



TASMANIAN COMMUNITY FUND

BREAKING BARRIERS, BUILDING FUTURES

Funding Guidelines 2026 Community Action Grants



Priority Funding Areas:

- Connected and Educated Children and Young People
- Capable and Well-Led Communities

Funding Amount Available:

- \$5,000 - \$50,000

Key Dates

Applications Open:

1 January 2026 and will remain open until 15 November 2026

Applications Due:

Applications can be submitted throughout the year when ready. Applications received on or prior to 5pm, on:

- 15 January will be assessed in February
- 15 March will be assessed in April
- 15 May will be assessed in June
- 15 July will be assessed in August
- 15 September will be assessed in October
- 15 November will be assessed in December

2026 Community Action Grants - Funding Overview

The Tasmanian Community Fund supports community-led action that removes barriers to learning for children and young people aged 8 to 19 and strengthens the capacity of communities to create lasting change.

Our funding strategy focuses on investing in projects that respond to local needs, build leadership, and create conditions for wellbeing that continue beyond the life of a grant.

Community Action Grants support community-led projects that remove barriers to learning for children and young people aged 8 to 19, and that build the capacity of communities to create lasting change. Funding is available to back practical, collaborative initiatives that help young people stay engaged with learning, strengthen local leadership, and lay foundations for impact that continues well beyond the life of the grant.

Funding Strategy Priority Areas

In 2026, Community Action Grants will be directed to two priority areas.

Connected and Education Children and Young People

Removing barriers to enable 8–19-year-olds to stay engaged with and connected to learning.

Projects in this stream may focus on:

- Innovative solutions to support the continued engagement of children and young people (8–19 years old) with learning
- Enabling 8–19-year-olds to transition between learning stages, including primary to secondary, secondary to college, and pathways to TAFE, university, or 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 years old)
- Community solutions that increase happiness, wellbeing, and resilience of children and young people (8–19 years old)
- 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

Capable and Well-led Communities

Increasing the capacity and capability of organisations and communities across Tasmania.

Projects in this stream may focus on:

- Advocating for the needs of young people aged 8 to 19
- Increasing the leadership capacity and capability of children and young people
- Increasing strategic and long-term thinking of communities and community organisations
- Increasing community capacity
- Increasing local community leadership capacity

Choosing a priority area and focus

- Every Community Action Grant application must be grounded in **one priority area** and **one primary project focus area**.
- Your focus area should reflect the **core change your project is trying to achieve**, not just the activities you plan to deliver. While projects may touch on multiple areas, applicants are asked to select the single focus area that best captures the main outcome they are seeking.
- If you are unsure which priority area your project aligns with, contact a TCF staff member before submitting your application.

Community Action Funding Criteria

Funding is available for projects that:

- are delivered over a maximum of two years, with funding able to be staged across this period
- are tailored to Tasmanian communities
- include programs or pilot initiatives
- include infrastructure or equipment where this clearly removes barriers for 8 to 19 year olds to stay engaged with learning
- include a minimum **10 percent cash contribution** of the amount requested from TCF, provided by the applicant or another funding partner
- demonstrate collaboration between organisations or with the community, which is strongly encouraged

2026 Application Dates

Applications open at **8.00am on 1 January 2026** and close at **5.00pm on 15 November 2026**.

Applications may be submitted at any time and are assessed at the next available Board meeting.

Board meeting cut-off dates

Applications must be submitted by **5.00pm** on:

- **15 January** for the February Board meeting
- **15 March** for the April Board meeting
- **15 May** for the June Board meeting
- **15 July** for the August Board meeting
- **15 September** for the October Board meeting
- **15 November** for the December Board meeting

Applicants will be advised of the outcome within two weeks of the Board meeting at which their application is assessed.

Assessment

Community Action Grants are highly competitive and we are unable to support every worthwhile project. Organisations are strongly encouraged to contact Fund staff early in the process to discuss their project idea before submitting an application.

Further information

For guidelines, grant writing hints, and application resources, visit the Tasmanian Community Fund website or contact the Fund Office on **(03) 6270 5843**.

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
- 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 i.e. for costs already incurred before a grant deed is signed
- ongoing operational costs or business as usual expenses
- 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, e.g. 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
- lost opportunity, realisable value or any other similar cost, or
- where it is apparent that the applicant is becoming dependent on TCF funding.

* Eligible not for profit organisations include Local Councils and State Government Departments (excluding School Associations)

Applying for a Community Action Grant

Before starting your application, take time to clarify the change you are seeking to create and how your project will remove barriers to learning or strengthen community capacity.

All applications are submitted online through the Tasmanian Community Fund's SmartyGrants system. To access the application form, visit:

<https://tascomfund.smartygrants.com.au>

The checklist below will help you prepare a complete and assessment-ready application. We strongly recommend reviewing the checklist before you begin to ensure your application meets all eligibility and submission requirements.

The screenshot shows a web browser window with the URL <https://tascomfund.smartygrants.com.au/>. The page features the Tasmanian Community Fund logo and the tagline "BREAKING BARRIERS. BUILDING FUTURES". It indicates the user is not logged in and provides a "Log in" link. The main heading is "2026 Community Action Grant". Below this, there are three buttons: "Start a submission", "Preview the form", and "Download preview form". A status bar states: "Submissions are now being accepted. Submissions close at 5:00PM 31 December 2026 (AEDT)".

IMPORTANT – Please Read Before You Start

Welcome to the 2026 Community Action Grant Online Application.

You can start anywhere in this form — just remember to save as you go.

Before you begin:
Please read the [2026 Community Action Grant Guidelines](#) for detailed information on eligibility, attachments, and assessment.

Navigating the Form
Use the **Form Navigation** menu to move between sections or click **Next / Previous** at the top or bottom of each page.

Saving Your Draft
You can save and return anytime:
1. Click **Save and Close**
2. Log back in → **My Submissions** to reopen your draft
You can also **download a PDF** copy of your draft or completed form at any time.

Submitting Your Application
When ready:
1. Click **Review and Submit** to check for any missing info
2. Then click **Submit** ☒
Once submitted, you'll receive a **confirmation email** with a copy of your application.
(Didn't get one? Check your junk/spam folder.)

Attachments
Upload supporting documents as required.
Files can be up to **25MB** each (recommended: under **5MB** for faster upload).

Working in a Team
More than one person can access the form using the same login — just ensure **only one person edits at a time**.

Spell Check
Most browsers (like Chrome, Safari, Firefox) have built-in spell check — make sure it's switched on for best results.

Contact Information:
Tasmanian Community Fund
Email: admin@tascomfund.org
Phone: (03) 6163 8333
Post: Tasmanian Community Fund, GPO Box 1350, Hobart 7001
Street: Suite 2, Tech 3, Tasmanian TechnoPark, Innovation Drive, Dowsing Point

Application Checklist

Use this checklist to make sure your application is complete and ready for submission.

Before you start	Read the guidelines carefully and consider if your organisation is eligible to apply	<input type="checkbox"/>
	Review the eligibility and assessment information on Page 5	<input type="checkbox"/>
	Contact Tasmanian Community Fund staff to discuss your project idea on (03) 6270 5843 or email admin@tascomfund.org	<input type="checkbox"/>
As you prepare your application	Have your organisation details ready, including ABN, GST status, and incorporation or legal entity information	<input type="checkbox"/>
	Identify the region and local council area where your project will be delivered	<input type="checkbox"/>
	Complete all required questions in the online application form. You will not be able to submit until all mandatory fields are completed.	<input type="checkbox"/>
If your organisation is unincorporated or is not a legal entity	Provide details of your sponsoring/auspicing organisation	<input type="checkbox"/>
	Attach a letter from your auspice confirming their role	<input type="checkbox"/>
Before you submit	Obtain Council or other approvals where necessary	<input type="checkbox"/>
	Ensure the application has been approved by your organisation's authorised officer	<input type="checkbox"/>
	Contact TCF staff to request a pre-submission review of your draft application	<input type="checkbox"/>
	Read the Personal Information Collection Authority (on page x)	<input type="checkbox"/>
	Submit your application by 4.30pm on the due date to allow time to resolve any technical issues	<input type="checkbox"/>
	Keep a copy of your submitted application for your records. A copy will be emailed to you after submission	<input type="checkbox"/>

Tips to completing the application form

When completing your application, aim to write for someone who does not know your community, your organisation, or your project.

- Clearly describe the issue you are trying to address and why it matters locally
- Avoid jargon and sector language. Write in plain English
- Be realistic about what can be achieved within the proposed timeframe and budget
- Ensure all questions marked with a red asterisk are completed. You will not be able to submit the form until these are answered
- Ask someone who is unfamiliar with your project to review your draft and tell you what is unclear

Application Questions Summary & Useful Hints

Form field	What we are looking for
Preliminary questions	Confirm that the applicant has read the 2026 Community Action Funding Guidelines. Applications not meeting the guidelines and funding priorities will not be considered.
TCF staff contact	Provide the first name of the Tasmanian Community Fund staff member you spoke with about your project and the date of that conversation. Early contact often prevents ineligible or misaligned applications. If you have not yet spoken with staff, call (03) 6270 5843 before submitting.
Organisation name and contact information	Provide your organisation's full legal name, any trading name, website, and postal address.
Organisation role and purpose	Briefly describe your organisation's role, purpose, and key activities. Focus on how this positions you to deliver the proposed project. Maximum 250 words.
Organisation Eligibility and Registration Details	Confirm your legal status, for example not-for-profit, incorporated association, council, government agency, or university. Provide your incorporation or registration details and ABN. If your organisation does not have an ABN, a Statement by Supplier needs to be included. If your organisation is not a legal entity, indicate this here and complete the Sponsor Organisation section of the form. You will be asked to provide your sponsor's legal details and upload a letter confirming their auspicing role.
Primary & Alternative Contact Details	Provide names, roles, phone numbers, and email addresses for two people who can respond to questions about the application during the assessment period. Choose people who will still be available over the coming months.
Office Bearers / Directors	List your organisation's responsible officers such as Chair, Secretary, and Treasurer, including a brief note on relevant skills

Form field	What we are looking for
	or experience. This helps the Board understand your governance strength.
Project Name	Provide a short, descriptive title of no more than 10 words. The title should reflect the change you are seeking, not just the activity. Example: <i>"Guiding Futures – Mentoring for West Coast Youth."</i>
Project Summary	In 25 words or fewer, describe the purpose of the project and the main outcome it aims to achieve. This should read as a clear headline, not a paragraph.
Priority Funding Area	Select only one priority funding area that best reflects the primary intent of your project. (1) <i>Connected and Educated Children and Young People</i> or (2) <i>Capable and Well-Led Communities</i> .
Council Area / Region	Specify the council or region where the project will be delivered. If the project spans multiple councils, select the most appropriate region or Statewide.
Amount Requested from TCF	Enter an amount between \$5,000 and \$50,000. Ensure this figure matches the amount shown in your budget tables. Update this field if your budget changes.
Project Focus Area	Select the single focus area that best captures the main outcome of your project.
Describe your Project	<p>This question is your opportunity to clearly explain the change you are seeking to create.</p> <p>In your response, describe:</p> <ul style="list-style-type: none"> the specific barrier to learning or community issue your project is addressing who will benefit from the project and why what your project will do to address the issue the key outputs or activities that will be delivered the outcomes you expect to see as a result of this work <p>Focus on the change you are trying to achieve, not just the activities you will run. Your response should help someone unfamiliar with your community understand both the problem and why your proposed approach is likely to make a difference.</p>
Community Involvement	Describe how community members, partners, or people with lived experience have shaped the project. Include any roles for volunteers or community leaders and highlight existing strengths or assets you are building on.
Project Start / End Dates	Projects cannot begin until a grant deed is signed. End date must be no later than two years from start date.
Risks	

Form field	What we are looking for
	Identify at least three key risks to project delivery and describe how you will manage them. Focus on realistic risks rather than theoretical ones.
Barriers to learning (Connected and Educated Stream)	Clearly identify the barrier or barriers to learning your project addresses. Link these barriers directly to engagement, participation, or learning outcomes for young people. Avoid framing this as general wellbeing or recreation.
Strengthening Capacity (Capable and Well-Led Communities Stream)	Describe what skills, systems, leadership, or knowledge will be strengthened and how this will position your organisation or community for long-term change beyond the grant period.
Outcomes and Success Measures	Identify who will benefit, the outcomes you expect to achieve, and how you will know if the project has been successful. Focus on meaningful change, not just numbers.
Letters of Support	<p>Upload three signed letters of support on official letterhead or as emails with signature blocks. Letters must be from organisations or partners who are not receiving project funds. A single letter with signatures from multiple partners or supporters is acceptable.</p> <p>These letters help the Board understand the strength of your partnerships, the level of community backing for your project, and the extent to which the work is embedded beyond your organisation.</p>
Project Financials	<p>Provide detailed income and expense tables for your project. Requests must be between \$5,000 and \$50,000 and include a minimum 10 percent cash contribution based on the amount requested from TCF. Total income must equal total expenses. The form automatically checks that your income and expenses balance. If the total does not equal \$0, review your budget to ensure all figures are entered correctly.</p> <p>Refer to the section below for guidance on how to prepare your budget.</p>
GST Status	Indicate if figures are GST inclusive (not registered) or exclusive (registered). Follow instructions for adjustments.
Other Funding Sources	List all other cash and in-kind contributions and whether funding is secured or pending.
Partial Funding	Indicate whether you can accept partial funding, the minimum amount required, and how reduced funding would be managed.
Members Receiving Financial Benefit	This question is about transparency and potential conflicts of interest. Please list any board member, staff member, volunteer, or associate of your organisation who will receive payment from the project, including their name, role, and the amount to be paid. This does not disadvantage your application. It allows the

Form field	What we are looking for
	Board to understand how funds are being used and to manage any conflicts appropriately.
Financial Viability	<p>Provide a summary of your organisation's financial position for the past three years. This may include turnover, major funding sources, surpluses or deficits, and any significant changes to income or expenditure.</p> <p>Use the explanation box to briefly describe your current financial position, including any known risks, recent losses or surpluses, and how you are managing sustainability. This helps the Board understand your organisation's capacity to manage the grant responsibly. Councils, government agencies, and universities may instead provide a link to publicly available annual reports and note "not applicable" in the explanation field.</p>
Current Committed Projects	List up to three current projects that best demonstrate your organisation's delivery capacity.
Projects Undertaken (Last 3 Years)	List up to three completed projects, noting whether they were delivered on time, within budget, and acquitted successfully.
Sponsor Details	If your organisation is not a legal entity, provide your sponsor's legal details and upload a signed sponsor letter (see attachment A) confirming their auspicing role.
Partner Funding Permission	Indicate if TCF may share the application confidentially with partner funders for co-funding opportunities.
Agreement & Declaration	Confirm all information is correct, agree to conditions, and provide authorising officer details, position, and date. This must be completed by an authorised officer with delegated authority to make the declaration on behalf of the organisation.

Project Financials – How to Prepare your Budget

This section helps the Board understand how your project will be delivered and whether the funding requested is realistic. Your budget should be clear, accurate, and balanced, with total income equal to total expenses.

TCF staff are available to help if you are unsure about any aspect of your budget before you submit.

Understanding GST (Goods and Services Tax)

You must indicate whether your figures are GST inclusive or exclusive.

If you or your sponsor are registered for GST

- Enter all amounts **excluding** GST.
- The Fund will add 10 percent GST to your approved grant.

If you or your sponsor are not registered for GST

- Enter all amounts **including** GST.
- The Fund will not add GST to your grant.

Quick GST tips

- To remove GST from a total, divide by 11 and multiply by 10.
- To add GST, increase the amount by 10 percent.
- For help with GST, contact the Australian Tax Office on 13 28 66 or visit the ATO website. www.ato.gov.au.

Note: The ATO requires all non-profit organisations with a turnover of \$150,000 or more to register for GST. Smaller organisations can choose to register if they wish.

Building Your Project Budget

Provide a detailed, itemised budget that shows all project income and expenses. Avoid broad categories that make it difficult to understand how funds will be used. You may rename or add budget lines in SmartyGrants to suit your project.

Budgets that are too general make it hard for the Board to understand how funds will be used and are less likely to be approved. Ensure that you list other funding sources clearly. The TCF Board relies on the accuracy of this information.

Minimum Cash Contribution

- You must contribute at least **10 percent cash** of the amount requested from TCF.
- This contribution can come from your organisation's funds or other partners.
- It must be additional to your normal operating costs.

Other Funding Sources

List all confirmed and potential funding partners, including both cash and in-kind contributions. Diverse funding sources strengthen your application.

Budget Line Items

- Use language that aligns with your organisation's general ledger codes (if applicable).
- Add extra detail if your line items might be unclear to someone outside your organisation.

Staffing and Volunteer Costs

Staffing

- TCF funding must support new roles or additional hours for existing staff.
- If funded, you will be required to provide evidence such as contracts, payroll records, or project-specific timesheets.

Volunteer and In-kind Contributions

- Specialist volunteers (e.g., mentors, graphic designers, project managers): use their professional rate.
- General volunteer labour: value at \$41 per hour.
- Only include hours that are additional to usual activities and that are realistic.

Overheads and Administration Costs

Overheads are the indirect costs required to support the delivery of your project. These may include program management, supervision, finance, payroll, IT, insurance, human resources, quality assurance, administration, steering committee support, and office space or equipment.

For Community Action Grants:

- Program-based projects may include overheads of up to **18 percent** of the amount requested from TCF.
- Infrastructure projects may include overheads of up to **4 percent** of the amount requested from TCF.

Any overhead costs above these limits must be funded from other sources and should not be included in your request to the Tasmanian Community Fund.

Programs vs Infrastructure Costs

Community Action Grants primarily support program delivery. Infrastructure and equipment should only be included where they are essential to delivering your project.

Final Budget Check

Before submitting, confirm that:

- ✓ All three columns in the income and expenses tables are completed
- ✓ Total income equals total expenses
- ✓ All expenses are clearly identified as cash or in-kind
- ✓ The amount requested from TCF matches the total shown in the application form

Budget Changes After Submission

If your actual costs are higher than budgeted, your organisation must cover the difference. If costs are lower, the Board may adjust the grant amount and any unspent funds over \$100 must be returned.

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 (cash)	\$10 000.00	Yes
Applicant (in-kind labour)	\$12 000.00	Yes
Local school (in-kind)	\$6 000.00	Yes
Supplier Discounts (in-kind)	\$2 500.00	Yes
Fundraising (cash)	\$2 000.00	No
Council (cash)	\$5 000.00	Yes
Total	\$87 500.00	

Project Expenses

Item/Service	Amount	Funding Source
Project Manager – 0.2 FTE Level 3	\$50,000.00	TCF
SCSA Award plus on-costs	\$10,000.00	Applicant - cash
Project management	\$12,000.00	Applicant - in-kind
Hire of space	\$6,000.00	Local school – in-kind
Art materials	\$7,500.00	Council (\$5,000) and Supplier discount (\$2 500)
Van hire and transport costs	\$2,000.00	Fundraising
Total	\$87 500.00	

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 (cash)	\$10,000.00	Yes
Applicant (in-kind labour)	\$12,000.00	Yes
Local school (in-kind)	\$6,000.00	Yes
Supplier Discounts (in-kind)	\$2,750.00	Yes
Fundraising (cash)	\$2,200.00	Yes
Council (cash)	\$5,500.00	Yes
Total	\$88,450.00	

Project Expenses

Item/Service	Amount	Funding Source
Project Manager – 0.2 FTE Level 3	\$50 000.00	TCF
SCSA Award plus on-costs	\$10 000.00	Applicant - cash
Project management	\$12 000.00	Applicant - in-kind
Hire of space	\$6, 000.00	Local school – in-kind
Art materials	\$8 250.00	Council (\$5,500) and Supplier Discount (\$2 750)
Van hire and transport costs	\$2 200.00	Fundraising
Total	\$88,450.00	

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

Reviewing and Submitting

Before you submit

- Review your application carefully before submitting. Ask someone unfamiliar with your project to read it and tell you what is unclear.

Get feedback from TCF

- TCF staff are available to review draft applications and provide guidance before submission. We strongly encourage you to take up this opportunity to ensure your application clearly communicates the intent, outcomes, and readiness of your project.

Printing or sharing your draft

- You can download a PDF of your draft application from the review page at any time. This is useful for sharing with colleagues or partners for feedback.

Submitting your application

- You can only submit once all required questions are complete. Any missing or incorrectly formatted fields will be highlighted in red. Correct these before submitting.
- Submit early to avoid last-minute technical issues. Late applications cannot be accepted.

Making changes

- Once the round has closed, no changes can be made. If the round is still open, contact the TCF office on (03) 6270 5843 to request that your application be reopened for editing. If reopened, changes must be completed and resubmitted before the relevant deadline.

Personal Information Collection and Use

The Tasmanian Community Fund (TCF) collects personal information to assess and manage grant applications. This information is used for evaluating, advising on, and determining applications, and may also be used for purposes permitted under the *Tasmanian Community Fund Act 2005* (the Act).

Providing the requested information is necessary; failure to do so may prevent your application from being processed.

Your personal information may be shared with:

- TCF contractors and agents involved in application management,
- Courts and other authorised organisations,
- Other public sector bodies, where necessary for efficient storage and use.

The TCF manages personal information in accordance with the *Personal Information Protection Act 2004*. Applicants have the right to access their personal information by contacting the TCF. A fee may apply for this service.

Please note that the TCF is subject to the *Right to Information Act*, and applicant details and submitted applications may be released in response to a formal request under that legislation.

PERSONAL INFORMATION COLLECTION AUTHORITY

**Tasmanian Community Fund
GPO Box 1350**

HOBART TAS 7001

Phone: (03) 6270 5843

Enquiry Email: admin@tascomfund.org

Website: www.tascomfund.org

Assessment Process

All applications are assessed by the Tasmanian Community Fund Board on their individual merits and in comparison with other applications received in the round. The Board may seek specialist advice as part of its assessment.

Following assessment, the Fund may:

- award the grant in full
- award the grant in part, where partial funding is acceptable to the applicant and the community benefit is sufficient
- award the grant subject to special conditions
- or decline the application

Assessment Timetable

Activity	Timeframe
Grant round opens	1 January 2026
Grant round closes	15 November 2026
Applications acknowledged	Within two weeks of the application being submitted <i>If you do not receive an acknowledgment letter, please contact the office on (03) 6270 5843</i>
Applications assessed	<i>Applications submitted by the 15th of the month preceding the assessment month:</i> The applications will be assessed in February, April, June, August, October, December
Applicants advised of outcome	Late February, April, June, August, October and December
Grant Deeds arranged	Within six weeks of the advice
Grants disbursed to successful applicants	On receipt of signed grant deed <i>Subject to completion of grant deed (including return of any additional information required) and meeting any special conditions</i>

Arrangements for Successful Applicants

Client Manager Support

If your application is successful, you will be assigned a Client Manager who will be your main point of contact. They will support you to understand your obligations, finalise your Grant Agreement, and manage your project throughout the life of the grant.

Grant Agreement

All successful applicants must enter into a Grant Agreement with the Tasmanian Community Fund Board, on behalf of the Crown in Right of Tasmania.

If your organisation is unincorporated, or not a legal entity, the Grant Agreement will be entered into with your approved sponsor organisation.

Withdrawal of a Grant

The Fund has a responsibility to ensure public funds are used appropriately and in the best interests of the Tasmanian community.

In some circumstances, a grant may be withdrawn either before or after a Grant Deed is signed.

This may occur where:

- incorrect or misleading information is provided
- significant changes occur that would have affected the Board's decision
- required information is not provided to finalise the Grant Deed or manage the project
- funds are not used for the approved purpose
- changes are made to the project, budget, or timeline without prior written approval
- the project commenced before the Grant Deed was signed
- required progress or final reports are not submitted by the due date
- the project does not commence within 12 months of signing the Grant Deed
- the grant is used for private benefit

If a grant has already been paid, TCF may request repayment. If the grant has not been paid, it may be cancelled.

An organisation's track record in meeting grant obligations may be considered in future applications. Where appropriate, organisations may reapply after a grant is withdrawn following discussion with Fund staff.

Information for Sponsors

If an applicant is not incorporated or is not a legal entity, the project must be auspiced by a sponsor organisation such as an incorporated association or other eligible not-for-profit.

Both the applicant and the sponsor must meet the eligibility requirements, including:

- being a not-for-profit organisation
- having no overdue reporting obligations with the Fund

Sponsor Responsibilities

If the grant is awarded, the sponsor accepts legal and financial responsibility for the project.

This includes ensuring that:

- funds are used only for the approved purpose and items listed in the Grant Deed
- the project is delivered within the agreed timeframe
- any changes to the project, budget, or timeline are approved in writing by the Fund
- all reporting and acquittal obligations are completed on time, including any audit requirements

Sponsor Letter

Sponsors must provide a signed letter using the template at **Attachment A** on official letterhead confirming their auspicings role.

Grant Agreement and Payment

The Grant Agreement will be entered into with the sponsor organisation, not the applicant.

Grant funds will be paid to the sponsor. The sponsor and applicant should agree in advance how project costs will be paid, for example through reimbursement or direct payment. This arrangement is managed between the applicant and sponsor.

Reporting and Acquittal

While the applicant may prepare reports, the sponsor remains responsible for ensuring that all reporting obligations are met.

Working together for community impact

The Tasmanian Community Fund works in partnership with community organisations to deliver lasting benefit for Tasmanians. The following outlines what you can expect from the Fund and what the Fund, in turn, expects from applicants and grant recipients so that public funds are managed responsibly and community impact is maximised.

What you can expect from the Tasmanian Community Fund

The Tasmanian Community Fund is committed to managing public funds in the best interests of the Tasmanian community. In doing so, the Board will:

- act in accordance with the Tasmanian Community Fund Act 2005, the Board's Code of Conduct, and recognised grant-making best practice
- remain informed about community issues and build relationships with community organisations across Tasmania
- invest funds to maximise community benefit
- assess applications through fair, consistent, and transparent processes
- support a broad range of community organisations and projects throughout Tasmania
- provide information about Fund operations and processes in a clear, timely, and accessible way
- make assessment guidelines, lists of funded projects, audited annual reports, and newsletters publicly available

What the Fund expects from applicants and grant recipients

From applicants

Applicants are expected to support a fair assessment process by:

- providing accurate and complete information
- responding to reasonable requests for clarification or additional information
- submitting applications in the required format and by the published closing dates
- advising the Fund of any material changes that may affect the application

From grant recipients

Grant recipients are expected to manage public funds responsibly by:

- using funds only for the approved purpose and budget items
- meeting any special conditions attached to the grant
- completing the project within the agreed timeframe
- seeking written approval before making any changes to the project, budget, or timeline
- returning any unspent funds
- submitting accurate and timely progress and final reports
- providing financial information for audit where required
- supporting reasonable requests for information, site visits, evaluation, and communication
- acknowledging Tasmanian Community Fund support in project communications

Frequently Asked Questions

Do I need to keep to the word limits?

Yes. Word limits are in place to ensure all applicants have an equal opportunity to present their case. The SmartyGrants form will prevent submission if limits are exceeded. You do not need to use the full word count if you can explain your project clearly in fewer words.

Will the Fund accept late applications?

Applications must be submitted through SmartyGrants by 5.00pm on the published cut-off dates to be considered at the next Board meeting. Late applications are not accepted and will need to be resubmitted for the next assessment cycle.

How many copies do I need to provide?

Applications are submitted electronically through SmartyGrants. No hard copies are required.

What if my application information changes after I submit?

If there are material changes to your application, notify the Fund as soon as possible. This includes changes such as securing or losing other funding, changes to approvals or permits, or new partnerships or in-kind contributions.

What are my chances of receiving funding?

Each round receives more applications than the Fund can support, and some strong projects are not funded or only receive partial funding. Applications are assessed on their individual merit and in comparison with other submissions. As a guide, approximately 25 to 40 percent of applications are funded each round. Talking with Fund staff before submitting can help ensure your application is well aligned with the guidelines.

How do I know my application will be assessed fairly?

Board members are required by legislation to act honestly and in the best interests of the community and to declare any conflicts 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 and staff 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.

Will I receive a copy of my application?

Yes. A copy of your application will be emailed to you after submission. Please retain this for your records.

Can I apply if my project has already started?

No. Projects must not commence until a Grant Deed has been signed. Costs incurred before this time cannot be reimbursed.

Can I use the grant for core operating costs or existing staff?

No. Funding must support new activity or additional hours directly related to the project. Core operating costs and existing staff roles must be funded from other sources.

What does the 10 percent cash contribution mean?

It means you must contribute at least 10 percent of the amount requested from TCF in cash. This must be additional to your usual operating budget and allocated to specific project expenses.

What if I cannot meet the 10 percent cash contribution?

Projects that do not meet this requirement are not eligible. If this is a challenge, contact Fund staff early to discuss options or alternative funding pathways.

Can I submit more than one application?

Yes. However, if you submit multiple applications you will be asked to rank them in priority order.

What is considered a “community-led” project?

Community-led projects are shaped by local people, respond to identified local needs, and build on existing community strengths rather than delivering pre-designed solutions.

Can I reapply if my previous application was unsuccessful?

Yes. Many successful projects are refined and resubmitted in later rounds. Talking with Fund staff can help strengthen a future application.

Can I accept partial funding?

Yes, if you indicate this in your application and explain how reduced funding would still deliver meaningful outcomes.

How long does it take to receive the funds after approval?

Funds are released once the Grant Agreement is signed and any special conditions have been met. This usually occurs within six weeks of notification.

How long do I have to complete my project?

Projects may run for up to two years from the date the Grant Deed is signed. Your project end date must fall within this period.

What reporting and audit requirements apply if my project is funded?

Community Action Grants require a single final report at the completion of the project. All projects are subject to audit. Grant recipients must keep clear and accurate records of all

project income and expenses to support this process. Your Client Manager will provide guidance on what information is required at the end of the project.

Can I change my project after it has been approved?

Yes, but only with prior written approval from the Fund. Any changes to the project scope, budget, or timeline must be discussed with your Client Manager and approved by the Fund before they occur.

What happens if my project is delayed?

If circumstances change and your project is delayed, contact the Fund as early as possible. In most cases, extensions can be considered where there is a clear rationale and updated plan.

Can I use the grant to purchase equipment or minor infrastructure?

Yes, where these costs are essential to delivering your project and clearly linked to removing barriers to learning or building community capacity.

Can I publicise that I have received funding?

Yes, but announcements must only be made once the Grant Deed has been signed. Your Client Manager can provide guidance on acknowledging Tasmanian Community Fund support in your communications.

What are overheads and how much can I include?

Overheads are the indirect costs required to support your project, such as program management, supervision, finance, payroll, IT, insurance, HR, quality assurance, administration, and office support.

For Community Action Grants:

- Program-based projects may include overheads of up to **18 percent** of the amount requested from TCF.
- Infrastructure projects may include overheads of up to **4 percent**.

Any overhead costs above these limits must be funded from other sources.

Who should I contact if I need help?

Contact the Tasmanian Community Fund office on (03) 6270 5843. Early conversations often make the difference between a good idea and a fundable project.

Fund Background

History of the Fund

The Tasmanian Community Fund was established in 1999 from the sale proceeds of a community asset 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 \$152 million to more than 3,290 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.

A copy of the Act is 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. At 1 January 2026 the members are:



Kym Goodes
Chairperson

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.



Michael (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.



Enrico (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 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.



Matthew (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.



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.



Ana Klincic Andrews
Intern Director

Ana has a wealth of experience across community development, corporate governance and international sustainability. A Tasmanian of post-conflict migrant background, Ana's career has spanned roles throughout Australia, Africa and Asia.

Ana's professional and personal experiences have shaped a strong commitment to inclusive leadership, community empowerment and transparent governance. Ana has held senior roles with Hydro Tasmania, pitt&sherry and MMG Limited, leading complex initiatives focused on environmental, social and governance performance and stakeholder engagement. Internationally, she has worked with the United Nations on sustainable development programs, managed large-scale funding portfolios and served as an evaluator and advisor to initiatives that promote financial independence, innovation and youth empowerment. Locally, Ana has contributed to Tasmanian governance and community organisations, serving on the Hobart City Council's Sustainability in Infrastructure Portfolio Committee and the board of NOSS Tasmania.

Under the Tasmanian Community Fund Act, the Board has sole discretion to award grants and is responsible for ensuring the Fund operates in accordance with legislative requirements.

The Board is supported by four staff who manage the day-to-day operations of the Fund. As the Board cannot employ staff directly under the Act, these staff are made available through arrangements with the Department of Premier and Cabinet.

Code of Conduct

The Tasmanian Community Fund Board manages public funds and is committed to the highest standards of integrity and accountability. In addition to the requirements of the Tasmanian Community Fund Act 2005 and other relevant legislation, Board members adhere to a Code of Conduct, which is available on the Fund's website.

Board members must act honestly at all times and exercise their functions and powers in the best interests of the Tasmanian community.

Fund staff supporting the Board are bound by the State Service Code of Conduct.

Previous recipients

The Tasmanian Community Fund website www.tascomfund.org has a list of recent previous grant recipients.

Our Values

The Tasmanian Community Fund's values guide how we make funding decisions, how we work with communities, and how we steward public resources. They reflect the standards applicants can expect from the Fund and the behaviours the Fund seeks to encourage in funded projects.



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 foster partnerships to achieve wellbeing outcomes for communities

Attachment A: Sponsoring Organisation Letter

This letter must be provided on the sponsoring organisation's official letterhead

[Date]

Ms Kym 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]



TASMANIAN COMMUNITY FUND

BREAKING BARRIERS, BUILDING FUTURES

TCF Office Postal Address

GPO Box 1350
HOBART TAS 7001

Phone: (03) 6270 5843
Email: admin@tascomfund.org
Web: www.tascomfund.org