

# Community Grants (Organisations) - 2024/2025 Round 1

## Form Preview

### Background and Funding

\* indicates a required field

### Community Grants (Organisations)

#### Overview

The purpose of the Community Grants (Organisations) Program is to support community projects held within the City of Launceston municipality that will result in community, social, cultural and environmental benefits for the Launceston community.

#### Grants Available

Applications can be made amounts from \$1,000 up to \$5,000 (plus GST if applicable).

There are two funding rounds per year.

**Round 1:** Opens 1 July closes 31 August (for projects commencing after 31 October)

**Round 2:** Opens 1 February closes 31 March (for projects commencing after 31 May)

Please view the Community Grant (Organisations) Guidelines on the City of Launceston Website before applying.

Need help?

Contact: Grants & Sponsorship Officer Liveable Communities **T** 03 6323 3351 **E** [grants.sponsorship@launceston.tas.gov.au](mailto:grants.sponsorship@launceston.tas.gov.au)

### Summary Details

**Applicant organisation/group name \***

**Total amount requested \***

Must be a dollar amount.

Total amount you are requesting (from \$1,000 and up to \$5,000) and exclusive of GST

**Name of project \***

**Project start date \***

Must be a date.

**Project end date \***

Must be a date.

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### Project location \*

You must provide exact details of the location or locations where this project will be held. The project or elements of the project must be held within the City of Launceston municipality. Should the project be held entirely outside the City of Launceston municipality you will be ineligible to apply for funding.

## Project Eligibility

\* indicates a required field

### Eligibility

The questions below MUST be completed prior to proceeding.

#### **Your organisation/group is a community and/or a not for profit organisation \***

☐ True ☐ False

if FALSE, please contact the Grants and Sponsorship Officer to discuss your eligibility to apply.

#### **Your community and/or not for profit organisation is incorporated, or if it is not incorporated it is being auspiced by an incorporated entity for this project. \***

☐ True ☐ False

if FALSE, please contact the Grants and Sponsorship Officer to discuss your eligibility to apply.

#### **Your organisation does NOT have a long term outstanding debt to the City of Launceston \***

☐ True ☐ False

If FALSE, please contact the Grants and Sponsorship Officer to discuss your situation.

#### **Your organisation is only making one (1) application within this current Community Grants (Organisations) round \***

☐ True ☐ False

#### **Your organisation has met all conditions of any previous City of Launceston grants or sponsorships eg. acquittal reports are NOT outstanding \***

☐ True ☐ False ☐

#### **The project or elements of the project will be held within the City of Launceston municipality \***

☐ True ☐ False

#### **Your organisation is able to obtain the appropriate insurance for the project \***

☐ True ☐ False

e.g. volunteers, professional indemnity, public liability (\$10,000,000)

#### **Your organisation will co-contribute at least 20% of the cost of the project (Co-contributions can be in-kind or financial) \***

☐ True ☐ False

#### **Your organisation has NOT received any funding for this project from any City of Launceston funding program in this financial year \***

☐ True ☐ False

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e.g. Event Sponsorship, Conference Incentive or Special Event Funding

### The project has NOT yet commenced or completed \*

☐ True ☐ False

Note: Projects that have commenced or are complete are not eligible for funding

### The project is eligible for funding support under the Community Grants (Organisations) Guidelines \*

☐ True ☐ False

Community Grants (Organisations) Guidelines can be found the previous section Background and Funding

**If you answered 'FALSE' to any of the questions above you may be ineligible to receive funding support. Please contact the Grants and Sponsorship Officer to discuss eligibility before continuing with this application.**

Grants & Sponsorship Officer - Community and Economic Development **T** 03 6323 3351 **E** [grants.sponsorship@launceston.tas.gov.au](mailto:grants.sponsorship@launceston.tas.gov.au)

## Contact Details

\* indicates a required field

### Applicant Organisation Details

#### Applicant Organisation/Group Name \*

Organisation Name

#### Primary (Physical) Address \*

Address

  

Suburb State Postcode

  

Must be an Australian post code

#### Postal Address (if different from above)

Address

  

Suburb State Postcode

  

Must be an Australian post code

#### Contact Person \*

Title First Name Last Name

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**Position held in Organisation \***

**Primary Phone Number \***

Must be an Australian phone number

**Contact Mobile Phone Number**

Must be an Australian phone number

**Contact Primary Email \***

Must be an email address

**Does your Organisation have an ABN? \***

☐ Yes

☐ No

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

If you do not have an ABN and are NOT entering into an auspicing arrangement with an incorporated organisation, you must submit a completed ATO Statement by a Supplier Form with your application. [Statement of Supplier Form](#)

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### Please Upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

### Auspice Organisation Details

#### Auspice Organisation Name

Organisation Name

Only complete this section if your project is being auspiced by an eligible entity.

#### Auspice Primary Address

Address

Suburb State Postcode

Must be an Australian post code

#### Auspice Postal Address (if different from above)

Address

Suburb State Postcode

#### Auspice Project Contact

Title

First Name

Last Name

#### Auspice Project Contact Position

#### Auspice Project Contact Primary Phone Number

Must be an Australian phone number

#### Auspice Project Contact Primary Email

Must be an email address

#### Does the Auspice Organisation have an ABN Number?

☐ Yes

☐ No

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### Please attach signed certification letter by Office Bearer of Auspice Organisation

Attach a file:

President, Chair, Secretary or Treasurer. Letter must include, name, position, signature and date. Max 25mb

### Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

## Organisation Background and Project Overview

\* indicates a required field

### Organisation Background

**How long has your organisation been operating? \***

This can be an approximation

**What is the primary purpose of your organisation? \***

Word count:

No more than 200 words.

**Number of active members \***

Active members are members who regularly attend meetings and participate in projects/events

### Project Overview

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**Provide a brief description of the project \***

Must be between 50 and 250 words

## Assessment Criteria

**\* indicates a required field**

### Community Need

**Explain the community need for the project and how the need was identified. \***

Word count:

Must be between 50 and 250 words

### Community Participation

**Who is the target audience for the project? \***

Word count:

Must be between 50 and 150 words

**How will you engage the target audience and enable participation in the project? \***

Word count:

Must be between 50 and 250 words

### Community Benefit

**Estimated number of people who will directly benefit from the project? \***

**How many volunteer hours will contribute to the project? \***

Must be a number.

**How will the Launceston community benefit from the project? \***

Word count:

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Must be between 50 and 250 words

### Assessment Criteria (continued)

\* indicates a required field

#### Budget (GST Exclusive)

**Your budget will be assessed. The budget must be detailed, realistic, demonstrate your organisations co-contribution of at least 20% and outline how the City of Launceston funding will be utilised.**

Please complete the budget template below or attach the budget document for the project.

#### IMPORTANT INFORMATION

##### The budget must:

- be realistic, detailed and include all income and expenditure;
- clearly show your organisation's co-contribution of at least 20% towards the project, in addition to the Council funding requested. (NOTE: Co-contribution can be in-kind or financial);
- detail any other grants or support you are receiving or seeking, including in-kind and the amount requested from the City of Launceston;
- \*\*show what costs/expenditure that the requested Council funding will be used for (see example budget below).

##### Example of a project budget

###### Income\$Expenditure\$

Council funding\$5000Staff wages\$3000\*\*

Other grants or sponsorship\$2500Venue hire (incl catering)\$2000\*\*

Co-contribution - Volunteers - 100 hrs @ \$20 per hr\$2000Marketing\$3500

Council permits/licenses\$1000

**Total\$9,500Total\$9,500**

\*\* Costs/Expenditure that the requested Council funding will be used to cover.

#### GST

If your organisation **is** registered for GST, please provide **GST exclusive** amounts in your budget. The City of Launceston will add GST to the amount funded, should your application be successful.

If your organisation **is not** registered for GST, your expenses should **include GST** where applicable.

Income	\$	Expenditure	\$
		Use ** to highlight which costs the requested Council funding will cover	
	\$		\$



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	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Please upload the project budget if not completing the above template.**

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

**If income/expenditure do not match in the budget please explain (i.e. profit/deficit) \***

Word count:

Must be no more than 150 words.

Type N/A if not applicable

**What are you planning to use the City of Launceston Community Grant funding for? Please provide details below. \***

Please provide a brief explanation

**If you are seeking or have sought other assistance/sponsorship (financial or in-kind) please provide details below \***

Type N/A if not applicable. Please state whom you have sought assistance from (name of government agency/organisation/other), the amount requested/sought and if the assistance is pending or confirmed

**Should the project be recommended a funding amount less than the amount you have requested in this application, will the project still be conducted? \***

☐ Yes

☐ No

**If the project is still able to be conducted, please outline how your organisation would be able to proceed with part funding.**

## Project Plan

**The project plan needs to demonstrate good organisational planning. You should provide as much detail as possible, as this plan will be used by the assessment**

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**panel to assess your ability to achieve the aims and outcomes of the project. Please note the project cannot have commenced or completed.**

The project plan must include the following information:

- The proposed start date for the project;
- Key milestones throughout the project;
- The proposed end date of the project.

For example:

### **MonthActivity**

February

- Form steering committee and begin planning process

February - May

- Steering committee meet fortnightly to plan the project
- Development of marketing materials

April

- Ensure all permits have been completed
- Conduct the project

May - June

- Debrief meeting held with steering committee
- Prepare acquittal reports

### **Month and Activity**

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Word count:

Should be between 50 and 100 words

### **Month and Activity**

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Word count:

Should be between 50 and 100 words

### **Month and Activity**

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Word count:

Should be between 50 and 100 words

### **Month and Activity**

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Word count:

Should be between 50 and 100 words

**Please upload your project plan if not completing the template above**

Attach a file:

Maximum 25 mb per file to upload. Recommended no more than 5 mb per file to upload

## Additional Information, Feedback, Review and Submit

\* indicates a required field

### Environmental Sustainability

The [Environment Protection Authority](#) provides tips and information on environmentally sustainable practices. The City of Launceston strongly encourages you to include sustainable practices in your project.

The City of Launceston encourages sustainable waste management and environmentally sustainable practices for events.

City of Launceston adopted a policy to phase out single use plastics at Council sponsored events, by 2022. **No single use plastics are to be used at both sponsored and non-sponsored events from 1 January 2022 onwards.** Approved single use compostable packaging or reusable packaging will be permitted.

### Risk Management

You may be required to provide a risk management plan:

- If the project is to be held on land or in facilities owned or controlled by the City of Launceston.

and/or

- Should the project require a place of assembly licence

### Supporting Documentation

The file upload option is available should you wish to provide additional information to support your application - ie. letters of support are strongly encouraged.

**Additional information to support your application**

Attach a file:

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Maximum 25mb per file upload. Recommend no more than 5 mb per file upload

### Community Care

City of Launceston is committed to encouraging the involvement of young people and children in Community activities. If you are successful in receiving support from City of Launceston, and your activity involves people under the age of 18, you will be obligated to abide by any relevant laws and regulations that apply in Tasmania or other jurisdictions where the supported activity is taking place.

Details on the requirements in Tasmania are available at: <https://cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

### Certification

This MUST be completed by the applicant organisation/group.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the City of Launceston approves a Community Grant, I will be required to accept the terms and conditions as outlined in the funding agreement.

**We agree \***

☐ Yes

☐ No

Certification must be agreed to by two representatives of the Applicant Organisation

**1. Name (Chair or President) \***

Title

First Name

Last Name

**Position \***

**2. Name (Secretary or Treasurer) \***

Title

First Name

Last Name

**Position \***

**Date \***

### Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1.

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Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to City of Launceston.

2.

Your personal information is being collected to enable the City of Launceston to assess your application and contact you if required. Your information may be shared with relevant Council Officers and the Community Grant Assessment Panel. Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of City of Launceston, in accordance with Council's Personal Information Protection Policy (17-Plx-005).

3.

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

### Feedback - Optional

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

We would value any feedback you may have regarding our online grants application process.

**Please indicate how you found the online application process:**

☐ Very easy    ☐ Easy    ☐ Neither    ☐ Difficult    ☐ Very difficult

**How many minutes did it take you to complete this application?**

Please estimate in minutes e.g. 1 hour = 60 minutes

**Please provide us with any suggestions for improvement to the application process/form.**

No more than 100 words.