

The 2022 LGBTIQ+ Community Small Grants Guidelines and Application Form



SUPPORTED BY
**Tasmanian
Government**



working it out

Tasmania's gender, sexuality and intersex
status support and education service

Guidelines

About the Grants

In recognition of the important work that individuals/communities undertake at the local level, the Tasmanian Government has provided Working It Out \$10 000 to administer a community small grants program.

The small grants program supports projects/activities/events proposed by individuals, groups, or communities who may not be eligible for other grants.

Grants are up to maximum of \$750.

Who is Eligible

Eligible applicants must meet the following criteria:

- Live in Tasmania; and
- Must be over 18 years of age.

What are the Criteria for Funding

Applications need to demonstrate how the project/activities/events will benefit LGBTIQ+ Tasmanians (or LGBTIQ+ communities in Tasmania).

Do I need to be incorporated or be auspiced by an incorporated body?

No. However, you must nominate a bank account for the funds to go into and you must complete a signed acquittal one month after the end of the project, detailing what the funds have been spent on and the outcomes of the event/project. Unspent money must be returned to the grant pool.

Eligible Activities

Examples include but are not limited to funds towards:

- Venue rental for meetings or social events
- Advertising and marketing costs for events
- Speaker's fees and associated travel expenses
- Artist's fees and associated travel expenses
- Website maintenance costs
- Website hosting fees
- Catering costs for community events

Ineligible Activities

The following are not eligible for funding:

- Projects that do not benefit the Tasmanian LGBTIQ+ community
- Projects that have commenced or been completed
- Projects that are not based in Tasmania
- Wages/honorariums etc. for individual/s to organise the project/event/activity (this does not include performance fees for artists, speakers etc who are part of or are the event)
- Funding for individual travel expenses (this does not include travel expenses for performers, speakers etc who are part of or are the event)
- Costs of organising and running competitions, prizes, awards, or fundraising events (for example, judges expenses, administration and infrastructure costs)
- A Tasmanian business with an active ABN.

How much is Available

Applicants can apply for up to \$750 per grant.

Insurance

If you are hosting an event or activity, you will need to provide evidence that that venue has appropriate insurance (such as a letter from the owner). For example, if you are going to hold the event at the local town hall you must provide a copy of the local council's insurance.

When do I need to Apply

This is rolling grant program. Applications can be made at any time until 5pm, 31 December 2022, funds permitting, and activities must be completed by 1 March 2023.

How do I Apply

Go to the Working It Out website to apply online, or to download an application form:

<https://www.workingitout.org.au/community-grants/>

Or email or call Working It Out and ask for an application to be sent to you. Working It Out can assist you with completing your application.

info@workingitout.org.au

[03] 6231 1200

Assessment Process

Your application will be assessed by a panel made up of the CEO of Working It Out and two other independent community members. We will endeavor to advise you on the outcome of your applications within 14 days. If successful, you may be offered the full or a partial grant amount.

Application Form

Applications close 5pm 31 December 2022

Organisation/group name (if relevant)	
Your name	
Phone	
Email	
Website/Social media site (if you have one)	
Do you have Public Liability Insurance?	Yes / No

Name of Project	
Project Start Date	
Project End Date	
Location of Project	North Northwest South Statewide

Amount Requested	\$
Bank Account Name	
BSB Number	
Account Number	

Tell us about your project/activity/event	Who is your project or event for?
	Why are you doing this?
	What will be the benefits of your project or event?

	What are you going to do?
	How many people do you expect will participate in this project or event?
	How will you know if it's a success?
	What will you spend the grant money on (list and estimate amount)?
	When do you expect to complete this project or event?
Insurance Information Attached	Yes / No / Not relevant

Applications:

Send your application by email to: ceo@workingitout.org.au

Subject: LGBTIQ+ Community Small Grant Application