



## GRANT EXPRESSION OF INTEREST COVERSHEET

### GRANT ROUND 24 – LARGE GRANTS - OVER \$100 000

#### 1. Organisation details

The 'organisation' is the body applying for the grant and undertaking the proposed project or activity.

##### Name of Organisation

<b>Legal Name:</b>																					
<b>Trading Name:</b>																					
ABN	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				

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

<b>Name:</b>	
<b>Position:</b>	
<b>Phone number / email address:</b>	

#### 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 <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				

If no ABN, please supply a copy of the Statement by a Supplier form.

Registered for GST? Yes  No

**4. Agreement**

The organisation acknowledges that this is an expression of interest process and that a request for further information does not guarantee that the Tasmanian Community Fund will provide funding support for the project.

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.

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

**Expressions of Interest close at 6.00pm on Wednesday, 29 February 2012.**

**Late applications will not be accepted.**

*Tasmanian Community Fund*

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

**Maximum of 2 pages plus 1 page for budget\***  
**Minimum font size 11**

\* expressions of interest 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.

## 2. PROJECT DETAILS

**Please provide a summary of the proposed project answering the following questions:**

- what is the project?
- why is the project needed?
- how, when and where will you undertake the project?

### **Benefits of the project to the Tasmanian community**

Summarise 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;

### **Community support**

Please demonstrate how the community supports your project.

## 3. PROJECT MANAGEMENT

Please outline:

- How your organisation will manage the project;
- The expected project commencement and completion date (if your project is successful these dates will be used to develop the Grant Deed.)  
Please note that projects cannot commence before **July 2012**. Any expenditure that takes place prior to the Grant Deed being signed will not be considered part of any grant by the Tasmanian Community Fund and if the Fund becomes aware of any expenditure on items requested of the Fund prior to this date the Fund may ask for all grant monies to be returned.)
- The key project milestones.

#### 4. PROPOSED PROJECT BUDGET

Please provide a detailed summary of the project items and costs in the table below. All columns must be completed. Specify if the costs are GST exclusive or inclusive. You may expand the table if needed.

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

**Proposed 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 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.

***When submitting your expression of interest you need to provide:***

- the two page Tasmanian Community Fund coversheet
- the application (up to two pages and an additional one page for the budget)
- up to three letters of support
- 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