

Community Grants Program 2024-25

Emerging Needs

Guidelines and Application Form



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Latrobe Council's Community Grants Emerging Needs Grants are an annual initiative designed to encourage community partnerships that address an unmet need within the Latrobe Municipality.

1. MINOR CAPITAL WORKS

Projects that develop and manage sustainable infrastructure/facilities and resources fall into this category.

Past examples include: *upgrade the Devonport Anglers Club Inc fishing pontoon to a covered, disability access pontoon; air conditioning and LED security lights at the Wesley Vale Football Club; replace and make safe existing infrastructure at the Fossil Bank Gun Club; workshop upgrade at the Port Sorell Men's Shed.*

2. HEALTH AND COMMUNITY WELFARE

Supporting access to physical and social resources to promote quality of life and create a community that is productive, social and aesthetically attractive.

Past examples include: *purchase of a defibrillator unit located at Latrobe Men's Shed; purchase a marquee to protect Port Sorell parkrun volunteers from environmental conditions; IT equipment for training presentations to members of the Port Sorell Surf Life Saving Club; cycling education through Let's Ride program; IT equipment to support adult learning opportunities offered by Port Sorell U3A.*

3. ENVIRONMENT

Projects that improve the quality and sustainability of the local environment while supporting community access and use.

Past examples include: *specialist labour and chemical purchase to control the spread of invasive species to Marram Grass Watch; purchase response kits for Devonport 4WD Club Inc to support emergency services and member safety in remote locations; identification and recording of flora and fauna in the Bells Parade Precinct through BioBlitz Latrobe.*

4. SPORT AND RECREATION

Projects that facilitate equitable access to a range of leisure and recreational opportunities to improve shared use and effective management, addressing an unmet need.

Past projects include: *spray unit for Port Sorell Golf Club; high definition camcorder, tripod and editing software for Latrobe Basketball Club player development; training and playing equipment to support Latrobe Football Club junior boys and girls; indoor carpet bowls mats for the Rubicon Senior Citizens Club.*

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.

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.

CRITERIA

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

- Outcomes to be aligned with 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;
- Duplication of effective local services/facilities/programs;
- Projects, programs or capital works that have previously received funding from this grant scheme;
- Projects that are eligible for funding from more appropriate source(s);
- Private commercial ventures.
- Facilities with little or no public access.

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 2023

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 Emerging Needs

2024-25 Application form

Title of project:

Amount requested: \$

APPLICANT DETAILS

Name of organisation:

Project coordinator:

Role in organisation (if applicable):

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:

Grant Category

- Minor Capital Works
- Environment
- Health and Community Welfare
- Sport and Recreation

Project purpose (why):

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Project outline (how):

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What community “need” does the project address and how was this “need” identified?

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How will your project support the community socially and/or economically?

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How will the community be involved in your project?

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What community support do you have for your project? *(Please attached any letters of support)*

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

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What is your estimated attendance/participation in this project?

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

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How will you evaluate the success of this project?

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

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ACKNOWLEDGEMENT OF COUNCIL

Outline how you plan to acknowledge Latrobe Council's contribution to your project:

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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 ² , VMS Board 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			
Total Income				\$
<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 provide details about 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? \$.....





FACILITY AND INFRASTRUCTURE DEVELOPMENT PROJECTS ONLY

Physical address or location of the facility, infrastructure or environment:

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Who owns the land?

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-  *Attach evidence of formal lease or access arrangements, if applicable*
-  *Attach evidence to show you have permission to proceed with the project*
-  *Attach copies of design drawings or works plans*
-  *Attach copies of planning approvals, development applications and permits obtained so far, if applicable.*

DETAILS FOR PAYMENT OF GRANT IF APPROVED

Bank account name:

Account Name:

BSB: Account number:

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

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

DECLARATION

This declaration must be signed by a person authorized to sign on behalf of your organisation.

- *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 project/program 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:

CHECKLIST

Please ensure you attach all the documents requested below.

- 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 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 project?
- If applicable, have you attached copies of design drawings or works plans
- If applicable, have you attached copies of planning approvals, development applications and permits obtained so far, if applicable. Copies of planning approvals/ permits must be provided
- If applicable, have you attached evidence of formal lease or access arrangements
- If applicable, have you attached evidence to show you have permission to proceed with the project
- 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.