TASMAN COUNCIL

Tasman Council Community Grants Policy and Application Form

Policy Number	C 044
Responsible Officer	Corporate Services Manager
Approval Date	August 2023
Review Date	June 2024
Date to be reviewed	June 2028
Resolution No#	C.2024/06.52

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1.0 POLICY STATEMENT

1.1 Each financial year, the Tasman Council will provide financial and in-kind assistance to support community groups, organisations and individuals within the Tasman municipality.

1.2 The purpose of the Tasman Council Community Grant Program (Grant Program) is to assist community groups, organisations and individuals to address needs, build local skills, attract participation and improve local lifestyle within the Tasman municipality.

1.3 All funds and in-kind contributions allocated through the Grant Program will be reported on in the Council's Annual Report pursuant to Section 77 of the *Local Government Act 1993*.

2.0 OBJECTIVE

2.1 The objective of this policy is to define the guidelines for the provision of funds through the Grant Program to ensure the equitable and accountable provision of funding to eligible organisations and individuals.

3.0 SCOPE

3.1 Through the Grant Program, Council is able to support local community initiatives and the development of appropriate programs, services, activities, events and facilities to meet the community needs.

3.2 Applicants may request financial, in-kind assistance or a combination of both.

3.3 In-kind assistance may also be provided at the discretion of the General Manager on some occasions.

4.0 PROCEDURE

4.1 Council will determine each financial year during its budget deliberations the amount of funding (if any) which will be allocated to the Grant Program.

4.2 Where funding has been allocated to the Grant Program, the Council will advertise that the Grant Program is open for applications on the Council website, social media and in the Tasman Gazette as soon as practicable after the funding has been allocated. Eligible organisations and individuals may then submit applications.

4.3 Applications will be received at any time from the announcement of the opening of the Grant Program until 1st April in that Financial Year. Applications may be accepted outside of this timeframe only if there is remaining funding in that years Grant Program budget.

4.2 Assistance will be provided in the form of cash grants, in-kind assistance or a combination of both. Grants applications up to $3,000 could be approved under the Grant Program.

4.3 All requests for Council assistance will be required to complete a Grant Application Form. All applicants will be advised in writing of the outcome of their application.

Successful applicants will be provided with a 'Letter of Offer' and will be required to complete an Acquittal Form providing proof that funds were appropriately spent. Acquittal Forms must be completed and returned to the nominated Council Officer no later than 1 June in the financial year that funding was provided. Photos and a brief description will also be required that are suitable for use in Tasman Council promotions and advertising.

5.0 ELIGIBILITY

5.1 Eligible applicants include not for profit organisations (must be registered with ACNC), educational institutions, incorporated community associations and clubs.

5.2 For profit organisations, businesses, government agencies, and politically aligned organisations are not eligible for funding.

5.3 Groups of individuals may make an application if sponsored by an eligible organisation.

5.4 Individuals who have been chosen to represent the Tasman area or State in athletic, cultural, or scholastic competitions or similar are eligible to apply for funding.

5.5 Applicants may seek funding for one (1) project per organisation per year.

5.6 Grants will not be given for money already spent or to directly fund a salaried or waged position.

5.7 Priority will be given to those projects that improve access to existing services, attempt to address an unmet community need, enhance opportunities for disadvantaged groups or individuals, promote and encourage self-help and resilience, community events or education and training purposes.

5.8 Projects must be located in or show clear benefit to the Tasman municipality.

5.9 Council will assign a lower priority to requests from individuals, organisations or clubs that have received assistance from Council within the past two (2) years.

Reviewed and adopted by resolution number C.2024/06.52 of Tasman Council dated 24 July 2024.

Blake Repine
General Manager

Disclaimer

That this policy be read in conjunction with any or all other Council and/or Management Policies.

TASMAN COUNCIL
COMMUNITY GRANTS PROGRAM 2026-2027
INFORMATION TO APPLICANTS AND APPLICATION FORM

Each year, as part of its commitment to supporting the community the Tasman Council provides small grants to eligible community groups and individuals to help in the development of projects, facilities and activities that are of benefit to the Tasman community.

The Grant Guidelines and Application Form for the Tasman Council Community Grants Program 2026-2027 (below) should be read in conjunction with the attached policy.

Please ensure that you read the guidelines before submitting an application.

For more information, please contact Tasman Council on (03) 6250 9200, or by emailing tasman@tasman.tas.gov.au.

GUIDELINES

Purpose:

The purpose of the Tasman Council Community Grants Program is to provide funding and/or in-kind assistance to support eligible organisations and individuals to develop projects, facilities and activities that contribute to the development and promotion of the community in the Tasman Municipality.

In-kind assistance relates to support through provisions of Council services at reduced or no cost. The provision of these services will be considered as a component of the assistance to be provided by Council.

Eligibility:

Eligible applicants include not for profit organisations (must be registered with ACNC), educational institutions, incorporated community associations and clubs.

Groups of individuals may make an application if sponsored by an eligible organisation.

Individuals who have been chosen to represent the area or State in athletic, cultural, or scholastic competitions or similar are eligible to apply for funding.

Applicants may seek funding for one (1) project per organisation per year.

Priority will be given to those projects that improve access to existing services, attempt to address an unmet community need, enhance opportunities for disadvantaged groups or individuals, promote and encourage self-help and resilience, community events or education and training purposed.

Funding may be provided to assist in the construction or maintenance of community facilities, on the understanding that the Tasman Council will not be responsible for the ongoing maintenance of any improvements on non-Council owned property.

Projects must be located in or show clear benefit to the Tasman municipality.

Council will assign a lower priority to requests from individuals, organisations or clubs that have received assistance from Council within the past two (2) years.

What would not be funded?

For profit organisations, businesses, government agencies and politically aligned organisations and projects that are located on private land or residence are not eligible for funding.

Grants will not be given for money already spent or to directly fund a salaried or waged position or ongoing operational costs

Applications that benefit an individual or business and are not focused on community development or promotion **will not** be considered.

General Information

Grant applications open on 25 August 2026 and will be received at any time until the 1 April 2027. Applications received after the closing period may be reviewed and accepted, depending on if there is funding available in the budget and the applicant can acquit the grant by 1 June 2027. Community grant applications will not be accepted after 31 April 2027.

Tasman Council has a maximum funding allocation of $40,000 in the 2026/2027 budget. If the total funding amount is expended before the Grant Program closes on 1 April 2027, Council will advertise that no further applications can be accepted for this financial year. Applications may be accepted outside of this timeframe only if there is remaining funding in that years Grant Program budget.

Successful applications must be acquitted no later than 1 June 2027, failure to acquit a project may result in future funding applications being rejected. Application that are approved outside for the funding period will still be required to acquit the grant by 1 June 2027.

Applications should not exceed the amount of $3,000 in cash or in-kind assistance.

Process:

Each application will be assessed by Council Officers against the Tasman Council Community Grant Program eligibility criteria and the relevant policy.

Council Officers may contact the applicant for clarification or additional information if required.

The applicant will be informed of the outcome in writing and if successful will be provided with a Letter of Offer and required to provide bank details for deposit of funds.

Upon successful completion of the project, or no later than 1 June 2027, the applicant is required to complete an acquittal form and return it to Tasman Council. Any successful applications approved outside of the funding period are required to acquit the grant by 1 June 2027.

In submitting an application, the applicant accepts the terms described in these guidelines and the accompanying policy.

Please complete the attached application form, providing as much detail as possible about the proposed project, budget and your organisation.

TASMAN COUNCIL COMMUNITY GRANTS APPLICATION FORM

SECTION 1: APPLICANT DETAILS

Organisation/Club/Group:

Contact Person's Name:

Position:

Address:

Business hours contact phone number:

Email:

Your organisation's ABN/ ACNC:

If you are being sponsored by another organisation, please provide contact details for that organisation

Organisation/Club/Group:

Contact person's Name:

Position:

Address:

Business hours contact phone number:

Email:

Organisation's ABN/ ACNC:

SECTION 2: BACKGROUND INFORMATION

This section provides background information on your organisation and how it benefits the Tasman community.

What is the aim/purpose of your organisation or group (and sponsoring group if applicable)?

Who do you provide a service to (your and/or your sponsor's target group)?

Briefly describe the types of services/activities you (and/or your sponsor) currently undertake:

Has your organisation/group previously received financial or in-kind assistance from Tasman Council? If yes please provide details:

SECTION 3: PROPOSED PROJECT

Financial Details

Please provide quotes or similar to substantiate project costs.

Amount of Grant Funding Requested:

Total Project Cost:

Is your organisation registered for GST?

Project Name:

How will the funds be used?

Describe how this will benefit the community:

SECTION 4: FURTHER INFORMATION FOR REQUESTS >$1000

Please provide details for the project which you are seeking Council support: Provide additional pages if required. This section is to show what other funding, resources or contributions are available to support completion of the project.

ADDITIONAL FUNDING AND CONTRIBUTIONS:

Please list any funding, resources or contributions that will support the project in addition to the amount requested from Council.

Organisation / applicant contribution: $

Confirmed grants or sponsorship: $

Fundraising, donations or ticket sales: $

In-kind support, donated goods or volunteer contribution:

Other support or resources:

FUNDING GAP:

If Council approves less than the amount requested, or if other funding is not received, how will the project be adjusted or completed?

EVIDENCE OF SUPPORT:

Please attach evidence of confirmed or pending funding where available, such as letters of support, sponsorship confirmation, grant approval, fundraising plans or other relevant documentation.

Please provide a copy of your most recent bank statement

SECTION 5: DECLARATION

I declare that the above details are correct and I am authorised to sign on behalf of the organisation applying to the Tasman Council Community Grants Program 2026/2027:

Authorised Signatory:

Print Name:

Date:

SECTION 6: SPONSORING ORGANISATION DECLARATION

To be completed by a sponsoring organisation if required

I declare that the above details are correct, and I am authorised to sign on behalf of the organisation applying to the Tasman Council Community Grants Program 2026/2027:

Authorised Signatory:

Print Name:

Date:

Completed application forms should be sent to:
Tasman Council
1713 Main Road
Nubeena Tas 7184

Or emailed to: tasman@tasman.tas.gov.au