

2024 Community Action Form Preview

Introduction

2024 Community Action Grants

The Tasmanian Community Fund is calling for applications from not-for-profit community organisations* for projects that support capacity, capability and confidence in our communities, through programs and activities that remove barriers to learning for 8-19 year olds and build leadership capability.

Application timeline: Applications open on 1 January 2024 and close on 31 December 2024. Applications can be submitted when ready, throughout the year. Applications received on or prior to the 16th of the month preceding will be assessed during February, April, June, August, October and December. See guidelines for more details.

Project funding is available for:

- a maximum of two years (awarded amount can be split across this timeline in accordance with the needs of the project).
- projects that are tailored for the Tasmanian community
- programs, including pilot programs
- infrastructure and equipment that remove barriers to enable 8-19 year olds to stay engaged and connected to learning
- projects that have a minimum of 10% cash contribution (of the amount being sought from the TCF) from the applicant or another funding partner
- projects that include community or organisation collaboration are strongly encouraged.

Funding is not available for:

- research, feasibility studies or trials;
- on-going operational costs.

How to apply: Applicants should read the guidelines and provide the information requested in the application form by the closing date. Applicants are strongly encouraged to discuss project ideas with TCF staff, please call the 6270 5843.

- For TCF purposes, not for profit organisations include Councils, State Government Departments and Universities.

Preliminary Question

* indicates a required field

Have you read the application guidelines? *

- Yes
 No

Applications are often not accepted because they do not comply with the guidelines. The guidelines can be found on the TCF website at <https://tascomfund.org/what-we-fund/meeting-the-need>

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**Which Tasmanian
Community Fund staff
member did you speak
to about your project? ***

Keridan Taylor

Other - please name
below

Applications are often not accepted because they do not comply with the specific requirements for that grant round. Please phone 6270 5843 to speak to a TCF staff member to discuss your project.

**Name of other TCF staff
member:**

**When did you speak to
the TCF staff member?**

Must be a date.

Organisation Details

* indicates a required field

Organisation

Organisation Name *

Legal name

Trading Name:

Organisation's website

Postal Address *

Address

Suburb State Postcode

Initial Questions

**Is the organisation a
not-for-profit community
organisation? ***

Yes

No - YOU ARE NOT
ELIGIBLE TO APPLY. PLEASE
DO NOT GO FURTHER

**Is the organisation
incorporated? ***

Yes

No

**Is the organisation a
Tasmanian Council,
State, Commonwealth
Government Department
or University? ***

Yes

No

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Is the organisation a Registered Company? *

Yes

No

If you answered "NO" to all of the above 3 questions, you will need to find a sponsoring organisation and complete Section 6 of this application. You do not need to complete the ABN or Statement by Supplier questions (your sponsor will be required to complete those in Section 6).

Please provide the organisation's incorporation or company registration number or the name of the organisations constituting Act *

If you are not a legal entity please enter N/A as your response

What is the organisation's ABN number

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

If the organisation does not have an ABN a statement by supplier form needs to be completed.

Please attach a statement by supplier form if the organisation does not have an ABN number

Attach a file:

You can find a statement by supplier form on the Australian Taxation Office website.

Contact Details

Contact person *

Title

First Name

Last Name

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Position: *

Phone Number (business hours) *

Mobile

Email address *

Must be an email address

Alternative Contact

Alternative Contact *

Title

First Name

Last Name

Position *

Phone number *

Email address *

Must be an email address

Organisational Project Details

* indicates a required field

Project and Financial Summary

Project Name *

Must be no more than 10 words

Summarise the project *

Word count:

Must be no more than 25 words

Amount Requested from TCF *

Must be a dollar amount and between 5000 and 50000.

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Which Council area will the project take place in? *

If your project crosses Council boundaries please indicate a Region rather than a Council area.

Briefly outline the organisation's role and purpose *

Word count:

Must be no more than 250 words.

Project Stream

The Tasmanian Community Fund's current purpose is to build strong, vibrant and resilient communities. The funding strategy has two priority areas; removing barriers to enable 8 to 19 years olds to stay engaged with and connected to learning; and increasing capacity and capability of organisations and communities across Tasmania.

There are two funding streams Connected and Educated Children and Young People; and Capable and Well-Led Communities

If you are unsure which stream or focus area your project aligns with please call the Tasmanian Community Fund Office on 6270 5843 for advice.

Please indicate the project focus that best fits the project *

- Connected and educated children and young people
- Capable and well-led communities

Project Focus - Connected and educated children and young people

Removing barriers to enable 8 to 19 year olds to stay engaged with and connected to learning:

Please indicate which of the improving wellbeing areas your project has a focus on. *

- Innovative solutions to support the continued engagement of children and young people (8-19 year olds) with learning
- Enabling 8-19 year olds to transition between learning stages (primary to secondary, secondary to college, college to TAFE, uni, work)
- Increasing the digital literacy and access of 8-19 year olds and enabling their families to support them
- Collaborative community solution that increase literacy and numeracy including financial literacy of children and young people(8-19 year olds)
- Community solutions that increase happiness, wellbeing and resilience of children and young people (8-19 year olds)
- Ensuring every 8-19 year old has access to at least one nutritious meal a day at school, home or in the community
- Increasing the number of 16-19 year olds with pathways to employmentAddressing addictive behaviours
- Increasing the capacity of employers to engage young people in employment

Project Focus - Capable and Well-led Communities

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Increasing the capacity and capability of organisations and communities across Tasmania:

Please indicate which of the leadership areas your project has a focus on *

- Advocating for the needs of young people (8 to 19 year olds)
- Increasing the leadership capacity and capability of children and young people
- Increasing strategic and long-term thinking of communities and community organisations
- Increasing community capacity
- Increasing local community leadership capacity

Responsible Person

Person who will take responsibility for ensuring all project obligations, including reporting obligations are met, should your application be successful.

Responsible Person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Business hours telephone *

Email *

Must be an email address

Officer Bearers or Directors' skills and experience

Please outline the skills and experience of those managing the organisation.

Name	Position	Skills and Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Details

* indicates a required field

Project Details

What is the project? *

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Word count:

Must be no more than 800 words.

Include details of what you propose to do, project methodology, location, proposed outcomes, project management and potential partners

Why does the community need the project? *

Word count:

Must be no more than 250 words.

Include details of why the community needs the project, what issue you are trying to overcome and how you have determined that this project will overcome the issue.

Connected and educated children and young people

How will the project remove barriers to enable 8 to 19 year olds to stay engaged with and connected to learning:

Word count:

Must be no more than 250 words.

Capable and well-led communities

How will the project increase the capacity and capability of organisations and communities across Tasmania:

Word count:

Must be no more than 250 words.

Benefits of the project to the Tasmanian community

How many people will directly and indirectly benefit from the project? *

Word count:

Must be no more than 20 words.

Community, volunteer and other support

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How has the community demonstrated support for this particular project? *

Word count:
Must be no more than 200 words.

How have volunteers and the community been involved in the development of this project and how will they be involved in the implementation? *

Word count:
Must be no more than 300 words.

Support Letters

Applicants must provide 3 letters of support. Please attach below.

Applicants are strongly encouraged to include letters of support from project partners and/or organisations or individuals who will be involved in or benefit from the project. Applicants should ensure that the letter provides details of the benefits of the specific project being applied for.

Please note that letters from members or representatives of the applicant organisation or people/organisations who will receive a financial benefit from the project will not be considered as letters of support.

If you submit more than 3 letters of support, only the first 3 will be considered.

Please make sure the letters of support are attached in pdf or jpeg and that they are attached in portrait (vertical) layout. If pdf or jpeg are not available please use word format. If attachments are not in these formats they may not be able to be read.

Letter of support No. 1 *

Attach a file:

Letter of support No. 2 *

Attach a file:

Letter of support No. 3 *

Attach a file:

Project Management

* indicates a required field

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How will you know if the project has been successful? *

Word count:
Must be no more than 300 words

What risks have been identified with the project and how will the organisation manage these? *

Word count:
Must be no more than 200 words

Project Start *

Must be a date and no earlier than 1/3/2024.
Projects cannot commence until the grant deed is signed. TCF staff will endeavour to have grant deeds completed within four weeks of notifying the applicant of a successful outcome of the application.

Project End date *

Must be a date and no later than 31/12/2026.

Project Financials

* indicates a required field

Financial Background and GST Status

Applications must be for single project requiring between \$5 000 and \$50 000.

Multiple applications from an organisation which are deemed by the Board to constitute parts of a single project will not be considered.

Please provide a list of all project income sources, including any financial contribution from the organisation or other organisations, including in-kind products and services and/or volunteer assistance.

Applications must include (either from the applicants own funds or from another funder) a cash contribution of at least 10% of the amount being requested from the TCF.

When putting together your budget, we strongly recommend that the naming and wording of budget line items, align with the current general ledger codes of your organisation. This will make the interim audit and acquittal process more streamlined.

The total project income and project expenses amounts must match. All three columns in the project income and project expenses tables must be completed. The amount allocated to each funding source in the project expenses table must match the amount indicated to be received from that funding source in the income table. Any shared expenses must clearly explain what amount is being funded by each funding source.

You do not need to fill in every row within the project income and project expenses table however as much detail as possible should be provided. To add additional lines in the

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project income or project expenses table click the add row button at the bottom of the relevant table.

Are the amounts included in the income and expenses tables GST inclusive or exclusive? *

- GST inclusive (organisations which are not registered for GST)
- GST exclusive (organisations which are registered for GST)

Project Income

Applicants must contribute cash (either from their own funds or from another source) to a minimum of 10% of the amount being sought from the Tasmanian Community Fund. For example, if you are applying for \$50 000 from the Tasmanian Community Fund you must include a \$5 000 cash contribution from the applicant or another organisation.

All applicants are encouraged to ensure that they have sought cash and in-kind contributions from a variety of sources.

Funding Source	Amount	Has funding been secured?
Tasmanian Community Fund	\$	
Applicant	\$	
In-Kind	\$	
Other Funding Source	\$	
Other Funding Source	\$	
	Must be a dollar amount	

Project Expenses

Please provide a detailed list of project expenditure items and services including those items that are being funded through alternative sources or being undertaken through in-kind volunteer labour. Please also include details of any supplier discounts.

Item/Service	Amount	Funding Source
	\$	
	\$	
	\$	
	\$	
	\$	

Budget Balance

The TCF Board does not accept applications with incorrect budgets. This question calculates the total project income minus the total project expenses.

If the answer is **not \$0** you will need to review your project budget to ensure that the total income and expenses match.

Income - Expenditure *

\$

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This number is a calculated answer.

Other Financial Questions

Will the organisation accept partial funding? *

- Yes No

Please explain the answer to the partial funding question *

Word count:

Must be no more than 200 words.

If you will accept partial funding, please include details of the minimum amount required and what it would be used for.

Please indicate if the organisation has applied to other bodies for funding for the TCF components of this project. *

- Yes No

If so, please provide details of the items applied for, from whom and when the outcome will be known

Word count:

Must be no more than 200 words.

If the organisation has/ will be applying for more than one grant in this round from the Tasmanian Community Fund please provide a list of the applications in priority order

Word count:

Must be no more than 150 words.

Members with financial benefit/ income

Please provide details of members of the organisation who will receive a financial benefit/ income from the project?

eg: Fred Bloggs, Bloggs Electrics, Electrician, \$5,000

Name	Business Organisation	Skill/ Equipment needed	Amount	Comments

Financial Viability

* indicates a required field

Assessment of Financial Stability

The TCF funds projects which provide the greatest value to the Tasmanian community. Accordingly, we distribute our limited funds to those community organisations which demonstrate additional benefits to the community from receiving TCF funding. We also require assurance that the organisation is in a stable financial position so it may carry out its obligations and complete the project.

This financial information is equally as important as the merits of a project. If this financial information is not provided, we will not be in a position to assess your application.

Please note:

1. Where a sponsor will auspice the project, the sponsor must complete the financial viability section.
2. If your organisation operates in two or more states, this financial information must specifically relate to the Tasmanian operation

Are audited statements and/or annual reports available on a website? *

Yes

No

If yes, what is the website address

Financial Summary

Local Councils, State/Australian Government agencies and Universities are not required to complete this table – simply provide the website address for the annual reports.

All other applicants must complete all columns and rows within this table. The financial information should relate to the last three financial years of the organisation. If audited statements are not yet available please provide the estimated figures provided to the auditor and note that the figures are estimates in the explanation of financial position. If Tasmanian specific information is not available please provide information on the entire organisation's operations and note in the explanation of financial position area the reason for not providing the Tasmanian only information.

	Previous Year 3 eg 2020/21, 2021	Previous Year 2 eg 2021/22, 2022	Previous Year 1 eg 2022/23, 2023
Financial Year eg 2019/20, 2020			
Non-current Assets			
Current Assets			
Current Liabilities			
Non-current Liabilities			
Net Assets			

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Total Income			
Total Expenses			
Operating Surplus			

Explanation of Financial Position

To assist the TCF in considering the need for support, please provide information on the organisation's financial position. This may include:

- An explanation of the surplus or deficit, including any surplus specifically reserved for future projects/programs [note: unexplained large surpluses or deficits may adversely affect your application];
- Capacity to fund current and new activities; and
- Significant changes from one year to the next [note: unexplained significant variations may adversely affect your application].

Please note that not providing an explanation may adversely affect your application.

Further information on your financial position *

Must be no more than 500 words

Other Information

How many years has the organisation been incorporated or registered as a company?

Provide a number

Does the organisation have any outstanding legal disputes? *

Yes No

If yes, please provide details

Current Committed Projects

Please list all current committed projects for the organisation, with \$ amounts and timeframes for each project. Councils, State and Australian Government Agencies and Universities do NOT need to complete this question.

Current committed projects

Project Cost

Timeframes

Current committed projects	Project Cost	Timeframes
	\$	
	\$	
	\$	

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	\$	
	\$	

Projects Undertaken Last Three years

Please list any similar projects completed over the last three years and indicate whether they were completed on time and within budget and successfully acquitted. Councils, State and Australian Government Agencies and Universities do NOT need to complete this question.

Name of project	Completed on time/ budget	Successfully acquitted

Sponsor Details (this page is to be used by applicants who require a sponsor as they are NOT a legal entity in their own right)

Not-for-profit groups that are not a legal entity must have a sponsor for the project - an incorporated body or other not-for-profit legal entity - that will accept legal and financial responsibility for the project.

The sponsor must complete the letter at Attachment A in the Guidelines and attach to this application via the question below

Sponsor details

Sponsor Organisation Name

Sponsor Authorising Person

Title

First Name

Last Name

Sponsor Organisation Address

Address

Suburb

State

Postcode

Sponsor Email Address

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Sponsor Phone Number

Sponsor Eligibility Questions

Is the sponsor organisation a not-for-profit community organisation?

Yes

No - they cannot sponsor

Is the sponsor organisation incorporated?

Yes

No

Is the sponsor organisation a Tasmanian Council, State or Commonwealth Government Department or University?

Yes

No

Is the sponsor organisation a registered Company?

Yes

No

Please provide the sponsor's incorporation or company registration number or the name of your Act

Sponsor ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

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If no ABN, please supply a copy of the Statement by Supplier form

Is the sponsor registered for GST?

- Yes
 No

If the sponsor does not have an ABN, please complete a Statement by Supplier form

Attach a file:

Attach Sponsor letter

Attach a file:

Partner Funding, Agreement and Declaration

* indicates a required field

Partner Funding

From time to time the Tasmanian Community Fund enters into an agreement with another funding body (a partner funder) to provide funding from that body to projects that apply through the TCF application process. This decreases the administrative burden on the partner funder and allows the TCF to distribute its available funding to more projects.

The TCF will only enter into agreements with partner funders whose values align with those of TCF.

The applicant will always have the option of refusing any proposed funding from the partner funder. To ensure this is possible, the TCF will assess the application on its merits without taking into consideration any decision by the partner funder.

In order to consider funding, partner funders need to be able to access TCF applications to consider their merits against their funding criteria. The TCF recognises that the information provided in applications is confidential, and where permission to provide information to the partner funder is provided, the TCF will provide access to the application on the basis that the information contained will be treated in the strictest confidence.

If permission is not granted, the TCF will not provide access to the application.

Do you provide the Tasmanian Community Fund with permission to provide your application and contact information to a partner funder for them to determine if they will provide funding to support your project?

- Yes No

The Tasmanian Community Fund will still assess your application on its merits for the full amount.

*

Agreement and Declaration

Agreement:

The applicant agrees to provide further information if requested by the Tasmanian Community Fund Board.

If a grant application is approved, the organisation (and sponsor, where applicable) agrees to the following conditions:

1. Use the grant only for the purpose for which it was given.
2. Not start the project or commit to any expenses until a grant deed has been negotiated and signed by both parties.
3. Provide information on any changes to the information contained in the application or to circumstances that are likely to affect the outcomes of the project to the Tasmanian Community Fund.
4. Meet any special conditions that are attached to the grant.
5. Provide reports by the due date, signed by an auditor if required under the deed.
6. Seek prior written approval for any changes to the project, completion date, or to the budget.
7. Return unexpended funds or funds not expended in accordance with TCF expectations.
8. Give appropriate acknowledgement of funding by the TCF.
9. Return the grant if the project is not undertaken in accordance with the formal deed.

Full conditions are set out in the grant deed.

Declaration:

- I confirm that all the information provided in this application, including the attachments, is current and correct.
- I confirm that no activities or materials that funding is being sought for have been ordered/purchased or will be ordered/purchased prior to a grant deed being signed if the project application is approved.
- I confirm that no area of this project will involve Modern Slavery or Human Trafficking.
- I confirm that this Grant Application complies with the TCF Eligibility, Funding Criteria and Guidelines relevant to the Application.
- I give permission to the TCF to contact any persons in the assessment of this application.
- I give permission for the TCF to collect and store the information contained in this application in accordance with the *Personal Information Protection Act 2004*.
- I acknowledge that any Board decision made in accordance with these guidelines is final.
- If the application is successful, I give permission to the Tasmanian Community Fund to share details of the

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project with the Fund's consultants for the purpose of gaining media coverage.

- If the application is successful, I give permission to the Tasmanian Community Fund to use any images I supply on social media, publications and marketing material.
- I confirm that I have the authority to sign for the applicant.

Name of Authorising Officer *

Title

First Name

Last Name

Position in Organisation *

Date of authorisation *

Must be a date

How long did it take you to complete this application *

Must be a number.

Please indicate in hours or parts of hours eg 10.5, 3.2

Would the contacts in this application like to receive information from the Tasmanian Community Fund through our monthly newsletter? *

Yes

No