



# TASMANIAN COMMUNITY FUND

INVESTING IN AND STRENGTHENING  
TASMANIAN COMMUNITIES

## FUNDING GUIDELINES

**2021 INCREASING WORKFORCE ENGAGEMENT ROUND –  
\$100 000 TO \$500 000**

### Important dates

applications (Eol) open:	6 February 2021
large stage 1 applications (Eol) close:	10 March 2021
	<i>late applications are not considered</i>
large Eols assessed:	early April 2021
large Eol applicants notified:	mid April 2021
large stage 2 applications close:	12 May 2021
applicants notified:	mid June 2021

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

**Website:** [www.tascomfund.org](http://www.tascomfund.org)  
**Phone:** Lola Cowle and Anna Dryburgh – 6165 8333, 6165 8340  
**Enquiry email:** [admin@tascomfund.org](mailto:admin@tascomfund.org)  
**Postal:** GPO Box 1350, HOBART TAS 7001  
Suite 2, Tech 3, Tasmanian Technopark, Innovation Drive, Dowsing Point

# FUND BACKGROUND

The Tasmanian Community Fund was established in 1999 from the sale proceeds of a community asset (the Trust Bank) to directly benefit the community by making grants to community organisations.

The Fund receives an annual appropriation in perpetuity. In 2020-21, the appropriation is \$7.0 million. This appropriation covers all Fund costs, including grants and operating expenses.

Since 2000, the Fund has allocated \$114 million to more than 3 100 projects in all areas of the State, making it one of Tasmania's most significant grant-making bodies.

## Governing Legislation

The Fund's operations are governed by the *Tasmanian Community Fund Act 2005*. The legislation sets out:

- the guaranteed funding for the Board to distribute;
- the independence of the Board to award grants and set its strategic direction;
- the powers, functions and duties of the Board;
- Board appointments and meeting protocols;
- staffing of the Fund; and
- financial and operational accountability requirements.

Copies of the Act are available at: [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

## Fund Board and Staff

The Fund is managed by a Board drawn from around the State. Members are appointed by the Governor for their mix of community and business experience. As at 1 January 2021 the members are:

### Chairwoman

#### **Sally Darke**

Non-Executive Director of TasWater and Tas Ports, past Chairperson of Scotch Oakburn College, former Non-Executive Director, Chairman and Advisor to the Board of B&E, and former human resource consultant undertaking strategic planning, executive recruitment, governance training and organisation, board and CEO performance review.

### Members

#### **Frank Barta**

Non-Executive Director of Huon Regional Care and Southern Waste Solutions, member of Hobart City Council Audit and Risk Committee, former Corporate Treasurer of Clarence City Council, former Non-Executive Director of Tasplan Superannuation and past board member of Quadrant Superannuation. Former volunteer Treasurer of Guilford College and St Cuthbert's School.

#### **Andrew MacGregor**

Chair of the Break O'Day Community Financial Services (St Helens/St Marys Community Bank), life member of the St Helens Chamber of Commerce and Tourism, past Chair of the Medea Park Residential Care, past Councillor and Warden of the Portland Council and past Break

**Alexander McKenzie** O’Day Councillor and a Registered Land Surveyor and Certified Practising Planning and Project Facilitator.  
Civil litigation and criminal defence lawyer in Burnie, President of the Tasmanian Council of Social Services (TasCOSS), Deputy Chair of Ten Days on the Island and Founder of The Coasters.

**Michelle Swallow** Director of Leadership and Change Consultants Pty Ltd and committee member of Regional Development Australia Tasmania. Former Non-Executive Director of TasTAFE, Chair of the TasTAFE Audit and Risk Management Committee.

**Intern Director**  
**Deb Mainwaring** Manager – Connected Communities at Circular Head Council and volunteer with numerous community organisations.

Under the Act, the Board has the sole discretion to award grants and has responsibility to ensure the Fund’s operations are in accordance with legislative requirements.

The Board is supported by three employees, who manage the day-to-day operations of the Fund. They are:

<b>Lola Cowle</b>	Senior Executive Officer	ph 6165 8340
<b>Anna Dryburgh</b>	Client Manager	ph 6165 8333
<b>Toni Ashlin</b>	Project and Administrative Officer	ph 6165 8341
<b>Cheryl Walker</b>	Administrative Assistant	ph 6165 8333

Staff are available to discuss potential applicant proposals for funding.

<b>TCF Values</b>	
<b>COMMUNITY FOCUSED</b>	To connect with community and respond to identified needs
<b>INTEGRITY</b>	To be fair, reasonable and honest at all times and ensure transparency of process, probity and equity in decision making
<b>RESPONSIVE</b>	To be receptive to new ideas and innovation and quickly and effectively respond to change
<b>ACCOUNTABILITY</b>	To take responsibility for our actions and decisions and report to the community in a timely and easily understood manner
<b>LEADERSHIP</b>	To give and receive guidance from the community and lead by example
<b>COLLABORATIVE</b>	To work with others to achieve outcomes

## **Code of Conduct**

The Board takes seriously its responsibility in managing a large pool of public funds. In addition to the requirements of the *Tasmanian Community Fund Act 2005* and other legislative requirements, Board members adhere to a Code of Conduct. The Code of Conduct is available on the Fund’s website.

Board members must act honestly in all matters, and ensure that their functions and powers are performed and exercised in the best interests of the Tasmanian community.

Fund staff must adhere to the State Service Code of Conduct.

## **Funding recipients**

The Tasmanian Community Fund website [www.tascomfund.org](http://www.tascomfund.org) has a full list of previous grant recipients.

# 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 Tasmania, or proposing to undertake a project in Tasmania.

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

- benefit to the Tasmanian 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.

## Funding exclusions:

- organisations with overdue reporting obligations for TCF projects;
- projects that will be predominantly undertaken outside of Tasmania;
- projects where funding is more suitably sourced from another organisation;
- projects that 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 a grant deed is signed;
- ongoing operational costs;
- construction or refurbishment of areas that will be leased or sub-leased to individuals or businesses for a commercial gain;
- prizes or gifts;
- purchase of property;
- scholarships;
- 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;
- publication of books/other products to celebrate an anniversary of an organisation;
- loans or sponsorship; or
- where it is apparent that the applicant is becoming dependent on TCF funding.

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

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.

**TCF staff contact details:**

Lola Cowle:	Strategic Investments	phone: 6165 8340
Anna Dryburgh:	Strategic Investments	phone: 6165 8333
Toni Ashlin:	Community Action	phone: 6165 8341
General enquiries:		phone: 6165 8333
Enquiry email:		<a href="mailto:admin@tascomfund.org">admin@tascomfund.org</a>

## 2021 Increasing Workforce Engagement Round

The Tasmanian Community Fund is calling for expressions of interest (\$100 000 to \$500 000 over the life of the project) for a range of **collaborative** and **sustainable** projects that increase Tasmanian's capacity and capability to engage with or continue to engage with the workforce in one or more of the following areas:

- increasing the number of young people in employment, education and training;
- improving linkages between employment, education and training;
- increasing participation rates in education, training and lifelong learning that lead to increased workforce participation;
- increasing life opportunities and attainment;
- increasing functional literacy and numeracy (including financial and digital literacy);
- improving language skills for Tasmanians for whom English as a second language is a barrier to participation;
- increasing capacity to transition through life stages.

**Eligible applicants:** Not-for-profit organisations proposing to undertake a project in Tasmania and who can provide, through their own or another parties resources, 10% of the amount being sought from the Tasmanian Community Fund as cash contribution towards the project.

The cash contribution must be for items attributable to the project's implementation and must not include on-going operational costs or in-kind amounts.

**Application process:** This will be a two stage application process. Applicants that move through to Stage 2 will have to provide a strong business case that demonstrates value for money, sustainability and short, medium and long-term increased workforce engagement outcomes.

### **Project funding is available for:**

- a maximum of five years;
- projects that are tailored for the Tasmanian community;
- programs, including pilot programs;
- evaluation of the methodology being delivered.

### **Funding is not available for:**

- feasibility studies;
- duplication of existing services;
- infrastructure (more than 20% of the requested amount);
- projects that can be more suitably funded by another organisation;

- projects that do not include collaboration and partnerships or a clear articulation as to why this is not possible.

**Funding available:** Around \$1.5 million is available for allocation through this round.

**Assessment:** Our grant rounds are highly competitive, and we are unable to support every worthwhile project. Organisations are strongly encouraged to contact Fund staff early in the process to discuss their proposed application.

**Further information:** Visit the Fund's website [www.tascomfund.org](http://www.tascomfund.org) or contact the Fund Office on 6165 8333.

## YOUR APPLICATION

The Tasmanian Community Fund receives a large number of applications each grant round. Visit the Tasmanian Community Fund website at <https://tascomfund.smartygrants.com.au/2021WorkforceEngagement> to access the electronic application form.

For the 2021 Increasing Workforce Engagement Round the Tasmanian Community Fund is seeking expressions of interest for large (\$100 000 to \$500 000) projects.

Please note that applications must be received by 5pm (Tasmanian time) on the closing date. 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.

## Some General Comments to Consider

Funding rounds of the Tasmanian Community Fund are always highly competitive. The Tasmanian Community Fund understands that submitting an application can take a significant amount of time and effort. To help applicants submit their best case, the information below provides some general comments on the applications received in previous rounds. However, it is important to understand that the Fund does not have the capacity to support every worthy project, and meeting the criteria does not guarantee funding.

The Board notes that stronger applications:

- demonstrate strong value for money;
- show a clear need in the community;
- provide evidence of community support;
- provide a clear explanation of project objectives;
- refer to research or other evidence to support the application;
- show the applicant has considered any risks associated with the project;
- contain clear and evidence based details of the numbers of people to benefit; and
- demonstrate organisational and/or community capacity to complete the project.

Areas where applications are weaker include:

- incorrect, non-existent or unclear budgets;
- unclear project proposals and delivery methodology;
- insufficient evidence that there is a broad community benefit;
- insufficient evidence that required recurrent or future funding has been guaranteed;
- lower value for money;
- core responsibilities of local, State or Australian government;
- insufficient information on how the outcomes of the project will be sustained;
- replication of existing service or project; and
- insufficient evidence of the community need or community support for the project.

## COMPLETING THE APPLICATION FORM

When completing the application form make sure you:

- provide enough information so that someone who does not know anything about the project or the community can understand what the issue is that you are trying to solve and what your proposed solution is;
- avoid jargon;
- be realistic about what you can achieve in the timeframe and budget;
- complete all the questions with a red asterix \* as they are compulsory questions and you will not be able to submit your application until they are completed; and
- get someone who doesn't know anything about your project to have a look at it prior to submitting

## QUESTIONS TO COMPLETE

### **Preliminary Questions:**

Through the preliminary questions the Tasmanian Community Fund is seeking to confirm that applicants have read the guidelines and spoken to a TCF staff member about the proposed project.

### **Organisational Details:**

Through the organisation details the Tasmanian Community Fund is seeking general organisational information (organisation name, address, ABN number, etc) and details of project contacts.

### **Organisational Project Details:**

This section provides an opportunity for the TCF Board who will be assessing the application to get an initial understanding of the project. This section includes questions about the project name and summary and local government area.

*Project Name:* choose a name that sums up the project. For instance, Expanding the ABC program to Southern Tasmania or Developing the XYZ program to decrease the impact of family violence.

*Project Summary:* consider including the main focus of the project and the target community. For example, Increasing digital literacy through the delivery of a grassroots community led mentoring and support program on the West Coast.

*Amount Requested:* this figure will be automatically filled based on the amount you indicate in the finance section.

*Council area:* Please indicate which Council area your project will take place in. If the project crosses Council boundaries please indicate which Region (North, North West, South) your project will take place in. If the project crosses regional boundaries please indicate that your project is Statewide.

*Organisational Role:* Through this question the TCF is seeking to understand a little bit more about your organisation. What the role of the organisation is, what your strategic focus is, how it is governed and what programs or activities you are currently working on.

*Project Focus:* The TCF have identified several focus areas within Increasing Workforce Engagement that they would like to support outcomes in. You can select more than one focus area.

**Project Details:**

This section provides an opportunity for the TCF Board who will be assessing the application to get a more in-depth understanding of the project being proposed. Questions in this section include what is your project, what are the three biggest risks associated with the project.

*What is the project:* Your response to this question should include details of what you propose to do, how you will do it, where you will undertake the project, who your project partners are likely to be, what outcomes will be achieved and how you will manage the project.

*Why is the project needed, how will the project increase workforce engagement and lead to improved community wellbeing:* Your response to this question should explain why the project is needed, how the program will increase workforce engagement in the short, medium and longer terms and how it will contribute to community wellbeing. The TCF's priority for 2021-2023 is improving Community Wellbeing. For the TCF community wellbeing is vibrant Tasmanian communities that are capable and resilient in shaping their future.

You should identify what the issue(s) is that your program will contribute to overcoming and what you hope to achieve as a result of the project to support the community to overcome the issue(s).

For instance, you could indicate the number of young people who in your community who are currently not participating in employment, education or training and how your mentoring program will develop their skills and create linkages with education and employment whilst supporting them to overcome psychosocial barriers.

In another case, you could indicate number of people in your cohort who have English as a second language and for whom this is a barrier to them engaging with education and/or employment and how your project will work with them to increase their conversational English whilst increasing their understanding of and exposure to training, education and employment opportunities.

The examples above are very brief. You should consider providing a more detailed response.

*How has the community demonstrated support for the project:* Your response to this question should explain how the community has demonstrated support for the project. This could be through discussions with Council, other community organisations, people with lived experience. It could also be through formal partnership arrangements, commitments to funding or providing in-kind support.

*How many people:* Your response to this question should indicate the specific number of people who will be part of project eg program participants, attendees, mentors, volunteers and the number of people who will benefit indirectly eg friends and family of participants, community with increased wellbeing.

**Project Management:**

This section provides an opportunity for the TCF Board to get an understanding of how the project will be managed. Questions in this section include risk management and project timeframes.

*Project start date:* The response should indicate when you plan to start your project. Please keep in mind that projects cannot start before 1 July 2021 and that whilst TCF staff will make every effort to have all grant deeds completed by 30 June 2021 it may not be possible for all projects to commence on 1 July 2021.

*Project end date:* The response should indicate when you plan to finish your project. Please keep in mind that projects cannot run for more than five years.

*Risks:* The response should indicate what the three biggest/most significant risks associated with the project are and, if you know, how these risks will be mitigated.

### **Project Financials:**

This section provides an opportunity for the TCF Board to understand the budget and other financial aspects of the project.

This is an expression of interest so a full budget is not required and the TCF Board understands that the amounts provided are indicative. However, please keep in mind that

- applicants are required to contribute a minimum of 10% cash for project implementation costs from their own or another parties funds.
- the maximum amount of overheads that can be sought from the TCF for program-based projects is 16% of funds being sought.
- the maximum amount of funds that can be sought for infrastructure in program-based round is 20%
- overheads include program management, supervision, finance, payroll, quality control/assurance, information technology, human resource management, insurance, steering committee/project oversight, administration support and office rental and fit-out (desk, chair, etc). Any overheads over and above the amount that can be sought from the TCF must be funded by the applicant or another funding source.
- you are encouraged to ensure that you have sought cash and in-kind contributions from a variety of sources.
- specialist volunteer time, eg electrician, graphic designer, surveyor, should be calculated at their professional rate. General volunteer labour should be calculated at \$25 per hour.
- if the applicant (or sponsor) is registered for GST all figures should be GST exclusive.
- If the applicant (or sponsor) is not registered for GST all figures should be GST inclusive.

*Total project cost:* This amount will be calculated through the application form. The response will indicate the total cost of the project including the TCF contribution, cash and in-kind from the applicant and other sources and supplier discounts.

*Amount sought from the TCF:* The response should indicate the amount of funds that the applicant is seeking from the TCF.

*Cash to be provided by applicant or other sources:* The response should indicate the amount of cash that the applicant or other sources will be providing to the program.

*In-kind to be provided by applicant or other sources:* The response should indicate the amount of in-kind that the applicant or other sources will be providing to the program. This should include volunteer time, supplier discounts, existing staff time, etc.

*What are the three main elements of the program that you are seeking TCF funding for?:* The response should provide an indication to the TCF Board of what they are being asked to fund. For example, it could be wages and on-costs, vehicle and overheads. Alternatively it could be consultant, travel and accommodation and training fees.

**Income Tax** - If applicants are unsure of the tax implications of receiving a grant from the TCF they should contact the Australian Tax Office for advice.

### **Sponsor Details:**

If the applicant organisation is not a not-for-profit legal entity then they must have a sponsor who is a not-for-profit legal entity. The sponsor takes legal and financial responsibility for the project and must complete this section.

Through this section the TCF is seeking general organisational information (organisation name, address, ABN number, etc) about the sponsor and a formal commitment from the sponsor that they are willing to take on legal and financial responsibility for the project should it be successful.

### **Partner Funding, Agreement and Declaration:**

This section describes what commitments the applicant is entering into by submitting the application. The section also seeks permission from the applicant to provide information to another funder if the TCF thinks they may be interested in funding the project.

*Partner Funding:* From time to time the TCF is approached by other funders to provide information on projects that may meet their funding criteria. This question seeks permission for the TCF to provide a copy of the application, in the strictest of confidence, to another funder if the TCF thinks it may fit the other funders criteria. There are no implications for TCF funding if you choose not to allow the TCF to provide the application to another funder.

*Agreement and Declaration:* Please read all the details carefully and consider if you agree and can declare that they are true before completing the authorising officer details. The authorising officer should be someone in the organisation who can make the commitments outlined in the agreement and declaration.

## **REVIEWING AND SUBMITTING**

Once you have completed your application you should review it thoroughly and ask someone else to review it for you.

If you would like to print out your application or email it to another party you can press the download in pdf button at the bottom of the review section. You can do this at any time during your application development.

If you are comfortable with your application, you are ready to submit it. You will not be able to submit the application if any compulsory questions are not completed or if you have not provided

a response that is within the parameters that the TCF has set. If this is the case the question will show up with a red square around it when you are on the review page.

Once you have double-checked everything you should press the submit button. The TCF encourages you to submit your application well before the deadline in case there are any last minute issues. You should keep in mind that the TCF does not accept late applications.

### ***Changing Your Application***

Once the due date and time have passed you cannot make any changes to your application.

If the funding round is still open, you can only make changes to your application by contacting the TCF Office on 6165 8333 and asking for the application to be reopened. If the application is reopened, it is the applicants responsibility to ensure that the application is resubmitted by the due date.

## 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 TCF 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**

Please use this checklist to help complete your application.

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

<b>Before you prepare your application:</b>	<p>Read the guidelines carefully and consider if your organisation is eligible to apply <input type="checkbox"/></p> <p>Consider carefully the 'eligibility and assessment' information (page 4) <input type="checkbox"/></p> <p>Contact the Fund to discuss your project <input type="checkbox"/></p>
<b>Before you submit your application, make sure you:</b>	<p>Provide information relating to your organisation, including ABN and GST status and incorporation or entity details <input type="checkbox"/></p> <p>Indicate the region and project area <input type="checkbox"/></p> <p>Complete all the required questions on the application form – you will not be able to submit your application until the required questions have been answered. <input type="checkbox"/></p> <p>If your organisation is unincorporated or is not a legal entity:</p> <ul style="list-style-type: none"> <li>• provide details of your sponsor; and <input type="checkbox"/></li> <li>• attach the letter from your sponsoring organisation. <input type="checkbox"/></li> </ul> <p>Ensure you have approval from the authorised officer <input type="checkbox"/></p> <p>Contact the TCF Office to request a review of your draft application. This must be done at least seven days prior to the application due date. <input type="checkbox"/></p> <p>Read the Personal Information Collection Authority <input type="checkbox"/></p> <p>Submit the application on time. The TCF does not accept late applications, try to submit your application by 4.30pm on the due date to give you time to deal with any issues that you may encounter. <input type="checkbox"/></p> <p>Keep a copy of your funding application for your records. A copy will be emailed to you once you press the submit button. <input type="checkbox"/></p>

## ASSESSMENT PROCESS

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

After assessing an application, the Tasmanian Community Fund 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.

### Assessment Timetable

Activity	Timeframe
Grant round opens	Saturday, 6 February 2021
Large stage 1 (Eol)grant round closes	Wednesday, 10 March 2021 <i>late applications will not be considered</i>
Applications acknowledged	Within two weeks of the closing date <i>if you do not receive an acknowledgment letter, please contact the office on 6165 8333</i>
Eol applications assessed	Early April 2021
Eol applicants advised of outcome	Mid April 2021
Large stage 2 applications closes	12 May 2021
Large stage 2 applications assessed	Early June 2021
Large stage 2 applicants advised of outcome	Mid June 2021
Grant deeds arranged	from late June 2021
Grants disbursed to successful applicants	From July 2021 <i>subject to completion of grant deed (including return of any additional information required) and meeting any special conditions</i>

### Lodgement

Applications should be electronically submitted through SmartyGrants – [www.tascomfund.org](http://www.tascomfund.org)

Applications close at 5pm (Tasmanian time) on the relevant date for each grant round. Applications submitted electronically by this time will be accepted. **Late applications will not be considered.**

## *ARRANGEMENTS FOR SUCCESSFUL APPLICANTS*

### **Grant Deeds**

All successful applicants will be required to enter into a grant deed with the TCF Board, on behalf of the Crown in Right of Tasmania. If the applicant is unincorporated or is a non-legal entity, the project sponsor will sign the grant deed.

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

- use the grant for the purpose in which it was provided, and for the specific items listed in the deed;
- 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 TCF as a source of funding for the project.

Approval of a grant does not commit the Tasmanian Community Fund Board to any future financial assistance to the organisation.

### **Payment of the Grant**

Once the deed has been signed, the funds will be electronically transferred to the nominated bank account of the organisation, 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 Tasmanian Community Fund will often provide a single grant payment. However, funding may be provided over a longer timeframe or in instalments, if an applicant requests or at the Tasmanian Community Fund's discretion. Large grants will usually be paid in instalments. The timing and amounts of such payments will be discussed with the successful recipient. The Tasmanian Community Fund will usually require that satisfactory reports be provided before instalment payments will be made.

### **Reporting Obligations**

The Tasmanian Community Fund wants to hear how the project achieved its objectives. Each recipient is to provide a final report to us within **two months of the project's completion date** specified in the deed.

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 demonstrates to the community, through the TCF, 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.

Projects that run over multiple years or have stages of implementation will be provided funding support in instalment and required to submit a progress report at agreed points throughout the project.

Each Strategic Initiative project will be allocated a TCF Client Manager who will work with the recipient organisations to ensure that the project is on-track. Strategic Initiative recipients are required to make a presentation to the TCF Board and other recipients in March each year.

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 Tasmanian Community Fund 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.

## Financial Reporting and Audit Requirements

If your application is successful, it is important to have procedures in place to show that expenditure has been in accordance with the grant deed. The Tasmanian Community Fund has found that having these systems in place from the start of the project can save a significant amount of trouble and effort later on for the grant recipient.

The TCF has engaged a consultant to audit grants, with the cost covered by the TCF. The Board may select any grant for auditing, however all grants of \$50 000 or more will be audited. Recipients should assume their grant will be audited and maintain proper records. Even if the grant is not audited, the recipient must show the Board that the funds have been spent properly and provide evidence of all expenditure.

If organisations are unable to demonstrate that the grant has been spent appropriately, or on the items funded, the grant (or part of the grant) will need to be returned.

The table below sets out the information which is required by the current TCF nominated auditors to complete the audit and by the TCF Office to acquit the project if an audit is not required.

**This information is required at least one month prior to the reporting date.**

Documentation	Action Required
Invoices	A copy of all invoices.
Break Down of Expenses	A General Ledger (or equivalent) break down of total expenses.
Cheque Butts	A copy of all cheque butts used (if any) for the purposes of spending funds provided by the Fund.
Payroll Records	For new employees a copy of the employment contract/letter of offer, position description and payroll payment records will need to be provided. For existing employees a copy of all timesheets (with signature) clearly showing the hours attributable to the project and payroll payment records will need to be provided. <i>This information will be treated in the strictest confidence.</i>
Pictorial Evidence	Send pictorial evidence of the completion of your project if appropriate.
Representation	Complete and sign a representation letter [this will be provided to you].

Letter	
Contact Details	Provide the contact details for the person who prepared the final project report to direct audit queries to.
Grant Deed Schedule	Provide the latest grant schedule page from your grant deed. If any changes have been made to the schedule, please include any supporting documentation where approval was obtained from the TCF.

## Acknowledging the TCF

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

Common methods for recognising the Tasmanian Community Fund 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 Tasmanian Community Fund support, the Fund logo and/or the words 'supported by the Tasmanian Community Fund' should be used. The Tasmanian Community Fund Office must approve the final wording and layout of any acknowledgement.

If an event is being held the Tasmanian Community Fund would appreciate an invitation to the event and opportunity to make a short speech regarding the TCF.

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

The Tasmanian Community Fund logo is:



## Withdrawal of Grant

The Tasmanian Community Fund has a responsibility to ensure the funds are managed in the best interests of the Tasmanian community. Grant recipients must ensure public funds are properly expended.

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

- the Board'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 Board's decision;
- the Tasmanian Community Fund is unable to gain appropriate information to progress the Grant Deed or any other aspect of the project management;
- the recipient is unable to demonstrate to the Fund'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 Fund for any changes to the project, budget or timetable;
- it becomes apparent that the project had commenced or been completed prior to the successful negotiation and signing of a grant deed;
- 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;
- the grant is used for a private benefit;
- the recipient does not meet project milestones and/or outcomes; or
- the recipient does not meet pre-requisites required to trigger payment in a timely manner.

If the grant has been paid in part or full, the Tasmanian Community Fund 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 Fund staff.

# 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 5 eg they must be not-for-profit, with no overdue TCF 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 deed;
- the project is completed within the agreed timeframe;
- prior written approval from the Fund 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 deed**

The grant deed will be made with the sponsor.

## **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 you can expect from the Tasmanian Community Fund

The Board will manage the Fund in the best interests of the community by ensuring that:

- individual member obligations under the *Tasmanian Community Fund Act 2005*, the Board's Code of Conduct and appropriate standards regulating the granting and accounting of public funds are met and that the Board's actions are consistent with grant-making best-practice;
- individual Board members are informed about community issues and build relationships with community organisations;
- funds are used to maximise the value of projects to the Tasmanian community;
- funding decisions are made through a fair, consistent, objective and rigorous assessment of applications against published criteria;
- funds are distributed to a broad range of community organisations and projects throughout Tasmania;
- information about the Fund's operations and processes is provided in an accessible, accurate, timely and courteous manner; and
- assessment guidelines, list of grants awarded, audited annual reports and newsletters are made available publicly.

## What the Fund expects from applicants and recipients

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

- providing accurate and complete information in accordance with the TCF'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 Fund of any changes which may affect the grant application once submitted.

The Tasmanian Community Fund 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 TCF prior to any changes to the project, budget or timeframe;
- returning unexpended funds to the TCF for distribution to other recipients;
- providing complete reports to the TCF in a timely and accurate manner;
- for grants over \$50 000 and other selected grants, providing financial information to auditors nominated by the TCF;
- 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; and
- acknowledging the Tasmanian Community Fund funding towards the project.

**PERSONAL INFORMATION COLLECTION AUTHORITY**

**Tasmanian Community Fund**

**GPO Box 1350**

**HOBART TAS 7001**

**Phone: (03) 6165 8333**

**Enquiry Email: [admin@tascomfund.org](mailto:admin@tascomfund.org)**

**Website: [www.tascomfund.org](http://www.tascomfund.org)**

Personal information will be collected from you for the purpose of assessing applications for grants and will be used by the Tasmanian Community Fund for managing, assessing, advising upon and determining the relevant application and may be used for other purposes permitted by the *Tasmanian Community Fund Act 2005* (the Act).

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

Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the Tasmanian Community Fund, courts and other organisations authorised to collect it.

Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Tasmanian Community Fund. You may be charged a fee for this service.

The Tasmanian Community Fund is subject to the Tasmanian Right to Information Legislation and therefore applicant details and their applications may be the subject of a right to information request.

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

[Date]

Mrs Sally Darke  
Chairperson  
Tasmanian Community Fund  
GPO Box 1350  
HOBART TAS 7001

Dear Mrs Darke

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 Tasmanian Community Fund (TCF) 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 TCF Board 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 TCF 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]

## FREQUENTLY ASKED QUESTIONS WHEN APPLYING

**Q: Do I need to keep to the word limit?**

**A:** Yes. All applicants have the same opportunity to make their case for funding. The SmartyGrants application form has been set up so that applications cannot be submitted if the word count is not adhered to. The Tasmanian Community Fund may not accept applications or may remove excess information if unrequested attachments are provided.

**Q: Will the Fund accept a late application?**

**A:** No. All applications must be electronically submitted through SmartyGrants by 5pm (Tasmanian time) on the designated closing date.

**Q: How many copies must I provide?**

**A:** Applications will only be accepted electronically through the SmartyGrants system. As a result, you do not need to provide any hard copies.

**Q: What do I do if application information needs updating?**

**A:** If there are material changes to your application, please let the Fund office know as soon as possible. This may include:

- other funding secured or unsuccessful grant applications;
- approvals/permits granted or refused; or
- additional support for the project (eg in-kind, new partnerships, etc).

**Q: What are my chances of receiving funding?**

**A:** This is very difficult to answer.

Each round, the Fund receives more applications than it is able to support. This means some meritorious projects are not funded or only receive partial funding.

The Board will assess each application on its merits against all other applications received. Preference is given to applications which meet the criteria to the strongest degree.

To help put a best case to the Board, applicants are encouraged to discuss their proposal with Fund staff prior to submitting an application. Applicants should also ensure that they provide the information requested in the guidelines.

As a guide between 25% and 40% of applications have been funded each round.

**Q: How do I know that my application will be assessed fairly and objectively?**

**A:** The Board is required by its governing legislation to perform its duty in an honest manner and in the best interests of the community. In addition, the Board members must take steps to avoid any conflict of interest.

The Board takes a number of other steps to assess applications fairly:

- Applications for general grant rounds are only received during publicly-announced funding rounds, and are open to all eligible applicants to apply
- All applications are considered by each Board member individually, and then discussed and agreed as a group
- Applications are assessed on their merits against the guidelines, and against all other applications received
- Board members must declare any potential conflict of interests, and do not participate in any decisions involving a potential conflict
- The Board makes public its funded projects
- The Board presents an annual report for tabling in Parliament

**Q. Will my application be returned to me?**

Applications are submitted electronically and a copy will be emailed to you once you press the submit button.

Keep a copy of your funding application for your records as the Tasmanian Community Fund is not able to provide further copies.