



HUON VALLEY COUNCIL



Far South Pride representing at Tas Pride 2024

Community Grants

2025 Guidelines & Application

HUON VALLEY COUNCIL COMMUNITY GRANTS

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

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

This year, Council has 10, \$1000 grants available.

These guidelines outline who can apply, what sort of projects are eligible, how to complete an application and how the applications are assessed.

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

TYPE OF GRANT

SMALL GRANTS – up to \$1000 with no financial or in-kind contribution required by the applicant.

KEY DATES

The Huon Valley Council Community Grants Program are offered each year.

The grants support community projects that start after applicants have been advised if they have been successful and are to be completed by end June 2026.

Applications Open	Monday, 6 January 2025
Applications Close	5pm Monday 10 February 2025
Assessment	February 2025
Council Report	March 2025
Advice to Applicants	late March 2025
Acquittals to Council	1 month after completion of project or by end July 2026

ELIGIBILITY

Who Can Apply:

Incorporated, not-for-profit, community-based organisations,

Unincorporated groups and individuals, if an incorporated non-profit organisation agree to sponsor (auspice) the grant, or

Local businesses providing a beneficial service to the community that will not make a significant profit from the project.

Who Can't Apply:

Australian or Local Government agencies or bodies

Tasmanian Government agencies, apart from schools

Government Business Enterprises

Applicants who have not fulfilled the conditions of a previous Council grant.

What can we fund:

Projects that respond to a local community need, issue or idea.

Projects that connect community members and groups with each other.

Projects that support the [Community Vision for the Huon Valley](#).

Projects that benefit the Huon Valley community.

What can't we fund:

We cannot fund programs that have already started.

Ongoing administration or operational costs (this includes fundraising activities).

Capital works.

Projects that plan to make a significant profit or loss.

HOW TO APPLY

Check that your group/organisation is eligible.

Check that your proposed project is eligible.

Identify how your project benefits the community and aligns with the Community Vision.

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 with all required documents by the date and time in the Key Dates section.

ASSESSMENT

Eligible applications will be assessed 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%)

Applications are assessed by a Panel which includes Huon Valley Council's Manager of Social Resilience, Council's Principal of Recovery and Resilience and an external person with skills and experience in community development.

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 put to a Council meeting and their decision is final.

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.

Grants will be paid on provision of a signed Letter of Offer; and on receipt of a tax invoice (inclusive of GST where applicable).

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

GST and GRANTS

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.

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 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

Olivia Johnson, Community & Place Administration Officer

Phone: (03) 6264 0300 Email: hvc@huonvalley.tas.gov.au

Post: PO Box 210, Huonville TAS 7109 In Person: 40 Main Street, Huonville

2025 COMMUNITY GRANTS PROGRAM APPLICATION

Name of Organisation or Group		
Project Name		
Briefly describe your project in one sentence.		
Contact Person		
Position held in the organisation		
Postal Address		
Phone		
Email		
Where will your project take place?		
Is your organisation a non-profit community-based organisation?	Yes	No
Is your organisation incorporated?	Yes	No
If you are not incorporated and the grant is to be managed by a sponsor (auspice) body, please give details below		
Name and Address of the Sponsor (Auspice) Body (optional)		
Does your organisation (or the sponsor if using) have an ABN?	Yes	No
ABN Number		
Is your organisation (or the sponsor if using) registered for GST?	Yes	No

<p>What community need, issue or idea is the project responding to? (50 words max)</p>	
<p>What do you want to see happen? (50 words max)</p>	
<p>What will you do to achieve this? (200 words max)</p>	
<p>How will you measure your achievements? (25 words max)</p>	
<p>When will you start and finish? (25 words max)</p>	
<p>How will the project connect people with others? (100 words max)</p>	
<p>How does the project align with one or more core values in the Community Vision for the Huon Valley? (100 words max)</p>	
<p>What benefits will be ongoing to the community? (100 words max)</p>	
<p>Who else will you work with to achieve this? (25 words max)</p>	
<p>What will you spend the Council's grant money on? (25 words max)</p>	

Support Material may include up to five images, quotes or documents relating to project expenditure (no page limit), and letters of support.