

COMMUNITY Grants Guidelines

Background

Variety Tasmania promotes inclusivity for all Tassie kids! Schools and Organisations are invited to apply for a grant to go towards the purchase of equipment or running programs that promote accessibility, inclusion and wellbeing for children and young people under 18 years of aged who are financially disadvantaged, geographically isolated and/or living with a disability or chronic illness.

Community Grants are only available by invitation. To be considered to apply, potential applicants are required to email a high-level description of their project including its objectives and estimated cost to info@varietytas.org.au. If the proposal meets Variety's expectations, a link to the application will be sent to officially apply.

Eligibility

- Must be based and operating in Tasmania
- Must be not-for-profit registered in Tasmania
- Must directly service children aged under 18 years old in one or more of the following areas
 - Children living with a disability
 - Children living in financial hardship
 - Children living with chronic illness
 - Priority given to applications that serve children in remote and rural areas

Previous recipients will not be considered for another Community Grant until 12 months after the date listed on the Outcome Letter

Example of Grant requests

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

- Equipment (eg Sensory Room equipment)
- Technology (eg Smart Boards, OMI screens, video magnifier)
- Programs (eg Learn to swim or ride)

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 or upgrade
- 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
- 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
 - Details directly related to the requested item(s) including supplier information
 - Information related to expected outcomes and measurements
 - Copy of the last audited financial report

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

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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 cost for any reason.

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 for assessment and their recommendations are put to the Board of Directors

Decision

Outcome Letters are emailed to the applicant approximately 4-6 weeks after the date of submission

Unsuccessful Applicants

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

Successful Applicants

- Successful Applicants have 3 months from the date of approval to use their 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).

Funding Agreement & Reporting

- Funding will not be made available until a signed and dated funding agreement is returned to Variety.
- Applicants are required to provide an update on the project progress during the rollout stage.
- Applicants are required to provide an acquittal report at the end of the project.
- Applicants maybe asked to provide an impact update 6 months after the completion of the project.
- 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.

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Will Variety publish details about my project?

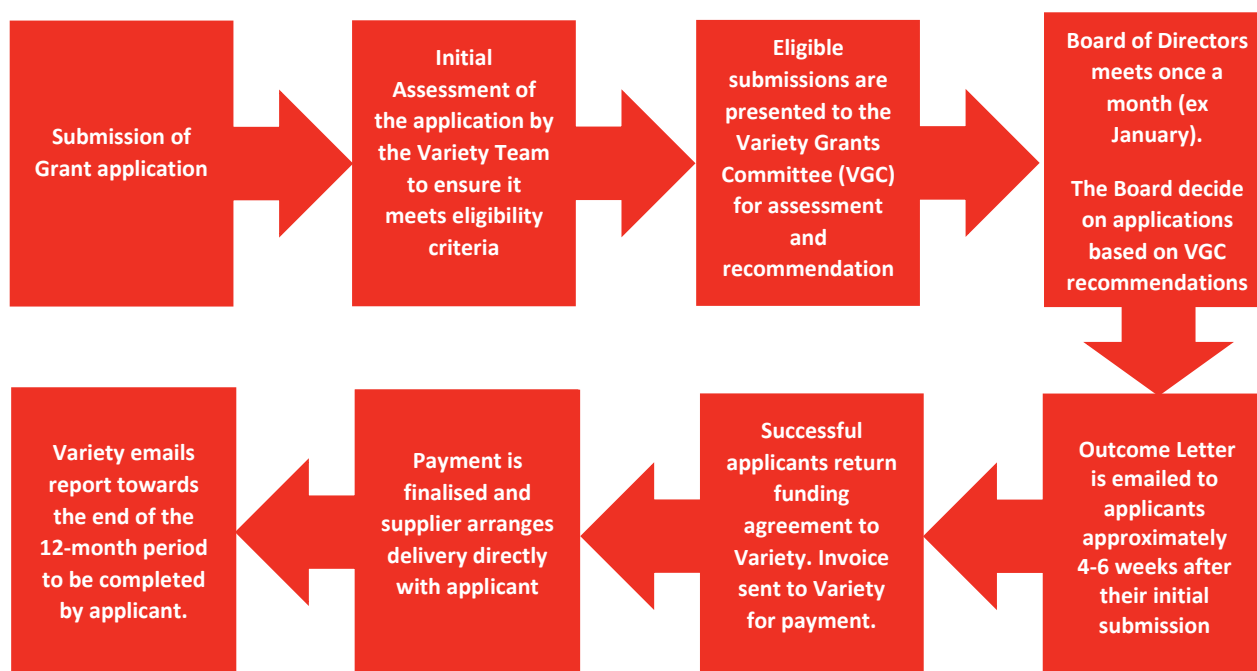
Variety's most successful way of raising funds for children in need is to demonstrate by way of images, grant stories and personal accounts, how donations are making a positive impact in the lives of children in need. Allowing Variety to tell your story, provides its corporate partners and supporters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

Application Steps/Process



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