

2026-27 Capability Building Grant

Form Preview

Before you apply

* indicates a required field

Capability Building Grants

Capability Building Grants help people and organisations develop and use skills, leadership, knowledge and relationships for lasting community benefit and connected, resilient and thriving Tasmanian communities.

Community Skills and Leadership: \$5,000–\$50,000, up to 12 months. Shared Capability: up to \$250,000, up to two years. Amounts exclude GST; no cash contribution is required.

Applications open 30 October 2026 and close 8 February 2027. Applicants will be notified of funding decisions in April 2027. Start only after the funding agreement is signed.

Read the Capability Building Grant Guidelines [here](#) before applying. For help, contact (03) 6270 5843 or admin@tascomfund.org. Short answers and dot points are welcome. Word limits are maximums, not targets; we assess your initiative, not your writing style.

Choosing your category

Choose Community Skills and Leadership when people or a community organisation will build and use skills, knowledge, confidence or leadership for community benefit. Your own staff, volunteers, board or committee can take part if there is a clear need and material community benefit. Routine responsibilities, normal governance or compliance training and ordinary professional development are not eligible.

Choose Shared Capability when several organisations or communities will develop and use something together that they could not create effectively on their own, such as a shared approach, method, model, resource or support arrangement. Shared attendance at training alone is not enough.

Building and using capability must be the main purpose. A practical community project may fit Community Action; a larger long-term response may fit Major Initiatives. Capability costs for an already funded project cannot be claimed again.

An organisation can lead one application in each CB category and be a partner in others if it can meet its commitments. Initiatives must be separate. Applications are competitive and eligibility does not guarantee funding.

Which Capability Building category are you applying for? *

- ☐ Community Skills and Leadership
- ☐ Shared Capability

Community Skills and Leadership duration

How many months will your initiative run for? *

Must be a number and between 1 and 12.

Community Skills and Leadership initiatives can run for up to 12 months.

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Shared Capability duration

How many months will your initiative run for? *

Must be a number and between 1 and 24.

Shared Capability initiatives can run for up to 24 months.

Eligibility confirmation

Before continuing, please confirm each of the following: *

- ☐ We have read the Capability Building Grant Guidelines and our organisation or group is eligible to apply, or will apply through an eligible sponsoring organisation.
- ☐ Our initiative primarily benefits Tasmanian communities and its main purpose is to develop and apply community capability beyond our own routine internal operations.
- ☐ We have not incurred or committed to any costs that we are seeking TCF funding for, and understand that TCF will not fund costs incurred before a Grant Agreement is signed.

You must select all three statements to continue. Please contact us before applying if you are unsure whether your organisation or project meets these requirements.

Your organisation

* indicates a required field

Applicant organisation

Tell us about the organisation or group applying for funding. If your group needs a sponsoring organisation, enter your group's details here. We will ask for the sponsor's details separately.

Eligible applicants are incorporated not-for-profit organisations, not-for-profit companies, Tasmanian councils, eligible school associations applying in their own name, and unincorporated groups with an eligible sponsor. The applicant must be based in Tasmania or propose work that primarily benefits Tasmanian communities. It must be able to meet the funding agreement requirements and have met its obligations for previous TCF grants. Deductible Gift Recipient (DGR) status is not required.

Australian and Tasmanian Government agencies, schools and colleges themselves, individuals, sole traders, political parties and for-profit businesses cannot apply. Individuals may take part in a funded initiative but cannot apply for or personally receive the grant.

Councils must show how the initiative builds community capability beyond their normal responsibilities. The community must have a meaningful role and the benefits must extend beyond council staff and internal operations. Council staff development, internal systems, routine engagement obligations and ordinary services are not eligible.

A school association must be legally constituted, apply in its own name and be the proposed grant recipient. It must approve the application through its own governance arrangements. The initiative must build broader community capability. It must not mainly fund school staff development, curriculum delivery, routine education, internal school governance or administration, or costs normally met by a school, education authority or government agency. TCF may ask for evidence of legal status and authority to apply.

Shared Capability applicants must nominate one eligible lead organisation to sign the agreement and take legal and financial responsibility.

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You can apply while receiving another TCF grant if you are meeting your obligations. The new initiative must be separate. It cannot include activities or costs already funded. We will not normally fund capability costs separately if they should reasonably have been included in an existing project's budget.

Organisation Name *

Organisation Name

Enter the name of the organisation or group seeking funding. If the group is unincorporated and will use a sponsoring organisation, enter the group's name here—not the sponsor's name.

Incorporation or registration number *

If your organisation is incorporated or otherwise registered, enter its incorporation, ACN or other registration number. Enter "Not applicable" if your organisation does not have one.

Organisation 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	

Must be an ABN.

Leave this blank if your organisation or community group does not have an ABN. If the organisation receiving the grant does not have an ABN, complete and upload an ATO Statement by a Supplier form.

Statement by a Supplier

Attach a file:

A maximum of 1 file may be attached.

If the organisation receiving the grant does not have an ABN, complete and upload an ATO Statement by a Supplier form. You do not need to upload this form if the organisation has an ABN. Download the form: <https://www.ato.gov.au/forms-and-instructions/statement-by-a-supplier-not-quoting-an-abn> A Statement by a Supplier does not establish eligibility for TCF funding. Unincorporated groups must apply through an eligible auspice organisation.

Application contact

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Tell us who we should contact about this application.

Contact *

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

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

About your organisation or group

What does your organisation or community group do? *

Word count:

Must be no more than 100 words.

Briefly tell us your organisation's purpose and who it works with. We will ask who will deliver your project later in the form.

Are you applying through a sponsoring organisation? *

- ☐ Yes
☐ No

A sponsoring organisation, also called an auspice organisation, takes legal and financial responsibility for a grant on behalf of an eligible unincorporated community group.

Sponsoring organisation

*** indicates a required field**

Sponsoring arrangement

A sponsoring organisation, also called an auspice organisation, receives and manages the grant for your group. It signs the funding agreement and takes legal and financial responsibility. Your group must meet the initiative requirements, and the sponsor must meet TCF's legal and financial requirements.

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The sponsor should have a genuine connection to what you want to achieve. Before submitting, make sure it understands and agrees to the activities, intended results, budget and responsibilities. It should do more than hold the funding for you.

GST treatment will depend on the sponsor's GST registration. Upload a confirmation letter signed by an authorised representative in the section below.

Sponsor organisation

Sponsor organisation *

Organisation Name

Sponsor incorporation or registration number *

Enter the sponsoring organisation's incorporation, ACN or other registration number. Enter "Not applicable" if the sponsoring organisation does not have one.

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	

Enter the sponsoring organisation's ABN. Leave this blank only if the sponsoring organisation does not have an ABN. If it does not have an ABN, complete and upload an ATO Statement by a Supplier form below.

Sponsor Statement by a Supplier

Attach a file:

A maximum of 1 file may be attached.

If the sponsoring organisation does not have an ABN, complete and upload an ATO Statement by a Supplier form. You do not need to upload this form if the sponsoring organisation has an ABN.

Download the form: <https://www.ato.gov.au/forms-and-instructions/statement-by-a-supplier-not-quoting-an-abn>

A Statement by a Supplier does not establish eligibility for TCF funding. The sponsoring organisation must meet TCF's legal and financial eligibility requirements.

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Sponsor contact

Tell us who we can contact at the sponsoring organisation to confirm the proposed arrangement.

Sponsor Contact *

Title First Name Last Name

Enter the name of the person who can discuss the sponsoring arrangement with us.

Position at the sponsoring organisation *

Tell us the person's role at the sponsoring organisation.

Sponsor contact phone number *

A mobile number is preferred.

Sponsor contact email address *

Must be an email address.

How is the sponsoring organisation connected to your group or project? *

Word count:

Must be no more than 75 words.

Briefly tell us about the relationship and how your project connects with the sponsor's work or purpose.

Sponsor confirmation

Upload a letter of support from the sponsoring organisation. *

Attach a file:

A maximum of 1 file may be attached.

The letter must confirm the sponsor agrees to receive and manage the grant, understands the initiative, has a genuine connection to its purpose and outcomes, and accepts the responsibilities in the Capability Building Grant Guidelines. It should be signed by an authorised representative.

Your capability initiative

* indicates a required field

Your initiative, approach and intended outcomes

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Keep your answers practical and suited to the size of your initiative. Short answers and dot points are welcome.

We assess applications against five criteria: need and community benefit (25%); community involvement and approach (25%); capability development and lasting benefit (25%); ability to deliver (15%); and value for money (10%). We consider local circumstances, including regional, rural and island communities. A smaller population does not automatically mean less community benefit.

What is the name of your initiative? *

Word count:

Use a short, descriptive title, for example “North West Volunteer Leaders” or “Shared Community Evaluation Toolkit”.

Briefly describe your capability initiative. *

Word count:

Must be no more than 75 words.

Tell us what you will do, who it is for and what people or communities will be better able to do as a result.

What capability needs to improve, who needs it and why does it matter to the community? *

Word count:

Must be no more than 200 words.

Describe the skills, knowledge, leadership, relationships or ways of working that need to be developed or strengthened. Explain who needs this capability, what is currently limiting their ability to act, and how strengthening it will benefit the community. Focus on the need for capability building, rather than the activities you plan to deliver.

How have intended participants, users or communities helped shape the initiative, and how will they remain involved? *

Word count:

Must be no more than 150 words.

Tell us how people have contributed to identifying the need, developing the approach or making decisions, and how they will be involved as the initiative progresses. For Shared Capability, explain how partners and intended users will help shape and develop the shared capability.

What will you do to build capability, and how will people or organisations put what they learn or develop into practice? *

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Word count:

Must be no more than 250 words.

Describe the main activities and how they will be delivered. Explain how participants or organisations will apply what they learn during the initiative, rather than simply attending training or receiving resources. Tell us how you will make participation accessible and culturally safe.

Who will deliver the initiative, and what experience or support will help them do it? *

Word count:

Must be no more than 200 words.

Tell us who is responsible, their relevant experience and the staff or volunteer time available. Say which support is confirmed. If you need a facilitator, consultant or specialist adviser, explain why and how your organisation will learn from them and use that knowledge.

What will people or organisations be better able to do as a result, and how will you know? *

Word count:

Must be no more than 200 words.

Explain what will change in skills, leadership, relationships or ways of working, how this will benefit the community and what evidence you will look for. A practical check, such as feedback, changed practice or people using the capability, is enough.

What skills, relationships or ways of working will remain after the funding ends? *

Word count:

Must be no more than 150 words.

Tell us who will continue to use or support the capability. For Shared Capability, explain who will maintain any shared resources or arrangements.

Project location and timing

Include time for planning, delivery and putting the capability into practice. Your timeframe can be an estimate. If funding is approved, the agreement will confirm dates. Start only after the funding agreement is signed.

Where will the project mainly take place? *

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Select the council area or region that best describes where your project will mainly take place. Select Statewide if the project will operate across Tasmania. You can explain specific towns, sites or additional locations in your project description.

Is there anything else we should know about your timeframe?

Optional. Explain any timing constraints or dependencies. The duration entered on the first page applies to your initiative.

Child and youth safety

Will your project provide services specifically for children or young people, or facilities specifically for their use while under your organisation's supervision? *

- ☐ Yes
☐ No

Child and Youth Safe Organisations Framework

Does your organisation comply with Tasmania's Child and Youth Safe Organisations Framework? *

- ☐ Yes
☐ No

Organisations working with children and young people may be required to comply with Tasmania's Child and Youth Safe Organisations Framework. Review the requirements before answering. If you are unsure whether they apply to your organisation, please contact TCF before submitting your application. <https://www.oir.tas.gov.au/about/the-child-and-youth-safe-organisations-framework/>

Project risks and approvals

* indicates a required field

Tell us about important risks, dependencies or approvals. A short, practical response is enough; you do not need a formal risk management plan. Shared Capability applicants will also be asked about partners and accountability below.

Important risks and approvals

What could affect delivery, and how will you manage it? *

Word count:

Must be no more than 200 words.

Tell us about important risks, things the initiative depends on and any approvals you need. Consider safety, access, cultural safety, staff and volunteer time, partner support, participation and funding.

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Explain what is already in place and what still needs arranging. A short, practical response is enough. If there are no significant risks, say so.

Shared Capability — partners and accountability

Answer these questions for Shared Capability only. The capability must be developed and used together and benefit organisations or communities beyond the lead. Attach useful evidence of joint planning and agreed roles on the final page.

Who needs the shared capability, why is working together necessary and what will each partner do? *

Word count:

Must be no more than 250 words.

Name the intended users and major partners. Explain how you know they need the capability, what they will contribute and why you could not create it effectively on your own. Say which arrangements are confirmed, agreed in principle or still proposed.

Who will lead the work, how will decisions be made and who will be able to use the shared capability? *

Word count:

Must be no more than 250 words.

Name the eligible lead applicant or sponsor that will sign the agreement and take legal and financial responsibility. Explain how partners and users will take part in decisions, who is responsible for delivery and access, and how you will deal with disagreements or changes.

Project budget

* indicates a required field

Goods and Services Tax

Enter the amount requested from TCF and all budget amounts excluding GST, regardless of the grant recipient's GST registration status. Capability Building funding limits exclude GST.

Where the grant is subject to GST, TCF will pay GST in addition to the approved grant amount in accordance with the funding agreement. GST is calculated on the approved grant payment, not on individual budget items. If applying through a sponsoring organisation, answer the GST question for that organisation.

Is the organisation that will receive the grant registered for GST? *

- ☐ Yes
☐ No

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If you are applying through a sponsoring organisation, answer for the sponsor. Otherwise, answer for your organisation. If you are unsure, check the GST status shown in the relevant ABN Lookup information earlier in this application.

Completing your project budget

In the project costs table, list the full cost of your initiative, including items funded by TCF and by other cash or in-kind contributions. Choose a funding source for each row. Enter your TCF request below the table. There is no mandatory cash contribution.

Eligible costs can include project staff, facilitators, mentoring, specialist advice, involving participants in planning, learning from peers, coordination, testing new approaches, shared resources, evaluation, venue hire, transport, access and participation costs, volunteer expenses, minor equipment or technology needed for participation, and reasonable administration and overheads. Costs must relate to the initiative and be reasonable for the expected community benefit.

For staff, show the role, hours or period, pay rate and related employment costs, such as superannuation. Existing staff time must be specifically set aside for the initiative. We cannot fund staffing costs you would incur anyway. Include staff delivering or managing the work as project staff, not overheads.

Explain administration and overhead costs and how you worked them out. These may include a reasonable share of finance, payroll, insurance, IT, human resources or grant administration. General operating costs unrelated to the initiative are not eligible.

If you use a consultant or adviser, explain why you need them, how your organisation will stay involved and how you will learn from them and use that knowledge. A plan, review, framework, system or resource without implementation and learning passed on to your organisation is not enough.

Use a separate row for each funding source. Cash is money contributed. In-kind support is time, goods or services provided without payment. Give in-kind support a reasonable estimated value and explain how you calculated it below. The amount requested from TCF must equal the total of rows marked TCF - Cash. Do not count the same contribution twice.

For Shared Capability, show costs managed by the lead, partner contributions and payments, staff and specialist costs, administration and overheads, and any ongoing costs. Explain how significant costs were calculated. We may ask for quotes or more information.

Project costs and funding sources

Item or service	Amount	Funding Source
Tell us what the funding will pay for. Include quantities, rates or other details that help explain the cost.	Enter the amount allocated to this item from the selected funding source. Must be a dollar amount and at least 0.	Select the source for this item. Use a separate row for each funding source.

Budget summary

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This section summarises the total cost of your proposed activities and the amount you are requesting from TCF.

The total project cost is calculated automatically from the budget table above. Please check that all costs and funding sources have been included.

Total funding requested from TCF, excluding GST *

Enter the total of all rows marked TCF - Cash, excluding GST. Community Skills and Leadership: \$5,000 to \$50,000. Shared Capability: up to \$250,000.

Total project cost (excluding GST) *

This amount is calculated automatically from the budget table above. It includes the amount requested from TCF and all cash and in-kind contributions.

Tell us about any contributions to the project other than the funding requested from TCF. *

Word count:

Must be no more than 150 words.

Include who will provide each contribution, whether it is cash or in-kind, its estimated value and whether it has been confirmed. A contribution is not required. If there are no other contributions, enter "No other contributions".

How does your initiative represent value for money? *

Word count:

Must be no more than 100 words.

Briefly explain how the costs are reasonable for the capability and community benefit expected. You may refer to local circumstances or delivery costs. A cash contribution is not required.

Declaration and submission

* indicates a required field

Supporting information

Attach information that helps show the need, support or arrangements your initiative relies on. We look at what the evidence tells us, not how professionally it is presented.

Community Skills and Leadership applicants do not need formal support letters unless the work depends on another organisation or sponsor. If you have a sponsor, provide the signed confirmation requested earlier.

Shared Capability applicants should show that intended users and major partners support the work. Emails, meeting notes, joint planning or confirmation of agreed roles can help. General letters of support alone do not show genuine collaboration.

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Use the attachments below and combine documents if needed. We may ask for more information about significant costs, legal status, approvals or partner arrangements.

Attach relevant evidence of demand, joint planning or agreed partner roles.

Attach a file:

A maximum of 2 files may be attached.

Community Skills and Leadership: formal support letters are not needed unless the initiative depends on another organisation or sponsor. Shared Capability: provide suitable evidence of intended user and major partner support, such as emails, meeting records, joint planning or agreed roles. Combine documents if needed. Generic letters alone are not enough. TCF may request quotes or further details for significant costs; quotes are not universally required upfront.

Declaration

Before submitting, check that you have explained the need, community involvement, what you will do, how learning will be used and what will remain after funding. Check the amount and duration against your category's limits. TCF-funded budget rows must add up to your request.

Describe sponsor and partner arrangements accurately. Make clear what is confirmed and what still needs agreement. Save a copy for your records and confirm all statements below.

By submitting this application, I confirm that: *

- ☐ I am authorised to submit this application on behalf of the organisation or community group.
- ☐ The information in this application is true and complete to the best of my knowledge.
- ☐ The organisation or community group will provide more information if the Tasmanian Community Fund reasonably asks for it.
- ☐ The organisation or community group will follow all relevant laws, approvals and safety requirements when delivering the project.

You must select all four statements before submitting the application.

What happens after you apply?

We check whether the applicant and initiative are eligible and whether there is enough information to assess the application. We may contact you about minor gaps or unclear answers.

We assess applications against five criteria: need and community benefit (25%); community involvement and approach (25%); capability development and lasting benefit (25%); ability to deliver (15%); and value for money (10%). The detail we expect depends on the amount requested, the work involved and the risks. We may use an independent panel to make recommendations.

The TCF Board makes the final funding decisions. It may also consider available funding, geographic and community reach, duplication, risk and the overall mix of grants. A strong application may not be funded if demand exceeds the funding available.

We will notify applicants in April 2027. The Board may approve the amount requested, offer a different amount, set conditions or decline the application. If we offer less, we will discuss any changes needed to the work, intended results, budget or timeframe before an agreement is signed.

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Successful applicants must sign a funding agreement within three months of notification unless TCF approves an extension. Your initiative can start only after signing. The agreement sets out the approved purpose, outcomes, budget, dates, payments, reporting and any special conditions.

Reports will cover what you delivered, who took part, what changed, how people or organisations used the capability, the difference for communities, what remains, what you learned and how the grant was spent. Attendance and satisfaction alone are not enough. Shared Capability reports may also cover partner involvement, shared use, decisions and ongoing support. Reporting requirements will match the grant's amount, duration and risk.

Keep appropriate project and financial records. Tell us about significant changes and get approval before changing the purpose, budget or timeframe significantly. Complete the agreed reports. We may ask for financial records or other evidence. Unspent funds must be returned unless TCF agrees otherwise in writing.

If your application is unsuccessful, you can contact TCF for feedback.

Privacy and information use

TCF uses application information to check eligibility, assess the proposal and manage any approved grant. Relevant information may be shared with Board members, staff, advisers or others where needed for assessment, legal requirements, audit and accountability. Personal information is managed in line with relevant privacy laws.

TCF publishes information about awarded grants. This may include the recipient's name, initiative title, short description, location or geographic reach, amount awarded and duration.