	June	July
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.

## **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 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]