



**Tasmanian
Community
Fund**

Community Action Grant Guidelines 2026–27

About Community Action Grants

Community Action Grants support practical, community-led projects that respond to local needs and opportunities, and help Tasmanian communities become more **connected, resilient and thriving**.

They are intended for focused, small to medium-scale projects that are reasonably ready to deliver.

Projects may include local activities, community programs, volunteer-led initiatives, equipment or small-scale improvements to community spaces.

These are examples only. What matters most is the benefit your project will create for the community.

Is Community Action the right funding pathway for you?

Community Action Grants are best suited to practical projects that are reasonably ready to deliver.

Larger, longer-term or highly collaborative projects may be better suited to **Major Initiative Grants**. Projects primarily focused on organisational, leadership or sector capability may be better suited to **Capability Building Grants**.

If you are unsure which funding pathway is right for your project, contact TCF before applying.

Key dates

Applications open:	14 September 2026
Applications close:	15 November 2026
Funding decisions:	Applicants will be notified of the outcome in early 2027
Projects can commence:	Only once a TCF funding agreement has been signed.
Project duration:	Up to two years from the agreed project commencement date. Your funding agreement will confirm your project completion and reporting dates.

2026–27 funding priorities

Each year, TCF may identify particular areas it wishes to prioritise through Community Action Grants.

For the 2026–27 funding round, priority will be given to projects that contribute to one or more of the following areas:

- **Participation, belonging and connection** - creating opportunities for people to take part in community life, build relationships, feel included and strengthen their sense of belonging.
- **Community leadership, volunteering and skills** - supporting the people, volunteers and local leaders who help communities organise, contribute and take action.
- **Local collaboration and community-led action** - helping communities respond to local needs and opportunities, including through stronger relationships and people working together.

Within these priorities, TCF is also particularly interested in projects that strengthen community places and spaces where people can come together, participate, volunteer and build connection.

The funding priorities will inform TCF's assessment of community benefit and the overall funding decisions. Projects do not need to address all three priority areas. What matters is that the project has a clear fit with Community Action Grants and creates meaningful benefit for the community.

TCF will also consider the local context, the scale of the proposed benefit and the organisation's capacity to deliver.

Funding categories

There are two Community Action Grant categories.

	Community Action Small Grants	Community Action Standard Grants
Funding amount	\$5,000 to \$15,000	\$15,001 to \$50,000
Application	Short application	More detailed application
Evidence & supporting information	Only what is needed	More information may be needed depending on the project
Reporting	Simple final report	Final report with additional information where needed

Ask for the amount you reasonably need to deliver your project. Applying for more money will not make your application more competitive.

The minimum amount that can be requested through Community Action Grants is \$5,000.

Applications are competitive. Meeting the eligibility requirements does not guarantee funding.

Who can apply?

Community Action Grants are open to applications from:

- Incorporated not-for-profit organisations
- Not-for-profit companies registered under company law
- A Tasmanian Local Government authority (Council) – see below for restrictions.
- Eligible school associations – see below for requirements.
- Unincorporated organisations (must be sponsored by an incorporated organisation. See below.)

Applicants must:

- be based in Tasmania or be delivering a project that primarily benefits Tasmanian communities
- have met all obligations for any previous TCF grants.

Applications from Councils

Tasmanian councils may apply for eligible community projects, but cannot apply for infrastructure funding through Community Action Grants. TCF will not fund routine council services or activities that form part of a council's normal responsibilities. Council-led projects should demonstrate meaningful community involvement in the development and delivery of the project.

Applications from unincorporated groups

Unincorporated groups may apply through an eligible sponsoring organisation (also called an auspice organisation). The sponsoring organisation will take legal and financial responsibility for the grant.

The community group must meet the relevant applicant and project requirements, and the sponsoring organisation must meet TCF's legal and financial eligibility requirements.

The sponsoring organisation should have a genuine connection to the project's purpose, goals or intended outcomes, rather than acting solely as a legal or administrative sponsor.

Applications from school associations

An eligible school association may apply in its own name where it is a legally constituted entity able to enter into and meet the obligations of a TCF funding agreement.

The school association must be the applicant and proposed grant recipient. The application must be authorised in accordance with the association's governance arrangements.

Projects must meet all eligibility requirements and provide a clear community benefit. They must not primarily fund core school operations, curriculum delivery, routine education activities or costs that are ordinarily the responsibility of a school, education authority or government agency.

TCF will not fund playgrounds or other infrastructure, capital works, refurbishment or facility upgrades located on school land through an application from a school association.

TCF may request evidence of the association's legal status, authority to apply, decision-making arrangements and approval to undertake the proposed project.

Who can't apply

The following entities are not eligible to apply for funding under this grant:

- Australian Government agencies
 - Tasmanian Government agencies
 - Schools and colleges, whether government or non-government, except where an eligible school association applies in its own name as described above.
 - Individuals or sole traders
 - Political parties
 - For-profit organisations and businesses
 - Projects or activities that are already receiving TCF funding.
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What can be funded?

TCF can only fund activities that are consistent with the purposes of the Tasmanian Community Fund Act 2005 and provide a clear benefit to the Tasmanian community.

TCF can fund reasonable costs needed to deliver an eligible project, including:

- project staff
- facilitators, trainers and specialist services
- materials and equipment
- venue hire and transport
- accessibility and participation costs
- volunteer expenses
- community engagement
- small-scale community infrastructure
- administration and overhead costs.

Staff costs

Staff costs are eligible where they are directly related to delivering the funded project. This can include new project staff, additional staff hours, or a clearly identified portion of an existing staff member's time that is specifically required to deliver the funded project and supported by appropriate evidence of the additional or reallocated project responsibilities. Evidence may include a contract variation, revised position duties, timesheets, a formal work allocation or other documentation appropriate to the organisation.

Eligible staff costs may include reasonable employment on-costs directly associated with the funded staff time, such as superannuation, workers' compensation and other statutory employment costs.

TCF will not fund existing staffing costs that would be incurred regardless of whether the project proceeds. Where existing staff time is included in the funding request, the applicant must demonstrate that the time represents additional or specifically allocated capacity required to deliver the project.

Existing staff time that is contributed to the project without being funded by TCF may be shown as an in-kind contribution where it is relevant to understanding the full resources required to deliver the project.

Administration and overheads

Reasonable administration and overhead costs directly associated with delivering the funded project and administering the TCF grant may be included in the budget.

These might include project-related costs for finance, payroll, insurance, IT, human resources and general administration.

TCF will not fund general organisational overheads or operating costs that would be incurred regardless of whether the project proceeds.

Staff who are directly delivering or managing the project should normally be shown as project staff costs rather than overheads.

Administration and overhead costs should be reasonable and proportionate to the size and nature of the project and clearly explained in the application.

Community infrastructure and equipment

Small-scale infrastructure and equipment may be funded where it is a necessary part of a broader community project or activity and supports clear community benefit and outcomes relevant to the funding round.

Infrastructure or equipment should be an enabler of the project, rather than the primary outcome of the project itself. TCF will generally not fund projects where

the main purpose is simply to purchase, replace or upgrade an organisational asset.

Where infrastructure is proposed, the applicant must have sufficient ownership, tenure or rights to use the land for the intended community benefit. This may include land owned by the applicant, publicly owned land such as council or Crown land, or land owned by another not-for-profit organisation where there is a sufficiently secure lease, licence or other formal arrangement. TCF may require evidence of tenure, owner permission, community access and arrangements for ownership and maintenance of the funded asset.

TCF will generally not fund infrastructure on privately owned land where the funded works would primarily increase the value or utility of the private property, or where the applicant does not have sufficiently secure tenure to protect the intended community benefit.

Infrastructure projects should demonstrate reasonable ongoing community access and benefit. TCF will not fund infrastructure where the primary benefit is private or commercial. Applicants are responsible for obtaining any necessary planning, building, regulatory or other approvals.

Councils are not eligible for Community Action infrastructure funding.

Events

Events may be funded where they create new or expanded opportunities for people to participate, connect, feel included or volunteer.

TCF will generally not fund an established or recurring festival, celebration or community event simply to help it run again.

Existing events may still be considered where TCF funding will create clear additional community benefit, such as reaching new participants, improving accessibility or inclusion, introducing a significant new activity or strengthening community involvement.

The key question is what additional community benefit TCF funding will create.

What we do not fund

Community Action Grants will not normally fund:

- costs incurred before a TCF funding agreement is signed;
- activities or projects that mainly create a private or commercial benefit;
- normal business-as-usual operating costs;

- activities that are ordinarily the responsibility of government, unless there is a clear rationale for TCF involvement, such as creating additional community benefit, filling an identified gap, testing a new approach or enabling stronger community involvement that would not otherwise occur;
- routine council responsibilities or council infrastructure;
- playgrounds or other infrastructure, capital works, refurbishment or facility upgrades on school land;
- costs or activities that are already fully funded through another grant, contract or funding arrangement;
- routine maintenance, asset renewal or projects primarily seeking to acquire or replace an organisational asset;
- activities that are primarily for a political or party-political purpose;
- property purchases;
- loans, prizes or gifts;
- vague or unexplained budget items;
- construction or refurbishment where the primary benefit is private or commercial;
- projects delivered mainly outside Tasmania;
- unnecessary duplication of existing services or activities;
- projects that are more suitable for another TCF funding pathway.

If you are unsure whether something is eligible, contact TCF before applying.

Do you need to contribute money?

No.

There is no mandatory cash co-contribution for Community Action Grants.

You can include contributions from your organisation, community or other partners where they are available. These could include:

- cash
- volunteer time
- donated goods or services
- use of facilities or equipment
- partner contributions.

These contributions can help show how the project is being supported.

However, **you will not be disadvantaged simply because your organisation or community cannot provide a cash contribution.**

TCF will consider the overall value of the project and the community benefit it is expected to create.

Community involvement and support

Tell us how you know your project is needed or wanted and how the community has helped shape the idea.

Evidence might come from:

- conversations with community members
- local knowledge
- feedback from participants
- community meetings
- requests received by your organisation
- participation information
- surveys or consultation
- information from partners
- relevant research or data.

You do not need to undertake formal research or consultation simply to apply for a grant.

We recognise that local and community knowledge is also valuable evidence.

Letters of support

For **Small grants**, letters of support are not required.

You may provide a letter, email or other evidence of support if it adds useful information, but formal letters will not automatically make an application stronger.

This does not apply to the mandatory confirmation required from a sponsoring organisation (also called an auspice organisation) where an unincorporated group is applying through that organisation.

For **Standard grants**, we may ask for evidence of support where the project depends on another organisation, partner, landowner or significant funding partner.

How to apply

Applications are to be completed online through **SmartyGrants**. Links to the application form are available on the TCF website at tascomfund.org.

Applications for Small grants (\$5,000 to \$15,000)

The Small grant application is designed to be short.

We will mainly ask:

- What do you want to do?
- Why is it needed or wanted, and how do you know?
- Who will benefit and what difference will the project make?
- Who will deliver the project and why are they well placed to do so?
- What will it cost?

Applications for Standard grants (\$15,001 to \$50,000)

We will ask for the same core information, with more detail where needed about:

- What are the main risks or approvals you need to manage?
- A more detailed budget, including other funding or contributions where relevant.

We will keep the amount of information we ask for proportionate to the size, complexity and risk of the project.

You do not need to be a grant writer. Write in your own words. We want to understand your idea, why it matters and what difference you think it will make.

Your application will not be assessed on grammar, writing style or how professionally it is presented. A professionally written application will not receive an advantage simply because it is professionally written.

Can I submit more than one application?

An organisation may submit more than one application where the projects are genuinely different.

Applicants should consider their organisational capacity and priorities before submitting multiple applications. TCF may consider the total amount requested by an organisation when making funding decisions and may ask applicants to identify their highest priority application.

Can I apply if I already have a TCF-funded project?

Yes. Having an existing TCF-funded project does not prevent your organisation from applying for a Community Action Grant.

Your organisation must be meeting its obligations under any existing TCF funding agreements, including reporting and other requirements.

The new application must be for a distinct project or activity and must not seek funding for costs that are already funded through another TCF grant.

Preparing your project budget

Your budget should clearly show what the project will cost and what TCF funding will be used for.

For Small grants, a simple budget will usually be enough.

For Standard grants, we may ask for more detail.

Your budget should:

- include realistic costs
- clearly explain what the main costs are for
- show how much you are requesting from TCF
- identify other funding or contributions where relevant.

We may ask for quotes for higher-value purchases, equipment or infrastructure.

You do not need to obtain multiple quotes for every small purchase.

TCF encourages applicants to include the reasonable full cost of delivering the project rather than expecting organisations to absorb legitimate project costs.

Goods and Services Tax (GST)

Community Action Grant funding limits are exclusive of GST.

When completing your application, enter the amount requested from TCF and all project budget amounts excluding GST, regardless of the grant recipient's GST registration status.

Where the grant is subject to GST, TCF will pay GST in addition to the approved grant amount in accordance with the funding agreement. If you are applying through a sponsoring organisation, the GST treatment will be based on the sponsoring organisation's GST status.

How applications are assessed

Community Action Grants are competitive. We will assess applications against the following criteria:

- **Community need and benefit** — is there a clear need or opportunity, does the project contribute to one or more of the 2026–27 funding priorities, and will the project create meaningful benefit for the community?
- **Community involvement and project approach** — is the project appropriately informed by the community, and is the proposed approach clear and practical?
- **Ability to deliver** — is there reasonable confidence that the applicant can deliver the project and manage any important risks?
- **Value for money** — are the costs reasonable for the expected community benefit?

Assessment will be proportionate to the amount requested and the complexity and risk of the project.

A Small grant will not be expected to provide the same level of evidence or organisational information as a Standard grant.

Local context

TCF recognises that projects will look different across Tasmania. We will consider the local context when assessing applications, including factors such as population size, travel costs, access to suppliers and services, workforce and volunteer capacity, and access to community facilities.

A smaller population does not automatically mean a project will create less community benefit.

Sustainability / lasting benefit

Where relevant, TCF will also consider whether the project is likely to create benefits that continue beyond the funded activity. This does not mean the activity itself needs to continue indefinitely. Lasting benefits might include stronger relationships, skills, community connections, knowledge, facilities or new ways of working.

What happens after you apply?

TCF staff will check that your organisation and project are eligible and that there is enough information to assess your application.

If minor information is unclear or missing, we may contact you for clarification.

Eligible applications will be assessed against these guidelines. TCF may use an independent assessment panel to assess and shortlist applications against the published criteria, and make recommendations for funding.

The TCF Board makes the final funding decision. In doing so, the Board may also consider the overall mix of projects being funded, including available budget, geographic and community reach, duplication, risk and strategic balance across TCF's funding portfolio.

This means a strong application may not always be funded, particularly where demand exceeds the funding available.

TCF may:

- approve the amount requested
- offer a different amount
- approve funding subject to conditions
- decline the application.

Where TCF offers less than the amount requested, we will discuss any necessary changes to the project scope, outcomes, budget or timeframe with the applicant before entering into a funding agreement.

If your application is successful:

You must enter into a funding agreement with TCF before your project starts.

Successful applicants must enter into a funding agreement within three months of being notified of approval, unless TCF agrees to an extension. If an agreement is not entered into within that period, TCF may withdraw the funding offer.

The agreement will set out what has been funded, the approved budget and purpose, project timeframe, payment arrangements, reporting requirements and any special conditions.

You will need to:

- use the grant for the approved purpose;
- keep appropriate financial records;
- tell TCF about significant changes;

- seek approval before making significant changes to the project purpose, budget or timeframe; and
- complete the required reporting.

Public information about successful applications

TCF publishes information about grants it awards. This may include the organisation's name, project title, a short project description, location and amount of funding awarded.

Reporting requirements if you receive funding

Reporting will be proportionate to the grant.

Small grant recipients will normally complete a short final report covering:

- what happened
- who was involved
- what difference the project made
- what was learned
- how the grant was spent.

Standard grants will require a final report with additional information appropriate to the project.

Grant recipients must be able to demonstrate how TCF funding was spent and may be required to provide financial records or other evidence of expenditure as part of reporting, acquittal or audit processes.

Any grant funds that are not spent on the approved project must be returned to TCF unless TCF agrees otherwise in writing.

TCF may undertake audits or other checks where required. This will be discussed with successful applicants during the onboarding phase.

If your application is unsuccessful

We will let you know the outcome of your application.

You may contact TCF if you would like feedback. We will aim to provide useful feedback about the application and assessment, recognising that Community Action Grants are competitive and not every eligible or strong application can be funded.

Need help?

We encourage you to contact TCF before applying if you are unsure whether your organisation or project is eligible, which funding category or pathway is the best fit, or what information you need to provide.

Tasmanian Community Fund

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