

Application Form: Community Assistance Grants 2026/2027

Form Preview

Before Completing an Application

IMPORTANT: Please read information below to assist you in completing your application online.

BEFORE YOU BEGIN

Welcome to the George Town Council's online grant application service, powered by [SmartyGrants](#).

You may begin anywhere in this application form. Please ensure you save as you go.

Incomplete applications and/or applications received after the closing date will not be considered.

Before completing this application form, check that both your organisation and your project is eligible under the [George Town Council Community Assistance Program Guidelines](#). The Guidelines provide essential information that will assist you in preparing an application.

Information for Applicants

Community Grants up to \$2,000, may be provided to community groups whose members are primarily residents of the George Town municipal area, or are located in the George Town municipality, and the support is being sought to benefit the community of the George Town municipal area.

The objective of the Community Assistance Policy is to provide a robust and transparent framework for the provision of financial assistance to Community clubs and organisations for activities and programs that aim to grow community capacity, initiatives and programs, or assist the community to reduce factors that lead to social disadvantage. Examples of suitable projects include but not limited to :

- Minor infrastructure, ie purchase of equipment for use by organisations;
- Community Arts Projects;
- Community workshops and training courses

If you have any questions in regards to these eligibility criteria, please Council on (03) 6382 8800 or email - council@georgetown.tas.gov.au

Application opening and closing dates

ROUND 1: Open on the first Monday in August and close at 4.30pm on the last Friday in August.

ROUND 2: Open on the first Monday in February and close at 4.30pm on the last Friday in February.

Applications must be received by 4.30 pm on the closing date. Late applications will not be accepted.

Please call (03) 6382 8800 if you have any questions or require any assistance with the application process.

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1. Assessment Criteria

* indicates a required field

It is important that your project or initiative aligns with at least one of Council's assessment criteria.

If you are unable to meet the required assessment criteria, please contact Council - email council@georgetown.tas.gov.au before proceeding with your application.

1.1 Please select which of the following criteria your application meets (select at least one) *

- ☐ Aligns with, or supports Council's 10 Year Strategic Plan
- ☐ Supports and advocates for organisations and community groups to grow their community capacity.
- ☐ Supports integrated communities, health and education services.
- ☐ Supports sport and recreation, work opportunities, health and education services for young people.
- ☐ Supports programs which address the socially disadvantaged.
- ☐ Supports participation in community safety initiatives.
- ☐ Enhances the vibrancy of places in the municipal area.

At least 1 choice must be selected.

1.2 Criteria Confirmation by Applicant

I confirm that the applicant ...

- Has read and understands the [Grant Guidelines](#).
- Has met the criteria checklist above.
- Does not owe any reports or money to George Town Council as a result of previous funding or grants.
- Is an incorporated not for profit, or auspiced by an incorporated organisation, and/or have an ABN.
- Is located within and/or work within the George Town municipal area.
- Is inclusive in its membership and supportive of the broader community;
- Is located and operating in the George Town municipal area;
- Is not subject to any legal impediment or adverse circumstances.
- Maintains Public Liability Insurance Cover (\$20 million minimum).

This Grant will NOT support :-

- Ongoing administration and running costs
- Trophies or prize money
- Political activities
- Professional fundraising organisations
- Community organisations / groups with outstanding grant acquittals. All previous Council grants, where an acquittal is due, must be acquitted to a satisfactory standard. Unacquitted or unsatisfactory acquitted grants will deem an application ineligible.

Please select to confirm your grant meets the above conditions *

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☐ I confirm the above conditions

Applicant Organisations are required to maintain Public Liability Insurance Cover (\$20 million minimum).

Please upload your certificate of currency *

Attach a file:

2. Privacy Notice

* indicates a required field

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. Our *Privacy Statement* can be viewed on [Council's website](#)

2.1 Applicant Organisation Details

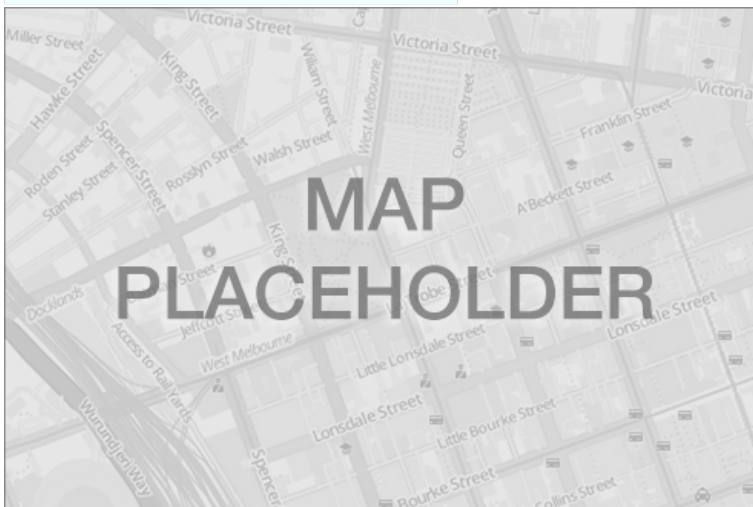
Applicant Organisation Name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Applicant Primary Address

Address



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Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant website (if applicable)

Must be a URL

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this grant

How long has your Organisation been operating in the George Town municipality?

*

Number of Volunteers / Employees *

Contact Phone Number *

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

3. Organisation Details

* indicates a required field

3.1

Briefly outline your organisation's background and current activities *

How Long has your organisation been operating in the George Town municipality

*

How many active members do you have *

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What sections of the community benefit directly from your organisation / group / club? *

3.2 ABN Details

Does your organisation have an ABN? *

☐ Yes ☐ No

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

3.3 Legal Structure

What is your organisation legal structure? *

- ☐ Incorporated association/ organisation
☐ Unincorporated association /organisation

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☐ Other:

If your organisation is unincorporated it must have an auspice organisation

Is your organisation Registered for GST ? *

☐ Yes

☐ No

No more than 1 choice may be selected.

Please attach Certificate of incorporation/ Charity Status. *

Attach a file:

Lost your Certificate? Request a copy <https://www.infotrack.com.au/products/company-searches/asic-search/certificate-incorporation/>

Please provide the details of your auspicng organisation.

Name *

Organisation Name

Position

Phone Number *

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Email

Must be an email address.

Please provide your auspicng organisations Certificate of Incorporation. *

Attach a file:

Please provide the ABN of your auspicng organisation *

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

4. Project Details

* indicates a required field

4.1

Project Title *

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date *

Anticipated end date *

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

Please provide a brief description of the Project. *

Must be no more than 100 words.

Please include details of the event, including location

How did you determine a need for this Project. *

How many people do you estimate will directly benefit from this Project? *

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Must be a number.

Describe how this event will connect the broader community. Include volunteers of the project in this response.

What long and short term benefits will your Project deliver to the George Town municipal area? *

Word count:

Must be no more than 150 words.

Please detail

4.3 Acknowledgement of Council's Assistance

We would appreciate if your organisation would recognise council's contribution please describe how you will acknowledge the assistance of the George Town Council *

- ☐ Letter of thanks to George Town Council
- ☐ Invitation to the Mayor to attend the launch of the project (if applicable)
- ☐ Invitation to Council to attend the launch of the project (if applicable).
- ☐ Provision of photos to Council post the project.
- ☐ Acknowledgement in any media
- ☐ Other:

At least 1 choice must be selected.

5. Budget

* indicates a required field

5.1 Budget

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns

- **Your budget MUST balance which means your income and expenditure must be the same.**
- **EXAMPLES OF INCOME** could include Council's Community Grant', sponsorship, grants from other sources, contributions by the applicant or other project partners.
- **EXAMPLES OF EXPENSES** could equipment purchases, training resources, catering, payments to contractors,
- For expense items over \$250, quotes will need to be provided in the file upload area below the tables.
- Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

GST STATUS

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If your organisation **IS** registered for GST, please provide **GST exclusive** amounts in your budget. Council will add GST to the amount funded, should your application be successful. If your organisation **IS NOT** registered for GST, your expenses should **include GST**, where applicable.

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
			\$	
			\$	
			\$	
			\$	

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.
This amount should be zero - your income and expenditure need to be the same

Please attach quotes for those expenditure (cost) items over \$250; supporting letters and any other valuable information to support the application. *

Attach a file:

5.2

**What other inputs will you need in order Confirmed?
to successfully carry out this project?**

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Non-financial inputs could include volunteer time / expertise, in-kind contributions, and other types of support.	

5.3 Total amount requested from grant? *

\$

What is the total financial support you are requesting in this application? (maximum amount is 100% of your expenses indicated above)

6. Applicant Capacity

* indicates a required field

Now that we know about your project, we want to find out more about your organisation's ability to undertake the project you propose. Please provide some information about your organisation that will give us confidence that you can manage the project. *

Word count:

Must be no more than 250 words.

Include in this section information about your strategies for providing the inputs (money, staff/ volunteers time/expertise, equipment, facilities, in-kind contributions, etc.) and how you will project manage this event in the required timeframe, inclusive of risk management policy. Provide information also about any past work that may demonstrate your organisation's capacity to manage this event planning..

7. Applicant Declaration

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant business (may be different to the contact person listed earlier in this application form).

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I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant business is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

8. Applicant Feedback

*** indicates a required field**

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

