



Community Grant **GUIDELINES**

Revised July 2025



Purpose of the Grant Program

The Community Grants Program aims to provide financial assistance for projects and activities that involve, engage and provide benefit to community groups and individuals within the Sorell Municipality.

Funding Categories

Community Grants

Purpose: For one off activities or projects that benefit the Sorell Municipality. These may include, but are not limited to:

- Community Events and Program - Supports projects that build social connection, inclusion, wellbeing, and community resilience.
- Environment and Sustainability - Supports environmental stewardship, biodiversity protection, and community-based sustainability initiatives.
- Youth Programs - Supports initiatives that benefit young people through engagement, development, and leadership.
- Sport and Recreation - Encourages physical activity, healthy lifestyles, and active participation in local clubs and facilities.
- Arts, Culture and Heritage – Promotes preservation of the areas history and promotes creativity and local identity through cultural activities.
- Equipment & Infrastructure - Supports community groups with the purchase of essential equipment or small-scale facility improvements.

Funding Limit: Up to **\$2,000** (GST Free) per application.

Application Frequency: One application per organisation per financial year.

Assessment Process: Applications are collated and evaluated by the Community Grants Assessment Panel.

Assessment Timeframe: Applicants will be advised of the outcome within 4–6 weeks.

Quick Response Program

Purpose: Provides support for local community development and health and wellbeing activities, through arts and culture, community participation, heritage and history, sport and recreation. This program aims to provide assistance to organisations with the costs associated with running their activities.

Funding Limit: Up to **\$500** (GST Free) per financial year.

Application Frequency: Multiple applications allowed, provided the total does not exceed **\$500** per financial year.

Assessment Process: Applications are collated and evaluated by the Community Grants Assessment Panel.

Assessment Timeframe: Applicants will be advised of the outcome within 2–4 weeks.

Individual Achievement Program

Purpose: Encourages and celebrates individuals who have achieved outstanding results in their chosen field by providing funds to residents of the

Sorell Municipality who have qualified or been selected by a peak body to represent their state or nation. These may include, but are not limited to:

- Environment
- Arts and Culture
- Academic excellence
- Heritage and History
- Self-funded Elite Sport Representation
- Recreation

Funding Limit: Up to **\$250** (GST Free) per application.

Assessment Process: Applications are collated and evaluated by the Community Grants Assessment Panel.

Assessment Timeframe: Applicants will be advised of the outcome within 2–4 weeks



Eligibility Criteria

Applicants for Community Grants and Quick Response Grants must:

- ✓ Be located in and/or directly benefit residents within the Sorell Municipality.
- ✓ Be submitted by an authorised person of the organisation or entity.
- ✓ Demonstrate clear community benefit.
- ✓ Demonstrate alignment with Council's strategic aims.
- ✓ Be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspisor must be provided.
- ✓ Be not-for-profit organisations/groups.
- ✓ Have appropriate public liability insurance.
- ✓ Be able to demonstrate sound financial management.
- ✓ Have land-owner approval for the activity.
- ✓ Have fully acquitted any previous Council Community Grants.

To be eligible for the Individual Achievement Program, individuals applying must reside in the Sorell Municipality and be able to provide written confirmation of selection from the governing body. Applications made retrospectively will not be funded.

Activity representation may include, but are not limited to:

- Environment
- Arts and Culture
- Academic excellence
- Heritage and History
- Self-funded Elite Sport Representation
- Recreation



Assessment Criteria

Council uses a scoring system to assess all applications for the Community Grants Program. This system is based on Council's goals and helps make sure the process is fair and transparent. All applications will be reviewed competitively using set criteria, so receiving a grant is not guaranteed.

Applications must achieve a weighted score of at least 50/50% for approval.












ASSESSMENT CRITERIA	GUIDING QUESTIONS	SCORE RANGE	WEIGHT (%)	WEIGHTED SCORE
1. Community Benefit	How well does the project address a demonstrated need? Who benefits, and how many? Are outcomes meaningful?	0-5	X5	/25
2. Alignment with Council's Strategic Objectives	Does the project align with Council's strategic plan or key priorities?	0-5	X4	/20
3. Level of Community Engagement & Participation	Will the project encourage participation, volunteerism or community ownership?	0-5	X3	/15
4. Project Feasibility & Planning	Are timelines realistic? Is the project achievable? Have risks and approvals been considered?	0-5	X3	/15
5. Financial Management & Budget Clarity	Is the budget clear, realistic and good value for money? Are quotes or co-funding included?	0-5	X3	/15
6. Sustainability & Long-Term Impact	Will the benefits of the project continue after the funding ends? Can it be maintained or expanded?	0-5	X2	/10

| **TOTAL** | | **/100%** | **/100** |

Scoring Guide (0-5 scale suggestion for each criterion)

SCORE	DESCRIPTOR
0	Not addressed or not relevant
1	Very limited – major gaps
2	Fair – some merit but lacks clarity
3	Good – meets expectations
4	Very Good – clear and well-supported
5	Excellent – comprehensive and compelling

What will not be funded:

-  Community Grants cannot be used to pay wages/salary of staff. The engagement of contractors/consultants undertaking specialist work can be funded.
-  More than one Community Grants application from any community group per year. One Community Grant application and One Quick Response application per group per year is allowed though.
-  Any project retrospectively.
-  Individual or personal work or initiatives.
-  For profit initiatives or activities.
-  Paying for operating costs and expenses of a group or organisation.
-  Trophies or prize money.
-  Projects run solely for fundraising purposes, without broader community benefit.
-  Projects which are commercial and have the potential to make significant profit, or where other funding sources are considered to be more appropriate.
-  Projects which may commit Council to ongoing support.
-  Schools cannot apply in their own right; however an application can be considered if it is submitted by the School's Parent Association (P&F or P&C). It must be for a one off event, project or activity that is not the core responsibility of the school and is open to or involves the wider community.



Application Process

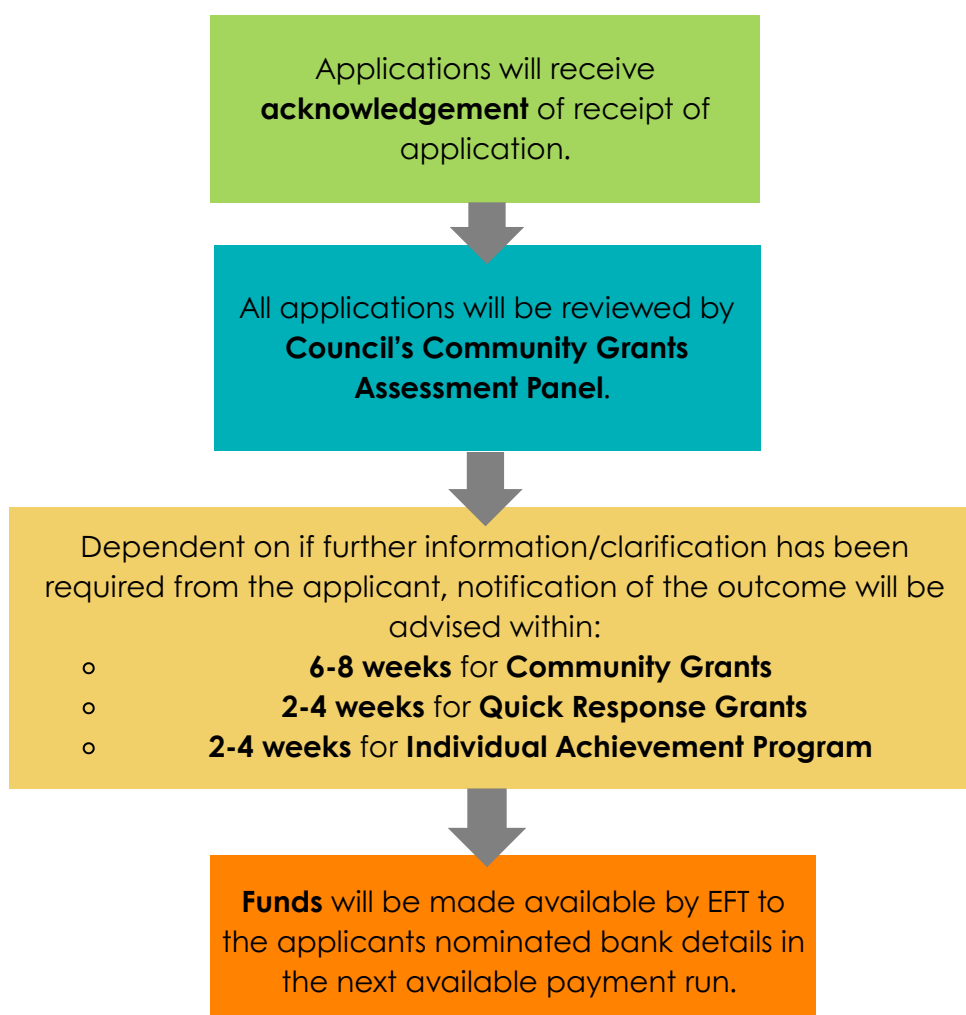
Opening Dates: The Community Grant Programs are open throughout the whole year and will be awarded in line with the annual budget allocation as approved by Council.

Submission: Applications must be submitted online through Council's Community Grants Application Forms - www.sorell.tas.gov.au/community-grants/

Documentation: Applicants should provide a detailed project plan, budget, and required supporting materials.

Consultation: Applicants are encouraged to discuss their proposals with Council's Community Development Officer before submission.

Processing: The following process will occur for all streams of Community Grants:





Funding Conditions

Community Grants and Quick Response Grants

Use of Funds: Grants funds must be expended on the project as described in the approved application. Any significant changes to the project must be approved by Council. Any unexpended funds must be returned to Council.

Reporting: Recipients are required to submit a final report, including financial acquittal, within twelve months, and no later than 30 July of the financial year.

The acquittal report needs to include:

- A brief summary of the outcomes of the project, that is, how successful the project has been and how Council's contribution has been acknowledged in promotional material, media releases, at launches etc.
- Where possible digital photos of the project with permission to reproduce these photos in Council reports.
- A reconciliation of expenditure together with a copy of all receipts that demonstrate proper expenditure of the grant.

Acknowledgment: Council support must be acknowledged in all promotional materials related to the project, on your website, newsletters, social media and other promotional materials.

Individual Achievement Program

Reporting: Provide Council with a report including photos after the event.

Acknowledgment: Agree to Council promoting individuals selection on our website, in newsletters and social media and other promotional materials.

Application Limits: There is a limit of one application for each activity representation per financial year for individuals.

Contact Information

For more information or assistance with the Community Grants Program, please contact:

Sorell Council – Community Relations

Phone: (03) 6269 0000

Email: sorell.council@sorell.tas.gov.au

Website: www.sorell.tas.gov.au

