



TCF ref: SCRSsmall00028

Contact: Cheryl Walker – 6165 8333

Ms Sammi Gowthorp
Community Development & Council Engagement Officer
Flinders Council
4 Davies Street, Whitemark
Flinders Island TAS 7255
Australia

Dear Ms Gowthorp

COVID19 RESPONSE ROUND –ASSESSMENT OUTCOME

Thank you for your application to the Tasmanian Community Fund (TCF) requesting funding in the Covid19 response round.

The Tasmanian Community Fund allocated \$200 000 for small projects in the Covid19 Response Round. The Board received 80 small applications requesting \$1 million in the Covid19 Response grant round. The Board are delighted that there are so many community organisations willing and ready to support their community to recover from Covid19.

We are pleased to advise that \$13,659.99 has been approved for the *Stay Connected Flinders Island* project subject to the successful negotiation of an appropriate grant deed.

What is this letter?

This is a letter of notification and is not binding in any way therefore you should not start work on your project, incur any project expenditure or place any orders until the grant deed has been successfully negotiated and signed by both parties. The Tasmanian Community Fund cannot be held responsible for any costs incurred prior to the successful negotiation and signing of a grant deed.

You should advise the Tasmanian Community Fund if there have been any material changes to the project that you applied for. The Tasmanian Community Fund reserves the right to review its decision if it becomes aware of any material changes that have occurred since the application was lodged or if it becomes aware of errors of fact within the grant application.

What happens next?

Within the next month the Tasmanian Community Fund staff will prepare the grant deed for your project. The grant deed will set out the obligations of grants recipients and the TCF.

Your organisation must read the deed and then sign and return both copies of the deed to the TCF office within two weeks of receiving it.

You will also receive a bank account details form. This form must be completed and returned to enable us to make payments to your organisation. If we do not receive the completed form we will not be able to forward any grant monies to you.

Information Sessions

The Tasmanian Community Fund will be holding information sessions for successful grant recipients later in the year. These information sessions are an opportunity for you to ask any questions about the process and for the Fund staff to introduce

ourselves and provide details on our expectations. More details about these sessions will be provided as soon as possible.

Project reports

At the completion of your project, your final project report must show evidence of expenditure against all items in the budget which will be listed in the schedule of the grant deed. We highly recommend that appropriate record keeping procedures are put in place prior to the commencement of the project. This will assist your organisation with meeting its reporting obligations and will enable easy access to invoices/receipts and other documentation required to fulfil your commitments.

If you have any questions about the reporting requirements please do not hesitate to contact the Tasmanian Community Fund office. It is far easier to sort out an appropriate system prior to the commencement of your project than to try to find things once your project is finished.

Auditing

All projects for \$50 000 or more will be audited by. The final report, evidence of expenditure and all other material should be sent to the TCF Office and we will forward it to Crowe for auditing. The Board may also select some smaller grants for auditing by Crowe. If your project will be audited by Crowe we will provide further advice on this requirement.

Your organisation should ensure that any internal accounting processes are sufficient to identify the breakdown of TCF expenditure against the items listed in the grant deed schedule.

Media

Grant recipients wishing to contact the media should discuss the matter with Lola Cowle from the TCF office on (03) 6165 8333. The Tasmanian Community Fund is independent of government and requires successful applicants to include the following statement in media releases: "The Tasmanian Community Fund is an independent Fund that supports and strengthens Tasmanian communities by distributing funds to those communities".

You will be provided with a media kit, with your grant deed, to assist with any media activities that you may like to undertake.

If you would like assistance with media for your project please contact the TCF office and we will organise some support.

Queries

If you have any queries, please contact the Tasmanian Community Fund's Administration Officer, Cheryl Walker, on (03) 6165 8333.

Yours sincerely



Sally Darke
CHAIRPERSON

7 October 2020