



**HUON VALLEY
COUNCIL**



Heart and Soul of the Huon Valley – Quick Response Creative Recovery Grant 2020

Huon Valley Council Community Recovery Grants Guidelines and Application

The people of the Huon Valley are well known for their strength and resilience in the face of adversity, we are Stronger Together.

Huon Valley Council is committed to working alongside our communities in recovery, supporting and building the capacity of individuals, communities, businesses, and organisations.

Community Recovery Grants are provided to support groups to deliver community-based programs, activities and events that help the community to respond to and recover from the impacts of the COVID-19 pandemic.

These guidelines explain which groups and projects are eligible to apply, how to complete an application and how the applications are assessed.

TYPES OF FUNDING

The Huon Valley Council has allocated \$50,000 to a Community Recovery Grants program which includes \$20,000 for Community projects, \$10,000 for Creative projects, \$10,000 for Events and \$10,000 for Neighbour-hood get-together activities.

These will be allocated via:

Individual grants of up to \$2,000 to not for profit community-based groups for:

- Community Recovery projects (up to \$2,000 to support a community project)
- Creative Recovery projects (up to \$2,000 to support a creative project)
- Event Recovery projects (up to \$2,000 to support an event), and

Individual grants of up to \$500 to not for profit community-based groups for:

- Neighbourhood get-together projects (up to \$500 to support a local COVID safe neighbourhood gathering)

KEY DATES

Applications Open	Monday, 2 November 2020
Applications Close	Friday, 11 December 2020, 5pm
Assessment Panel Meet	December 2020
Council Meeting	January 2021
Advice to Applicants	Late January 2021
Projects commence	February 2021
Projects completed	By end of December 2021
Acquittals to Council	1 month after completion of project

WHO CAN APPLY?

- Not for profit community-based groups

WHO CAN'T APPLY?

- Australian or Local Government agencies or bodies
- Tasmanian Government agencies with the exception of schools
- Government Business Enterprises
- Applicants who have not fulfilled the conditions of a previous Council grant

WHAT CAN'T WE FUND?

- Ongoing administration or operational costs
- Capital works
- Projects that make a significant profit or loss
- Rate remissions
- Projects that have already started
- Late or incomplete applications
- Projects taking place outside of the Huon Valley
- Projects that don't clearly benefit the Huon Valley community

HOW DO YOU APPLY?

- Read these guidelines and check you are eligible
- Talk with Council's Community Liaison Officer
- Complete the application form which can be found on the Huon Valley Council website www.huonvalley.tas.gov.au, or please email hvc@huonvalley.tas.gov.au or telephone (03) 6264 0300 to receive one via email or post
- Submit your application and support material by:
 - Email: hvc@huonvalley.tas.gov.au or
 - Post: Huon Valley Council, PO Box 210, Huonville TAS 7019

HOW ARE APPLICATIONS ASSESSED?

Eligible applications will be assessed against the three (3) following criteria. It is very important that you describe how your project will meet these criteria.

1. Projects must benefit the community through one or more of the following recovery priorities:
 - Promote social connections across our community,
 - Deliver COVID safe community events and or activities,
 - Support neighbours to get to know each other,
 - Celebrate pride in the Huon Valley, and/or
 - Celebrate acts of kindness in the Huon Valley.
2. Projects must demonstrate they are well planned, that suitably skilled people are involved, and that the project is achievable with the available resources and time.

3. Projects must align with at least one of the strategic objectives of the Huon Valley Council Strategic Plan 2015-2025, listed below;
- A Great Environment,
 - A Prosperous, Resilient Economy,
 - Capable and Productive People and Assets, and/or
 - Community Wellbeing and Liveability.

Applications are assessed by an Assessment Panel which includes Huon Valley Council's Director of Community Services and relevant Council Officers.

Applications may be recommended for partial funding (cash or in-kind support). This decision is carefully considered with the view of maintaining the integrity of the proposal and will involve consultation with the applicant.

The panel will make recommendations to the Council and the decision is final.

LETTER OF OFFER

Successful applicants will be sent a formal Letter of Offer outlining the terms and conditions of the grant.

Grants will be paid:

- on provision of a signed Letter of Offer
- on receipt of a tax invoice (inclusive of GST where applicable)
- on provision of an ABN or Statement by Supplier

ACQUITTAL

Upon completion of the project, successful applicants will be required to acquit their grant, providing details of the project, including expenditure, outcomes and photos.

The Acquittal Report for Grants includes:

- Examples of the media coverage achieved including media clippings and images where available
- Examples of how you acknowledged the support of Council
- Local community support and participation achieved including evidence of community support
- Any other data collected by organisers as part of the project evaluation process, including good quality, high resolution images

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

Acquittal Reports can be found on the Council's website:

<https://www.huonvalley.tas.gov.au/services/my-community/community-grants/>

RECOGNITION OF COUNCIL ASSISTANCE

Successful applicants must acknowledge the Huon Valley Council's support. A copy of the Council logo is available on request for inclusion in any media or publicity.

The following statement is to be included in all acknowledgements: "Proudly supported by Huon Valley Council Community Recovery Grants Program".

UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants may discuss their application with the Director of Community Services. If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal. Feedback will be made available to all applicants.

DEFINITIONS

Community: The meaning of community within these guidelines is broken down into two areas: community as a distinct geographical area and community as a subjective and invisible entity defined by people's sense of belonging and identity.

Not-for-profit: A not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit/surplus, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

Ongoing administration or operational costs: These costs are not eligible for funding through this grants program. These costs include general expenses associated with the ongoing operation of your association or group and include things such as staff costs, advertising and day-to-day administrative expenses, such as stationery. In the case of schools this also includes costs associated with the employment of teaching/support staff and/or the delivery of curricula.

In-kind support: 'In-kind' support is often accepted as an alternative, or additional, to a financial contribution. In-kind support includes the donations of goods or services that you may receive towards a project. Often, an organisation or group contributes to a project with their own resources, which may reduce the amount of actual dollars needed. But this doesn't deny the fact that these contributions would had to have been paid for if these donations didn't exist. Volunteering Tasmania has more information and a calculator that can be used to give a dollar value.

Venue Hire: If you are seeking to use Council venues as part of your proposed project, you must make a tentative booking before you submit your grant application. You will need to provide written evidence of this booking with your grant application, so that your application can be assessed. Please refer to the Council website for more information about venue bookings.

Capital works: Capital works are defined as building and engineering works that create an asset, as well as constructing or installing facilities and fixtures associated with, and forming an integral part of those works.

CONTACT OFFICER

For further information regarding a project proposal for a Community Grant, please contact:

Michelle Churchill

Community Liaison Officer

Phone: (03) 6264 0300

Email: hvc@huonvalley.tas.gov.au

HUON VALLEY COMMUNITY RECOVERY GRANT APPLICATION FORM

Contact Details				
Applicant Name				
Contact Address				
Contact Phone				
Contact Email				
Project Details				
Priority Area (Choose One)	Community Project (up to \$2000)	Creative Project (up to \$2000)	Event (up to \$2000)	Neighbourhood Get-together (up to \$500)
Project Name				
Brief Description (25 words)				
Community Need (Describe what need in the community your project is addressing)				
Huon Valley Council Strategic Plan				

<p>(Describe how your project aligns to one or more objectives)</p>	
<p>Recovery Priorities</p> <p>(Describe how your project supports one or more recovery priorities)</p>	
<p>Project SMART Goal (Describe what you are going to do and how)</p>	
<p>Specific</p> <p>(What do you hope to achieve in doing this project?)</p>	
<p>Measurable</p> <p>(How will you measure your success?)</p>	
<p>Actions</p> <p>(What steps will you take to complete the project?)</p>	
<p>Realistic</p> <p>(How will you achieve this with the resources available to you?)</p>	
<p>Timeframe</p> <p>(When will your project start and be completed by?)</p>	

Partnerships and Collaboration (List the contributions (cash and in-kind) from other partners, volunteers, groups, etc)		
Project Expenses (List the costs associated with your project)		
Expense Name	Expense Description	Expense Cost
Support Material may include up to five images, quotes or documents relating to project expenditure (no page limit), letters of support		