

# SET SAIL WITH OUR HELP



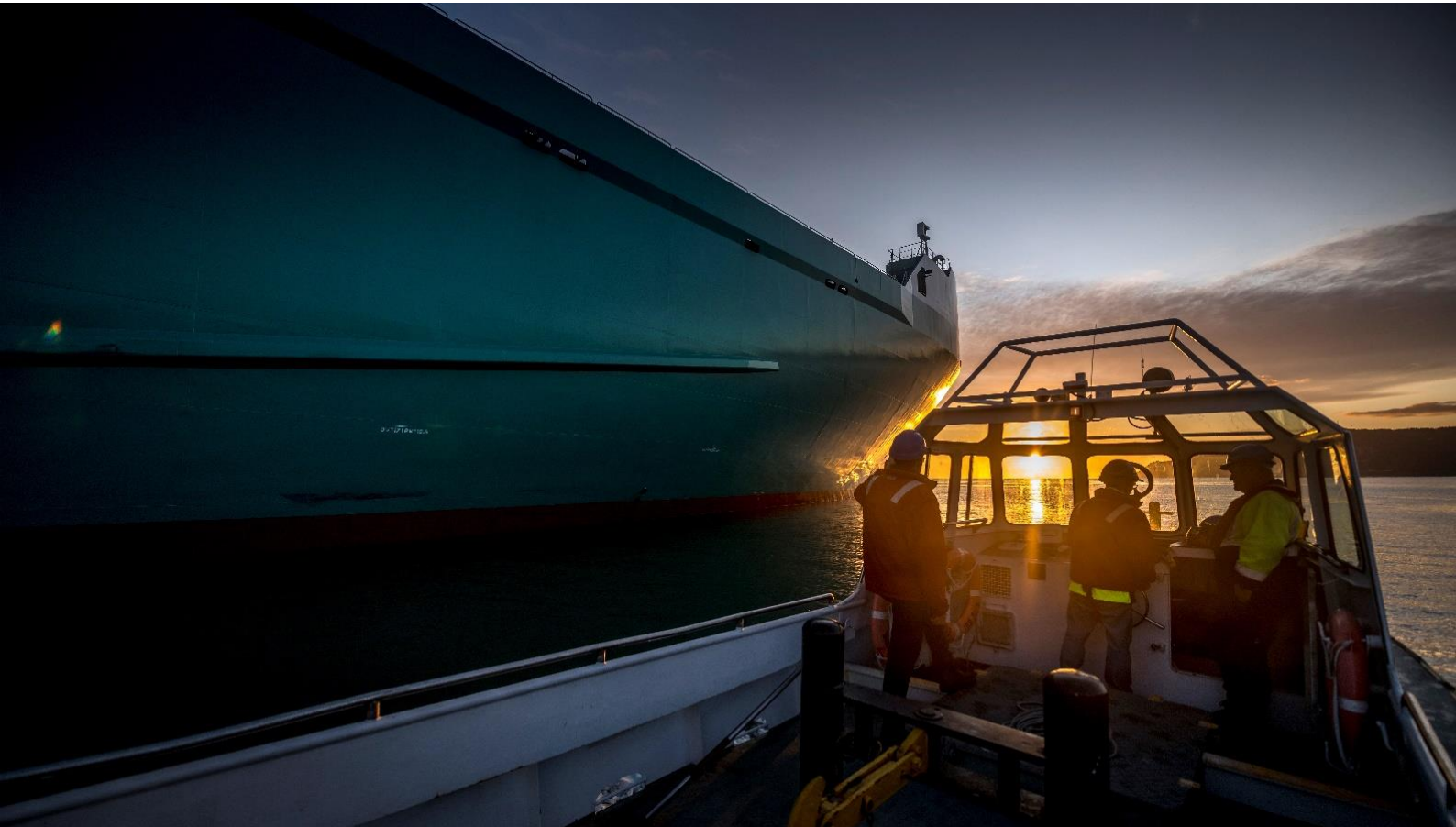
COMMUNITY  
GRANT  
PROGRAM

## About TasPorts

TasPorts is a state-owned company responsible for eleven Tasmanian ports and the Devonport Airport. As an island state, Tasmania relies on shipping, port infrastructure and port operations to sustain our communities and economy.

TasPorts is a vertically integrated organisation with a long and proud history of facilitating trade for the benefit of all Tasmanians. We do so through the provision of a diverse range of operations and services around Tasmania. Each year 99% of Tasmania's freight moves through TasPorts' multi-port network.

TasPorts is committed to operating in a socially responsible manner to support sustainable economic and social growth for Tasmania. We believe that to create strong and vibrant communities, we need to invest in a broad range of community programs.



## About the TasPorts Community Grant Program

TasPorts is committed to operating in a socially responsible manner to support sustainable economic and social growth for Tasmania. We believe that to create strong and vibrant communities, we need to invest in a broad range of community programs.

The Community Grant Program allows us to give back by supporting organisations, community groups and events that benefit communities surrounding our port operations and across Tasmania.

Grants up to \$5,000 are available, as well as in-kind support for venue hire fees and civic banner installation (flags located in Hobart only).

There are two application rounds per calendar year. Please apply for the round in which your event or project will take place:

- + April – September
- + October – March



## Eligibility

TasPorts operates major ports in Bell Bay, Burnie, Devonport and Hobart, and community ports at Beauty Point, Flinders Island, King Island, and Stanley. All applications should directly benefit communities surrounding our port operations; however, out-of-area applications will be considered for projects or organisations that **strongly align with two or more** of our Key Focus Areas.

Organisations applying for community grants will need to meet the following criteria to be considered eligible for funding:

- + Not-for-profit organisation
- + Registered charity, school or training organisation
- + Registered company
- + Unregistered group or organisation
  - o An unregistered group or organisation is two or more people who have come together for a collective purpose. Representatives must be over 18 years old and provide CVs outlining their experience and a summary of the group's purpose

Please note, TasPorts will not provide support to the below groups or for the below activities unless otherwise approved:

- + Commercial businesses
- + Federal, State and local government bodies
- + Political or religious groups for political or religious activities
- + Individual assistance
- + TasPorts employees for personal activities
- + Organisations that encourage or promote gambling, violence, drug and alcohol use, discrimination, harassment or other anti-social behaviours
- + Charities or individuals to participate in sporting events, challenges, interstate travel, gambling, conferences or tours
- + Fundraising campaigns such as raffles, telethons, walk-a-thons or auctions
- + Applicants who received a grant through the Community Grant Program or support through another arrangement with TasPorts in the same 12-month period
- + General business operating costs such as administrative costs, capital works, retrospective payments or deficit funding







Image: Festival of King Island, 2018

## How to Apply

Before submitting your application, please ensure you are eligible to apply (*refer to eligibility criteria on the previous page*).

Please prepare a response to each of the four selection criteria, found on the following pages, including:

1. General Project Information
2. Key Focus Areas
3. Supporter Benefits
4. Project Financials

Applications must be submitted via the [Community Grant Program application form](#), found online when applications open, and completed according to the guidelines provided in this document.

Late applications will not be accepted. Accepted file types: Excel, Images, PDF, Powerpoint, and Word.

### Accessibility

If you require assistance to submit your application electronically, please don't hesitate to contact TasPorts at [sponsorship@tasports.com.au](mailto:sponsorship@tasports.com.au) or 1300 366 742.

# Developing Your Application

## General Project Information

All applicants should provide a general overview statement about your project, including information such as:

- + A brief overview of the project, including dates, times, venues, and activity details
- + What are your project objectives?
- + How many people can participate in your project?
- + How does your project benefit your community?
- + How will the project be implemented (e.g. people, equipment, materials)?

## Key Focus Areas

TasPorts Community Grant Program focuses investment across several 'Key Focus Areas' aligned to TasPorts Core Values and corporate objectives. Applicants must explain how their project aligns with at least one of the Key Focus Areas. Projects that align with two or more criteria will be looked upon favourably.

Out-of-area applications will be considered for projects or organisations that **strongly align with two or more** of our Key Focus Areas.

### *Community Engagement*

TasPorts is committed to operating in a socially responsible manner to support sustainable economic and social growth for Tasmania. Examples of projects supporting community engagement include:

- + Iconic events which show the connection between ports and community
- + Arts, cultural or sporting activities with a local community focus
- + Community welfare programs or initiatives that assist disadvantaged groups
- + Education programs or projects, particularly those with a maritime theme
- + Youth leadership programs or initiatives

### *Marine Safety*

TasPorts seeks to promote water safety and improve marine safety outcomes in waterways where TasPorts operates. Examples of projects supporting marine safety include:

- + Marine and water safety education for Port users
- + Improvement activities for maritime safety equipment, aids and training programs
- + Promotion of water-based activities and events

### *Marine and Coastal Environmental Protection*

TasPorts is committed to improving marine and coastal conditions where we operate and limiting our environmental impact. Examples of projects supporting marine and coastal environmental protection include:

- + Initiatives focusing on the environmental sustainability of marine, coastal, or Port environments
- + Education programs promoting positive environmental practices and improved outcomes
- + Preservation activities for native flora and fauna

### *Maritime Heritage*

TasPorts is committed to preserving Tasmania's maritime history, celebrating our past, and enabling our future. Examples of projects supporting maritime heritage include:

- + Preserving maritime history through publications, events, and maintenance of historically significant artefacts, architecture, and locations
- + Promoting maritime heritage through arts or cultural projects



## Supporter Benefits

Applicants must acknowledge TasPorts' assistance through promotional and engagement benefits. Photographs are to be made available for use by TasPorts on social media, website, and other promotional material.

Please outline the potential benefits available to TasPorts in your application. Benefits nominated in the application will be further negotiated with TasPorts if successful.

## Project Financials

Please outline the intended use of funds by providing a simple project budget demonstrating the project's total cost, how the grant will be allocated, and any additional funding sources—supporting material such as quotes are encouraged to support your project's financial viability.

## Additional Selection Criteria

TasPorts will also consider the below criteria when assessing your application (*no response required*):

- + The relevance or connection to TasPorts' core business and current projects, the areas in which TasPorts operates, and any similar programs already supported by TasPorts
- + The applicant's ability to obtain all relevant permits, licences, and insurances and abide by all applicable legislation required to hold the event or activity, including current COVID-19 requirements.
- + Any impact the project may have on TasPorts' ability to carry out its function

Photo: Taste of Tasmania 2019, Natasha Mulhall



## Application Outcome

Applicants may be contacted to discuss their applications throughout the assessment period. TasPorts may choose to award grants either in whole or in part. All applicants will be notified of the outcome within four weeks of the application closure date.

## Successful Applicants

Successful applicants will receive a Sponsorship Agreement Letter containing payment information and a summary of the grant arrangement. TasPorts will pay the grant amount within 14 days of receiving a valid tax invoice issued by the applicant. Organisations registered for GST should add GST to the grant amount.

## Grant Requirements

The grant must be used within the grant period and specifically for the project outlined in the application. If an organisation cannot fulfil this requirement, the funds must be returned to TasPorts.

Applicants who do not meet their obligations under a grant agreement may not be eligible to apply for future grants.

## Acquittal

Grant recipients must provide an acquittal report to TasPorts within one month of the project's completion, outlining the project's delivery, expenditure and outcomes. A sample report template will be provided.

Organisations that do not satisfactorily acquit a grant may be ineligible for future funding and may be required to return the funds allocated to their project.

## Unsuccessful Applicants

Feedback can be requested. Depending on the proposal, unsuccessful applications may be revised and submitted in the next round.

## Contact Details

Community Engagement and Partnerships Officer

[sponsorship@tasports.com.au](mailto:sponsorship@tasports.com.au)

<https://www.tasports.com.au/grant-program>

*Tasmanian Ports Corporation (TasPorts) acknowledges the traditional owners of the land, sea and waterways on which we work. We pay our respects to Elders past and present, and to the Tasmanian Aboriginal community that continues to care for Country.*

Image: Big hART's Project O at Stanley Dockside Festival, 2019



## Terms and Conditions

- + The applicant agrees to use the grant funds and undertake the project in accordance with the application and the Sponsorship Agreement Letter, and once a grant is awarded, any shortfall required to complete the project must be covered by the applicant or other funding sources.
- + The applicant agrees to acknowledge TasPorts' support in any material published in connection with the project and agrees to use any form of acknowledgement TasPorts' reasonably specifies.
- + The applicant gives (or procures for) TasPorts a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to TasPorts under the application or the Sponsorship Agreement Letter. This includes a right to sub-license that material. TasPorts may, at the request of the applicant and in TasPorts' absolute discretion, agree in writing to pay an additional fee for the use or reproduction of any works of art produced during the project.
- + The applicant agrees to promptly notify TasPorts of anything reasonably likely to affect the performance of the project, including any actual, perceived or potential conflict of interest which could affect the applicant's performance of its obligations under the application or the Sponsorship Agreement Letter and to take action to resolve the conflict.
- + The applicant indemnifies and holds harmless TasPorts to the maximum extent permitted by law against any damage, cost, expense, loss, liability (including for any loss or damage to property, injury or death to any person) and claims by any person, arising directly or indirectly from or in connection with the project except to the extent that the relevant damage, cost, expense, loss, liability or claim was caused by the negligence or default of TasPorts.
- + The applicant agrees to spend the grant funds for the sole purpose of undertaking the project and to provide a final acquittal report within one month of the project's completion, in the form required by TasPorts and signed by the applicant, verifying that the project has been undertaken and the grant funds were spent in accordance with the application and the Sponsorship Agreement Letter.
- + If, on the expiration of the time frame nominated by the applicant in the application, any of the grant funds are additional to the requirements of the project, the applicant agrees to repay that amount to TasPorts, unless TasPorts agrees in writing otherwise.
- + If any of the grant funds are spent other than in accordance with the application or the Sponsorship Agreement Letter the applicant agrees to repay the entire amount of the grant funds awarded to it to TasPorts unless TasPorts agrees in writing otherwise.
- + The applicant agrees to maintain records of the performance of the project and the expenditure of the grant funds for the period of the project and to make them available to TasPorts on request.
- + The applicant agrees that TasPorts may collect its personal information to conduct and administer the Community Grant program. If the information requested is not provided, the application will not be assessed.
- + When dealing with Personal Information (as defined in the *Personal Information Protection Act 2004* (Tas)) in carrying out the project, the applicant agrees not to do anything which, if done by TasPorts, would be a breach of the *Personal Information Protection Act 2004* (Tas). The parties agree to treat Personal Information in accordance with TasPorts' Privacy Policy and Privacy Statement, which can be found at [www.tasports.com.au](http://www.tasports.com.au).
- + The applicant agrees not to disclose TasPorts' confidential information without TasPorts' prior written consent unless required or authorised by law or Parliament.
- + By completing the application, the applicant agrees that TasPorts may disclose the applicant's information to regulatory authorities and the applicant's information can be used and disclosed by TasPorts to assess its application and, if successful, award a grant.
- + The applicant agrees to maintain adequate insurance for the duration of the project and provide TasPorts with proof when required.
- + The applicant must ensure that all persons engaged to work on the project obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by TasPorts, including but not limited to police checks and Working with Vulnerable People checks.
- + The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation. The parties agree to continue to perform their respective obligations under the application or the Sponsorship Agreement Letter where a dispute exists. This clause does not apply to action relating to termination or urgent litigation.
- + All applications will be reviewed and assessed by TasPorts against the selection criteria. TasPorts reserves the right in its absolute discretion to choose successful applicants. TasPorts' decision is final, and no correspondence will be entered into.