

# COMMUNITY Grant

## Guidelines



### Community

Variety Tasmania promotes inclusivity for all Tassie kids! Schools and Organisations are invited to apply for a Variety Community Grant which will go towards the purchase of equipment or running programs that promote all access, inclusivity and wellbeing in the community for children aged under 18 years old from financial disadvantage, geographic isolation and/or living with a disability or chronic illness.

### Eligibility

- School or Organisation must be based and operating in Tasmania.
- Organisation must be not-for-profit registered in Tasmania.
- School or Organisation must directly service children aged under 18 years old in one or more of the following areas
  - Children living with a disability
  - Children living under financial hardship
  - Children living with chronic illness
  - Children living in remote/rural areas
- Previous recipients will not be considered for another Community Grant until 12 months after the date listed on their Outcome Letter.

Variety usually grants up to \$10,000 for Community Grants. We recommend the Applicant contact Variety Tasmania on (03) 6248 4888 or email [info@varietytas.org.au](mailto:info@varietytas.org.au) to discuss requests before completing an application form to ensure the requests are suitable for consideration.

### Example of Grant requests

The Applicant can apply for one or more items as part of their Variety Community Grant request. The items must directly benefit children as per the eligibility criteria above. The following are examples only.

- Equipment
- Supplies
- Technology
- Programs

### Examples of Grant requests not eligible

The following are examples of what will not be considered

- Retrospective funding – only items purchased **after** the approval date will be eligible to claim as part of the Grant
- Capital works – e.g. building or vehicle modification
- Installation costs
- Cost of running the business – e.g. staff, administration, maintenance, insurance, contractors
- Donations, prizes, grants, scholarships or fundraising activities
- Grants that may result in commercial or individual gains
- If funding for this project can be sourced from other organisations or the government
- Application for equipment or programs that already exist in your community or area
- If the applicant is deemed reliant on Variety to deliver on their mission

### Application

- Applications are open all year round.
- Applications can be made on behalf of the Organisation by an authorised representative.
- Applicants will be expected to submit a truthful and factual application & attach relevant documentation as evidence addressing, but not limited to, the following points:
  - Contact details of authorised representative and the Organisation
  - Details directly related to the children who will benefit



# COMMUNITY Grant

## Guidelines

- Details directly related to the requested item(s) including supplier information.
- Information related to expected outcomes and measurements.

***Applicants need to ensure the application addresses all criteria and addresses all the information required or risk the application process being delayed or in some cases, denied.***

## Quote/s

The application requires a quote directly related to the requested item(s) from your preferred supplier. This must be no older than one month at the time of submission and must remain valid through the assessment process. Please keep in mind that the assessment process may take up to 6 weeks, from the date of submission, before you receive an outcome from Variety. It is the responsibility of the applicant to cover any increase of costings for any reasons.

Variety reserves the right to verify the quote(s) including seeking other comparable quotes from other suppliers.

## Funding

An applicant will be required to stipulate why they are requesting support from Variety Tasmania, and where applicable any other sources of funding. Proof of any unsuccessful alternate funding should be included in the application.

## Post-Submission and Assessment

- Submissions are assessed by Variety Tasmania.
- Eligible submissions are presented to the Variety Grants Committee (VGC) for assessment and recommendations to the Board of Directors.
- VGC meetings are held once a month (except January).
- Eligible applications are put forward to the Board of Directors with VGC recommendations for a final decision.

## Decision

Outcome Letter is emailed to the applicant approximately 4-6 weeks after date of submission

### Unsuccessful Applicants

- The Board's decision is final.
- Reasons pertaining to unsuccessful applications are at the discretion of the Board of Directors.
- Unsuccessful applicants may be eligible to reapply after 12 months from the date listed on the letter.

### Successful Applicants

- Successful Applicants have 12 months from the date of approval on their letter to use their Variety Community Grant.
- No retrospective funding is eligible.
- Successful applicants are directed to provide the Outcome Letter to the approved supplier associated with their approved granted item.
- The supplier must provide a tax invoice to Variety Tasmania directly for the approved item and within the approved amount. Variety does not provide cash directly to applicants and/or parent/carers; money is paid directly to the supplier(s).
- It is the responsibility of the Applicant to action all appropriate steps after receiving the Outcome Letter promptly and transparently as directed by Variety.
- Any unused and/or unspent funds will be forfeited after the expiry date of the Grant or at the completion of the project or if the reason for the Grant was delivered at a lower cost than initially anticipated.
- It is a requirement of the Applicant to keep Variety Tasmania up to date with any potential delays or logistical challenges that may arise during the process of acquiring the item(s).



# COMMUNITY Grant Guidelines

## Funding Agreement & Reporting

The applicant will be asked to select which outcome areas the Grant request will address on the application form. All successful applicants will then be required as per the funding agreement to report against these within 12 months. Where a successful applicant receives a Grant worth \$5,000 or more, they will be required to complete a more detailed report.

Funding agreements along with an example of the report template are provided to all successful applicants.

Funding will not be made available until a signed and dated funding agreement is returned to Variety.

Variety will provide the successful applicant with an official report template before the grant expiry date. The recipient will have 4 weeks to complete the report and return to Variety.

## Will Variety publish details about my project?

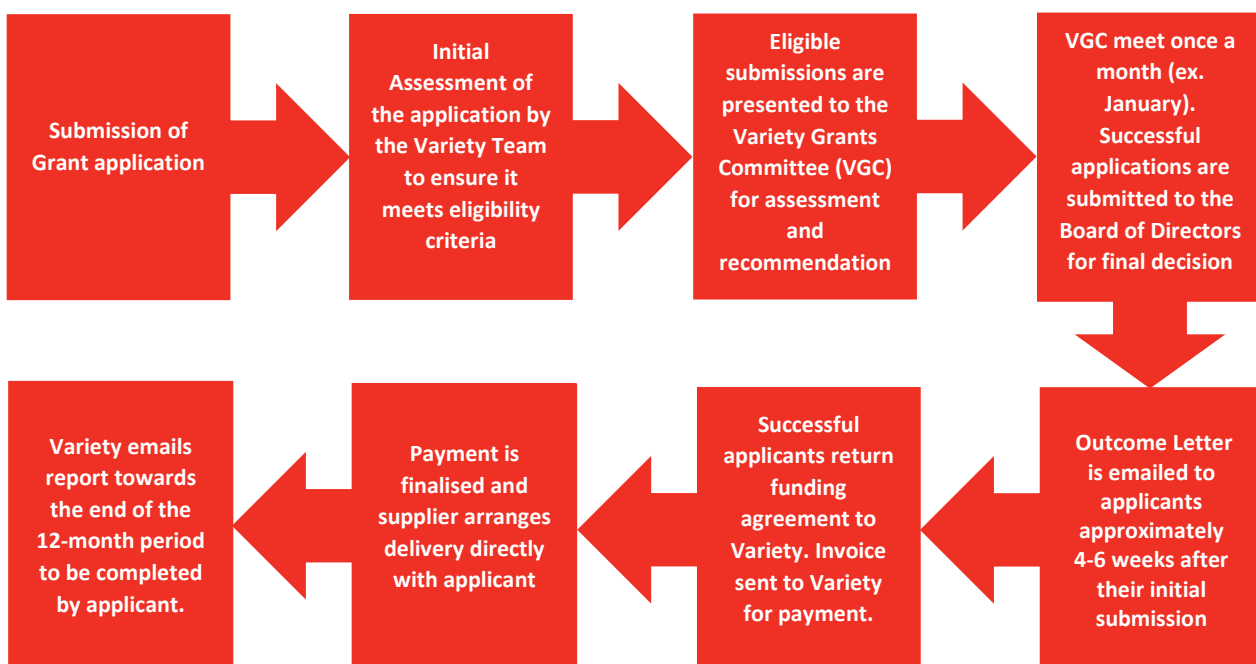
Variety's most successful way of raising funds for children in need is to demonstrate by way of images, grant stories and personal accounts, how donations are making a positive impact in the lives of children in need. Allowing Variety to tell your story, provides its corporate partners and supporters insight into Variety's work and encourages more donations and support to help in reaching more children and work with more organisations.

The story of all successful applicants, including the Grant amount approved, may be made publicly available by Variety Tasmania for marketing purposes, unless otherwise requested by the Grant recipient due to extenuating circumstances.

The School or Organisation is also expected to publicly acknowledge Variety's Grant or contribution through announcements, display of Variety's logo on the website and, where applicable display a plaque in a visible area. Where appropriate Variety may organise a media launch or invite a public personality to the opening or launch.

If you require further information, please don't hesitate to contact the Variety Tasmania Team at (03) 6248 4888 or [info@varietytas.org.au](mailto:info@varietytas.org.au).

## Application Steps/Process



For more information, please call us on (03) 6248 4888 or email [info@varietytas.org.au](mailto:info@varietytas.org.au)