



# FUNDING GUIDELINES

## GRANT ROUND 37

### Important dates

applications open:	21 July 2018
large stage 1 applications close:	22 August 2018
small applications close:	12 September 2018
medium applications close:	26 September 2018
	<i>late applications are not considered</i>
large stage 1 applications assessed:	late September
large stage 1 applicants notified:	late September
applications assessed:	early December
applicants notified:	mid December

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

**Website:** [www.tascomfund.org](http://www.tascomfund.org)  
**Phone:** General enquiries and small grants – Cheryl Walker – 6232 7395  
Medium grants – Toni Ashlin – 6232 7269  
Large grants – Lola Cowle – 6232 7043  
**Enquiry email:** [admin@tascomfund.org](mailto:admin@tascomfund.org)  
**Postal:** GPO Box 1350, HOBART TAS 7001  
Suite 2, Tech 3, Tasmanian Technopark, Innovation Drive, Dowsing Point

## 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 appropriation in perpetuity. In 2017-18, the appropriation is \$6.5 million. This appropriation covers all Fund costs, including grants and administrative expenses.

Since 2000, the Fund has allocated \$96 million to nearly 2 800 projects in all areas of the State, making it one of Tasmania's most significant grant-making bodies.

### 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 set 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 1 July 2018 the members are:

#### Chairwoman

##### **Sally Darke**

Non-Executive Director of TasWater, Tas Ports and Chairperson of Scotch Oakburn College, former Non-Executive Director, Chairman and Advisor to the Board of B&E, and former human resource consultant undertaking strategic planning, executive recruitment, governance training and organisation, board and CEO performance review.

#### Members

##### **Frank Barta**

Corporate Treasurer of Clarence City Council since 1993, current board member of Tasplan Superannuation and past board member of Quadrant Superannuation. Former volunteer Treasurer of Guilford College and St Cuthbert's School.

##### **Mark Fishwick**

Company Director in the private health sector, life member and former National President of the Association of Apex Clubs of Australia.

##### **Heather Francis**

CEO of the RHH Research Foundation, Non-Executive Director of Primary Health Tasmania, Chairperson of St Michael's Collegiate, former Director of Crime Stoppers Tasmania, former member of the National Board Member of the Australian Marketing Institute and Board Member of Tas Medicare Local.

**Andrew MacGregor** Chair of Medea Park Residential Care Inc and Break O’Day Community Financial Services Inc (St Helens/St Marys Community Bank®), Life Member of the St Helens Chamber of Commerce and Tourism Inc and past Councillor, and Warden, of the Portland Council and a past Break O’Day Councillor

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

<b>Lola Cowle</b>	Senior Executive Officer	ph 6232 7043
<b>Toni Ashlin</b>	Project and Administrative Officer	ph 6232 7269
<b>Cheryl Walker</b>	Administrative Assistant	ph 6232 7395

Staff are available to discuss potential applicant proposals for funding.

<b>TCF Values</b>	
<b>INTEGRITY</b>	To act with honesty and fairness at all times and ensure appropriate probity and equity in decision making
<b>OPEN-MINDEDNESS</b>	To be receptive to new ideas, approaches and ways of work
<b>ACCOUNTABILITY</b>	To take responsibility for our actions and decisions and to provide information to the Tasmanian community in a timely and easily understood manner
<b>LEADERSHIP</b>	To give and receive guidance from the community and lead by example
<b>COLLABORATIVE</b>	To work with others to achieve outcomes
<b>COMMUNITY FOCUSED</b>	To maintain connection with the community and to respond to communities identified needs
<b>FLEXIBILITY</b>	To quickly and effectively adapt and respond to change

## 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 on 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.

## Funding rounds

We have two general rounds each year, allocating around \$6 million.

We also set aside a proportion of funding for targeted grant rounds to fund projects in areas which will make a significant difference to our community. We have had seven such rounds:

- Early Childhood Intervention
- Tasmanian Cultural Heritage
- Tasmanian Aboriginal Heritage
- Building Tasmania as the Learning Community
- Resilience and Life Skills for Young Tasmanians
- Community Infrastructure
- Emerging Community Leaders
- Community Wellbeing – currently being assessed

The Tasmanian Community Fund website [www.tascomfund.org](http://www.tascomfund.org) has a full list of previous grant recipients.

# Eligibility and Assessment Summary

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

- not for profit;
- incorporated or be a not-for-profit legal entity, or sponsored by an incorporated organisation or a not-for-profit legal entity; 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;
- high levels of 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 TCF projects;
- projects that will be predominantly undertaken outside of Tasmania;
- projects where funding is more suitably sourced from another organisation;
- projects which produce a private benefit to a specific business or person(s);
- individuals, for-profit businesses and political parties;
- projects where the primary purpose is providing grants of financial assistance;
- projects that replicate services or programs that already exist within the community of interest;
- retrospective funding ie for costs already incurred before a grant deed is signed;
- ongoing operational costs;
- projects where the only outcome is a one off event that does not provide long-term outcomes for participants and the community;
- projects where the only outcome is an outing by bus or any other conveyance;
- construction or refurbishment of areas that will be leased or sub-leased to individuals or businesses for a commercial gain;
- prizes or gifts;
- purchase of property;
- scholarships;
- items or services that the applicant is contracted to provide;
- insufficiently defined items, eg contingency, sundry and miscellaneous items;
- strategic, business or communication plans or feasibility studies or any other study that does not result in a direct outcome to the community;
- publication of books/other products to celebrate an anniversary of an organisation;

- loans or sponsorship; or
- where it is apparent that the applicant is becoming dependent on TCF funding.

Eligible, not for profit organisations include Councils and State Government Departments.

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.

<b>TCF staff contact details:</b>	Lola Cowle:	phone: 6232 7043	large projects
	Toni Ashlin:	phone: 6232 7269	medium projects
	Cheryl Walker:	phone: 6232 7395	small projects
	Enquiry email:	<a href="mailto:admin@tascomfund.org">admin@tascomfund.org</a>	

## FUNDING AVAILABLE – GENERAL GRANT ROUNDS

The Tasmanian Community Fund aims to support a broad range of projects and organisations. This means the size of individual grants can range from a few hundred 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.

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 the applications submitted.

The Tasmanian Community Fund website [www.tascomfund.org](http://www.tascomfund.org) has a full list of previous grant recipients.

### Funding Streams

The Tasmanian Community Fund has three funding streams available in each grant round.

#### In Grant Round 37

- **Up to \$20 000 is available for small grants;**
- **Between \$20 001 and \$90 000 is available for medium grants; and,**
- **Up to \$300 000 is available for large infrastructure/asset/equipment grants.**

Grant Round 38 will include small and medium grants and large programs focused on increasing workforce engagement (up to \$500 000) grants. Grant Round 38 will open in early February 2019.

## ROUND 37

The Board accepts applications in five category areas that 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

## **PRESENTING YOUR APPLICATION**

The Tasmanian Community Fund receives around 250 applications each grant round. Visit the forms section of the Tasmanian Community Fund website at [http://www.tascomfund.org/forms/application\\_forms](http://www.tascomfund.org/forms/application_forms) to access the electronic application form.

Please note that applications must be received by 5pm (Tasmanian time) on the closing date. Please ensure you allow enough time for your application to be submitted prior to this deadline. Once this deadline passes the ability to submit your application will no longer be available.

## 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 and GST status;
5. Make your application easy to read – short, sharp and succinct and avoid using industry jargon;
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 only; and
10. Aim for your application’s full approval, but plan for other results.

# INFORMATION ON FINANCIAL INFORMATION, BUDGETS & GOODS AND SERVICES TAX

## Financial Information

It is the applicant's responsibility to ensure that the budget and other financial information is correct, fully completed and that the budget (income and expenditure) adds up.

The Tasmanian Community Fund reserves the right to reject an application that contains insufficient financial information or that contains GST or budgetary information that is incorrect.

Tasmanian Community Fund staff are available to provide advice on budget or other financial information prior to the submission of any application.

## Cash Contribution

Large and medium applicants are required to contribute cash (either from their own funds or from another source) to a minimum of 10% of the amount being sought from the Tasmanian Community Fund. For example, if you are applying for \$50 000 from the Tasmanian Community Fund there must be a \$5 000 cash contribution from the applicant or another organisation.

All applicants are encouraged to ensure that they have sought cash and in-kind contributions from a variety of sources.

## 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 needs 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.

The Tasmanian Community Fund strongly encourages applicants to double-check amounts in the budget to ensure that the requested funds are accurate. Once you have completed your budget you should ensure that the response to the total amount requested question in the *Organisation Project Details* section shows the correct amount requested from the TCF. Unfortunately, if budgets are not correct the application will not be able to be assessed.

Applicants need to make sure that:

- all three columns of the income and expenses tables are completed;
- the total income and the total expenses match;
- their GST status response is correct;
- the amount of money allocated to each funding source in the budget expenses matches the amount indicated in the income. For example, if the income table states that the applicant will be contributing \$10 000, then there must be budget line items in the expenses table that are allocated to the applicant in the funding source column that add up to \$10 000.

Applicants should also make sure they are providing detailed budgets. If budgets do not include sufficient information for the Board to determine how the funds would be spent, they are less likely to be approved. For instance, construction costs need to be broken down into distinguishable line items (slab, framing, electrical, plumbing, etc) and employment costs need to identify the position, the pay rate and the FTE load. Shared costs (those that will be partially funded by the TCF and another party) need to clearly explain what amount or percentage of the line item will be attributed to each party.

### Sample budget for an organisation that is registered for GST

#### Project Income

Funding Source	Amount	Has funding been secured?
Tasmanian Community Fund	\$50 000.00	No
Applicant	\$10 000.00	Yes
Applicant – in-kind labour	\$12 000.00	Yes
Local Service Club	\$6 000.00	Yes
Supplier Discounts	\$2 500.00	Yes
Fundraising	\$2 000.00	No
Council	\$5 000.00	Yes
<b>Total</b>	<b>\$87 500.00</b>	

#### Project Expenses

Item/Service	Amount	Funding Source
Project Manager – 0.6 FTE Level 3 SCSA Award plus on-costs	\$50 000.00	TCF
Project Manager – 0.6 FTE Level 3 SCSA Award plus on-costs	\$10 000.00	Applicant
600 hours @ \$20 per hour - Project supervision, mentoring,	\$12 000.00	Applicant In-kind
Concrete Slab – 3m x 3m	\$6 000.00	Local Service Club
Shed Kit – 3m x 3m	\$7 500.00	Council (\$5 000) and Supplier Discount (\$2 500)
Plumbing	\$2 000.00	Fundraising
<b>Total</b>	<b>\$87 500.00</b>	

## Sample budget for an organisation that is not registered for GST

### Project Income

Funding Source	Amount	Has funding been secured?
Tasmanian Community Fund	\$50 000.00	No
Applicant	\$10 000.00	Yes
Applicant – in-kind labour	\$12 000.00	Yes
Local Service Club	\$6 600.00	Yes
Council	\$5 500.00	Yes
Supplier Discounts	\$2 750.00	Yes
Fundraising	\$2 200.00	No
<b>Total</b>	<b>\$89 050.00</b>	

### Project Expenses

Item/Service	Amount	Funding Source
Project Manager – 0.6 FTE Level 3 SCSA Award plus on-costs	\$50 000.00	TCF
Project Manager – 0.6 FTE Level 3 SCSA Award plus on-costs	\$10 000.00	Applicant
600 hours @ \$20 per hour - Project supervision, mentoring,	\$12 000.00	Applicant In-kind
Concrete Slab – 3m x 3m	\$6 600.00	Local Service Club
Shed Kit – 3m x 3m	\$8 250.00	Council (\$5 500) and Supplier Discount (\$2 750)
Plumbing	\$2 200.00	Fundraising
<b>Total</b>	<b>\$89 050.00</b>	

### Quotes

If your project budget includes:

- budgetary items valued at \$50 000 or more, excluding project staff salaries or wages;
- the purchase of equipment or supplies or the engagement of contractors valued at \$50 000 or more; or
- building or renovation works where the total cost of the works is \$50 000 or more

you must include three quotes and an explanation of which quote you have chosen for the project delivery and why. You are not required to select the lowest quote.

### **Other Financial and In-Kind Support**

The Tasmanian Community Fund encourages applicants to seek as much financial and in-kind support from other individuals and organisations as possible. Information on how these contributions have been sourced and what the funds will be used for should be contained in the project description and the figures should be included in the budget.

Specialist volunteer time, eg electrician, graphic designer, surveyor, should be calculated at their professional rate. General volunteer labour should be calculated at \$20 per hour.

Applicants are encouraged to include the names of other funding sources. The *other funding source* labels in the income table can be deleted and the appropriate information provided.

The Board encourages applicants to make sure that volunteer/in-kind amounts are realistic and are in addition to the support that volunteers/staff would provide in their normal day to day activities.

The Board encourages applicants to ensure that volunteer/in-kind amounts are directly attributable to the project and are not being used to artificially inflate the applicant's contribution.

The Board also encourages applicants to ensure that co-contributions are relevant to the current project and have not already been completed.

More rows can be added to the table by pressing the green add row button.

### **Income Tax**

If applicants are unsure of the tax implications of receiving a grant from the TCF they should contact the Australian Tax Office for advice.

### **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 or other not-for-profit legal entity registered for GST; or
- an unincorporated applicant which is sponsored by an incorporated body or other not-for-profit legal entity 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 or other not-for-profit legal entity is NOT registered for GST; or
- an unincorporated applicant is sponsored by an incorporated body or other not-for-profit legal entity 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**

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.

## Some General Comments to Consider

Funding rounds of the Tasmanian Community Fund are always highly competitive. The Tasmanian Community Fund understands 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 previous rounds. 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 notes that stronger applications:

- demonstrate strong value for money;
- show a clear need in the community;
- provide evidence of community support;
- provide a clear explanation of project objectives;
- refer to research or other evidence to support the application;
- show the applicant has considered any risks associated with the project;
- contain clear and evidence based details of the numbers of people to benefit; and
- demonstrate organisational and/or community capacity to complete the project.

Areas where applications are weaker include:

- incorrect, non-existent or unclear budgets;
- unclear project proposals and delivery methodology;
- insufficient evidence that there is a broad community benefit;
- insufficient evidence that required recurrent or future funding has been guaranteed;
- lower value for money;
- core responsibilities of local, State or Australian government;
- insufficient information on who will undertake the maintenance of the project;
- replication of existing service or project; and
- insufficient evidence of the community need or community support for the project.

### Some special comments

#### ***Planning***

The Board encourages applicants to commence their project planning as soon as possible. It often takes considerable time to obtain relevant quotes and letters of support and to discuss the project with all relevant stakeholders. If sufficient time has not been allowed for planning, the Board encourages applicants to consider if they should proceed with their application or wait until the next grant round.

#### ***Outcomes and Objectives***

The Board encourages applicants to ensure that the outcomes and objectives provided in the application are clear and understandable and that they are consistent with the requested line items in the budget.

#### ***Proven Record***

The Board encourages applications from organisations with a proven record of working with their community.

### ***Budgets***

The Board encourages applicants to ensure that project income and expenditure balance. To enable the Board to fully understand what they are being asked to support, the Board encourages applicants to provide itemised/detailed budgets. The Board encourages applicants to ensure that items contained in the budget are consistent with the outline of the project.

### ***Quotes***

The Board encourages applicants to ensure that budgets clearly identify which funding source is paying for each item. Attaching quotes is not sufficient.

### ***Evaluation***

The Tasmanian Community Fund will support the evaluation of projects up to a maximum value of 10% of the funding being sought. However, evaluation monies will only be provided if the project is using a new methodology or if the methodology has not been previously evaluated and if the evaluation will add value to the long-term outcomes for the project and the applicant is willing to have the evaluation published on the TCF website.

### ***Operational and Administrative Costs***

The Tasmanian Community Fund does not fund on-going operational costs. The Fund will support administrative costs that are directly linked to the project. These costs should be included as a line item in the budget and should detail the specific items that the Fund will be supporting eg postage, photocopying, reception. Applicants should keep in mind that they will need to provide evidence of expenditure for any item included as an expense for the Fund in the budget with their final report if their application is successful.

### ***Unsecured Monies***

The Board encourages applicants to secure as many other contributions to their project as possible. The Board is unlikely to support projects that have a significant amount of monies that are unsecured with no guarantee that those monies can be secured.

### ***Line Item Costing***

The Board reviews a large number of applications and has a strong understanding of current market rates. The Board encourages applicants to explain the need/background to line items that are above market pricing.

### ***Organisation and Other Funding/In-Kind Support***

The Board encourages applicants who have the ability to make a cash contribution to the project to do so and to ensure that the contribution is directly related to the project.

The Board encourages applicants to source other funding or in-kind support for their project to assist with the demonstration of community support.

### ***Supplier Discounts***

The Board encourages applicants to provide details of any supplier discounts in the application and budget.

### ***Shared Costs***

The Board encourages applicants to provide details of the percentage or dollar value of each contribution where there is a shared cost item in the budget.

**Budget Amounts**

The Board encourages all applicants to ensure that correct figures, not rounded up figures, are contained within budgets and that budgets reflect the costings contained within attached quotes (or if this is not the case, that an explanation is provided).

**Partial Funding Response**

The Board encourages applicants who indicate that they will accept partial funding to provide details of the minimum amount acceptable and what it will be used for.

**Council Funded Projects**

For large projects with a significant involvement from Council, the Board encourages applicants to seek funding from Council as the lead funder.

**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).

**Demonstrated Need**

The Board encourages applicants to provide a compelling case to demonstrate the need for a project.

The Board encourages applications to demonstrate a current need as they are unlikely to fund projects based on an expectation of a future need.

**Social Enterprise**

The Tasmanian Community Fund does support not-for-profit social enterprises however the Fund is more likely to provide support if the social enterprise and the project being applied for is assisting a disadvantaged sector of the community.

**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.

**Cooperation and Amalgamation**

The Board encourages cooperation and amalgamation of efforts.

**Evidence of Partnerships**

If there are formal or informal partnerships in place to assist with the delivery of the project, the Board encourages applicants to provide evidence of the partnership through letters of support or financial/in-kind contributions to the project.

**Sustainability**

The Board encourages applicants to include information on how the project or its impacts will continue beyond the life of the Tasmanian Community Fund project.

### ***Jargon***

The Board encourages applicants to remove organisational or sectorial jargon. Applications should be able to be understood by the average person. To assist with this the Board suggests that you get someone from outside your organisation and/or sector to read the application prior to submission to make sure that it is easy to understand.

### ***Letters of Support***

Letters of support are a very good way to demonstrate the community need and support for project applications. Applicants are required to provide three letters of support. Applicants are encouraged to provide letters from individuals or organisations who will directly benefit or be involved in the project. However, the Board encourages applicants to seek these letters of support from a third party eg partner, beneficiaries as letters from representatives of the applicant organisation will not be considered.

The Board encourages applicants to ensure that letters of support are current, meaningful and specific to the project application being submitted and that they are dated and signed and, if from an organisation, on letterhead.

### ***Audience/Market***

The Board encourages applicants to show evidence that they have secured or can secure the audience or market sector that has been identified within the application.

### ***Links and References***

The Board encourages applicants to provide all requested details in the application. The Board considers a large number of applications each round and does not have the capacity to refer to website links or references, unless they have been requested in the application form.

### ***Infrastructure***

When seeking funds for infrastructure improvements, the Board requires applicants to provide information on ownership/tenure of the property.

### ***Property Upgrades***

The Board encourages organisations that are purchasing property to consider if the property is fit for purpose prior to making the purchase and to build the cost of any modifications into the purchase price.

### ***Asset Maintenance/Replacement Costs***

The Board encourages applicants to consider including maintenance and/or replacement costs in their operational budgets on an on-going basis as the Board may not consider these the responsibility of the TCF.

If applying for asset maintenance or replacement, the Board encourages applicants to include details of their asset management/maintenance plan and demonstrate why the maintenance/replacement request included in the project application is beyond the scope of the organisations plan.

### ***Asset Purchases***

The Board encourages applicants to consider the standard of asset that they are planning to purchase and to ensure it is fit for purpose and value for money.

***Equipment***

The Board encourages applicants to provide specific details of the equipment to be purchased rather than including generalised statements in the application and budget. For example, rather than stating playground equipment applicants should provide details of the actual equipment eg three bay swing, rocker.

***School Infrastructure***

The Board advises that it is highly unlikely that the Tasmanian Community Fund will support school infrastructure projects that are not commonly accessible or used by the broader community on a regular basis.

***Participant Numbers***

To provide a better understanding of the numbers to benefit, the Board encourages applicants to ensure that participant numbers are consistent and realistic throughout the application.

***Number of People to Benefit***

The Board encourages applicants to provide specific details of the number of people to directly and indirectly benefit in the response.

***Conflicts of Interest and Financial Benefits***

The Board encourages applicants to declare all conflicts of interests and/or financial benefits that will arise for members of the organisation if the application is successful.

***Entertainment***

The Board is reluctant to fund entertainment, including celebrations, unless it is critical to the overall delivery and outcomes of the project.

***Catering, Venue Hire and Travel***

The Board encourages applicants to ensure that their requests for catering, venue hire and travel are modest and to clearly explain why catering, venue hire and travel is necessary and cannot be provided as an in-kind contribution.

***Meeting Rooms***

The Board encourages applicants with access to their own meeting rooms to include these as an in-kind contribution to the project.

***Events***

The Board encourages applicants to highlight the long term sustainable outcomes of one-off events.

***National Organisations***

National organisations are strongly encouraged to show evidence of local partnerships and support and to demonstrate sustainability of the program delivery in Tasmania.

***Similar Projects/Organisations***

The Board encourages applicants to research other providers of similar projects in Tasmania and to provide a response that is reflective of the findings of this research.

***Piloted or Previously Run Projects***

If a project/program has been piloted in the past or has been run in the past, the Board encourages applicants to demonstrate the successful outcomes from the past, provide details of how the project was previously funded and explain why that funding source is no longer available.

If considering implementing a pilot project, the Board encourages applicants to provide evidence to inform the methodology that the applicant plans to implement.

### ***Presentation Slides***

If providing a presentation, the Board notes that it is very difficult to provide more than 10 slides effectively in the time allowed.

### ***Application Review***

The Board encourages all applicants to have an external person review the application as a final proof-read and to ensure that the application contains sufficient detail to inform the Board of the project outcomes, methodology and beneficiaries.

### ***Changing an Application***

Applications cannot be amended once the closing date and time has passed. However, if applicants notice an error prior to the deadline they can contact TCF staff who can reopen the application. It is the applicants responsibility to ensure that their application is resubmitted by the closing date and time.

### ***Incomplete applications***

The Board is unlikely to support applications which do not supply the requested information, or present it in a format which makes it difficult to assess.

### ***Requests for \$300 000 or more***

The Board advises that to receive Tasmanian Community Fund support of \$300 000 or more the Board expects to find broad community support and involvement (beyond the applicant), long-term outcomes and additional support (in-kind/financial) from other organisations within the application.

### ***More Appropriate for Other Bodies to Fund***

The Board advises that it is highly unlikely that the Tasmanian Community Fund will support projects which are assessed as more appropriately the responsibility of other bodies, including Australian, State or local governments.

### ***Unrealistic projects***

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

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

### ***Insufficient Demonstrated Community Benefit***

The Board is unlikely to support projects where 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***

The Board assesses 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

The Board knows 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 the eligibility criteria.

However, please be aware that an application which meets the eligibility criteria is not guaranteed funding, as the Tasmanian Community Fund receives many more applications than it is able to support.

Eligibility criteria are set out on page 5. Before applying, it is in your interests to ensure your organisation and project meets these criteria.

In addition, some special considerations are:

### **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. Three photos of the existing condition (broad and close up perspectives) of the building or site should also be included.

The Tasmanian Community Fund's experience is that a significant period of time can be taken up in local council or other authority approval processes for some projects. Where council or other authority approval is required, applicants must show:

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

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, the Tasmanian Community Fund aims for the grants to gain the most community value.

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

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

## GRANT APPLICATION CHECKLIST

Please use this checklist to help complete your application.

***Incomplete applications will not be considered.***

<b>Before you prepare your application:</b>	<p>Read the guidelines carefully and consider if your organisation is eligible to apply <input type="checkbox"/></p> <p>Consider carefully the 'preference in funding' information (page 5) <input type="checkbox"/></p> <p>Contact the Fund to discuss your project <input type="checkbox"/></p>
<b>Before you submit your application, make sure you:</b>	<p>Provide information relating to your organisation, including ABN and GST status and incorporation or entity details <input type="checkbox"/></p> <p>Indicate the region and project area <input type="checkbox"/></p> <p>Clearly indicate if you have outstanding reporting obligations from previous grants <input type="checkbox"/></p> <p>Complete all the required fields on the application form – you will not be able to submit your application until the required questions have been answered. <input type="checkbox"/></p> <p>If your organisation is unincorporated or is not legal entity:</p> <ul style="list-style-type: none"> <li>• provide details of your sponsor; and <input type="checkbox"/></li> <li>• attach the letter from your sponsoring organisation. <input type="checkbox"/></li> </ul> <p>Obtain Council or other approvals where necessary <input type="checkbox"/></p> <p>Contact the TCF Office to request a review of your draft application. This must be done at least seven days prior to the application due date. <input type="checkbox"/></p> <p>Read the Personal Information Collection Authority <input type="checkbox"/></p> <p>Submit the application on time. The TCF does not accept late applications so try to submit your application by 4.30pm on the due date to give you time to deal with any issues that you may encounter. <input type="checkbox"/></p> <p>Keep a copy of your funding application for your records. A copy will be emailed to you once you press the submit button. <input type="checkbox"/></p>

## ASSESSMENT PROCESS

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

After assessing an application, the Tasmanian Community Fund 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
Grant round opens	Saturday, 21 July 2018
Large stage 1 grant round closes (infrastructure, assets and equipment up to \$300 000)	Wednesday, 22 August 2018 <i>late applications will not be considered</i>
Small grant round closes (projects up to \$20 000)	Wednesday, 12 September 2018 <i>late applications will not be considered</i>
Medium grant round closes (projects between \$20 001 and \$90 000)	Wednesday, 26 September 2018 <i>late applications will not be considered</i>
Applications acknowledged	Within two weeks of the closing date <i>if you do not receive an acknowledgment letter, please contact the office on 6232 7269</i>
Large stage 1 applications assessed	Late September 2018
Large stage 1 applications advised of outcome	Late September 2018
Large stage 2 applications closes	21 November 2018
Small, Medium and Large stage 2 applications assessed	Early December 2018
Small, Medium and Large stage 2 applicants advised of outcome	Mid December 2018
Grant deeds arranged	from mid December 2018
Grants disbursed to successful applicants	from January 2019 <i>subject to completion of grant deed (including return of any additional information required) and meeting any special conditions</i>
Grant Round 38 (small and medium general applications and large programs focused on increasing workforce engagement) opens	Early February 2019

## **Lodgement**

Applications should be electronically submitted through SmartyGrants – [www.tascomfund.org](http://www.tascomfund.org)

Applications close at 5pm on the relevant date for each grant round. Applications submitted electronically by this time will be accepted. **Late applications will not be considered.**

## *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 or is a non-legal entity, 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 the Tasmanian Community Fund;
- seek written permission from the Tasmanian Community Fund 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 Tasmanian Community Fund Board to any future financial assistance to the organisation.

### **Payment of the Grant**

Once the deed has been signed by both parties, 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 or is a non-legal entity, payment will be made to the sponsoring organisation.

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

### **Reporting Obligations**

The Tasmanian Community Fund wants 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 TCF, that the funds have been used for the community's benefit.

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

Where an organisation (applicant OR sponsor) has outstanding reporting obligations, it will not be considered for future funding until its obligations have been met. This is to ensure that funds allocated to current projects have been used appropriately. The Tasmanian Community Fund is able to accurately and effectively record organisations that submit late, incomplete or inaccurate reports and may use this information to determine any risks associated with future applications.

## Financial Reporting and 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. The Tasmanian Community Fund has 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 maintain proper records. Even if the grant is not audited, the recipient must show the Board that the funds have been spent properly and provide evidence of all expenditure.

If organisations are unable to demonstrate that money 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 is required by the current TCF nominated auditors to complete the audit and by the TCF Office to acquit the project if an audit is not required.

Documentation	Action Required
Invoices	A copy of all invoices.
Break Down of Expenses	A General Ledger (or equivalent) break down of total expenses.
Cheque Butts	A copy of all cheque butts used (if any) for the purposes of spending funds.
Payroll Records	If you have used funds provided by the Fund to make payments to employees, 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 confidence.</i>
Pictorial Evidence	Send pictorial evidence of the completion of your project if appropriate.
Representation Letter	Complete and sign a representation letter [this will be provided to you].
Contact Details	Provide the contact details for the person who prepared the final project report to direct audit queries to.
Grant Deed Schedule	Provide 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 spent, 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 Tasmanian Community 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 Tasmanian Community Fund 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 July 2015, the Tasmanian Community Fund has a new logo.

## Withdrawal of Grant

The Tasmanian Community Fund has 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, the Board may withdraw the grant, **at any time before or after the grant deed is issued**, if obligations to the Fund have not been met including:

- the Board's assessment was based on misleading or incorrect material information provided in the application;
- there are any material changes, within or beyond the applicant's control, that would alter the Board's decision;
- the Tasmanian Community Fund is unable to gain appropriate information to progress the Grant Deed or any other aspect of the project management;
- 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;
- it becomes apparent that the project had commenced or been completed prior to the successful negotiation and signing of a grant deed;
- the recipient fails to submit a progress or final report by the scheduled due date;
- 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, the Tasmanian Community Fund has 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 not-for-profit legally constituted body must take responsibility for the project. This means that if an unincorporated body wishes to apply for funding, it 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 the Fund 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.

## **Grant deed**

The grant deed will be made with the sponsor. The Tasmanian Community Fund will 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.

## What you can expect from the Tasmanian Community Fund

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

- individual member 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 are met and that the Board's actions are consistent with grant-making best-practice;
- individual Board members are informed about community issues and build relationships with community organisations;
- funds are used to maximise the value of projects to the Tasmanian community;
- funding decisions are 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 the Fund's operations and processes is provided in an accessible, accurate, timely and courteous manner; and
- assessment guidelines, list of grants awarded, audited annual reports and newsletters are made available publicly.

## What the Fund expects from applicants and recipients

The Tasmanian Community Fund expects grant applicants to assist the Board when they are assessing grant applications by:

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

The Tasmanian Community Fund expects 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 written consent from the Fund prior to any changes to the project, budget or timeframe;
- returning unexpended funds to the Fund for distribution to other recipients;
- providing complete reports to the Fund in a timely and accurate manner;
- for grants over \$50 000 and other selected grants, providing financial information to auditors nominated by the Fund;
- meeting any requests for information about the project, including site visits;
- assisting an independent evaluation of the project if required;

- meeting requests for media coverage of the project; and
- acknowledging the Tasmanian Community Fund funding towards the project.

**PERSONAL INFORMATION COLLECTION AUTHORITY**

**Tasmanian Community Fund  
GPO Box 1350**

**HOBART TAS 7001**

**Phone: (03) 6232 7269**

**Enquiry 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.

The Tasmanian Community Fund is subject to the Tasmanian Right to Information Legislation and therefore applicant details and their applications may be the subject of a right to information request.

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

[Date]

Mrs Sally Darke  
Chairperson  
Tasmanian Community Fund  
GPO Box 1350  
HOBART TAS 7001

Dear Mrs Darke

Our organisation is incorporated or is a not-for-profit legal entity 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]

## FREQUENTLY ASKED QUESTIONS WHEN APPLYING

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

**A:** Yes. All applicants have the same opportunity to make their case for funding. The SmartyGrants application form has been set up so that applications cannot be submitted if the word count is not adhered to. The Tasmanian Community Fund may not accept applications or may remove excess information if unrequested attachments are provided.

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

**A:** No. All applications must be electronically submitted through SmartyGrants by 5pm on the designated closing date.

The Tasmanian Community Fund will have another small, medium and large general grant round in approximately six months.

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

**A:** Applications will only be accepted electronically through the SmartyGrants system. As a result, you do not need to provide any hard copies.

**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 between 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 for general grant rounds 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

**Q. Will my application be returned to me?**

Applications are submitted electronically and a copy will be emailed to you once you press the submit button.

Keep a copy of your funding application for your records as the Tasmanian Community Fund is not able to provide further copies.