



# Tasmanian Community Fund

*Making a difference*

## GRANT ROUND 21

REQUESTS FOR FUNDING OVER \$10 000

FUNDING GUIDE & APPLICATION INFORMATION

### Important dates

applications open:	Saturday 17 July 2010
applications close:	Wednesday 25 August 2010 <i>late applications are not considered</i>
applications assessed:	September - October 2010
applicants notified:	by 1 <sup>st</sup> week November 2010

*Our next general grant round will open in mid-February and close at the end of March 2011 [dates to be confirmed]*

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

**Website:** [www.tascomfund.org](http://www.tascomfund.org)  
**Phone:** Mark - 6233 2800 or Melissa - 6233 2920  
**Email:** [admin@tascomfund.org](mailto:admin@tascomfund.org)  
**Fax:** 6233 5690  
**Postal:** GPO Box 1350, HOBART TAS 7001

## 30 SECOND SURVEY

We would appreciate 30 seconds of your time to help improve the promotion of the Fund by answering three short questions.

### 1. How did you first find out about the Tasmanian Community Fund? (tick one box)

- |                          |                                   |                          |  |
|--------------------------|-----------------------------------|--------------------------|--|
| <input type="checkbox"/> | word of mouth                     | <input type="checkbox"/> | community forum  |
| <input type="checkbox"/> | Agfest exhibit – May 2010         | <input type="checkbox"/> | referred by another funding body                             |
| <input type="checkbox"/> | brochure/annual report/newsletter | <input type="checkbox"/> | referred by a Member of Parliament                           |
| <input type="checkbox"/> | grant alert email                 | <input type="checkbox"/> | from the Fund's creation in 1999<br>from the Trust Bank sale |
| <input type="checkbox"/> | internet search                   |                          |  |
| <input type="checkbox"/> | media story                       |                          |  |

### 2. What is the best method(s) for the Fund to promote its funding rounds and grant recipients? (tick one or more boxes)

- exhibiting at rural shows/events
- media stories
- community forums/grant writing workshops
- brochures/annual reports/newsletters
- website

### 3. How did you receive a copy of these guidelines? (tick one box)

- Fund staff forwarded a hard copy
- Fund staff forwarded an electronic copy
- downloaded from the Fund's website
- provided by another person

The completed survey can be provided to the Fund office (GPO Box 1350, Hobart, 7001) with a grant application or separately.

**Note: this information is to assist the Fund in targeting its promotional activities. It will not form part of any grant assessment.**

# ELIGIBILITY AND ASSESSMENT SUMMARY

## To be eligible to apply, organisations must be:

- not-for-profit;
- incorporated, or sponsored by an incorporated organisation; and
- based in Tasmania, or proposing to undertake a project in Tasmania.

## Preference in funding will be given to projects which 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;
- 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 completed TCF projects;
- Australian or State Government agencies, or Government Business Enterprises, or to a local government, to fund its core responsibilities, or to another body to undertake a core government responsibility;
- projects which produce a private benefit to a specific business or person(s);
- retrospective funding ie for costs already incurred before approval of funding is given;
- ongoing operational costs;
- conferences, forums or workshops;
- loans; or
- where it is apparent that the applicant is becoming dependent on TCF funding.

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:**

Mark:	ph 6233 2800
Melissa:	ph 6233 2920
email:	<a href="mailto:admin@tascomfund.org">admin@tascomfund.org</a>

Phone: 6233 2800  
 Fax: 6233 5690  
 Email: [admin@tascomfund.org](mailto:admin@tascomfund.org)  
 Website: [www.tascomfund.org](http://www.tascomfund.org)



# GRANT APPLICATION COVERSHEET GRANT ROUND 21 – OVER \$10 000

*Please ensure both pages are completed and the application is signed.*

## 1. Organisation details

The 'organisation' is the body applying for the grant and undertaking the proposed project or activity.

### Name of Organisation

ABN																			
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If no ABN, please supply a copy of the Statement by a Supplier form or go to number 2 "Sponsor Details" on next page to nominate a sponsor if you are unincorporated.

Registered for GST?    Yes     No

### Postal Address

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Postcode

### Contact person (for enquiries regarding application)

Mr     Mrs     Ms     Miss     Dr   
 Other \_\_\_\_\_ (please specify)

### Name

### Position in Organisation

### Telephone (business hours)/mobile/fax

### Email Address

### Alternate Contact

Name:	
Position:	
Phone number / email address:	

### Name of project

### Summarise the project in a maximum of 25 words

### Amount of grant requested:

\$.....

**exclusive** of GST  if your organisation (or sponsor, if required) is registered for GST – the grant will be grossed-up by 10%

**inclusive** of GST  if your organisation (or sponsor if required) is NOT registered for GST

### Have you applied for funding for this project in any previous TCF grant round? Yes No

### If yes, summarise how this application has changed (maximum of 25 words)

**Have you (and your sponsor) met previous reporting obligations from previous TCF grants?** Yes  No  n/a   
**[note: outstanding reporting obligations will make your application ineligible for consideration]**

**2. Sponsor details (if applicable)**

Unincorporated organisations must have a sponsor for the project - an incorporated body that will accept legal and financial responsibility for the project. The sponsor must complete the letter at Attachment A.

Sponsoring organisation's name
Name of authorising person
Signature

Postal Address
Postcode
Email:
Phone:
ABN

If no ABN, please supply a copy of the Statement by a Supplier form.

Registered for GST? Yes  No

**3. Regional location**

Please indicate where the project will be undertaken:

- Statewide..... South .....  
 Central..... East .....  
 North-East..... North .....  
 North-West..... West .....

**4. Project category**

- Please indicate the one project category that best fits:  
 Community Welfare.... Youth.....  
 Health..... Education .....  
 Environment..... Sporting & Recreation .....  
 Cultural & Arts..... Religious .....  
 Regional Development.....  
 Economic Development & Employment.....

**5. Agreement**

If a grant application is approved, the organisation (and sponsor, where applicable) agrees to the following conditions:

1. Use the grant only for the purpose for which it was given.

2. Meet any special conditions that are attached to the grant.
3. Provide reports by the due date, signed by an auditor if required under the deed.
4. Seek prior written approval for any changes to the project, completion date, or to the budget.
5. Return unexpended funds.
6. Give appropriate acknowledgement of funding by the TCF.
7. Return the grant if the project is not undertaken in accordance with the formal deed.

**Full conditions are set out in the grant deed.**

**6. Declaration**

I confirm that, to the best of my knowledge, all the information provided in this application, including the attachments, is current and correct.

I give permission to the TCF to contact any persons in the assessment of this application.

I give permission for the TCF to collect and store the information contained in this application in accordance with the *Personal Information Protection Act 2004*.

I acknowledge that any Board decision made in accordance with these guidelines is final.

I confirm that I have the authority to sign for the applicant.

Name of Authorising Officer	
Position in Organisation	
Signature	Date

**Applications close on Wednesday 25 August 2010.**

- The original and six** double-sided stapled copies of
- this coversheet;
  - financial viability assessment sheet;
  - application addressing the criteria;
  - 30 second survey; and
  - project plan, if required
- should be posted or hand-delivered by the closing date to:

**Tasmanian Community Fund**

<b>Post:</b> Principal Executive Officer GPO Box 1350 HOBART TAS 7001	<b>Hand deliver:</b> Reception Treasury Building 21 Murray Street HOBART TAS 7000
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# **INFORMATION TO BE PROVIDED BY APPLICANT**

## **Maximum of 4 pages (= 2 pages double-sided)**

### **1. BACKGROUND**

#### **Your organisation**

Briefly tell us about the aims of your organisation and its current activities.

#### **Directors or office bearers**

Please outline the skills and experience of those managing your organisation.

#### **Accountable person**

Please nominate a senior member of your organisation who will take responsibility for ensuring that obligations arising from a successful application are met.

#### **Financial snapshot**

Briefly tell us what you believe to be your organisation's current financial position, and the expected position over the next three years.

Please tell us if you are able to use any surplus towards your project, and provide reasons. If your organisation is in deficit, please explain how you will address this situation.

The applicant (sponsor if applicable) must also complete a financial viability assessment – **Attachment B**.

### **2. PROJECT DETAILS**

**Please provide a summary of the proposed project answering the following questions:**

- why is the project needed?
- what are you going to do to meet that need?
- how will you undertake the project?
- how is your project innovative and proactive?
- why is your project good value for money?

#### **Benefits of the project to the Tasmanian community**

Outline the benefits (outcomes) expected to flow to the Tasmanian community as a result of the project covering the following questions:

- geographical area of Tasmania that will benefit;
- target group for the project;
- expected number of people who will be affected by the project, and how you have calculated that figure;
- how the project will have lasting, positive benefits; and
- on completion of the project, how you will demonstrate that the outcomes have been achieved.

## Community support

Please demonstrate how the community supports your project.

## Other organisations

We avoid funding projects which duplicate other services, unless it can be demonstrated that there is an unmet need.

Provide information on any other organisations which provide a similar service and how your group and/or project are unique, or why there is an unmet need.

## Volunteer involvement

Provide an outline of the involvement of volunteers and the community in relation to your project.

### 3. PROJECT MANAGEMENT

Please outline:

- How the project will be implemented;
- How your organisation will manage the project;
- The project timetable, including key project milestone; and
- How your organisation will monitor and evaluate progress against your specified project objectives and timeframes identified.

### 4. PROJECT BUDGET

Please specify the project items and costs in the table below. Specify if the costs are GST exclusive or inclusive. You may expand the table if needed.

Project items or services	Cost (\$)	Is GST included in cost? (Yes/No)	Cost explanation	What is your proposed funding source? (including TCF)	Has funding been secured? (Yes/No)

<b>Total TCF funding sought</b>	=	\$
<b>Total secured other funding</b>	=	\$
<b>Total unsecured other funding</b>	=	\$
<b>Total in-kind support</b>	=	\$
<b>Total cost of project</b>	=	\$

**Will the TCF grant allow the project to be completed? Yes / No**

Please provide an explanation.

**Will your organisation accept a partial grant? Yes / No**

Please provide an explanation. If yes, please indicate which items are your preference.

**Why is the TCF an appropriate source of funds for your project?**

Please provide an explanation.

## 5. SUPPORT LETTERS

List the names of the people/organisations which have provided support letters. Remember to attach one copy only to the original application.

Author's name	Position	Organisation	Relationship with applicant

## 6. MULTIPLE APPLICATIONS

For multiple applications, please prioritise the applications based on our guiding principles.

### OTHER INFORMATION REQUESTED

- **Complete 30 second survey (page 2)**
- **Last 3 years audited financial statements (sponsor's statements if applicant is unincorporated). If your statements are included in annual reports available online, please provide the website link.**
- **Sponsor's letter (if applicant is unincorporated) – Attachment A**
- **Financial Viability Assessment form – Attachment B**
- **Requests for \$100 000 or more**

A detailed project plan should be attached for projects requesting \$100 000 or more. Please be sure to provide six double-sided stapled copies with your application (see next page).

## **APPLICATIONS REQUESTING \$100 000+**

To help us assess larger applications, a more detailed project plan should be attached to an application requesting a grant of \$100 000 or more. Project plans are a valuable tool to assist organisations to properly plan larger projects and provide important information when assessing the application.

There is no standard format for the project plan; it will depend on the project.

The plan might include:

- SWOT analysis (Strengths, Weaknesses, Opportunities, Threats);
- detailed budget breakdown;
- building plans/approvals;
- breakdown of target audience;
- more specific information on the project's outcomes and milestones;
- organisation's strategic plan; and
- a list of referees who are able to provide independent comment on your organisation and project.

In addition, a Fund representative will contact your organisation to arrange a site visit as part of the assessment process.

# PRESENTING YOUR APPLICATION

We receive up to 250 applications each grant round.

To help us consider the applications in an efficient manner, please provide the original **PLUS** six double-sided copies of:

- the completed and signed 2-page coversheet (= 1 page double-sided);
- maximum of 4-page application (= 2 pages double-sided); and
- the completed 2-page financial viability assessment (= 1 page double-sided).

Each set should include one of each document, stapled together in the above order.

Other documents to be included are:

- if requesting \$100 000 or more, the original **PLUS** six double-sided stapled copies of a project plan;
- **one** copy of the sponsor's letter – if the applicant is unincorporated; and
- **one** copy of any support letters, the most recent annual report, and the last three years of financial statements – attached to the original application. If annual reports and audited financial statements are available on a website, simply provide the website address.

## 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 figures and GST status;
5. Make your application easy to read – short, sharp and succinct;
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 and number of copies; and
10. Aim for your application's full approval, but plan for other results.

# INFORMATION ON BUDGETS & GOODS AND SERVICES TAX

## Budgets

The Fund Board relies on the accuracy of information provided in applications, including budgets.

Some recipients are disadvantaged because they request less funds than an accurate budget would show. Once the Board has awarded a grant, any shortfall would need 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.

We strongly encourage applicants to double-check amounts in the budget to ensure that the requested funds are accurate and that the total figure is transcribed accurately to the coversheet.

Some budgets do not include sufficient information for the Board to determine how the funds would be expended. Such applications are less likely to be approved.

## Goods and Services Tax

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 is:

- an incorporated applicant registered for GST; or
- an unincorporated applicant which is sponsored by an incorporated body 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:

- an incorporated recipient is NOT registered for GST; or
- an unincorporated applicant is sponsored by an incorporated body NOT registered for GST.

Therefore, the amount requested should be **inclusive** of GST.

## How to convert a GST-inclusive amount to GST-exclusive

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.

## How to convert a GST-exclusive amount to GST-inclusive

Simply add 10% to the cost.

## Need help?

Please contact the Australian Tax Office on 13 28 66 or [www.ato.gov.au](http://www.ato.gov.au) if you require any clarification on GST.

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.

## GENERAL COMMENTS ON APPLICATIONS RECEIVED IN GRANT ROUND 20

Applications received:	247
Total funding requested:	\$9 million
Applications approved:	102 (41%)
Funding approved:	\$2.68 million (30%)

### Board observations on applications

Our funding rounds are always highly competitive. We understand 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 this round. However, it is important to understand that the Fund does not have the capacity to support every worthy project.

The Board considered that, overall, applications were of a good standard.

The Board noted that stronger applications included:

- Good community support, involvement or funding towards the project
- Solid research or evidence to back-up conclusions
- Demonstrated organisational capacity to complete the project
- Local council involvement, including in-kind or financial contributions, where appropriate
- Evidence of how on-going costs for funded projects are to be met
- A succinct project summary on the coversheet
- Good value for money

Areas where applications were weaker included:

- Not providing the requested information. This was particularly the case for a number of small grant requests. The Board were unable to assess these applications.
- Using abbreviations or jargon without explaining their meaning
- Incorrect budgets, or different amounts indicated throughout the application
- Requests for general operational costs
- Organisations with a relatively large, unexplained surplus
- Request to continue funding programs where other sources of funding have ended
- Areas of responsibilities of one or more levels of government

## **OTHER GENERAL COMMENTS ON APPLICATIONS**

Over time, the most common reasons for applications being unsuccessful have been:

### **Incomplete applications**

Applications which do not supply the requested information, or present it in a format which makes it difficult to assess.

### **More appropriate for other bodies to fund**

Projects which are assessed as more appropriately the responsibility of other bodies, including Australian, State or local governments.

### **Unexplained large surplus**

Lower preference will be given to applicants which appear to have sufficient resources to undertake the project without TCF funding eg they have a relatively, large unexplained surplus.

### **Unrealistic projects**

It is unlikely the Board will fund projects assessed as being:

- unrealistic in its outcomes, timeframes or budgets;
- likely to be beyond the capacity of the applicant; and/or
- unlikely to proceed in the next 12 months.

### **Insufficient demonstrated community benefit**

The benefit to the community is not clearly demonstrated, or is low when weighed against the amount of funding sought and/or other projects. Stronger applications have a relatively high community benefit for a relatively low cost.

### **Insufficient demonstrated community support**

The Board will look for evidence that the project is supported by the broader community. Where the applicant will work with other organisations to undertake the project, evidence of support from those organisations is particularly important.

The Board gives preference to projects which demonstrate community contribution, either additional funding or in-kind support. However, the Board will weigh up any contribution to the project against the capacity of the organisation/community to contribute funds to the project.

### **Lower overall preference**

We assess projects with an eye to funding those which are likely to bring the most value to the community. Many worthwhile projects have merit, but may not provide the most benefit when compared to other applications.

# SPECIAL CONSIDERATIONS

We know that a significant amount of time and effort can go into completing an application for funding, so it's worth ensuring your organisation and project meet our eligibility criteria.

However, please be aware that an application which meets our eligibility criteria is not guaranteed funding as we receive many more applications than we are able to support.

Eligibility criteria are set out on page 1. Before applying, it is in your interests to ensure your organisation and project meets these criteria.

In addition, some special considerations are:

## Overheads/administration costs

TCF funding rounds are always highly competitive. To make the best use of our grants, the Board looks to **add value**, rather than necessarily funding what might be considered the full costs of projects.

Generally speaking, we do not fund overheads or administration costs, unless they are demonstrated to be:

- directly attributable to the project;
- an additional cost which is not funded through other means; and
- retained in Tasmania.

At its discretion, the Board will make exceptions where it believes there are extraordinary circumstances that need to be taken into account.

## Land or building projects

If a project involves improvements to land or buildings, details should be provided of the property's specific address, and the ownership and/or leasehold arrangements of the land/buildings. If the owner is not the applicant, include written evidence of the owner's approval for alterations/improvements to the land/buildings.

Our experience is that a significant period of time can be taken up in local council or other authority approval process for some projects. Where council or other authority approval is required, applicants must show:

- all approvals required;
- evidence of approvals already obtained; and
- evidence of your ability to obtain all the required approvals within six months – eg a letter from council.

This information is to be included on the financial viability assessment form (**Attachment B**).

There are often lengthy delays in finding qualified tradespersons to undertake construction work, particularly in more remote parts of the state. It is important to factor this in to the project's timeline.

## **Individual membership-based clubs (including sporting clubs)**

As a community fund, we aim for the grants to gain the most community value.

When assessing applications from clubs where members pay a membership or usage fee, the Board will give preference to projects which demonstrate that the project will provide substantial benefit to the broader community (ie outside those members).

Community benefit may be shown by removing barriers to participation, increased use of facilities by other groups, addressing disadvantage or promoting social inclusion.

## GRANT APPLICATION CHECKLIST

Please use this checklist to help complete your application.

***Incomplete applications may not be considered.***

<b>Before you prepare your application:</b>	Read the guidelines carefully and consider if your organisation is eligible to apply	<input type="checkbox"/>
	Consider carefully the 'preference in funding' information	<input type="checkbox"/>
	Contact the Fund to discuss your project, if necessary	<input type="checkbox"/>
<b>Before you send in your application, make sure you:</b>	Provide information relating to your organisation, including ABN and GST status	<input type="checkbox"/>
	Indicate the region and project area	<input type="checkbox"/>
	Clearly indicate if you have outstanding reporting obligations from previous grants	<input type="checkbox"/>
	If your organisation is unincorporated:	<input type="checkbox"/>
	• provide details of your sponsor; and	<input type="checkbox"/>
	• attach the letter from your sponsoring organisation.	<input type="checkbox"/>
	Sign the application form	<input type="checkbox"/>
	Provided the original and <b>6 double-sided stapled</b> copies of this coversheet, financial viability assessment and application	<input type="checkbox"/>
	For projects requesting \$100 000+, provide <b>6 double-sided stapled</b> copies of a project plan	<input type="checkbox"/>
	Provide an annual report and financial statements	<input type="checkbox"/>
	Read the Personal Information Collection Authority	<input type="checkbox"/>
Keep a copy of your funding application for your records	<input type="checkbox"/>	
Obtain Council or other approvals where necessary	<input type="checkbox"/>	

# ASSESSMENT PROCESS

Our assessment rounds are highly competitive. The Board receives many more applications than it has the capacity to fund. In grant round 20, the Board approved 102 grants totaling \$2.67 million from 247 applications requesting \$9 million.

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

After assessing an application, we 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 - 2010
Grant round opens	Saturday 17 July
Grant round closes	Wednesday 25 August <i>late applications will not be considered</i>
Applications acknowledged	by 3 September
Applications assessed	September - October
Written notification of assessment outcome	by 1 <sup>st</sup> week in November
Grant deeds arranged	from mid-November
Grants disbursed to successful applicants	from December <i>subject to completion of grant deed and meeting any special conditions</i>

## Closing Date

The closing date for applications is **Wednesday 25 August 2010**. Applications hand-delivered or postmarked on or prior to this date will be accepted. **Late applications will not be considered.**

## Number of copies

Please provide the original plus six double-sided copies.

## Lodgment

Applications should be posted or hand-delivered to:

Posted to:  
Mark Green  
Principal Executive Officer  
Tasmanian Community Fund  
GPO Box 1350  
HOBART TAS 7001

or hand-delivered to:  
Reception  
Treasury Building  
21 Murray Street  
HOBART  
*Reception closes by 5:30 pm*

# **FUNDING AVAILABLE – GENERAL GRANT ROUNDS**

## **What size grants are usually awarded?**

We aim to support a broad range of projects and organisations. Historically, most of our grants are for small to medium-sized amounts – around 80% of our grants have been for amounts less than \$50 000. Only a small percentage of our grants have been awarded for amounts over \$100 000, with amounts over \$200 000 awarded very rarely. Since 2001, the largest grant awarded was \$291 780 for a respite centre in Smithton.

It is in your interests to request an amount that will give your application the best chance of success.

In recognition that a third of our grants have historically been for amounts up to \$10 000, we have a small grants program. This program has separate guidelines and application form available on our website, and will assist those requesting small amounts by reducing the amount of information required. Since the small grant round was implemented, the number of grants in this category has increased.

## **How much funding in total is available each round?**

The allocation of funds depends on the merits of applications submitted to us, and will vary from grant round to grant round. As a guide, in recent rounds, the Board has awarded funding between \$2 million and \$2.9 million for the last seven rounds.

Our website at [www.tascomfund.org](http://www.tascomfund.org) has a full list of our grants.

# 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, 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 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, payment will be made to the sponsoring organisation.

We will often provide a single grant payment. However, funding may be provided over a longer timeframe or in installments, if an applicant requests or at our discretion. Large grants will usually be paid in instalments. The timing and amounts of such payments will be discussed with the successful recipient. We will usually require that satisfactory reports be provided before installment payments will be made.

## Reporting Obligations

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 as it is the proper way grant recipients show the community, through the Fund, that the funds have been used for the community's benefit.

Organisations are encouraged to provide additional information such as photographs, newsletters, newspaper clipping etc.

For lengthy or large projects, a progress report against the stated objectives of the project may be required. Payments are usually tied to these reports. These requirements will be detailed in the grant deed.

Where an organisation (applicant AND sponsor) has outstanding reporting obligations, they will not be considered for future funding until their obligations have been met. This is to ensure that current projects have utilised the funds appropriately.

## 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. We have 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.

We have engaged Deloitte Touche Tohmatsu to audit grants, with the cost covered by the Fund. The Board may select any grant for auditing, however all grants \$50 000 or more will be audited. Recipients should assume their grant will be audited and to maintain proper records. Even if the grant is not audited, the recipient must still show the Board that the funds have been properly expended.

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 would be required by Deloitte:

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

Documentation	Action Required
Break Down of Expenses	Please include a General Ledger (or equivalent) break down of total expenses.
Cheque Butts	Please enclose a copy of all cheque butts used (if any) for the purposes of spending funds provided by the Fund.
Payroll Records	If you have used funds provided by the Fund to make payments to employees, please include copies of relevant payroll records including copies of signed timesheets, payroll summaries and contracts of employment for those employees. <i>This information will be treated in the strictest of confidence.</i>
Invoices	Please enclose a copy of all invoices for which grant funds were spent.
Pictorial Evidence	Please send pictorial evidence of the completion of your project if appropriate.
Representation Letter	Please complete and sign a representation letter [this will be provided to you].
Contact Details	Please provide the contact details for the person who prepared the final project report to direct audit queries to.
Grant Deed Schedule	Please provide a copy of 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 expended, 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 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 our support, the Fund logo and/or the words 'supported by the Tasmanian Community Fund' should be used.

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

## **Withdrawal of Grant**

We have 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, we may withdraw the grant if obligations to the Fund have not been met including:

- our assessment was based on misleading or incorrect material information provided in the application;
- 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;
- 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, we have 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 legally constituted body must take responsibility for the project. This means that if an unincorporated body wishes to apply for funding, they 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 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 us 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.

## **Financial Viability Assessment**

Sponsors are required to complete the financial viability assessment form at **Attachment B**.

## **Grant deed**

The grant deed will be made with the sponsor. We 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.

# 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 amount from the State Budget in perpetuity. In 2010-11, the appropriation is \$5.6 million. This appropriation covers all Fund costs, including grants and administrative expenses.

Since 2000, the Fund has allocated \$50 million to 1 381 projects in all areas of the State, making it Tasmania's most significant grant-making body.

## 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 sets 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 25 January 2010, the members are:

### Chairwoman

**Lynn Mason**

Chair, Tasmanian Affordable Housing Ltd; appointed to Metro Tasmania and Local Government boards; past-President, Local Government Association of Tasmania

### Members

**Catherine Fernon**

**Peter Kay**

Business Manager, Institute for Regional Development, UTAS; self-employed with experience in corporate governance, media, marketing and communications;

**Nell Kuilenburg**

**Ron Sanderson**

**Sheryl Thomas**

Business and Development Manager with the Salvation Army; General Manager, Brighton Council; and former Executive Officer, Area Consultative Committee Tasmania and project officer with Launceston Workplace Learning.

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 two full-time State Service employees, who manage the day-to-day operations of the Fund. They are:

**Mark Green** Principal Executive Officer ph 6233 2800  
**Melissa Gunn** Administrative Officer ph 6233 2920

Staff are available to discuss with potential applicants proposals for funding.

## Vision

Our vision is to work with Tasmanians to *make a difference*.

## Mission

We are committed to making grants to community organisations that *make a difference* by enhancing well being and improving the social, environmental and economic outcomes for the Tasmanian community.

TCF Values	
<b>INTEGRITY</b>	As it builds confidence that the Fund is managed to the highest standards.
<b>OPEN-MINDEDNESS</b>	As it supports flexibility in our approach to funding opportunities.
<b>ACCOUNTABILITY</b>	As it shows openness to scrutiny of our processes and decisions.
<b>LEADERSHIP</b>	As it reflects our position as the largest and broadest grant body specifically for Tasmania.
<b>SHARED RESPONSIBILITY</b>	As it reinforces that Board members make decisions collegiately.

## 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 from 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.

## What you can expect from us

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

- we meet our 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, and our actions are consistent with grant-making best-practice;

- we are informed about community issues and build relationships with community organisations;
- our funds will be used to maximise the value of projects to the Tasmanian community;
- funding decisions will be 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 our operations and processes is provided in an accessible, accurate, timely and courteous manner; and
- we will make publicly available our assessment guidelines, list of grants awarded, audited annual report and newsletters.

## **What we expect from you**

We expect our grant applicants to assist us when we are assessing grant applications by:

- providing accurate and complete information in accordance with our guidelines;
- meeting any reasonable requests for additional information, including through site visits;
- providing the correct number of copies of the application with the required information, in the requested format, by the grant round closing date; and
- notifying us of any changes which may affect the grant application once submitted.

We expect our 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 our written consent prior to any changes to the project, budget or timeframe;
- returning unexpended funds to us for distribution to other recipients;
- providing complete reports to us in a timely and accurate manner;
- for all grants over \$50 000 and other selected grants, providing financial information to auditors nominated by us;
- meeting any requests for information about the project, including site visits;
- assisting an independent evaluation of their project if required;
- meeting requests for media coverage of their project; and
- acknowledging our funding towards the project.

## Funding Areas

Under the Act, the Board may consider applications in a number of categories. These are:

- community welfare
- economic development and employment
- environment
- regional development
- sporting or recreational activities
- cultural and arts
- education
- health
- religious purposes
- youth issues

## Small Grant Program

We have recently introduced a small grants program to make it easier to apply for grants of up to \$10 000.

We have separate guidelines for this program. Please visit [www.tascomfund.org](http://www.tascomfund.org) or contact the Fund office to obtain a copy.

**PERSONAL INFORMATION COLLECTION AUTHORITY**

**Tasmanian Community Fund  
GPO Box 1350**

**HOBART TAS 7001**

**Phone: (03) 6233 2800; Fax (03) 6233 5690**

**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.

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

[Date]

Ms Lynn Mason  
Chairwoman  
Tasmanian Community Fund  
GPO Box 1350  
HOBART TAS 7001

Dear Ms Mason

Our organisation is incorporated 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]

## Financial Viability Assessment

**Organisation Name (or Sponsoring Organisation):**

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The TCF funds projects which provide the greatest value to the Tasmanian community. Accordingly, we distribute our limited funds to those community organisations which demonstrate additional benefits to the community from receiving TCF funding. We also require assurance that the organisation is in a stable financial position so it may carry out its obligations and complete the project.

This financial information is equally as important as the merits of a project. If this financial information is not provided, we may not be in a position to assess your application.

**Please note:**

- Both pages must be completed.
- Local Councils and State/Australian Government agencies are not required to complete this table or to provide their audited financial statements – simply provide the website address for the annual reports.
- Where a sponsor will auspice the project, the sponsor must complete this form.
- If your organisation operates in two or more states, this financial information must specifically relate to the Tasmanian operation.
- The audited financial statements for the last three years must accompany this form. If the most recent statement has not yet been audited, please provide an unaudited copy.

**Each Board member will receive a copy of this form. Please do not simply make reference to attached financial statements, which are held centrally.**

	<i>Year: 2008</i>	<i>Year: 2009</i>	<i>Year: 2010</i>
<b>Non-current Assets</b>			
<b>Current Assets</b>			
<b>Current Liabilities</b>			
<b>Non-current Liabilities</b>			
<b>Net Assets</b>			
<b>Total Income</b>			
<b>Total Expenses</b>			
<b>Operating Surplus</b>			

**To assist the TCF in considering your need for support, please provide information on your financial position.**

**This may include:**

- An explanation of the surplus or deficit, including any surplus specifically reserved for future projects/programs [note: unexplained large surpluses or deficits may adversely affect your application];
- Capacity to fund current and new activities; and
- Significant changes from one year to the next [note: unexplained significant variations may adversely affect your application].

**If your project involves property development, restoration, renovation or extension and requires local government, environmental or other authority approval, please indicate if such approvals have been obtained at the date of your application**

**YES / NO**

**If YES please attach copies of approvals. If NO, please detail all approvals required. You must provide evidence of your ability to obtain the approvals within six months.**

**How many years has your organisation been incorporated?**

**Does your organisation have any outstanding legal disputes? If yes, please provide details.**

**Please list all current committed projects for the organisation undertaking the project, with \$ amounts and timeframes for each project. [Councils do not need to complete this question]**

**Please list any similar projects completed over the last three years, and indicate whether they were completed on time and within budget and successfully acquitted.**

I certify that, to the best of my knowledge, the information provided in the Financial Viability Assessment is current and correct. If signing as a sponsor, I am satisfied the applicant has the resources and capacity to complete the project.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## FREQUENTLY ASKED QUESTIONS WHEN APPLYING

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

**A:** Yes. All applicants have the same opportunity to make their case for funding.

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

**A:** No. All applications must be either hand-delivered or postmarked on or before the closing date.

We will have another general grant round in approximately six months.

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

**A:** Each Board member receives a copy of each application.

To facilitate this process, we require the **original and six copies** of:

- two-page coversheet (= 1 page double-sided); and
- two-page application (= 1 page double-sided).

Sets of documents should be stapled together in the above order.

One copy only of any support letters should be attached to the original.

**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.