

## COMMUNITY SMALL GRANTS PROGRAM

### GUIDELINES FOR APPLICATIONS

The Glamorgan Spring Bay Council's Community Small Grants Program provides small grants to community organisations and groups to assist them to undertake programs and activities within the Glamorgan Spring Bay municipal area.

Council receives requests for more funding than is available and consequently funds under the programs are limited. The majority of grants will be restricted to no more than \$1,000, however, in certain circumstances, Council may consider increasing the allocation.

There is no specific funding period. Applications for funding assistance shall be considered throughout the year until such time as the available funds have been exhausted.

#### Eligibility

Applications must be from not-for-profit organisations as defined as follows:

- Its main operating purpose is other than to provide goods and services for profit.
- Other than in the case of winding up, no member/owner has the right to surpluses of the entity.
- That entity does not have the right to transfer ownership to members/owners.
- Any resident of the Glamorgan Spring Bay municipal area who has been selected on merit to participate or compete in any event or project of state, national or international significance may seek funding assistance.

#### Projects should aim to:

- Address relevant community issues of significance.
- Be initiated within the community and actively involve local people.
- Improve access and encourage wider use of facilities.

#### Council Process Requirements:

Application:

- Complete the Community Small Grants Application form.
- Provide a plan or sketch of the proposed project (if applicable).
- Provide a copy of the project budget and evidence of basis of costs (Quotation).

#### Successful applicants after project completion:

- Complete the Community Small Grants Acquittal form.
- Provide a brief written report of the success or otherwise of the project prior to the conclusion of the financial year, together with a photo (if applicable).
- Provide most recent financial statement or evidence of expenditure.

For further information, please contact the Community & Communications Officer

Phone: (03) 6256 4777

Email: [community@freycinet.tas.gov.au](mailto:community@freycinet.tas.gov.au)

PO Box 6, Triabunna 7190

**APPLICANT DETAILS**

<b>Organisation / Group</b>			
<b>Is your organisation an incorporated body?</b>		<b>Incorporated Number</b>	
<b>Is your organisation a registered not-for-profit?</b>		<b>Registration Number</b>	
<b>Contact Person</b>		<b>Surname</b>	
<b>Contact Number</b>			
<b>Postal Address</b>			
<b>Email</b>			

**PROJECT TITLE AND BRIEF DESCRIPTION (If insufficient space, please attach additional sheet)**


**OUTLINE INTENDED OUTCOMES OF THE PROJECT**


**FUNDING REQUEST**

<b>Funding sought from council</b>		<b>\$</b>
<b>Funding to be contributed by you or your organisation</b>		<b>\$</b>
<b>Funding to be contributed from other organisations</b>		<b>\$</b>
<b>Total Project Expenses</b>		<b>\$</b>
<b>Signed</b>		
<b>Name</b>		
<b>Date</b>		

**ACQUITTAL FORM (To be filled out by successful recipient of Grant Funds)**

<b>Name of successful applicant</b>	
<b>Postal Address</b>	
<b>Contact person</b>	
<b>Role</b>	
<b>Email Address</b>	
<b>Postal Address</b>	
<b>Email</b>	
<b>Is your organisation an incorporated body?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Project title and brief description of how the project achieved the outcomes intended.**

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**Income**

<b>Funds received from Council</b>	\$
<b>Funding from your organisation</b>	\$
<b>Funding from other organisations</b>	\$
<b>TOTAL funding received</b>	\$

**Expenditure (List the expenditure receipts)**

<b>TOTAL Expenditure</b>	

**FUNDING REQUEST**

<b>Signed by recipient</b>	
<b>Date signed</b>	