

# Community Grants Program 2024-25

## Art, Culture and Festivals Sponsorship

### Guidelines and Application Form



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Latrobe Tas 7307  
Tel 6426 4444  
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[council@latrobe.tas.gov.au](mailto:council@latrobe.tas.gov.au)  
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The purpose of Latrobe Council's Annual Arts, Culture and Festivals Sponsorship is to fund projects nurturing new or established events and major festivals that build our cultural identity, support accessibility and deliver a diverse range of community arts and cultural activities within the Latrobe Municipality, assisting them towards self-sustainability.

Funding may be a contribution towards running the event, reduced or no cost for the use of a Council owned facility/venue (although not additional to any existing remittance), use of Council's traffic management signage and/or in-kind support or use of the banner poles in Station Square (does not include materials, printing, production, installation or dismantling of banners).

Funded events have included: *Latrobe Businesses on Parade; Shearwater Mulled Wine in May; Choir in the Club; Tasmanian Bands League State Championship, Port Sorell Spring Fair and more.*

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## AMOUNT OF GRANT

Grants are limited to a maximum of \$1,500.

If your organisation **IS** registered for GST and your application is successful, Latrobe Council will pay the grant amount plus GST.

If your organisation **IS NOT** registered for GST, Latrobe Council will pay only the grant amount.

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## WHO CAN APPLY

Eligibility is based on the status of the applicant organisation at the time of lodging the application. If your organisation changes its status, you may need to submit a new application.

Ineligible applications will not be assessed.

All eligible applications will be assessed and outcomes notified in writing.

Lower priority may be given to applicants with a history of previous funding through Latrobe Council grant programs.

All funding decisions are final and are not subject to review.

### INELIGIBLE APPLICANTS INCLUDE:

- Organisations that already receive funding from Latrobe Council via other means;
- Applicants that have an outstanding acquittal;
- Federal, State and Local Government agencies;
- Local schools/education providers where the project is exclusive to students i.e. school fairs;
- A political organisation;
- For-profit organisations including small businesses and individuals.

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## CRITERIA

Priority will be given to activities that can meet as many of the following criteria:

- Outcomes aligned to Latrobe Council's Strategic Plan;
- Must be held within the Latrobe Municipality
- Demonstrate sustainability of the project post funding.
- Have a direct benefit for the community and/or visitors to the Latrobe Municipality;

- Encourage community coordination, cooperation and ownership;
- Must have defined, achievable outcomes and financial feasibility;
- Applicants must have proven capacity and expertise to conduct the project;
- Where applicable, written quotes must accompany the grant application;
- Acknowledge Council's assistance in any promotional materials and publicity for the event; and
- Aligns to the Tasmanian restrictions in place for COVID-19, where applicable.

### GRANTS WILL NOT BE CONSIDERED FOR:

- Projects outside the Latrobe Municipality;
- Ongoing administration (recurrent salary and operational costs) of the organisation;
- Ongoing service delivery;
- Donations or prizes;
- Reimbursement of previously commenced works;
- Projects that are eligible for funding from more appropriate source(s);
- Private commercial events that are primarily showcasing businesses/stallholders to promote or sell services/products. Council will consider providing in-kind support and assistance where wider community benefit is evident.

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### TIMELINE

Applications open:	1 March
Applications close:	12 noon on 1 May. Late applications may not be considered.
Applications assessed:	May
Applications approved:	June
Applicant advised:	June
	Project can commence on returning the signed Offer of Grant to Latrobe Council
Project completion:	As per the applicant timeframe but no later than 30 June 2024

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### HOW TO APPLY

Council's Community Development Officer is available to answer questions in relation to project suitability and assistance in completing/understanding the requirements of the application form where required.

All supporting information must be included with the application for it to be considered.

Lodgement must be on the prescribed form and received at Latrobe Council no later than 12 noon on 1 May.

Email:	council@latrobe.tas.gov.au
Mail:	Latrobe Council, P O Box 63, Latrobe, Tas, 7307
Hand deliver to:	Latrobe Council, 170 Gilbert Street, Latrobe

# Community Grants Program

## Arts, Culture and Festivals Sponsorship

2024-25 Application form

Event Name: .....

Amount requested: \$ .....

### APPLICANT DETAILS

Name of organisation: .....

Project coordinator: .....

Role in organisation: .....

Postal address: .....

..... Postcode: .....

Daytime phone: ..... Mobile phone: .....

Email: .....

Website: .....

Is your organisation incorporated\*: Yes    No

*If your group is not incorporated, you will need to appoint an incorporated group to manage the funds. The auspicing body is required to submit a letter on their letterhead indicating support for the project and their willingness to auspice any funds received.*

Name of auspicing organisation: .....

Organisations status:    Incorporated Association    Charitable Institution    Corporate

Incorporation number: .....

Postal address: ..... Postcode: .....

Contact person: ..... Mobile phone: .....

Email: .....

Are you registered for GST? Yes    No

*If you do not have an ABN and are successful, you will need to complete a Statement by Supplier*

If yes, what is your ABN: .....

Briefly outline the aims and general activities of your organisation:

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Have you previously received funding from Latrobe Council?    Yes    No

*If yes, please provide details*

Year	Project	Amount

## PROJECT DETAILS

Commencement Date: ..... Completion Date: .....

Location and venue: .....

Briefly describe your event in one or two paragraphs: .....

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Is this a new event? Yes No

If no, how long has it been running .....

Who is your target audience? .....

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How will the community be involved in your event?

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Project Management *(please detail planning, resource/skills, other relevant information)*

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If your project is successful, how will Latrobe Council funds be used to assist your event?

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What is your estimated attendance/participation in this project? .....

How will this event be self-sustaining after this funding?

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How will you evaluate the success of this event?

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## ACKNOWLEDGEMENT OF COUNCIL

Outline how you plan to acknowledge Latrobe Council’s contribution to your event:

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## THE BUDGET

The budget items are suggestions only. Please change the items to correspond with your project description. An additional page may be required to include information.

All financial details must **include** GST.

The key information Council is seeking is what parts of the project Council will be funding, how much these parts cost and how Council’s contribution fits in to the entire project.

## PROJECT EXPENDITURE

Items (i.e. materials, equipment, promotion, administration, venue hire, VMS Board use etc)	Amounts to be paid with Council grant	Amounts to be paid with other funds	Cash/In-kind	Sub-total
Total expenses				\$

Please attach copies of quotes

## PROJECT INCOME

Items	Source	Amount	Cash/In-kind	Sub-Total
Participation fees				
Fundraising & donations				
Sponsorship				
Other grants				
Any other income				
In-Kind (if applicable)*				
Your own contribution				
Community Grant	Latrobe Council			
<b>Total Income</b>				<b>\$</b>
<i>(Must equal total expenditure)</i>				

\* In-kind contributions should be calculated as volunteer labour at \$20 per hour, other in-kind donations should be listed at regular cost.

**Total income and total expenditure should equal each other.**

You must provide evidence that your organisation can complete and maintain the program and has the financial capacity to meet any additional costs.

Please expand on the contribution made by your organisation

*This may include cash contribution, in-kind support such as provision of resources, or volunteer hours.*

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Have you applied for other sources of funding for this project:                      Yes                      No

*If yes, please complete the following details*

Source	Fund/Grant	Amount	Confirmed	Pending

Would you accept part funding, if offered    Yes                      No

What is the minimum amount that your project would require to proceed as described? \$.....

## DETAILS FOR PAYMENT OF GRANT IF APPROVED

Bank account name: .....

Account Name: .....

BSB: .....                      Account number: .....

This declaration must be signed by either your organisation's President, Secretary or other office bearer.

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## DECLARATION

- *I certify to the best of my knowledge, that the information given on this form is complete and correct.*
- *I understand that if Latrobe Council approves a grant, I will be required to accept the conditions of the grant in accordance with Latrobe Council requirements.*
- *I agree to ensure all necessary approval/permits are obtained prior to the event taking place.*
- *I understand that Latrobe Council does not accept any liability or responsibility for the propose in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover.*
- *I will abide with all relevant health and safety standards.*
- *I agree that if funded, funds will be used only for the project described in this application.*
- *I consent to the release of project information in the application for promotion and evaluation purposes relevant to Latrobe Council.*
- *I will provide relevant permissions from applicable persons before submitting photos for use by Latrobe Council.*

Signature ..... Date .....

Print name: .....

Position in organisation: .....

Witness signature ..... Date .....

Print name: .....

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## LODGING YOUR APPLICATION

Lodge your application by 12 noon on 1 May by the following ways:

Email: council@latrobe.tas.gov.au

Mail: Latrobe Council, P O Box 63, Latrobe, Tas, 7307

Hand deliver to: Latrobe Council, 170 Gilbert Street, Latrobe



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## CHECKLIST

You must provide evidence that your organisation can complete and maintain the event and has the financial capacity to meet any additional costs.

Please ensure you attach all the documents requested below.

Your application will be competing for funding against many other applications and is less likely to succeed if important information is not provided.

- Have you read the supporting Information and Guidelines?
- Have you completed all sections and signed the application form?
- Have you attached a copy of your organisations most recent bank statement and financial statement or Annual Report for your organisation for the previous financial year? If you have significant funds earmarked for a particular activity, please provide details.
- If applicable, have you attached a letter from the auspicing organisation?
- If applicable, have you attached any letters of support for your event?
- If applicable, have you attached copies of quotes?

Please keep a copy of the completed application form for your own records and do not attach originals of documents, as these will not be returned to you.