



# TASMANIAN COMMUNITY FUND

MAKING A DIFFERENCE

tion Only

## FUNDING GUIDE & APPLICATION INFORMATION

### GRANT ROUND 23

REQUESTS FOR FUNDING OVER \$10 000

#### Important dates (2011)

applications open:	16 July
applications close:	7 September <i>late applications are not considered</i>
applications assessed:	September-October
applicants notified:	late November

*General grant round 24 will open in February and close in March 2012*

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

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

# 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 that best demonstrate:

- benefit to the Tasmanian community;
- innovation and proactivity;
- an integrated and collaborative approach, avoiding duplication;
- value for money;
- community support for the project, particularly from any partners;
- 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 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:

Lola Cowle: ph 6233 2800  
Melissa Gunn: ph 6233 2920  
email: [admin@tascomfund.org](mailto:admin@tascomfund.org)



Phone: 6233 2800

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

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

## GRANT APPLICATION COVERSHEET GRANT ROUND 23 – 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

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:

\$.....  GST exclusive  
 GST inclusive

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 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

**4. 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.**

**5. 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.

<b>Name of Authorising Officer</b>	
<b>Position in Organisation</b>	
<b>Signature</b>	<b>Date</b>

**Applications close on Wednesday, 7 September 2011.**

**Late applications will not be accepted.**

The original and six double-sided stapled copies of

- this coversheet;
- application addressing the criteria;
- financial viability assessment sheet;
- maximum of 3 support letters; and
- project plan, if required (for requests \$75 000 and over) should be posted or hand-delivered by the closing date to:

**Tasmanian Community Fund**

<b>Post:</b>  Senior Executive Officer GPO Box 1350 HOBART TAS 7001	<b>Hand deliver:</b>  Level 8 144 Macquarie St Hobart
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# INFORMATION TO BE PROVIDED BY APPLICANT

Maximum of 4 pages (= 2 pages double-sided) – Minimum font size 11

## 1. BACKGROUND

### **Your organisation**

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

### **Directors or office bearers**

For projects over \$75 000 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 all project obligations, including reporting obligations, are met should your application be successful.

### **Financial snapshot**

Briefly tell us 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. If your organisation is in deficit, please explain how you will address this situation and address how this will affect your project.

The applicant (or 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:**

- what is the project?
- why is the project needed?
- what are you going to do to meet that need?
- how, when and where 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 benefit from the project and how you have calculated that figure;
- how the project will have lasting, positive benefits; and
- 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 that provide a similar service and how your project is unique. Explain why there is an unmet need.

### Volunteer involvement

Provide an outline of how volunteers and the community are involved in 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 milestones; 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. 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	What is your proposed funding source? (including TCF)	Has funding been secured? (Yes/No)

Total TCF funding sought

=

\$

Total secured other funding

=

\$

Total unsecured other funding

=

\$

Total in-kind support

=

\$

Total cost of project

=

\$

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

**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.

**Has your organisation applied to other funding bodies for funds for this project? Yes / No**

If yes, please provide an explanation.

## **5. SUPPORT LETTERS**

Applicants may provide up to **three** support letters.

## **6. 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).

### **OTHER INFORMATION REQUESTED**

- **Sponsor's letter (if applicant is unincorporated) – Attachment A**
- **Financial Viability Assessment form – Attachment B**
- **Requests for \$75 000 or more** - a project plan should be attached for projects requesting \$75 000 or more. Please be sure to provide six double-sided stapled copies with your application (see next page).

***Applicants should not artificially reduce their request to avoid this requirement.***

Previous Application - For Information Only

## APPLICATIONS REQUESTING \$75 000+

To help us assess larger applications, a more detailed project plan should be attached to an application requesting a grant of \$75 000 or more. Project plans are a valuable tool to assist organisations to properly plan larger projects and provide important information when assessing the application.

Please contact the TCF on 6233 2800 to request an example of a project plan or visit our website [www.tascomfund.org](http://www.tascomfund.org)

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;
- details on how the project will assist in achieving the goals set out in the 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 may contact your organisation to arrange a site visit as part of the assessment process. We will usually undertake a site visit for projects requesting over \$75 000.

Previous Application - For Information Only

## PRESENTING YOUR APPLICATION

We receive up to 300 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);
- the completed 2-page financial viability assessment (= 1 page double-sided); and
- maximum of 3 support letters.

Each set should include one of each document, **stapled** together in the above order. Please **do not** bind documents.

Other documents to be included are:

- if requesting \$75 000 or more, the original **PLUS** six double-sided stapled copies of a project plan; and
- **one** copy of the sponsor's letter – if the applicant is unincorporated.

Applications will only be considered if they are in font size 11 or larger.

### 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 Tasmanian Community 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.

Budget information should provide a thorough breakdown of expected expenditure. 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 Grant Round 22 applications

<b>Applications received:</b>	<b>293</b>
<b>Total funding requested:</b>	<b>\$10 216 388</b>
<b>Applications approved:</b>	
<i>In full</i>	<b>104</b>
<i>In part</i>	<b>23</b>
<b>TOTAL</b>	<b>127</b>
<b>Funding approved:</b>	<b>\$2 561 755</b>

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, and meeting the criteria does not guarantee funding.

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

The Board noted that stronger applications:

- demonstrated strong value for money;
- showed a clear need in the community;
- provided evidence of community support;
- provided a clear explanation of project objectives;
- referred to research or other evidence to support the application;
- showed the applicant had considered any risks associated with the project; and
- demonstrated organisational and/or community capacity to complete the project.

Areas where applications were weaker included:

- incorrect, non-existent or unclear budgets;
- unclear project proposals and delivery methodology;
- insufficient or no other contributions (financial or in-kind) to the project;
- incomplete applications;
- insufficient or no evidence that the target audience or community had been consulted;
- insufficient evidence that the applicant has attempted to gain other funding from dedicated sources;
- insufficient evidence that required recurrent funding had been guaranteed;
- lower value for money;
- core responsibilities of local, State or Australian government; and
- insufficiently demonstrated need in the community.

## **Some special comments**

### Budgets

A high proportion of budgets contained incorrect or insufficient information. Please ensure your budget is correct, lists relevant items and provides the correct GST information. Further information on GST is contained in the funding guidelines for each round.

### Sporting and other membership-based clubs

The Board gives preference to applications from clubs which demonstrate an outward focus, such as programs designed to actively increase participation from the broader community or specific groups. The Board is less likely to fund projects which are assessed as principally supporting only club members. Sporting clubs seeking funds to upgrade facilities are encouraged to contact Sport and Recreation Tasmania to discuss access to other grant schemes.

Previous Application - For Information Only

## 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 assessed 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 cost of a project.

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:

- list all approvals required;
- show evidence of approvals already obtained; and
- show 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**

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.

Previous Application - For Information Only

## 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.	
	Sign the application form	<input type="checkbox"/>
	Provided the original and <b>6 double-sided stapled</b> copies of this coversheet, application, financial viability assessment and maximum of 3 support letters	<input type="checkbox"/>
	For projects requesting \$75 000 or more, 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 22, the Board approved 127 grants totaling \$2.56 million from 293 applications requesting \$10.21 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 - 2011
Grant round opens	Saturday, 16 July 2011
Grant round closes	Wednesday, 7 September 2011 <i>late applications will not be considered</i>
Applications acknowledged	by 16 September <i>if you do not receive an acknowledgment letter, please contact the office on 6233 2800</i>
Applications assessed	September-October
Written notification of assessment outcome	Late November
Grant deeds arranged	from late 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 **7 September 2011**. 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:

Senior Executive Officer  
Tasmanian Community Fund  
GPO Box 1350  
HOBART TAS 7001

#### or hand-delivered to:

Level 8  
144 Macquarie St  
Hobart

## 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 total funding pool for all grants each round is in the order of \$2 million. The total amount awarded each round can vary, depending on the merits of the applications submitted. As a guide, in recent rounds, the Board has awarded funding between \$2 million and \$2.9 million for the last nine rounds.

Our website [www.tascomfund.org](http://www.tascomfund.org) has a full list of our previous grant recipients.

# 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 installments. 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

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 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.

The TCF has engaged a consultant to audit grants, with the cost covered by the Fund. The Board may select any grant for auditing, however most grants of \$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 the current TCF nominated auditors:

**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. The Tasmanian Community Fund Office must approve the final wording and layout of any acknowledgement.

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

Please note that, since March 2011, the Tasmanian Community Fund has a new logo.

## **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 2011-12, the appropriation is \$5.7 million. This appropriation covers all Fund costs, including grants and administrative expenses.

Since 2000, the Fund has allocated \$55.5 million to more than 1 600 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 30 June 2011, the members are:

### Chairwoman

**Lynn Mason** Deputy Chairperson - Metro Tasmania, Director Quadrant Superannuation Pty Ltd and Furneaux Aquaculture Pty Ltd and life member of the Local Government Association of Tasmania

### Members

**Catherine Fernon** Business Manager, Institute for Regional Development, UTAS;  
**Peter Kay** self-employed with experience in corporate governance, media, marketing and communications;  
**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:

<b>Lola Cowle</b>	Senior Executive Officer	ph 6233 2800
<b>Melissa Gunn</b>	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 most 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

The Board has recently amended its categories to more appropriately reflect the types of applications we support. These are:

- **children and young people**– supporting children and young people to reach their potential
- **community participation and recreation** – supporting participation and volunteering in community activities, pastimes and events
- **community wellbeing and life skills** – supporting sustainable and healthy communities, improving individual and community resilience, and overcoming barriers
- **connecting communities**– supporting connections between and within communities through technology, transport and infrastructure
- **culture, arts and heritage** – supporting a creative Tasmania, and preserving and celebrating our history

## Small Grant Program

We have 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.

Previous Application – FOI

**PERSONAL INFORMATION COLLECTION AUTHORITY**

**Tasmanian Community Fund  
GPO Box 1350**

**HOBART TAS 7001**

**Phone: (03) 6233 2800**

**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.

Previous Application - For Information Only

**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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**Are audited statements and/or annual reports available on a website? Yes/No**

**If yes, please provide the website address:**

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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 – 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.

	<i>Year: 2009</i>	<i>Year: 2010</i>	<i>Year: 2011</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
- four- page application (= 2 page double-sided).
- for projects of \$75 000 or more, a project plan.

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

Applicants should provide the original and six copies of each support letter.

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

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

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

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

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

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

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

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

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

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

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

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

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

Previous Application - For Information Only