

GRANT APPLICATION COVERSHEET

GRANT ROUND 24 – 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

Legal Name:
Trading Name:

ABN																			
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If no ABN, please supply a copy of the Statement by a Supplier form or go to number 3 "Sponsor Details" on next page to nominate a sponsor if you are unincorporated.

Registered for GST? Yes No

Organisation's website address

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:	

2. Project details

Name of project

Summarise the project in a maximum of 25 words

Amount of grant requested:

\$.....	<input type="checkbox"/> GST exclusive <input type="checkbox"/> GST inclusive
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The amount should be **GST exclusive** if your organisation (or sponsor, if required) is registered for GST – the grant will be grossed-up by 10%

The amount should be **GST inclusive** 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]

Regional location

Please indicate where the project will be undertaken:

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

Project category

Please indicate the one project category that best fits:

- Children and young people
Community participation and recreation
Community wellbeing and life skills
Connecting communities
Culture, arts and heritage

3. Sponsor details (if applicable)

Unincorporated organisations must have a sponsor for the project - an incorporated body or other not-for-profit legal entity - that will accept legal and financial responsibility for the project. The sponsor must complete the letter at Attachment A in the Guidelines.

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

4. Agreement

The applicant agrees to provide further information if requested by the Tasmanian Community Fund Board.

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. Provide information on any changes to the information contained in the application or to circumstances that are likely to affect the outcomes of the project to the Tasmanian Community Fund.
3. Meet any special conditions that are attached to the grant.

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

Full conditions are set out in the grant deed.

5. Declaration

I confirm that all the information provided in this application, including the attachments, is current and correct.

I confirm that no activities or materials that funding is being sought for have been ordered/purchased or will be ordered/purchased prior to a grant deed being signed if the project application is approved.

I confirm that this Grant Application complies with the TCF Eligibility, Funding Criteria and Guidelines relevant to the Application.

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 at 6.00pm
on Wednesday, 21 March 2012.**

Late applications will not be accepted.

Tasmanian Community Fund

Email: applications@tascomfund.org	Post: Senior Executive Officer GPO Box 1350 HOBART TAS 7001	Hand deliver: Ground Floor 144 Macquarie St Hobart
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INFORMATION TO BE PROVIDED BY APPLICANT

Maximum of 2 pages plus 1 page for budget information*

Minimum font size 11

* applications that exceed the page limit may not be accepted or may have excess material removed

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: a description of your project including how, when and where it will be completed, why the project is needed, who will undertake the project and who will benefit.

Preference will be given to projects which best demonstrate:

- clear project outline and objectives;
- the need in the community and how those needs will be met;
- the target group who will benefit from the project and the number of people who will benefit;
- 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 Start and Completion Date:

If your project is successful these dates will be used to develop the Grant Deed.

Please note that projects cannot commence before **July 2012**. Any expenditure that takes place prior to the Grant Deed being signed will not be considered part of any grant by the Tasmanian Community Fund and if the Fund becomes aware of any expenditure on items requested of the Fund prior to this date the Fund may ask for all grant monies to be returned.

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 detailed breakdown of the project items and costs in the table below. All columns must be completed. 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 (ie quote)	What is your proposed funding source?	Has funding been secured? (Yes/No)

* these figures should be GST exclusive unless your organisation (or the sponsor organisation) is not registered for GST.

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

Please indicate if you have applied to other bodies for funding for this project. If so, please advise if it is for items which are included in this application.

Support Letters

Applicants may provide up to three letters of support.

Multiple Applications

If your organisation has submitted more than one application in this funding round, please list all applications in priority order (if you do not wish to prioritise projects all projects must still be listed and you should indicate that the projects are not in priority order).

When submitting your application you need to provide:

- the two page Tasmanian Community Fund coversheet
- the application (up to two pages and an additional one page for the budget)
- up to three letters of support
- any other required documents (incorporation certificate/verification of legal entity, GST status, sponsors letter)

If submitting in hardcopy (posted or hand delivered) please provide:

- the original plus 6 copies of the coversheet, application and letters of support
- one copy of the other required documents

If submitting by email please provide:

- one copy of all documents in a single word or pdf document