

Community Grants Program 2026/2027 - Application Guidelines

Grant Overview

West Tamar Council's Community Grants Program responds to funding requests for projects displaying evidence of community engagement, involvement and benefit.

Applications open on the 1 July 2026, and close 17 February 2027 (4pm), or until the funding pool is exhausted. Applications will be assessed and funded on a 'first-in' basis. Applicants are responsible to ensure that their application is received by council by the closing date and time.

Funding applications can be made for amounts up to \$5000.00

Applicants seeking funding of up to \$1,000 are not required to contribute to the project financially, but are expected to provide in-kind contributions. Evidence of this is required in the application and during the acquittal process.

For applicants seeking \$1,000.00 – \$5,000.00, at least 10% of the overall financial cost of the project must be contributed by the applicant, or confirmed by an external funding source (excluding in-kind contributions).

Example: where an applicant has applied for a funding amount of \$5000, they would also need to contribute a minimum of \$500 (\$500 = 10% of \$5000) in addition to the grant amount.

Applicants are encouraged to contact the Community Services Department to provide a brief overview of their project and confirm eligibility.

Please read the guidelines thoroughly prior to submitting your application, and make contact on 6323 9200 should assistance be required.

Who Can Apply?

Organisations, community groups and event organisers can apply. Applicants must:

- Be incorporated not for profit, or auspiced by an incorporated organisation, and/or have an ABN
- Be inclusive in its membership and support of the broader community
- Be located, operating in or be able to provide a proven benefit to the community of West Tamar municipality
- Not be subject to any legal impediment or adverse circumstances
- You **must** be able to complete and acquit your project by **29 May 2027**, and acquit the grant within 6 weeks of project completion
- Where applicable, you have the relevant land-owner's permission to undertake your project, event or activity (letter of support **must** be provided with your application)
- Maintain Public Liability Insurance Cover (\$20 million minimum) or are able to acquire insurance to cover your project

What will not be funded?

- Ongoing administration, core business, costs or the payment of debts (including debts to council)
- Prize money
- Political activities or professional fundraising organisations
- Community organisations/groups with outstanding grant acquittals
- Project where funding has already been provided for the same project
- Projects that are considered the sole funding responsibility of the State or Federal Government

- For profit businesses or projects and events that are for-profit
- Projects that require recurrent or multi-year funding
- Projects or events that have commenced or already taken place, that is, retrospective funding
- Seed funding requests without a business plan or strategy

Funding Available

Applications for grants can be made for amounts of between \$0 - \$5,000.

Council's total budget allocation available for the 26/27 financial year is \$40,000. Applications will only be assessed during the grant round, which opens on the 1 July 2026 and closes on 17 February 2027 (4pm), or until the funding pool is exhausted

Applicants seeking up to \$1,000 are not required to contribute to the project financially, but are expected to provide in-kind contributions. Evidence of this is required in your application. For applicants seeking \$1,000.00 – \$5,000.00, at least 10% of the overall financial cost of the project must be contributed by the applicant, or confirmed by an external funding source (excluding in-kind contributions).

Access to Grant Funds

- Council may allocate less than the full amount requested in the application
- Payments to organisations that are registered for GST will include the applicable GST component
- Successful applicants will be required to present Council with a tax invoice to enable the payment to the approved grant amount

Assessment Criteria

Applications will be scored based on the following matrix. Incomplete applications or where assessment criteria has not been address will not be scored.

Applications are assessed monthly at the Community Development Meeting and applicants are notified of the application outcome within 10 business days of the applicable assessment date.

Criteria:	Not evident (Score: 0)	Evident (Score: 1)	Good (Score: 2 - 3)	Excellent (Score: 4- 5)
Community Benefit (Value 25%)	Unclear/ Not stated	Provided but not detailed	Clear benefit to the community outlined	Clear, realistic and achievable benefit provided with supporting evidence
Project Delivery (Value 25%)	Unclear/ Not outlined or achievable	Delivery is provided (not detailed)	Delivery is outlined and realistic.	Clear, realistic and achievable, with supporting documentation
Community Engagement (Value 25%)	Unclear/ Not outlined	Provided but not detailed	Engagement and partnerships outlined	Clear, realistic and achievable, with supporting documentation
Budget (Value 25%)	Incomplete	-	Budget outlined with quotes.	Clear, realistic and achievable. Details of expenditure complete. Official quotes must be provided.

Grant Timeline and Process

1 July 2026	Applications open on the 1 July 2026 and closes on 17 February 2027 (4pm), or until the funding pool is exhausted. Applications will be assessed and funded on a 'first-in' basis. Applicants are responsible to ensure that their application is received by council by the closing date and time.
24 February 2027	Subject to funding availability and project completion dates, applications must be received no later than 24 February 2027 (4pm),
29 May 2028	Projects must be completed and acquitted (see Reporting)

Assessment Round Timelines

	Round Closure	Assessment/Outcome*
2026		
July	22-Jul-26	19-Aug-26
August	19-Aug-26	16-Sep-26
September	23-Sep-26	21-Oct-26
October	21-Oct-26	18-Nov-26
November	18-Nov-26	16-Dec-26
December	-	-
2027		
January	20-Jan-27	17-Feb-27
February	17-Feb-27	17-Mar-27

Additional Information

- Applications open on the 1 July 2026, and close 17 February 2027 (4pm), or until the funding pool is exhausted. Applications will be assessed and funded on a 'first-in' basis. Applicants are responsible to ensure that their application is received by council by the closing date and time.
- All applications **must** be received by 4pm on the round closure date to be included in the monthly assessment. Any applications received after this date will be included in the following month.
- Applicants are encouraged to contact the Community Services Department to provide a brief overview of their project. Please read the guidelines thoroughly prior to submitting your application, and make contact on 6323 9200 should assistance be required.
- Outcome dates are to be used as a guide **ONLY**, and are subject to change. Council will attempt to advise applicants within the timeframes provided, however this may be extended due to operational procedures and availability.

Reporting

Once the project is finalised, it is a requirement that an acquittal form is completed within 6 weeks and no later than 29 May 2027. The grant acquittal will require demonstration of project outcomes and a statement of income and expenditure.

West Tamar Council can request an independent audit if the financial information in the report is not sufficient. If you are unable to provide the reporting information required, your organisation will be ineligible for future funding.

Submitting an Application

Applications can be submitted:

- In person during council operating hours at any West Tamar Council Office (Windsor Community Precinct, Beaconsfield or Riverside)
- By post (PO Box 16, Riverside TAS 7250), or
- By email (wtc@wtc.tas.gov.au)

Applicants are encouraged to contact the Community Services Department on 6323 9200.

Late applications will not be accepted.

Council reserves the right to request further clarification and information throughout the grant process.