

Carers Small Grants Program 2022-23

Guidelines



Carers Small Grants Program 2022-23

To celebrate and promote the contribution of carers to their communities, the Tasmanian Government is providing funding for a Carers Small Grants Program to support Carers Week events run by local organisations across the State and increase awareness of services available to carers. A total of \$33 860 will be available under the Grants Program in 2022-23.

For the purposes of the Carers Small Grants Program, a carer is someone who provides unpaid care and support to family members and friends who have a disability, mental illness, chronic or life limiting condition alcohol or drug dependence or who are frail or aged¹.

Organisations are encouraged to apply **for grants up to \$2 500 (Tier One) or up to \$500 (Tier Two)**.

Funding Areas

The Carers Small Grants Program is a two-tier grant program involving:

Tier One - Health and Wellbeing Support

- Applicants can apply for funding of up to \$2 500 to raise awareness of health and wellbeing services for Tasmanian carers. Carers will be invited and encouraged to participate in these services.

Tier Two - Events

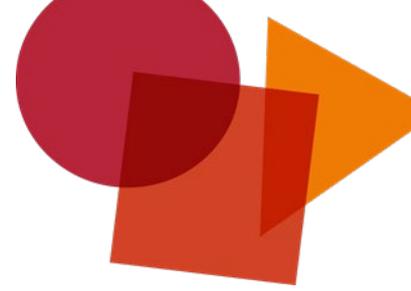
- Applicants can apply for funding of up to \$500 for events to celebrate National Carers Week (16-22 October 2022) or for a community event that celebrates/supports carers that benefits carers in 2022-23. Carers will be invited and encouraged to participate in these events.

Timeframe

The Carers Small Grants Program 2022-23 opens on **Monday 16 May 2022** and closes at **2:00 pm Monday 15 August 2022**.

Activities funded through the Carers Small Grants Program 2022-23 must be delivered by 30 June 2023.

¹ www.communities.tas.gov.au/csr/policy/Policy_Work/carer_policy_and_action_plan



Supporting Tasmanian Carers

The Tasmanian Government acknowledges the vital role and significant contribution of unpaid carers to the health, wellbeing and security of their family members and friends who need support and assistance.

Carers deserve recognition for what they do in our communities and for their intrinsic value in our society and it is important that they are recognised and respected as individuals as well as key partners in the broader care support network.

Supporting Tasmanian Carers: Tasmanian Carer Action Plan 2021-2024 (Supporting Tasmanian Carers) is the Tasmanian Government's plan to support carers with three key action areas: Recognition, Access and Participation, and Learning. The Action Plan supports carers to access services and participate in the community, enhance the recognition of carers, and ensure that carer's voices are considered in the development of policy and programs.

Applications for the Carers Small Grants Program are encouraged to demonstrate alignment with *Supporting Tasmanian Carers*. A copy of the Action Plan can be found at www.communities.tas.gov.au.

Eligibility

Applicant organisations must be either:

- an incorporated community associations registered under the *Associations Incorporations Act 1964*
- a not-for-profit company registered under company law
- a Local Government (must demonstrate collaboration with a community organisation to improve outcomes for carers).

Note: Other community organisations may be considered, particularly if the organisation is able to be auspiced by an organisation who meets the above eligibility criteria.

Ineligible Organisation

The following entities are **not eligible** to apply:

- for-profit organisations and businesses;
- individuals, sole traders or partnerships;
- political parties;
- schools or colleges (Government or private); and
- State and Australian Government agencies.

Ineligible Projects

Applications for the following purposes are **not eligible**:

- projects that require recurrent or multi-year funding;
- equipment, building, refurbishment and maintenance projects;
- projects and events that are for-profit; and
- projects or events that have commenced or already taken place, that is, retrospective funding.

Organisations that are already in receipt of Tasmanian Government funds for the same project are not eligible to apply.



Assessment Criteria

Your application must address each of the following assessment criteria:

1. Benefit to carers in the Tasmanian community

All applications must demonstrate:

- How carers will benefit from the event or support service; and
- Alignment with *Supporting Tasmanian Carers* (noted above).

2. Tier One – Health and Wellbeing Support

For applications to promote awareness of services, the application must demonstrate:

- How the organisation will increase awareness of services available to carers and/or encourage carers to participate in those services/facilities; and/or
- How the services may build community capacity, are inclusive of the diversity of Tasmanian carers and support community collaboration.

3. Tier Two – Events

For applications to hold events during National Carers Week 2022, the application must demonstrate:

- How your organisation will engage with Tasmanian carers and/or relevant organisations to develop and promote the event; and
- That the event to celebrate/support Tasmanian carers will be held in National Carers Week 16 – 22 October 2022 or throughout the financial year 2022-23 (1 July 2022 to 30 June 2023).

4. Budget

- A realistic budget that enables the delivery of the project or event within the proposed timelines. All sources of funding for the project must be included in the application.

Funding Conditions

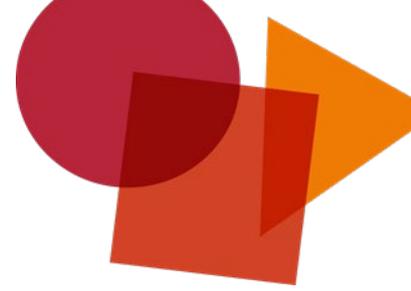
Applicants must meet the assessment criteria noted above.

Funding is subject to the organisation's acceptance of a Grant Agreement.

Organisations that are a current grant recipient from the Department of Communities Tasmania (Communities Tasmania) and whose reporting and acquittal obligations have not been met, will not receive funding until those obligations have been resolved.

Funding must be used for the approved purpose(s) outlined in the application and subsequent Grant Agreement. Funding may be withdrawn if incorrect or misleading information has been provided by the applicant or material changes to the project are made.

Any proposed changes to the approved purpose(s) outlined in the application and subsequent Grant Agreement must be requested in writing by the recipient and agreed in writing by Communities Tasmania.



Projects and events must have appropriate levels of insurance, including public liability insurance, where appropriate.

Funding will be approved on a one-off basis. Applications for recurrent or multi-year funding are not eligible.

Assessors may recommend partial funding of the project/event.

Projects and events must be not-for-profit.

Guide to Applicants

Applicants must complete an application form, available at www.communities.tas.gov.au/csr

If you are having difficulty accessing the application form, or have any questions regarding the application process, please call Communities, Sport and Recreation (CSR) on 1800 204 224 or csrgrants@communities.tas.gov.au

Your organisation will receive an acknowledge receipt of your application on submission. If you do not receive confirmation of your application, please contact CSR on 1800 204 224.

Goods and Services Tax (GST)

Organisations must indicate whether they are registered for GST in their grant application.

Need help? Please contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au if you require any clarification on GST.

Assessment

Each application will be assessed against the assessment criteria and recommendations made to the appropriate delegate.

Timeframes

Applications to the Carers Small Grants Program 2022-23 close **2:00 pm on Monday 15 August 2022**.

It is intended that applications be notified of the outcome of their application by **12 September 2022**.

Successful applicants will receive a Grant Agreement outlining the funding terms and conditions. The details of all successful applicants, including the amount of funding they receive, will be made publicly available at www.communities.tas.gov.au/csr

Unsuccessful applicants will receive a letter advising they have been unsuccessful.



Reporting and Evaluation

Organisations that receive funding through the Grant Program are required to complete a Final Report using a template to be provided by Communities Tasmania.

The Final Report must include an explanation of how the grant funds were used, including a reconciliation statement and will need to provide proof of expenditure by way of invoices/receipts.

Publishing Details of Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, will be made publicly available on the Department of Communities Tasmania's website.

Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. You can request access to your personal information from Department of Communities Tasmania.

Right to Information (RTI)

Information provided to Communities Tasmania is subject to the provisions of the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website at www.thelaw.tas.gov.au



Department of Communities Tasmania
Communities, Sport and Recreation

Phone: 1800 204 224

Email: csrgrants@communities.tas.gov.au

www.communities.tas.gov.au/csr