



EXPRESSION OF INTEREST GUIDELINES

2026 CONNECTED AND EDUCATED CHILDREN AND
YOUNG PEOPLE

\$100,000 - \$1,500,000

Important dates

EOI applications open: 15 September 2025

Applications close: 15 November 2025

Late applications are not considered

EOI applications assessed: Mid December 2025

EOI outcomes advised: Mid December 2025

Stage 2 applications submitted: At any point up to mid November 2026

TCF staff will work with Stage 2 applicants for up to 12 months to develop a satisfactory Stage 2 Application.

Enquiries and feedback always welcome:

Website: www.tascomfund.org

Phone: Tasmanian Community Fund on 6270 5843

Enquiry email: admin@tascomfund.org

Postal: GPO Box 1350, HOBART, TAS 7001

Street: 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 2024-25, the appropriation was \$8.3 million. This appropriation covers all Fund costs, including grants and administrative expenses.

Since 2000, the Fund has allocated more than \$142 million to more than 3,260 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.

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, 2025 the members are:

Chairperson

Kym Goodes

With an extensive background in social policy, research, leadership, and management, Kym has held influential roles across government, private, and community sectors. Her expertise in strategy, planning, and stakeholder engagement has been pivotal in driving innovation and impactful reform across diverse areas, including health, education, social inclusion, literacy, and poverty. Recognised as one of Tasmania's leading voices on social policy, Kym's insights are sought after for shaping industry, government and community projects and reform agendas.

Over the last decade, Kym has been appointed to several ministerial advisory bodies, including the Premier's Economic and Social Recovery Advisory Council, the Premier's Health and Wellbeing Advisory Council, and the 26TEN Adult Literacy Coalition. She currently serves as Chair of the No Interest Loans (NILs) Board and a Director on the Board of Salveo Health Services. As a former CEO of the Tasmanian Council of Social Services (TasCOSS), Kym led a team focused on advocacy and ensuring a range of community-based projects to support low-income Tasmanians.

Now, as a director of 3P Advisory, she works with government agencies, government business enterprises, corporates and not-for-profit organisations to integrate community insights into strategic planning, ensuring that social policies and programs reflect the needs and aspirations of the people they serve.

Members

Mike Buckby

Mike has extensive professional experience in the agricultural industry as the owner/manager of a multi-generational family farm for over 35 years and providing contracting service to other primary industry businesses. His professional experience also extended to the premium bottled water business as the Tasmanian manager of the Cape Grim Water Co for 11 years.

A former Councillor for the Circular Head Council, he has a strong history in leading community boards within the agricultural, economic development and heritage conservation sectors. For the past 3 years he has been Chair of the Board of Governance for the Wyndarra Community and Resource Centre based in Smithton.

Ric de Santi

Ric has extensive public sector and not-for-profit experience in governance, executive management, external reporting, and audit.

Ric's current public sector governance roles include Director of the Port Arthur Historic Site Management Authority; member or chair of several Tasmanian council audit panels; Chair of the Department of Treasury and Finance, Audit and Risk Management Committee as well a member of the audit committees of the Australian Accounting and Australian Auditing and Assurance Standards Boards and the South Australian Audit Office.

Ric holds several voluntary positions including Deputy Chair of the Catholic Education Commission of Tasmania; Director of the Launceston City Football Club Inc; President of the CPA Australia Tasmanian Divisional Council and member of CPA's External Reporting Centre of Excellence.

Ric previously served as Deputy Auditor-General in Tasmania until 2021. He was a Director of CPA Australia from 2017 to 2021, including as Deputy President in 2021.

Ric has a Bachelor of Business in Accounting, is a Fellow of CPA Australia and a Graduate member of the AICD.

Mat Greskie

Mat has extensive Board and senior management experience including 11 years as Chief Executive Officer (CEO) of Dulverton Waste Management. He has a Bachelor of Engineering and is a graduate of the AICD.

Mat is a recognised leader in governance, strategy, risk management, strategic asset management, and project and contract management. He brings this suite of skills and knowledge to the TCF Board where he looks forward to providing the community with the highest level of confidence in the organisations governance and decision making.

Mat's current Board roles include Chair of Water Operations Association of Australia, Chair of NAMS Canada and Deputy Chair of the Tasmanian Waste and Resource Recovery Board.

Michelle Swallow

Michelle is a Fellow of the Australian Institute of Company Directors, a graduate of the Tasmanian Leaders Program, has a Bachelor of Social Work, studied at the London Business School in Negotiating and Influencing, and is currently Director of Leadership and Change Consultants Pty Ltd.

Michelle is an experienced non-executive director having been a past director of TasTAFE and Chair of their Audit and Risk Management Committee. She is currently a member of the TCF Audit and Risk Committee and is on the boards of Community Housing Ltd, Community Housing Tasmania Ltd, Community Housing Victoria Ltd and Community Housing Queensland Ltd, and has been a board member of a number of not-for-profit organisations.

She has held a number of senior executive roles and has a background in leadership, advocacy and policy across health, VET, housing, community and capacity building in community, government and private sectors. As a business consultant Michelle enjoys working with values-based organisations.

Stephen Walley

Stephen Walley has dedicated thirty years to the Tasmanian Education Department, where he served as principal of St Helens District High School, St Marys District School, and Prospect High School. Following his tenure in public education, Stephen transitioned to a role as a private Educational Consultant, contributing significantly as a member of the national Big Picture Education Australia leadership team.

Residing on the east coast of Tasmania for several decades, Stephen has been instrumental in several key community initiatives. He played a pivotal role in establishing Break O' Day Community Financial Services Ltd, the governing body of the local Bendigo Community Bank. Additionally, he was involved in setting up Break O' Day Employment Connect and the East Tas Regional University Study Hub.

Stephen is also an active supporter of community organisations and sports. He has served as president of the East Coast Swans Football Club for several years, demonstrating his commitment to fostering

community spirit and engagement. 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 four employees, who manage the day-to-day operations of the Fund:

Lola Cowle	Manager
Leanne Johannesen	Client Manager
Carl Gallagher	Client Manager
Cheryl Walker	Project and Administrative Officer
Phone	6270 5843

Staff are available to discuss potential proposals for funding. The Client Managers are the primary contacts for this round. All applicants are required to discuss their project idea with TCF staff prior to submitting their expression of interest.

Under the TCF Act, the Board cannot employ staff directly. The TCF Board makes arrangements with the Department of Premier and Cabinet to make staff available to support the Board.

TCF Values	
COMMUNITY FOCUSED	To connect with community and strategically respond to identified needs
INTEGRITY	To be fair, reasonable, honest and accountable at all times and ensure transparency of process and probity in decision making
LEADERSHIP	To make strategic decisions, lead by example, innovate, influence for change and facilitate strong community leadership
COLLABORATIVE	To work with others and to foster partnerships to achieve wellbeing outcomes for the communities

Code of Conduct

The Board takes its responsibility to manage a large pool of public funds seriously. 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 recipients

The Tasmanian Community Fund website www.tascomfund.org has a list of recent 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)
- 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 or business as usual expenses (outside of the limit allowed in these guidelines which is 18% overheads for program-based projects)
- 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;
- items or services that the applicant is contracted to provide;
- insufficiently defined items, eg contingency, sundry and miscellaneous items;
- 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.

To contact staff phone: 6270 5843
To contact staff email: admin@tascomfund.org

2026 Connected and Educated Children and Young People

Breaking Barriers – Building Futures

The Tasmanian Community Fund (TCF) is inviting expression of interest applications from not-for-profit community organisations for the 2026 Connected and Educated Children and Young People grant round. This grant round supports projects that increase community wellbeing, with a particular focus on removing barriers to help 8–19-year olds stay engaged and connected to learning.

Priority Areas for Funding

Projects that align with the TCF's Strategic Plan. This includes initiatives that are:

- Innovative solutions to support the continued engagement of children and young people (8-19 year olds) with learning.
- Enabling 8-19 year olds to transition between the learning stages (primary to secondary, secondary to college, college to TAFE, Uni, work).
- Increasing the digital literacy and access of 8-19 year olds and enabling their families to support them.
- Collaborative community solutions that increase literacy and numeracy including financial literacy of children and young people (8-19 year olds).
- Community solutions that increase happiness, wellbeing and resilience of children and young people (8-19 year olds).
- Ensuring every 8-19 year old has access to at least one nutritious meal a day at school, home or in the community.
- Increasing the number of 16-19 year olds with pathways to employment.
- Increasing the capacity of employers to engage young people in employment.

Project Funding Overview

Funding is available for projects that:

- Run for up to seven (7) years, with flexible funding arrangements across this period.
- Are tailored to the needs of Tasmanian communities.
- Include programs, pilot initiatives, and/or infrastructure and equipment that break down barriers to learning.
- Have a minimum 10% cash contribution (based on the funding requested) from the applicant or a funding partner.
- Promote collaboration between community organisations or within communities.

Application Process

The Connected and Educated Children and Young People funding round is a two-stage process. It begins with an Expression of Interest (Stage 1), where applicants are asked to provide a written outline of the proposed project including an indicative project budget.

These submissions will be reviewed and assessed by the TCF Board at the December 2025 Board Meeting.

Successful applicants will be invited to progress to Stage 2, which involves the development of a full business plan, including a detailed budget. Applicants have up to 12 months to complete this stage. Once the Stage 2 application and all supporting documentation meet the required criteria and inclusions set by the TCF Board, the applicant will be invited to present in person at an upcoming board meeting, after which a funding decision will be made.

Application Timeline

- Expressions of Interest open: 15 September 2025
- Expressions of Interest close: November 2025 (*late applications will not be accepted*)
- EOI outcomes notified: Mid-December 2025
- Stage 2 applications due: By mid-November 2026

For the full application process and timeline on page 10.

Assessment and Support

Please note: Grants are competitive. Not all applications can be funded, even if they meet eligibility. Organisations are strongly encouraged to contact the TCF team early in the planning process to discuss project ideas and improve application quality.

For advice or to discuss your application, contact the TCF Office:

☎ (03) 6270 5843

✉ admin@tascomfund.org

🌐 Visit: www.tascomfund.org

Also see:

💡 **Grant Writing Hints and Tips** on the TCF website.

Your Application

The Tasmanian Community Fund receives many applications each grant round. To access the electronic application form, please visit the Tasmanian Community Fund website at:

<https://www.tascomfund.org/what-we-fund/strategic-initiatives>.

For the 2026 Connected and Educated Children and Young People round, the Tasmanian Community Fund is seeking Expressions of Interest for large (\$100,000 to \$1,500,000) projects.

Please note that EOI applications must be received by 5pm (Tasmanian time) on the closing date which is 15 November 2025. Please ensure you allow enough time for your application to be submitted prior to this deadline. Once this deadline passes you will not be permitted to submit your application.

Completing the Expression of Interest Application form

When completing the expression of interest form make sure you:

- provide enough information so that someone who does not know anything about the project or the community can understand what the issue is that you are trying to solve and what your proposed solution is
- avoid jargon
- are realistic about what you can achieve in the timeframe and budget
- complete all the questions with a red asterix* as they are compulsory questions, and you will not be able to submit your application until they are completed.
- ask someone who doesn't know anything about your project to have a look at it prior to submitting.

Questions to complete

Preliminary Questions:

Through the preliminary questions the Tasmanian Community Fund is seeking to confirm that applicants have read the guidelines and spoken to a TCF staff member about the proposed project.

Organisational Details:

Through this section the Tasmanian Community Fund is seeking general information about your organisation (organisation name, address, ABN number, etc) and details of project contacts.

Organisational Project Details:

This section provides an opportunity for the TCF Board who will assess the application to get an initial understanding of the project. This section includes questions about the project name and summary and local government area.

Project Name: choose a name that sums up the project. For instance, 'Expanding the ABC Literacy Program in North West Tasmania to support 8-12 year olds' or 'Developing the XYZ program to improve school attendance for grade 9 students across the XYZ community.'

Project Summary: consider including the main focus of the project and the target community. For example, 'Improving literacy and numeracy for young people through an innovative after school mentoring program delivered in partnership with schools and community organisations.'

Amount Requested: this figure will be automatically filled based on the amount you indicate in the finance section.

Council area: Please indicate which Council area your project will take place in. If the project crosses Council boundaries please indicate which Region (North, North West, South) your project will take place in. If the project crosses regional boundaries please indicate that your project is Statewide.

Project Duration: Please indicate the total length of your project (e.g. in months or years). This should reflect the time required to complete all planned activities. Clearly stating the project duration helps TCF assess the feasibility of the project proposal and ensure it fits within TCF funding timelines.

Organisational Role: Through this question the TCF is seeking to understand a little bit more about your organisation. What the role of the organisation is, what your strategic focus is, how it is governed and what programs or activities you are currently working on.

Project Focus: The TCF have identified several focus areas for Connected and Education Children and Young People that they would like to support outcomes in. You can select just one focus area.

Project Details:

This section provides an opportunity for the TCF Board who will assess the application, to receive an introductory overview of the project being proposed to decide whether they are interested in receiving further detail in a Stage 2 Application in the future. Your responses to the two questions below are critical to whether your EOI might progress or otherwise.

What is the project:

Include details of what you propose to do and why, project activities and scope, proposed outcomes, potential partners and location of project.

How will the project remove barriers to learning for 8-19 years olds?

The priority for this grant round is removing barriers to learning, across a range of focus areas. In this question, you will need to identify what the barriers are, and how this project will lead to better outcomes for children and young people and enable them to stay engaged with and connected to learning. How will the project offer some solutions to the issues you have identified?

Please note the word limits for each question above.

Project Financials:

This section provides an opportunity for the TCF Board to understand the budget and other financial aspects of the project.

This is an expression of interest, so a full budget is not required and the TCF Board understands that the amounts provided are indicative. However, please keep in mind that:

- applicants are required to contribute a minimum of 10% cash for project implementation costs (excluding overheads) from their own or another parties funds.
- the TCF will not cover the cost of any payroll costs that are not directly related to the project e.g. staff redundancy, long service leave, unless any payment is pre-approved by the TCF Board.
- the maximum amount of overheads that can be sought from the TCF for program-based projects is 18% of funds being sought.
- Overheads include program management, supervision, finance, payroll, quality control/assurance, information technology, human resource management, insurance, steering committee/project oversight, administration support and office rental and fit-out (desk, chair, etc). Any overheads over and above the amount that can be sought from the TCF must be funded by the applicant or another funding source, and cannot be part of the applicants 10% cash contribution.
- the maximum amount of funds that can be sought for infrastructure in program-based round is 20%
- you are encouraged to ensure that you have sought cash and in-kind contributions from a variety of sources.
- specialist volunteer time, eg electrician, graphic designer, surveyor, should be calculated at their professional rate. General volunteer labour should be calculated at \$41per hour.
- if the applicant (or sponsor) is registered for GST all figures should be GST exclusive.
- If the applicant (or sponsor) is not registered for GST all figures should be GST inclusive.

Total project cost: This amount will be calculated through the application form. The response will indicate the total cost of the project including the TCF contribution, cash and in-kind from the applicant and other sources and supplier discounts.

Amount sought from the TCF: The response should indicate the amount of funds that the applicant is seeking from the TCF.

Cash to be provided by applicant or other sources: The response should indicate the amount of cash that the applicant or other sources will be providing to the program.

In-kind to be provided by applicant or other sources: The response should indicate the amount of in-kind that the applicant or other sources will be providing to the program. This should include volunteer time, supplier discounts, existing staff time, etc.

What are the three main elements of the program that you are seeking TCF funding for?: The response should provide an indication to the TCF Board of what they are being asked to fund. For example, it could be wages and on-costs, vehicle, and overheads. Alternatively, it could be consultant, travel and accommodation and training fees.

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.

Sponsor Details:

If the applicant organisation is a not-for-profit but is not a legal entity, then they must have a sponsor who is a not-for-profit legal entity. The sponsor takes legal and financial responsibility for the project and must complete this section.

Through this section the TCF is seeking general organisational information (organisation name, address, ABN number, etc) about the sponsor and a formal commitment from the sponsor that they are willing to take on legal and financial responsibility for the project should it be successful.

Partner Funding, Agreement and Declaration:

This section describes what commitments the applicant is entering into by submitting the application. The section also seeks permission from the applicant to provide information to another funder if the TCF thinks they may be interested in funding the project.

Partner Funding: From time to time the TCF is approached by other funders to provide information on projects that may meet their funding criteria. This question seeks permission for the TCF to provide a copy of the expression of interest, in the strictest of confidence, to another funder if the TCF thinks it may fit the other funders criteria. There are no implications for TCF funding if you choose not to allow the TCF to provide the application to another funder.

Agreement and Declaration: Please read all the details carefully and consider if you agree and can declare that they are true before completing the authorising officer details. The authorising officer should be someone in the organisation who can make the commitments outlined in the agreement and declaration.

Reviewing and submitting

Once you have completed your application you should review it thoroughly and ask someone else to review it for you. TCF staff are available to review your application and can provide advice to you before you submit, we encourage you to take up this offer.

If you would like to print out your application or email it to another party, you can press the download in pdf button at the bottom of the review section. You can do this at any time during your application development.

If you are comfortable with your application, you are ready to submit it. You will not be able to submit the application if any compulsory questions are not completed or if you have not provided a response that is within the parameters that the TCF has set. If this is the case the question will show up with a red square around it when you are on the review page.

Once you have double-checked everything you should press the submit button. The TCF encourages you to submit your application well before the deadline in case there are any last-minute issues. You should keep in mind that the TCF does not accept late applications.

Changing Your Application

Once the due date and time have passed you cannot make any changes to your application.

If the funding round is still open, you can only make changes to your submitted application by contacting the TCF Office on 6270 5843 and asking for the application to be reopened. If the application is reopened, it is the applicant's responsibility to ensure that the application is resubmitted by the due date.

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 expression of interest at least a few days before the closing date to address any last-minute issues. Late expressions of interest 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 expression of interest with a critical eye.
9. Provide the requested information only.
10. Aim for your application's full approval, but plan for other results.

EOI Application Checklist

Please use this checklist to help complete your application.

Incomplete applications will not be considered.

Before you prepare your application:	Read the guidelines carefully and consider if your organisation is eligible to apply	<input type="checkbox"/>
	Consider carefully the 'eligibility and assessment' information	<input type="checkbox"/>
	Contact the Fund to discuss your project	<input type="checkbox"/>
Before you submit your application, make sure you:	Provide information relating to your organisation, including ABN and GST status and incorporation or entity details	<input type="checkbox"/>
	Indicate the region and project area	<input type="checkbox"/>
	Complete all the required questions on the Expression of Interest form – you will not be able to submit your application until the required questions have been answered.	<input type="checkbox"/>
	If your organisation is unincorporated or is not a legal entity:	
	• provide details of your sponsor; and	<input type="checkbox"/>
	• attach the letter from your sponsoring organisation. (Attachment A)	<input type="checkbox"/>
	Ensure you have approval from the authorised officer	<input type="checkbox"/>
	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"/>
	Read the Personal Information Collection Authority	<input type="checkbox"/>
	Submit the application on time. The TCF does not accept late applications, 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"/>
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"/>	

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 6 e.g. they must be not-for-profit, with no overdue TCF 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.

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.

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.

Assessment Timetable

Activity	Timeframe
Expressions of Interest (EOI) open	Tuesday, 15 September 2025
Expressions of Interest (EOI) closes	Wednesday, 15 November 2025 <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 TCF on 6270 5843</i>
EOI Applications assessed	mid December 2025
EOI Applicants advised of outcome	mid December 2025
Stage 2 Applications	Due by mid November 2026. After EOIs are assessed, TCF staff will have up to 12 months to work with Stage 2 applicants to develop and refine a satisfactory Stage 2 Application.
Invitation to Present to the TCF Board	This is the final stage of the project assessment process. Applicants will be notified within two weeks of the Stage 2 application due date if they are invited to present to the TCF Board. Presentations are conducted in person and take place at the TCF Board meeting following the application submission.
Assessment Outcome	Within two weeks of presentation to TCF Board

Lodgment

Applications should be electronically submitted through SmartyGrants – www.tascomfund.org

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 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 Tasmanian Community 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 or is a non-legal entity, payment will be made to the sponsoring organisation.

The Tasmanian Community Fund will sometimes 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 is progressing against its milestones set out in the deed and achieved its objectives. Projects that run over multiple years or have stages of implementation will be required to submit a progress report at agreed points throughout the project. Each recipient is to provide a final report to us within two 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 demonstrates to 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.

Each Strategic Initiative project will be allocated a TCF Client Manager who will work with the recipient organisations to ensure that the project is on-track. Strategic Initiative recipients are required to make a presentation to the TCF Board and other recipients each year.

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 TCF. The Board may select any grant for auditing, however all 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 the grant has been spent appropriately, or on the items funded, the grant (or part of the grant) will need to be returned.

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.

If an event is being held the Tasmanian Community Fund would appreciate an invitation to the event and opportunity to make a short speech regarding the TCF.

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

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;
- the grant is used for a private benefit;
- the recipient does not meet project milestones and/or outcomes; or
- the recipient does not meet pre-requisites required to trigger payment in a timely manner.

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 TCF 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.

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* and the Board's Code of Conduct 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 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

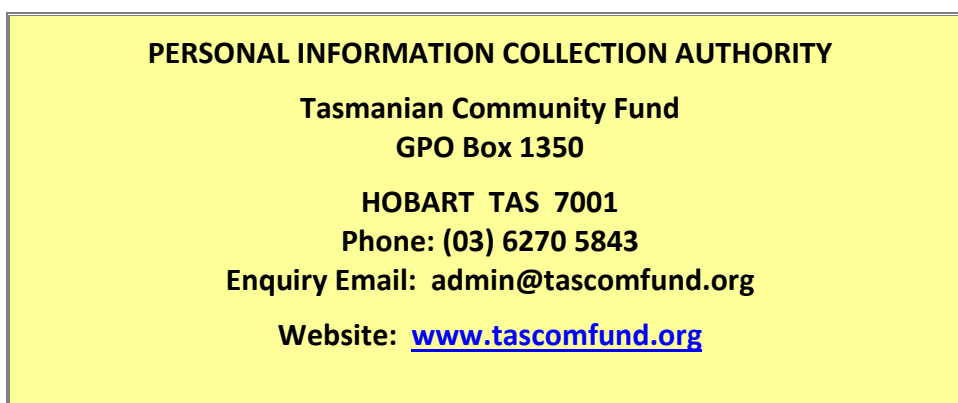
The Tasmanian Community Fund expects grant applicants to assist the Board when they are assessing grant applications by:

- providing accurate and complete information in accordance with the TCF'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 TCF prior to any changes to the project, budget or timeframe
- returning unexpended funds to the TCF for distribution to other recipients
- providing complete reports to the TCF in a timely and accurate manner
- for grants over \$50 000 and other selected grants, providing financial information to auditors nominated by the TCF
- 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 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]

MsKym Goodes
Chairperson
Tasmanian Community Fund
GPO Box 1350
HOBART TAS 7001

Dear Ms Goodes

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 (Tasmanian time) on the designated closing date.

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:

- 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.