



Tasmanian Community Fund

Making a difference

GRANT ROUND 21

**SMALL GRANTS PROGRAM –
REQUESTS FOR FUNDING UP TO \$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 st week November 2010

The 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
Phone: Mark - 6233 2800 or Melissa - 6233 2920
Email: 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 from the Trust Bank sale |
| <input type="checkbox"/> | internet search | | |
| <input type="checkbox"/> | media story | | |

2. If you attended Agfest this year, did you visit the Tasmanian Community Fund exhibit?

Yes

No

Did not visit Agfest

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

- exhibiting at rural shows/events
- media stories/advertisements
- community forums/grant writing workshops
- brochures/annual reports/newsletters
- website
- email alerts
- other – please specify

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 TCF staff early in the application process.

TCF staff contact details:

Mark:	ph 6233 2800
Melissa:	ph 6233 2920
email:	admin@tascomfund.org

Phone: 6233 2800
 Fax: 6233 5690
 Email: admin@tascomfund.org
 Website: www.tascomfund.org



GRANT APPLICATION COVERSHEET

GRANT ROUND 21 – SMALL GRANTS UP TO \$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

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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

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 (maximum 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, please summarise how this application has changed (maximum of 25 words)

Have all overdue reporting obligations from previous TCF grants been met?

Yes No n/a

[note: overdue 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

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 to the TCF by the due date, signed by an auditor if required under the deed.
4. Seek prior written approval from the TCF for any changes to the project, completion date, or to the budget.
5. Return unexpended funds to the TCF.
6. Give appropriate acknowledgement to the TCF.
7. Return the grant if the project is not undertaken in accordance with the formal deed.

Full conditions will be set out in the grant deed.

6. Declaration

I confirm that, to the best of my knowledge, all the information provided in this application 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 certify that I have the authority to sign for the applicant.

Name of Authorising Officer	
Position in Organisation	
Signature	Date

Applications close Wednesday 25 August 2010.

The original and six double-sided stapled copies of

- this signed coversheet;
- two-page application; and
- completed 30 second survey

should be posted or hand-delivered by the closing date to:

Tasmanian Community Fund

Post: Principal Executive Officer GPO Box 1350 HOBART TAS 7001	Hand deliver: Reception Treasury Building 21 Murray Street HOBART
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INFORMATION TO BE PROVIDED BY APPLICANT

maximum of 2 pages (= 1 page double-sided)

Your organisation

Briefly outline your organisation's role and its purpose. Please nominate a person who will take responsibility for ensuring all project obligations, including reporting obligations are met should your application be successful.

Your organisation's financial position

Briefly outline your organisation's current financial position, including whether there is a surplus or deficit. If you have a surplus, is your organisation able to use that surplus towards the cost of the project? Please provide reasons. If a deficit, what action do you intend to take to address the situation?

Project outline and objectives

Preference will be given to projects which best demonstrate:

- clear objectives;
- the need in the community, and how those needs will be met;
- the target group who will benefit from the project;
- good community support, including financial or in-kind support;
- good value for money;
- that TCF funding will enable the project to be completed; and
- where and when the project will take place.

Project budget

Applications in this grant program must be for single projects requiring up to \$10 000. Multiple applications from an organisation which are deemed by the Board to constitute parts of a single project will not be considered in this program. To submit such a proposal, please provide one application for the full amount in the general grant round.

Please provide a breakdown of the budget in the table below:

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

Please indicate if your organisation will accept partial funding and provide an explanation.

Multiple applications

If your organisation has submitted more than one application in this funding round, please prioritise this application based on our guiding principles.

PRESENTING YOUR APPLICATION

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

- the completed and signed two-page coversheet (=1 page double-sided); and
- maximum two-page application (= 1 page double-sided).

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

Other documents to be included are:

- **one** copy of the completed 30 second survey (page 2);
- **one** copy of the sponsor's letter – if the applicant is unincorporated; and
- **one** copy only of any support letters.

Our Top 10 Tips

1. Read and follow these guidelines carefully - they will help you put your best case forward;
2. Discuss your project with TCF staff well before submitting your application;
3. Aim to complete the application at least a few days before the closing date to address any last-minute issues – late applications will not be 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 AND 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 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; and
- 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; and
- 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.

Individual membership-based clubs (including sporting clubs)

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 not just to club members).

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

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 highest benefit when compared to other applications.

GRANT APPLICATION CHECKLIST

Please use this checklist to complete your application.

Incomplete applications may not be considered.

**Before you
prepare your
application:**

Read the guidelines and confirm your organisation is eligible to apply

Carefully consider the 'preference in funding' information

Contact the TCF to discuss your project

**Before you
send in your
application:**

Provide information relating to your organisation, including ABN and GST status

Indicate the region and project area

Clearly indicated if you have outstanding reporting obligations from previous grants

If your organisation is unincorporated:
• provide details of your sponsor; and
• attach the letter from your sponsoring organisation.

Sign the application form

Provide the original and **6 double-sided stapled** copies of this coversheet and two-page application

Read the Personal Information Collection Authority

Keep a copy of your funding application for your records

Obtain Council or other approvals where necessary

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 totalling \$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 st 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

We aim to support a broad range of projects and organisations. This means the size of individual grants can range from a few hundred dollars to hundreds of thousands of dollars.

Since the introduction of the small grant program, the proportion of grants for smaller amounts has increased from around one-third to around half of all grants awarded. Over the same period, the amount funded in this range has increased from an average of \$115 000 to over \$300 000 each round.

The total funding pool for all grants each round is in the order of \$2.5 million. The total amount awarded each round can vary, depending on the merits of applications submitted.

Applications in this small grant program must be for single projects requiring up to \$10 000. Multiple applications from an organisation which are deemed by the Board to constitute parts of a single project will not be considered in this program. To submit such a proposal, please provide one application for the full amount in the general grant round.

ARRANGEMENTS FOR SUCCESSFUL APPLICANTS

Grant Deeds

All successful applicants will be required to enter into a binding grant deed with the Fund 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 schedule to the deed;
- meet any specified conditions required by us;
- seek written permission from us for 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.

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 an applicant is unincorporated, we will make payment to the sponsoring organisation.

We will often provide a single grant payment. However, we may provide funding over a longer timeframe or in instalments, if an applicant requests or at our discretion. We will usually pay large grants in instalments. We will discuss the timing and amounts of such payments with the successful recipient. We will usually require that satisfactory reports are provided before instalment payments will be made.

Reporting Obligations

We want to hear how the project achieved its objectives. Each recipient is to provide a report to us within **3 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 Fund, that the funds have been used for the community's benefit.

Sufficient evidence of the expenditure to our satisfaction, such as receipts, is required to be included with the report. Recipients are expected to have proper processes in place to account for the expenditure. **Please note that the Board may select a number of small grants in each round to be audited by TCF-appointed auditors.**

Grant recipients are encouraged to include additional information such as photographs, newsletters, newspaper clipping etc in their reports.

Where an organisation (applicant OR 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 used the funds appropriately.

Acknowledging the Fund

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. We request that applicants be modest in this regard.

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 to change 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 paid. If the grant has not yet been paid, the grant may be cancelled.

We will consider an organisation's record in meeting its obligations 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 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, with the application, a signed copy of the letter at **Attachment A** on their official letterhead.

Grant deed

The grant deed will be made with the sponsor. We also request the applicant endorse the deed to help ensure that they are also familiar with the requirements.

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's Board has allocated \$50 million to 1 381 projects in all areas of the State, making it Tasmania's most significant philanthropic body.

Governing Legislation

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

- the reserved-by-law appropriation for the Board to distribute to the community;
- 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.

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

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

Peter Kay

Nell Kuilenburg

Business and Development Manager with the Salvation Army;

Ron Sanderson

General Manager, Brighton Council; and

Sheryl Thomas

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 make 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	
INTEGRITY	As it builds confidence that the Fund is managed to the highest standards.
OPEN-MINDEDNESS	As it supports flexibility in our approach to funding opportunities.
ACCOUNTABILITY	As it shows openness to scrutiny of our processes and decisions.
LEADERSHIP	As it reflects our position as the largest and broadest grant body specifically for Tasmania.
SHARED RESPONSIBILITY	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 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 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 affect the grant application once submitted.

We expect our grant recipients to be accountable for the expenditure of public funds by:

- only expending the funds on approved purposes and items;
- meeting any special funding conditions;
- completing the project within the specified timeframe;
- seeking our written consent prior to any changes to the project, budget or timeframe;
- returning unexpended funds, unless otherwise agreed, to us for distribution to other recipients;
- providing complete reports to us in a timely and accurate manner;
- if requested by the Board, 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 | • cultural and arts |
| • economic development and employment | • education |
| • environment | • health |
| • regional development | • religious purposes |
| • sporting or recreational activities | • youth issues |

Projects Requesting over \$10 000

Separate guidelines are available for larger requests. Please visit 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

Website: 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: Sponsor's Letter (if the applicant is unincorporated)

This letter must be provided on the sponsor's official letterhead

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 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 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 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 an audit report where applicable.

I understand if we do not meet our obligations, the TCF may withdraw the grant and request that the 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]

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. We give preference to applications that 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.