



Grants Program Guidelines

Torquay Community Enterprise

The program offers grants to charitable and not-for-profit organisations for the benefit of the community. The Community Grants Program is administered by Torquay Community Enterprise Ltd.

Grants are offered each year with open and close dates published on the TCE website. The community grants program is designed to target funds in ways that are responsive to community needs.

To be eligible

- Charitable and not-for-profit organisations with an ABN.
- Projects targeting Torquay, Jan Juc, Bellbrae, Connewarre or Freshwater Creek areas.
- Projects and activities must offer clear public benefit to our communities, building social capital and supporting community welfare.
- \$2,000 cap on project grants (inclusive of GST)
- Your group has not received a grant the year prior (no recurrent requests)
- Currently, preference will be given to projects that support:
 - Access and equity for all abilities
 - Community capacity building projects
 - Cultural and arts initiatives
 - Environmental conservation and awareness
 - Families, children and youth initiatives
 - Communities Health & Wellbeing
 - Schools & early education
 - Sport and recreation initiatives
 - Preservation of regional history

How to Apply

To be considered for a grant, all applications must be completed and submitted online at TCE Ltd website. Once complete submit your electronic copy of the application, along with any supporting documentation to the TCE Secretary secretary@torquaycommunityenterprise.org.au

Additional information may be requested from TCE to support any application.

TCE website

<http://www.torquaycommunityenterprise.org.au/>



Successful Recipients

All grant recipients will be notified within 30 days of the application close date published on the TCE website.

TCE require all successful applicants to:

- Confirm a project start date with TCE.
- Attend TCE grant handover function to accept your funding cheque.
- All projects must be complete before 30 June.
- Provide a tax invoice 30 days prior to project start date.
- Deposit cheque within four weeks of being received to avoid cancellation.
- Projects must be expended within three months from cheque being deposited.
- Promote TCE in the local Community.
 - a. TCE logo placement on your advertising collateral, event / facility signage, website, and social media
 - b. Acknowledge TCE support in communications to Community / your members
- Provide opportunities to showcase media (joint press release) and sponsors at the conclusion of your project / launch event.
- Provide insights and stories for the media press release
- Supply TCE with high resolution images and photos from your project/event
- Complete an acquittal report at the conclusion of your project, outlining expenditure, community benefit deliverables, and TCE branding exposure

Should any conditions or delivery of your project change following TCE granting your group funding, please contact TCE Board members immediately.