



GRANT APPLICATION COVERSHEET

GRANT ROUND 24 – MEDIUM GRANTS - \$10 001 TO \$90 000

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 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, 4 April 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 4 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

1. BACKGROUND

Your organisation

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

Directors or office bearers

For projects over \$50 000 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** in the application guidelines.

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, 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.

Project Start and Completion Date

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

Project Start Date:/2012 Project Completion Date:/20

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.

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 provide a detailed breakdown of 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	=	\$ <input type="text"/>
Total cost of project	=	\$ <input type="text"/>

* 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** letters of support.

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).

When submitting your application you need to provide:

- the two page Tasmanian Community Fund coversheet
- the application (up to four pages and an additional one page for the budget information)
- up to three letters of support
- the financial viability assessment (to be completed by the sponsor if the applicant is unincorporated or is not a legal entity)
- 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, financial viability assessment 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