



# HUON VALLEY COUNCIL



Far South Pride representing at Tas Pride 2024

## Community Quick Response Grants 2025 Guidelines

## **HUON VALLEY COUNCIL COMMUNITY QUICK RESPONSE GRANTS (QRG)**

The Huon Valley Council's Community QRG Program provides financial assistance to projects that involve, connect and benefit the Huon Valley community.

Community QRG's are awarded to new projects, providing an opportunity to seed fund new programs or test new ideas.

These guidelines outline the application process, eligibility and assessment criteria for our Community QRG program.

Huon Valley Council Officers can support you to develop your application, and we encourage you to discuss your application with us before submitting your application.

### **TYPE OF GRANT**

Quick Response Grants between \$500 up to \$1000 are available with no financial or in-kind contribution required by the applicant.

### **KEY DATES**

|                       |  |
|-----------------------|--|
| Applications Open:    | Monday, 28 April 2025  |
| Applications Close:   | Monday 16 June 2025*   |
| Advice to Applicants: | Within 10 business days of submission of a complete application.   |
| Activity Timeframe:   | Projects to start only after applicants have been advised they have been successful and are to be completed by the end of June 2026. |
| Acquittals to Council | 1 month after completion of project or by end June 2026  |

\* As soon as the funding pool has been allocated in full the grant round will close. Please contact [hvc@huonvalley.tas.gov.au](mailto:hvc@huonvalley.tas.gov.au) before commencing your application to ensure there are funds available.

## ELIGIBILITY

| ELIGIBLE APPLICANTS  | INELIGIBLE APPLICANTS   |
|--|---|
| <p>Applicants must be either:</p> <ul style="list-style-type: none"> <li>✓ An incorporated, not-for-profit (NFP) community-based organisation.</li> <li>✓ An unincorporated groups or individuals, auspiced by an incorporated non-profit organisation.</li> <li>✓ A local business providing a beneficial service to the local community that will not make a significant profit from the project.</li> </ul> | <p>Applicants cannot be:</p> <ul style="list-style-type: none"> <li>✗ Federal, state or local government agencies or bodies with exception to registered schools.</li> <li>✗ Government Business Enterprises</li> <li>✗ Political Parties</li> <li>✗ Applicants who have not fulfilled the conditions of a previous HVC Council grant.</li> </ul> |

| WHAT WE CAN FUND  | WHAT WE CAN'T FUND  |
|---|---|
| <p>Applications must demonstrate one or more of the below criteria:</p> <ul style="list-style-type: none"> <li>✓ Projects that respond to a local community need, issue or idea.</li> <li>✓ Projects that connect community members and groups with each other.</li> <li>✓ Projects that support the <a href="#">Community Vision for the Huon Valley</a>.</li> <li>✓ Projects that benefit the Huon Valley community.</li> </ul> | <ul style="list-style-type: none"> <li>✗ We cannot fund projects that have already started or scheduled to start prior to receiving notification of grant approval.</li> <li>✗ Ongoing administration or operational costs (including fundraising activities).</li> <li>✗ Capital works.</li> <li>✗ Projects with the potential to make a significant profit or loss.</li> <li>✗ Individual pursuits or professional development unless there is a measurable and demonstrated public outcome.</li> </ul> |

## HOW TO APPLY

- Check that your group or organisation is eligible.
- Check that your proposed project is eligible.
- Identify how your project benefits the community, and it aligns with the [Community Vision for the Huon Valley](#).
- Please contact [hvc@huonvalley.tas.gov.au](mailto:hvc@huonvalley.tas.gov.au) or call us on (03) 6264 0300 before commencing your application to ensure there are funds available.
- Complete and submit your application form with all required documents by the deadlines outlined in the 'Key Dates' section
- Application forms can be downloaded from on our website or can be completed online here: [Council Community Grants - Huon Valley Council](#)

## ASSESSMENT

Once deemed eligible, each application will be assessed on its individual merit against the criteria listed below.

- How the project responds to a local community need, issue or idea **(25%)**
- How the project connects people with others in a meaningful way **(25%)**
- How the project supports (one or more parts) the [Community Vision](#) **(10%)**
- How will the project continue to benefit the community after the funded period **(30%)**
- How the project demonstrates it can be delivered on time and within budget **(10%)**

Quick Response Grant applications are assessed by a panel which includes three members of the Huon Valley Council's Community & Place department.

You may be contacted by Council for additional information to support your application.

Applications may be recommended for partial funding (cash or in-kind support). This will involve consultation with the applicant.

The panel's recommendations will be approved by the Huon Valley Council's Manager of Social Resilience.

## UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants may discuss their application with the Manager of Social Resilience. 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.

## **SUCCESSFUL APPLICATIONS**

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

Payment information will be provided with the letter of offer. Grants will be paid on receipt of a signed letter of offer and on receipt of a tax invoice. If your organisation is registered for GST, please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, submit an invoice equal to the amount of the grant only.

Successful applicants must acknowledge the Huon Valley Council's support by using the Council logo and the following statement *"Proudly supported by Huon Valley Council Community Grants Program"*.

It is a requirement of the Australian Taxation Office that any payees (including incorporated organisations) who do not have an Australian Business Number (ABN) must complete a 'Statement by a Supplier' form. This must be submitted with your application. A copy of the form is available on request or can be found on the Australian Taxation Office website: <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

## **ACQUITTAL**

Upon completion of the project, successful applicants will be required to acquit their grant, provide details about their project, including expenditure, outcomes and photos. The acquittal form will be made available to successful applicants with via the Council's website.

The acquittal report for Grants includes:

- Photos (high resolution) of your activities,
- Copies of media coverage including media clippings and images where available,
- Evidence of community support and participation, and
- Any other data collected by organisers as part of the project evaluation process.

## **CONTACT**

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