

## Grants Program 2026/2027 - Application Form

### Grant Overview

West Tamar Council’s 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.

Grant guidelines are available to the West Tamar Council website ([wtc.tas.gov.au](http://wtc.tas.gov.au)).

Applicants are advised to contact the Community Services Team to provide an overview of the project. Please read the guidelines thoroughly prior to submitting your application, and make contact on 6323 9200 to arrange a time.

### Applicant Details

Organisation/Group Name		
ABN (if applicable)		
Postal Address		
Email Address		
Contact Name		
Contact Number		
Is your organisation registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Project Overview

Project Name	
Project Location	
Project Dates	
Grant Funding Amount Requested	
Consulting Council Officer	

The personal information on this form is required by Council for the Community Grants Program. Your personal information will be used for this related purpose. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at [www.wtc.tas.gov.au](http://www.wtc.tas.gov.au) or at Council offices.

**Project Description** - Describe your project and why you are undertaking it. (50 - 250 words)

## **Assessment Criteria**

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**Community Benefit** – Describe how the project benefits the West Tamar community. (100 - 250 words)

This may include:

- The expected number of people the project directly and indirectly benefits
- Supporting evidence/Demographic data
- Projected benefit/outcome
- How the project aligns with your strategic/business plan

**Project Delivery** – Outline how your organisation/business/group will be able to undertake and complete the proposed project, including how West Tamar Council will be acknowledged? (100-250 words)

This may include:

- A summary of the project timeline (recommended) and a brief overview of the steps involved in your project to demonstrate how it will be completed (tell us your plan)
- Site plans, photos (if applicable)
- Outline the roles/responsibilities of any group members, volunteers, service providers and/or contractors who will be undertaking work on this project. WTC Contractor Induction details will need to be provided prior to any works commencing ([wtc.tas.gov.au/contractor\\_inductions](http://wtc.tas.gov.au/contractor_inductions))

**Community Engagement** – Outline clear engagement and partnerships with the community, enabling social connections and community participation. (50 - 250 words)

This may include:

- How does the project deliver a social/lifestyle benefit to the community
- Details of how the project is inclusive in its membership and supports the broader community
- Letters of support (copies submitted with the application)





## Declaration

By signing and submitting this form I declare that:

- The information given in this application is true and accurate to the best of my knowledge.
- I agree to liaise with Council, should my application be successful OR do seek approval for any changes or variations to the project
- I agree to complete and submit an acquittal form within six (6) weeks of the project's completion and no later than 29 May 2027

Name	
Role/Position	
Signature	
Date	

## Application Checklist

Before you lodge your application, check that you have provided all the required details and documents and check that your budget is accurate and complete.

The following may assist you, check that you have:

<input type="checkbox"/>	Checked eligibility against the guidelines
<input type="checkbox"/>	Contacted the Community Services Team on 6323 9200 prior to submitting an application
<input type="checkbox"/>	Completed all sections of application form (incomplete <b>will not</b> be assessed)
<input type="checkbox"/>	Attached relevant supporting documents (quotes matching the budget, insurances, letters of support etc.)
<input type="checkbox"/>	Kept a copy of your application
<input type="checkbox"/>	Signed the completed application