



# TASMANIAN COMMUNITY FUND

INVESTING IN AND STRENGTHENING  
TASMANIAN COMMUNITIES

## FUNDING GUIDELINES

**COVID19 RESPONSE ROUND – SUPPORT, CONNECT AND  
REBUILD – MEDIUM – \$20 001 TO \$70 000**

### Important dates

applications open:	11 July 2020
medium applications close:	30 September 2020
	<i>late applications are not considered</i>
medium applications assessed:	early December 2020
applicants notified:	mid December 2020

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

**Website:** [www.tascomfund.org](http://www.tascomfund.org)  
**Phone:** Lola Cowle, Toni Ashlin or Cheryl Walker - 6165 8340, 6165 8341, 6165 8333  
**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 the Trust Bank to directly benefit the community by making grants to community organisations.

The Fund receives an annual appropriation in perpetuity. In 2019-20, the appropriation was \$6.9 million. This appropriation covers all Fund costs, including grants and administrative expenses.

Since 2000, the Fund has allocated \$110 million to nearly 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 July 2020 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 O'Day Councillor and a Registered Land Surveyor and Certified Practising Planning and Project Facilitator.

**Alexander McKenzie** 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, Non-Executive Director of TasTAFE, Chair of the TasTAFE Audit and Risk Management Committee and committee member of Regional Development Australia Tasmania.

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>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 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 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.

<b>TCF staff contact details:</b>	Toni Ashlin:	medium projects	phone: 6165 8341
	Cheryl Walker:	small projects	phone: 6165 8333
	Lola Cowle:	large projects	phone: 6165 8340
	General enquiries:		phone: 6165 8333
	Enquiry email:		<a href="mailto:admin@tascomfund.org">admin@tascomfund.org</a>

# Covid19 Response Round – Support, Connect and Rebuild

The Tasmanian Community Fund is calling for small, medium and large applications that support Tasmanians and Tasmanian organisations to recover and rebuild from Covid19.

The TCF is seeking applications across three streams:

- Support – supporting and meeting the needs of vulnerable people to ensure they are not left behind as a result of Covid19
- Connect – creating spaces and programs/processes to enable individuals and communities to reconnect and rebuild the social fabric of communities
- Rebuild – providing individual and organisational capacity building including options for realigning work and directions for the “new normal” and beyond

Through these streams, applications are sought in the following focus areas:

## ***Support:***

- improving educational outcomes including reconnection with education
- improving mental health outcomes
- improving drug and alcohol misuse outcomes
- ensuring local access to food
- supporting migrant and refugee communities (including non-permanent residents)
- reducing the level of and impact of family violence, including the impact on children and young people
- improving outcomes for people living with a disability

## ***Connect:***

- increasing community connection
- reducing social isolation
- improving community resilience
- infrastructure and equipment that supports or enables communities to connect, support and rebuild
- rebuilding social fabric

## ***Rebuild:***

- increasing individual and organisational capacity
- enabling organisations to take advantage of new opportunities
- enabling organisations to realign their work and ways of work to support community outcomes in a post Covid19 Tasmania

Project funding is available for:

- a maximum of five years (awarded amount can be split across this timeline in accordance with the needs of the project).
- projects that are tailored for the Tasmanian community
- programs, including pilot programs
- infrastructure and equipment
- projects that include community or organisation collaboration are strongly encouraged

Funding is not available for:

- research, feasibility studies or trials;
- on-going operational costs;
- projects that do not contribute to the support, connection and rebuilding of the Tasmanian community from the Covid-19 pandemic.

Funding available: Around \$3.5 million is available for allocation through this grant round across small, medium and large projects.

## YOUR APPLICATION

The Tasmanian Community Fund receives a large number of applications each grant round. Visit the Tasmanian Community Fund website at <https://tascomfund.org/what-we-fund/covid-19-response-support-connect-and-rebuild-round> to access the electronic application form.

For the Covid19 Response Round – Support, Connect and Rebuild the Tasmanian Community Fund is seeking applications for medium (\$20 001 to \$70 000) 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.
- 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 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 encapsulates the project. For instance, New Shed for the Bob a Duck Kayaking Club or Expanding the ABC program to Southern Tasmania.

*Project Summary:* consider including the main focus of the project and the target community. For example, Increasing community capacity and resilience through the delivery of a grassroots community leadership program in the Coal Valley or Upgrading the kitchen at the Bothwell Surf Life Saving Club to provide more opportunities for the community to connect.

*Amount Requested:* include the amount you are requesting from the Tasmanian Community Fund in this application here. Remember that this figure does not automatically update so if the amount you are requesting changes as your application progresses you will need to change this figure.

*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 stream:* The TCF have identified three project streams for the Covid19 response round – support, connect and rebuild. In this question, you should indicate which of these streams your project relates to. If you are not sure, refer to page 6 of these guidelines or contact the TCF Office on 6165 8340.

*Project Focus:* The TCF have identified several focus areas under each project stream. Once you select your project stream the list of focus areas for that stream will appear. You can select more than one focus area from the stream.

*Office Bearers/Directors:* To help the TCF understand who is responsible for the governance of the organisation please provide a list of office bearers (President, Vice President, Secretary, Treasurer) or directors and a brief outline of their skills and experience.

### **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 does the community need the project:* Your response to this question should explain why the project needs the project in response to Covid19 and what issue you are trying to overcome. You can include details of the impact of Covid19 on the community from what you are seeing and you can include statistics on changes that have occurred in the community as a result of Covid19. You should also indicate how you have determined that this project will overcome the issue.

For instance, you could indicate that since March 2020 there have been no community activities in the community and people are feeling isolated. We have worked with the Council, Neighbourhood House and the local community health Centre to develop this project to .....

In another case, you could indicate that the requests for access to community food have risen by X% since March 2020 and that current capacity is not able to meet the expected on-going need. This project will enable us to meet the need whilst working with food recipients to develop their knowledge of food and how to prepare it and building their skills in growing their own vegetables.

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

*Photos:* For any construction (as detailed above) or equipment replacement project you are encouraged to include three photos that show the current condition of the building/site or equipment.

Please consider including three photos that show different aspects of issue you are trying to resolve eg close up, broad perspective. For a greenfield site development you should include three photos of the proposed site from different angles to give the TCF a better understanding of the chosen site.

*Construction:* You will need to indicate if your project includes construction work. For the TCF, this includes building construction, extension, site improvements, refurbishment, etc.

If construction, is involved you will need to indicate who owns the property and, if not owned by the applicant, what the lease arrangements are. You will also need to indicate if the building is heritage listed.

*Plans and Approvals:* If undertaking construction of any kind (as detailed above) you are encouraged to include a copy of any building work plans that are available. Plans can provide a picture to support the project description you have provided. Plans do not need to be architectural drawings but need to represent the scope of work that will be undertaken.

You will also need to indicate if you will need to acquire approval for the work – development approval, heritage assessment, aboriginal heritage assessment, etc. If you already have approvals you should attach a copy.

*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, building users and then indicate the number of people who will benefit indirectly eg friends and family of participants, community centre with increased wellbeing.

*Community Support:* Your response to this question should outline how the community has demonstrated support. This could be providing letters of support, indications of support through discussions, providing funding, agreeing to undertake work (in-kind), agreeing to be a partner, etc.

*Volunteers and community:* Your response to this question should outline how volunteers have been part of designing and developing the project idea. This could be detailing conversations with individuals or other community organisations, volunteer responses/feedback to organisation, partners meeting to develop response, etc.

Your response should also indicate how volunteers and the community will be involved in implementing the project. This could be doing in-kind work, project management, referring participants to a program, etc.

*Letters of support:* You are required to provide three letters of support with your application. No more than three letters will be considered.

When deciding on who to approach for letters of support think about who will benefit from the project the and ensure that you capture their perspective in the letters. You should also think about including letters of support from project partners.

Whilst you can only submit three letters of support with your application, you can have multiple signatures on the letters to demonstrate the breadth of support for the project.

If undertaking a local community project, you are encouraged to include a letter of support from the local Council.

Letters of support from applicant members or representatives or project suppliers will not be accepted.

### **Project Management:**

This section provides an opportunity for the TCF Board who will be assessing the application to get an understanding of how the project will be managed.

*Success:* Your response to this question should indicate how you will know if the project has been successful. This could include building complete, change in the level of X in the community, number of participants in the program, increased participation in X, etc.

*Risks:* The response should indicate what the risks associated with the project are and how these risks will be mitigated.

*Project start date:* The response should indicate when you plan to start your project. Please keep in mind that projects cannot start before 1 January 2021 and that whilst TCF staff will make every effort to have all grant deeds completed by 31 December 2020 it may not be possible for all projects to commence on 1 January 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.

### **Project Financials:**

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

It is the applicant's responsibility to ensure that the budget and other financial information is correct, fully completed and that the budget (income and expenditure) adds up.

The Tasmanian Community Fund reserves the right to reject an application that contains insufficient financial information or that contains GST or budgetary information that is incorrect.

Tasmanian Community Fund staff are available to provide advice on budget or other financial information prior to the submission of any application.

**GST status:** You need to indicate if the amounts in the application income and expenses table include GST or not.

There are a few simple rules to keep in mind when dealing with GST.

1. The Fund will gross-up a grant by 10% for GST when the recipient or the sponsor is registered for GST. Therefore, the amount requested should be **exclusive** of GST.
2. The Fund has determined to include GST as part of the grant where the recipient or the sponsor is not registered for GST. Therefore, the amount requested should be **inclusive** of GST.

If you have received a quote that includes GST, but does not itemise the GST amount, divide the total amount by 11 then multiply by 10 to work out the amount without GST.

If you need to add GST to a quote received, add 10% to the cost.

If you need assistance with GST please contact the Australian Tax Office on 13 28 66 or [www.ato.gov.au](http://www.ato.gov.au).

Please note that the ATO requires all non-profit organisations with a turnover of \$150 000 or more to register for GST. Non-profit organisations with a lower turnover may choose to register.

***Income and Expenses (Budget):*** The Tasmanian Community Fund Board relies on the accuracy of information provided in applications, including budgets.

A few things to consider when developing your budget:

- All applicants are encouraged to ensure that they 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.
- Applicants are encouraged to include the names of other funding sources. The *other funding source* labels in the income table can be deleted and the appropriate information provided.
- The Board encourages applicants to make sure that volunteer/in-kind amounts are realistic and are in addition to the support that volunteers/staff would provide in their normal day to day activities.
- Applicants should also make sure they are providing detailed budgets. If budgets do not include sufficient information for the Board to determine how the funds would be spent, they are less likely to be approved.
- If applicants are unsure of the income tax implications of receiving a grant from the TCF they should contact the Australian Tax Office for advice.
- SmartyGrants will calculate the total project income and expenses.

Some recipients are disadvantaged because they request less funds than an accurate budget would show. Once the Board has awarded a grant, any shortfall needs to be covered by the organisation or other funding sources.

In cases where an applicant has incorrectly requested more funds than its budget would suggest, the Board may award a lower amount.

The Tasmanian Community Fund strongly encourages applicants to double-check amounts in the budget to ensure that the requested funds are accurate. Once you have completed your budget you should ensure that the response to the total amount requested question in the *Organisation Project Details* section shows the correct amount requested from the TCF.

Applicants need to make sure that:

- all three columns of the income and expenses tables are completed;
- the total income and the total expenses match;
- the amount of money allocated to each funding source in the budget expenses matches the amount indicated in the income. For example, if the income table states that the applicant will be contributing \$30 000, then there must be budget line items in the expenses table that are allocated to the applicant in the funding source column that add up to \$30 000.

Sample budget for an organisation that is registered for GST

## Project Income

Funding Source	Amount	Has funding been secured?
Tasmanian Community Fund	\$50 000.00	No
Applicant	\$10 000.00	Yes
Applicant – in-kind labour	\$12 000.00	Yes
Local Service Club	\$6 000.00	Yes
Supplier Discounts	\$2 500.00	Yes
Fundraising	\$2 000.00	No
Council	\$5 000.00	Yes
<b>Total</b>	<b>\$87 500.00</b>	

## Project Expenses

Item/Service	Amount	Funding Source
Project Manager – 0.2 FTE Level 3 SCSA Award plus on-costs	\$50 000.00	TCF
Project Manager – 0.2 FTE Level 3 SCSA Award plus on-costs	\$10 000.00	Applicant
600 hours @ \$20 per hour - Project supervision, mentoring,	\$12 000.00	Applicant In-kind
Concrete Slab – 3m x 3m	\$6 000.00	Local Service Club
Shed Kit – 3m x 3m	\$7 500.00	Council (\$5 000) and Supplier Discount (\$2 500)
Plumbing	\$2 000.00	Fundraising
<b>Total</b>	<b>\$87 500.00</b>	

Sample budget for an organisation that is not registered for GST

## Project Income

Funding Source	Amount	Has funding been secured?
Tasmanian Community Fund	\$50 000.00	No
Applicant	\$10 000.00	Yes
Applicant – in-kind labour	\$12 000.00	Yes
Local Service Club	\$6 600.00	Yes
Council	\$5 500.00	Yes
Supplier Discounts	\$2 750.00	Yes

Fundraising	\$2 200.00	No
Total	\$89 050.00	

### Project Expenses

Item/Service	Amount	Funding Source
Project Manager – 0.2 FTE Level 3 SCSA Award plus on-costs	\$50 000.00	TCF
Project Manager – 0.2 FTE Level 3 SCSA Award plus on-costs	\$10 000.00	Applicant
600 hours @ \$20 per hour - Project supervision, mentoring,	\$12 000.00	Applicant In-kind
Concrete Slab – 3m x 3m	\$6 600.00	Local Service Club
Shed Kit – 3m x 3m	\$8 250.00	Council (\$5 500) and Supplier Discount (\$2 750)
Plumbing	\$2 200.00	Fundraising
Total	\$89 050.00	

More rows can be added to the table by pressing the green add row button.

**Budget Balance:** The TCF does not accept applications with incorrect budgets. This question calculates the total project income minus the total project expenses. If the answer is not \$0 you will need to review your budget to ensure that the total income and expenses match.

### Other Financial Questions:

This section provides the TCF Board with an opportunity to understand the financial position of your organisation and any funding request priorities.

**Partial Funding:** Please indicate if you will accept partial funding from the TCF for the project. You will also need to explain your response. If you cannot accept partial funding please explain why. If you can accept partial funding, please provide details of the minimum amount acceptable and what it would be used for.

**Other Funding Bodies:** Please indicate if you have or will be applying to another funding body for the elements that you are seeking funding from the TCF for. If you are, please provide details of the items being requested and when the outcome of the other application will be known.

**Application Priority:** If you are applying to the TCF for support for more than one project please indicate which project is the highest priority and then list any other applications in priority order.

**Quotes:** If you are seeking funding for a single item that is valued at \$50 000 or more or if you are undertaking a construction (building, extension, refurbishment, renovation, etc) where the total work is valued at \$50 000 or more you need to attach three quotes.

If quotes are required, you will also need to indicate which quote you have selected and explain why. You are not required to select the lowest quote.

If you are not able to get three quotes, please explain why in the area allocated for indicating which quote you have selected.

**Members with Financial Benefit:** If any members of your organisation will undertake paid work through the project please provide details of the type of work they will be doing and the amount of funding they will receive.

**Financial Viability:**

This section is part of the TCF's risk management assessment. All sections of the financial viability need to be completed unless the applicant or sponsor is a local Council, State or Commonwealth Department or a University. If the applicants is one of the exceptions only part of the financial viability section need to be completed.

If a sponsor is taking responsibility for the project, then the financial viability section must be completed with the sponsors details.

**Audited Statements:** Please indicate if the organisation's audited statements are available on a website and if they are provide details of the website.

If the audited statements are not available on a website there is no need to provide copies to the TCF.

**Financial Summary:** Please provide a summary of the last three years of financial information. This information should be drawn from audited statements. If the organisation has an exemption for audited statements the information should be drawn from the end of year financial reports provided to members.

**Financial Position:** Please provide further information on your financial position including an explanation of any significant changes in financial position, details of what reserves are set aside for, planned future strategic projects, etc.

**Legal Entity:** Please indicate how many years your organisation has been a legal entity for.

**Legal Disputes:** Please indicate if there are any outstanding legal disputes and, if there are, what the details of the dispute are.

**Current Committed Projects:** Please provide a list of projects that your organisation is currently committed to. If your organisation has a large number of committed projects, please provide details of at least four projects that are relevant to the application.

**Projects Undertaken:** Please provide a list of projects that your organisation has completed in the last three years. If your organisation has a large number of completed projects, please provide details of at least four projects that are relevant to the application.

**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 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 fields 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>Obtain Council or other approvals where necessary <input type="checkbox"/></p> <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, 11 July 2020
Medium grant round closes	Wednesday, 30 September 2020 <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>
Medium applications assessed	Early December 2020
Medium applicants advised of outcome	Mid December 2020
Grant deeds arranged	from mid December 2020
Grants disbursed to successful applicants	From January 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 and applicant 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 is the proper way grant recipients show 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 are likely to be provided funding support in instalment and required to submit a progress report at agreed points throughout the project.

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 Fund. 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 Letter	Complete and sign a representation letter [this will be provided to you].
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.
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## 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 Fund.

Please discuss this requirement with the Fund 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; or
- the grant is used for a private benefit.

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 4 eg 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 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. The Tasmanian Community Fund will also request the applicant sign the deed 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 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 Fund'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 Fund prior to any changes to the project, budget or timeframe;
- returning unexpended funds to the Fund for distribution to other recipients;
- providing complete reports to the Fund in a timely and accurate manner;
- for grants over \$50 000 and other selected grants, providing financial information to auditors nominated by the Fund;
- 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.

The Tasmanian Community Fund will have another small, medium and large general grant round in approximately six months.

**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.