Application Form - Tasmanian Community Food Relief Grants Program 2026-27

Form Preview

About the Program

Tasmania's Food Resilience Strategy 2025-2031 (the strategy) provides a framework to guide ongoing food relief efforts and support community-led solutions that build local resilience.

A key outcome in the strategy is to improve access to, and coordination of food relief in Tasmania, while working towards building resilience.

The Tasmanian Community Food Relief Grants Program 2026-27 (the Grants Program) is being delivered as part of the implementation of the strategy, supporting community organisations to improve access to food relief and better meet local demand.

Program Objectives

The Grants Program will support eligible organisations to provide increased food relief for Tasmanians and respond to demand within their local communities.

Funding is primarily intended to support the purchase of food for ready-to-eat meals and food hampers.

Organisations can also apply for funding to purchase equipment to store food before it is provided to the community, such as shelving, cupboards, fridges and freezers.

Program Outcomes

The Grants Program aims to:

- Increase food support options for Tasmanians experiencing food insecurity.
- Help ease the pressure of putting food on the table for Tasmanians in need.
- Strengthen the capacity of community organisations to provide food relief.

If you have any questions about this program, please contact:

Email Address

This field is read only.

Phone Number

This field is read only.

Grants Program Definitions

Food relief refers to the direct provision of food to people in need. It may be delivered through things like hampers, community meals, food vans, low-cost food outlets or pantries. Food relief in Tasmania is provided by:

- Food relief providers – community organisations that provide food directly to individuals and families in need. Food relief may be the organisation's primary service, or one component of a broader range of services.
- Food relief distributors – larger organisations that collect, sort and distribute donated or surplus food to food relief providers across Tasmania.

Food security is when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life.

Food resilience is the capacity of individuals, communities and systems to prepare for, respond to, and recover from disruptions to food access. A resilient food system ensures that everyone can continue to access safe and adequate food, even during times of stress – whether caused by climate events, economic hardship or logistical disruptions.

Place-based refers to a collaborative way of working that focuses on local needs, local solutions, and the unique attributes of a place.

Personal Information Agreements

Our pledge to you

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* For more information, go to Tasmanian Government Personal Information Protection (www.tas.gov.au).

What you are agreeing to by submitting your Application:

- You allow Department of Premier and Cabinet to share your information for the purposes of assessing your grant application,
- You acknowledge that some information in relation to this grant such as the recipient's name, funding purpose, amount, location and any other details the department may consider appropriate will be made public as part of a fair and transparent process when disbursing public funds,
- You acknowledge that your application and any supporting documents will be retained and managed under the *Archives Act 1983 (Tas),* and
- You acknowledge that some information may be accessible under the *Right to Information Act 2009* and that your organisation would be consulted as part of that process.

Application Checklist

Completing your Application

- Read the **Program Guidelines** to help you prepare your application
- Use the Help Guide for Applicants and Applicant Frequently Asked Questions (FAQ's)
- When you log into SmartyGrants, you are on a timed session. This timer is 20 minutes. **Please save regularly (at least every 10-15 minutes) to make sure you don't lose your progress.**
- Track how long it takes you to do the application - we'll ask you that at the end.
- **This program closes at 2pm, Thursday 28 January 2027 .** Late applications will not be accepted.

- If you have any difficulties with your application, contact us before the closing time.
- During the assessment process the department may ask for further information to support or clarify an application. This information must be provided within **3 working days**. If you can't, this may mean the application won't be assessed.
- We're here to help - contact communityservices@dpac.tas.gov.au or call (03) 6165 9880.

CHECKLIST:

- Public Liability Insurance certificate (current)
- Quotes for purchase of storage equipment items (if applicable to your application)
- Authorised Person approval by the closing date
- (if not registered with an ABN) a Statement by Supplier Form from the Australian Tax Office (ATO).

Declaring our Eligiblity

* indicates a required field

I confirm, as an authorised representative of the organisation, that:

- **I have read and understand the Program Guidelines**
- **The organisation:**
    - will only make one application under this Grants Program
    - currently provides direct, place-based food relief to members of their local community in Tasmania, and the ability to deliver activities in Tasmania
    - is either an:
        - incorporated not-for-profit organisation
        - not-for-profit company registered under company law
        - aboriginal organisation.
- **And that our project will be:**
    - within the funding allocation requirements of this Grants Program
    - all ready-to-eat meals will be prepared in accordance with food standards and Australian Dietary guidelines
    - free of perceived or actual conflicts of interest that would impact delivery
    - alcohol and drug free
    - safe for vulnerable people; including child and youth
    - inclusive and accessible for anyone attending – including Aboriginal people, culturally and linguistically diverse communities, and people with disabilities
    - compliant with Work Health and Safety legislation and all other relevant legislation, regulations licenses, permits, approvals or your employing someone with skills requiring qualifications

Eligible organisations who are successfully awarded a grant are required to hold and maintain appropriate public liability insurance. Applicants will be required to provide a copy of the organisation's public liability insurance as part of this application.

Applicants with outstanding reporting or acquittal obligations for other Department of Premier and Cabinet grants may still apply and be successful in being awarded a grant, but will not receive funding under this Program until the current obligations are met.

Please select below: *
○ Yes ○ No
You must confirm that all statements above are true and correct.

About our Organisation

* indicates a required field

Does your organisation have an ABN? *
○ Yes ○ No

Will you have an Auspice Arrangement as part of your application? *
○ Yes
○ No

Auspiced Application - How to fill out this form

Auspice agreements are often used to help unincorporated community organisations access funding for their activities.

An auspice agreement is a legally binding contract.

The ‘auspicee’ will be carrying out the project ‘under the auspices of’ the incorporated organisation/eligible applicant type – the ‘auspicor’.

The auspicor must be the primary applicant as they will enter into the Grant Deed or Grant Agreement and receives the project funding for the auspicee.

To fill out this form:

- The Auspicor's details and Insurance should be provided on the next page.
- The Auspicee can include their details and insurance on the Auspicee page further in this form.

Our Primary and Alternate Contact Details

* indicates a required field

About SmartyFile

SmartyFile is a secure online system that allows organisations to store key information, contacts and documents in one place. If you have a SmartyFile account, you may be able to use information stored there to pre-fill parts of this application, helping to reduce duplication and save time.

SmartyFile and SmartyGrants are both provided by Our Community to support applicants. Using SmartyFile is optional and is not required to apply for this grant.

Organisation / Auspicor Primary Contact Details

Primary Contact Person *
First Name Last Name

This is the first person we will contact during the lifecycle of the grant.

Position Held in Organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary Phone Number *

Must be an Australian phone number.

Primary Email Address *

Must be an email address.
This is the address we will use to correspond with you about this grant.

Alternative Contact *
First Name Last Name

In addition to the applicant or primary contact.

Position *

Phone Number - Alternative Contact *

Must be an Australian phone number.
In addition to the applicant or primary contact.

Email - Additional Contact *

Must be an email address.
generic organisation email preferred, ie info@organisation.org

Our Organisation DOES have an Australian Business Number (ABN)

* indicates a required field

Enter your organisations ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

My Organisation's Details

* indicates a required field

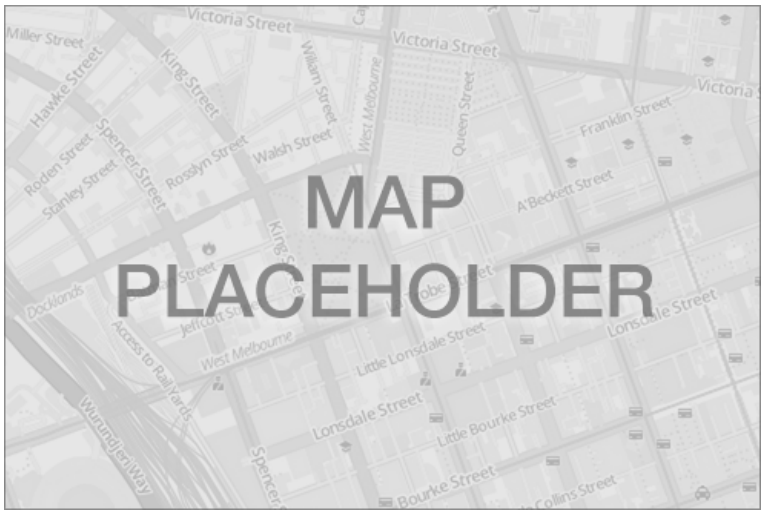
Primary Applicant Organisation Details

A person that may be contacted in regard to this grant e.g. CEO, Treasurer, Finance Officer, Executive Assistant etc.

Organisation Name *
Organisation Name

Please use your organisation's full legal name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Organisation Primary Address *
Address



Select "can't find your address" to manually enter your Primary Address

Are you a recipient of a current DPAC grant? *

○ Yes ○ No

We will have an Auspice Arrangement

* indicates a required field

Auspicee

Auspice agreements are often used to help unincorporated community organisations access funding for their activities.

An auspice agreement is a legally binding contract.The ‘auspicee’ will be carrying out the project ‘under the auspices of’ the incorporated organisation – the ‘auspicor’.

The auspicor must be the primary applicant as they will enter into the Grant Deed or Grant Agreement and receives the project funding for the auspicee.

Auspicee Organisation Name *
Organisation Name

use their legal business name, not a trading name (unless they are the same).

Auspicee ABN *
The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Auspice Project Contact *
First Name Last Name

Auspice Project Contact Position *

Auspice Project Contact Primary Phone Number *

Must be an Australian phone number.

Auspice Project Contact Primary Email *

Must be an email address.

Letter of Agreement *
Attach a file:

Tax Concessions

Main Business Location
Must be an ABN.

Auspicee Primary Address *
Address

25 MB limit

Evidence of relevant Insurance
Attach a file:

If you have your own insurance that is relevant to undertaking the grant, please provide.

My organisation does NOT have an ABN

* indicates a required field

Statement by Supplier

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application.

Download the form from the ATO.

If you cannot meet either the ABN or Statement by Supplier Form requirements, contact us at grants@dpac.tas.gov.au to talk about your options to be considered an eligible applicant.

Please upload completed Statement of Supplier Form: *
Attach a file:

My Organisation's Bank Details

* indicates a required field

Bank Details

Please provide the relevant bank account for the primary applicant that you wish to receive the funds into if you're successful in the assessment process.

Please note that providing the organisation bank details does not automatically mean that your organisation will be successful in receiving the grant.

Applicant Primary Bank Account *
Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Providing Our Public Liability Insurance

* indicates a required field

Your organisation must have current and appropriate Public Liability Insurance to cover the event planned.

Please provide a copy of this certificate of currency below.

Upload files * Attach a file:

Reminder to Save Progress

When you log into SmartyGrants, you are on a timed session. This timer is 20 minutes.

While filling out a form, you can reset the timer with any of the following actions:

1. Selecting the **Save Progress** button (save and continue working on the form),
2. Selecting the **Save and Close** button (save and then close the form),
3. Selecting on either the **Previous Page** or **Next Page** button (navigate through the form, automatically saves your progress).

Please save regularly (at least every 10-15 minutes) to make sure you don't lose your progress.

About Our Project

* indicates a required field

Project Title *

Provide a name for your project - it should be short but descriptive

Please provide a brief overview of your project (see guidance below): *

Word count:
Must be no more than 100 words.

Guidance:

In your response above, please address these 3 sections:

1. Our project is to: [*briefly describe what you will do*]

2. The grant will contribute to: [*purchase of goods/services, works, activity, program or function*]

3.This will contribute to: [*the intended benefit(s)/outcome(s) or change(s) that align with the Program's outcomes, benefits or changes*].

EXAMPLE: Our project is to upgrade the community hall kitchen. The grant will contribute to the purchase of new kitchen equipment and associated installation works. This will contribute to a safer, more accessible and functional facility for community groups and local residents.

Anticipated Start Date *

Must be a date and no earlier than 31/3/2026.

Project End Date *

Must be a date and no later than 31/12/2027.

Event, Activity or Project Reach

Project Location *

☐ Statewide	☐ Derwent Valley	☐ Huon Valley	☐ Northern Midlands
☐ Break O'Day	☐ Devonport CIty	☐ Kentish	☐ Sorell
☐ Brighton	☐ Dorset	☐ King Island	☐ Southern Midlands
☐ Burnie City	☐ Flinders	☐ Kingborough	☐ Tasman
☐ Central Coast	☐ George Town	☐ Latrobe	☐ Waratah-Wynyard
☐ Central Highlands	☐ Glamorgan-Spring Bay	☐ Launceston City	☐ West Coast
☐ Circular Head	☐ Glenorchy City	☐ Meander Valley	☐ West Tamar
☐ Clarence City	☐ Hobart City		

At least 1 choice must be selected.

Assessment Criteria and Criterion 1 Response

* indicates a required field

Assessment Criteria

Please note that meeting all eligibility criteria does not automatically mean that a grant will be approved.

Each criterion is weighted , and assessment will be based on the level of detail and evidence provided by the applicant against the following criteria.

You can upload supporting documentation or evidence to support your answers.

Criterion 1: **Demonstrated need and benefit to your community (40%)**

Criterion 2: **Your organisation's capability, capacity and sector collaboration (20%)**

Criterion 3: **Your budget is clear, achievable and delivers value for money (20%)**

Criterion 4: **Your project is well planned and achievable (20%)**

Criterion 1: Demonstrated need and benefit to your community (40%)

Please tell us:

- Why this project is needed in your community
- Who will benefit from the project
- How you will be responsive to the need, for example, how will people living with food insecurity be targeted and supported
- How this project will benefit the target community
- How this project will strengthen your organisation's capability and capacity to provide food relief in the longer-term.

Criterion 1: *

Word count:
Must be no more than 1000 words.
check if word/character limit applies.

Optional - Supporting Document C1
Attach a file:

25 MB per file upload limit

Criterion 2 -Your organisation's capability, capacity and sector collaboration (20%)

* indicates a required field

Please tell us:

- How your organisation has the capacity, experience, competence and resources to successfully provide food relief to your local community
- How you collaborate with others in the sector to support your community.

Criterion 2: *

Word count:
Must be no more than 1000 words.
check if word/character limit required.

Optional - Supporting Document C2
Attach a file:

Criterion 3 -Your budget is clear, achievable and delivers value for money (20%)

* indicates a required field

*Please outline your project budget in the table below, you can add as many lines as you need by clicking the '**Add More**' button.*

What you'll be assessed against:

- A clear project budget with links to your project plan that delivers value for money.
- Provision of quotes for storage equipment items (if applicable to your application).

Please refer to the **Program Guidelines** for information on ineligible items and funding allocation requirements for food, storage equipment, and collection, delivery and installation costs.

Quotes from Tasmanian suppliers are encouraged.

If you believe you have a special case for costs that aren't usually covered, please upload additional information to explain why you are including these costs as part of your application.

How to apply GST in your budget table:

Goods and Service Tax (GST)

- To help with understanding GST for your application, visit the Community Grants GST Fact Sheet
- If you **ARE** registered for GST
  - Please *only* put the GST-exclusive amount on each line
  - Check quotes or invoices to find the GST exclusive amount.
- If you **ARE NOT** registered for GST
  - Enter the cost of each item excluding GST
  - Add a separate line at the bottom of your budget called 'GST costs' for any GST you need the grant to cover.

Not sure about your GST registration?

Applicants should contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST.

How to use the budget table:

***Tip:** Click before editing the table to make it easier to make changes. If you need additional rows, click **Add More**.*

Column 1 - *What do you need to pay for?*

Briefly describe all items and expenses needed to deliver your project, including those you will pay for using your own funds or other funding sources.

For example:

line 1 - 500ml food containers x 200

line 2 - Fresh fruit

line 3 - Purchase 50L fridge

Column 2 - What category of funding does this relate to?

Please choose the category that matches your line item:

- **Food** includes buying:
  - ingredients and packaging to prepare ready-to-eat meals
  - food staples such as fresh fruit and vegetables, pasta, rice,

cereal, flour, butter, milk and including food for people with cultural, medical or dietary needs (excluding alcohol)
- necessary hamper packaging

- **Storage equipment** includes buying:
  - shelving and cupboards
  - fridges and freezers
  - other relevant equipment for safe food storage such as tubs, containers or temperature monitoring.
- **Collection, delivery and/or installation** includes:
  - collecting ingredients and delivery of ready-to-eat meals
  - collecting ingredients and delivery of hampers
  - eligible food storage equipment. These costs must be reasonable and directly related to getting the equipment ready for use.

Column 3 - *What is the full cost of this item? (excluding GST)*

Ideally have a quote or some evidence of this expected cost (see column 4).

A quote is required if purchasing storage equipment items as part of your grant request, and should only be a minor component of the total project budget.

Column 4 - *How much of the total cost are you requesting for the grant? (excluding GST)*

Enter how much of each item's cost you want the grant to cover.

- If you want the grant to cover the full cost, enter the same amount as column 2
- If you are paying for part of the cost yourself, or through another funding source, enter only the amount you are requesting from the grant.

You do not need to contribute your own funds to apply. However, any contributions may be considered when assessing value for money.

The total amount in this column must not be greater than $10,000.

Column 5- *Evidence of Costs*

Upload information showing how much each item is expected to cost. This could be a quote, website screenshot, email or other supporting information.

What do you need to pay for?	What category of funding does this relate to?	What is the full cost of this item? (excluding GST)	How much of the item's total cost are you requesting from the grant? (excluding GST)	Evidence of expected cost	
text field	Refer to 'How to use this budget table' above	You can round up to the next dollar. Must be a whole dollar amount (no cents).	You can round up to the next dollar.		

Budget Totals

Total Expenditure Amount *

This number/amount is calculated.
This is the total budgeted cost (dollars) of your project.

Total Amount Requested *

This number/amount is calculated.
This is the grant amount you are requesting in this application.

Supporting documentation to your project budget
Attach a file:

25 MB per file upload limit

Could your project, activity or event go ahead with partial funding? *

○ Yes ○ No

Partial Funding Details

Minimum Amount Required *

Must be a whole dollar amount (no cents).

How would being provided the partially funded amount affect the project, activity or event? *

Please outline what aspects of your grant request you are willing to source alternative funding?

Criterion 4 - Your project is well planned and achievable (20%)

* indicates a required field

Please provide us with:

- A clear and realistic project plan for delivering your project on time and budget
- How your project plan, proposed activities, timeframe and budget work together to respond to the identified need and are realistic and achievable given your capability and capacity.

Criterion 4: *

Word count:
Must be no more than 1000 words.

Optional - Project Plan / other supporting information
Attach a file:

Supporting Documentation

Other Supporting Documentation - General

Optional - Supporting Document
Attach a file:

25MB limit

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *
○ Yes

Name of Authorised Person *
Must be a senior staff member, board member or appropriately authorised volunteer.

Position *
Position held in applicant organisation (e.g. CEO, Treasurer).

Contact Phone Number *
Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *
Must be an email address.

Date *
Must be a date.

Applicant Feedback

This is the last step before submitting your application.

Before you review, save and click the **SUBMIT** button please take a few moments to provide some feedback..

Please indicate how you found the online application process: *
○ Very Easy ○ Easy ○ Neutral ○ Difficult ○ Very Difficult

How many minutes in total did it take you to complete this application? *
Must be a number.
Estimate in minutes i.e. 1 hour = 60

How could we make the application process/form better?

Application Ineligible - Confirmation is Required

Your application is ineligible

Your response of 'No' to the 'Certification' of your application question indicates that you are not eligible to apply for this grant and you are declaring that the information provided in the application is not true and correct, and/or you are not accepting the terms and conditions of the grant program.

Please note that you may SUBMIT this application form however, unless you select 'Yes' to the application 'Confirmation' question, your application will be deemed ineligible and will not be considered for funding.

Should you wish to discuss your application please **contact communityservices@dpac.tas.gov.au or (03) 6135 9880.**

Thank you for taking the time to review and consider this program.