

Tasmanian Community Food Relief Grants Program 2025

Guidelines



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Tasmanian Community Food Relief Grants Program 2025

Recognising the challenges faced by many Tasmanians due to the rising cost of living and food insecurity, the Tasmanian Government committed to increased support for the food relief sector through the 2030 Strong Plan for Tasmania's Future.

To support this direction, the Tasmanian Government is providing \$500,000 for the Tasmanian Community Food Relief Grants Program 2025 (the Grants Program) that will fund organisations that support Tasmanians in need of food support.

Eligible applicants can apply for up to \$10,000 to increase organisational capacity and capability to provide ready-to-eat meals and food hampers to people across Tasmania.

Purpose

The Grants Program's purpose is to ease the pressure of putting food on the table for impacted Tasmanians, while helping food relief providers to increase service capacity.

The Grants Program is aimed at not-for-profit community organisations that currently provide direct food relief to increase food support options for members of their local Tasmanian community.

Funding Arrangements

Organisations can apply for up to \$10,000 with a limit of one application per organisation, with a total funding pool of \$500,000.

Funding will be non-recurrent, meaning that this is 'one-off', and will not continue in future years.

Funding will be distributed to organisations from late April 2025, with projects expected to be completed by 30 September 2025.

Eligibility Criteria

If you are unsure about your organisation's ability to meet all aspects of the eligibility criteria, please contact the administration officer of the Grants Program. Details of the administration officer can be found under the heading “**Administration and Contact Details**” within these Guidelines.

You may be asked to supply documentation to support the organisation's eligibility claims as part of the application process, or as part of an audit process to confirm the organisation's claims were true and correct.

Eligible Applicants

The Grants Program is open to not-for-profit community organisations that currently provide direct food relief to members of local communities.

For the purposes of this Grants Program, 'local community' is considered to be the local government municipal area. It is expected that the majority of people accessing those services live in the municipal area.

Applicants must:

- Be a not-for-profit organisation that delivers food relief to Tasmanians; being an organisation that delivers community support, services and/or programs to Tasmanian's; and
- Hold a currently active Australian Business Number (ABN);

And be one of the following:

- An incorporated organisation, or auspiced by a not-for-profit legal entity;
- Other legal entity;
- A parents and friends association;
- A not-for-profit organisation; or
- A not-for-profit company registered under company law.

NOTE: 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 the application process.

Ineligible Applicants

The following entities are not eligible to apply for funding under the Grants Program:

- Organisations that do not currently provide food relief to Tasmanians.
- Australian Government agencies.
- Tasmanian Government agencies.
- Local government authorities (councils).
- Tertiary institutions.
- Political parties.
- Individuals and/or sole traders; or for-profit organisations.

Eligible Projects

Funding is primarily for food relief, including ready-to-eat meals and/or food hampers.

Ready-to-Eat Meals

For ready-to-eat meals, funding may be provided for the:

- Purchase of ingredients and packaging to prepare ready-to-eat meals.
- Costs of delivery of pre-packaged meals.
- Purchase of additional storage items such as freezers or shelving to enable the organisation to provide food relief.

Ready-to-eat meals must be prepared in accordance with food safety standards and Australian Dietary guidelines.

Ready-to-eat meals can be either served on-site or pre-packaged.

Food Hampers

For food hampers, funding may be provided for the:

- Purchase of food staples such as fresh fruit and vegetables, pasta, rice, cereal, flour, butter, milk, and including food for those with cultural, medical, or dietary needs (excluding alcohol).
- Costs of delivery of food hampers.

Low-cost or free food hampers can be either served on-site or pre-packaged.

Guide to Applicants

Applicants must complete the online application form, available through the Department of Premier and Cabinet's website:

www.dpac.tas.gov.au/divisions/cpp/community-grants.

If you are having difficulty accessing the application form, or have any questions regarding the application process, please don't hesitate to contact the Department of Premier and Cabinet's Community Grants team on 1800 204 224 or email at grants@dpac.tas.gov.au.

Upon submission of the application, you will receive a confirmation email with your application form in PDF format from SmartyGrants. If you do not receive the confirmation email of your application, please contact Community Grants on 1800 204 224.

Each applicant is entitled to privacy and the right to information. Contact details and a right to appeal process are provided as part of these Guidelines.

Assessment Criteria

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

Below is a list of criteria that will be used to assess applications. Each criterion is weighted equally, and assessment will be based on the level of detail and evidence provided by the applicant against the following criteria.

Applicants are encouraged to supply all information and documentation requested to help the assessors process grant applications.

Applications from eligible organisations are assessed against the following criteria:

- Demonstrated Need.
- Planning and Delivery.
- Benefit to the Community.
- Value for Money.
- Applicant Sector Collaboration, Capability and Capacity.

NOTE: During the assessment process, the Department of Premier and Cabinet may, at its discretion, require further information to support or clarify an application. This information must be provided within 3 working days, unless otherwise advised.

Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

The applications 'Primary Contact' will be the initial contact, please ensure they or the applications 'Alternate Contact' are available during this period.

Timeframes

Description	Date
Program opens	2pm, Friday 24 January 2025
Program closes	2pm, Friday, 28 February 2025
Outcome expected to be advised (estimated)	31 March 2025
Funding provided (estimated)	30 April 2025
Projects to be completed by	30 September 2025
Final project reporting due	31 October 2025

All applicants will receive a notification on the progress of an application and, where possible, the outcome of the application by the estimated date above.

Unsuccessful applicants will receive notification via SmartyGrants advising the application has been unsuccessful.

Unsuccessful applications will not automatically be considered in future rounds; however, unsuccessful applicants may refine and resubmit an application to any future rounds of the Grants Program.

Successful Grant Applications

The details of all successful applicants, including the amount of the grant received, will be made publicly available on the Department of Premier and Cabinet's website.

Successful applicants will enter into a formal funding arrangement with the Department of Premier and Cabinet and will receive a Grant Agreement or Grant Deed outlining the funding terms and conditions.

Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the grant application form. The provision of grant funding is subject to the successful applicant meeting the requirements of the grant, being the intended purpose outlined in the grant application, any further terms and conditions outlined in a grant funding agreement/deed and meeting the terms outlined in these Guidelines.

Failure to adhere to the requirements of the grant, or the provision of false or misleading information, will require the grant funding to be returned to the Department of Premier and Cabinet.

Current Funding Arrangements

If the successful applicant already has an existing funding agreement in place with the Department of Premier and Cabinet, and any reports or recovery of expended funds are outstanding, then funds for this Grants Program will not be provided until those activities are complete.

Reporting and Evaluation

Organisations that receive funding through the Grants Program are required to complete a Final Report using a template that will be provided by Department of Premier and Cabinet. Final Reports will be due by 31 October 2025.

Information gathered from all reports will be used to evaluate the Grants Program and satisfy the Department of Premier and Cabinet's reporting requirements.

The Final Report must include an explanation of how the grant funds were used, including a financial acquittal.

Organisations may be required to complete a Statement of Compliance declaring that the grant has been spent in accordance with the grant application and agreed purpose of funding.

Appealing a Decision

The Department of Premier and Cabinet may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process, or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

- I. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
- II. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of Premier and Cabinet.
- III. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious, or linguistic background, race, gender, marital status, sexual orientation, or disability.

All requests must be in writing to the contact details shown in these Guidelines or to the Manager, Community Grants by email to grants@dpac.tas.gov.au.

The request must be received within 28 days from the date of the Department of Premier and Cabinet, notifying the organisation of the decision about the application.

Taxation and Financial Implications

Organisations must indicate whether they are registered for GST in the grant application. Successful applicants will be advised if GST applies to the grant payment and asked to issue an invoice for grant payment(s).

If you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier'. Refer to the ATO website for more information: <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>.

It is strongly recommended that applicants contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST.

Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of Premier and Cabinet.

Right to Information

Information provided to the Department of Premier and Cabinet is subjected to the provisions of the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website at www.thelaw.tas.gov.au.

Administration and Contact Details

The Grants Program will be administered by the Department of Premier and Cabinet on behalf of the Crown in the right of Tasmania.

Please contact the Department of Premier and Cabinet at grants@dpac.tas.gov.au or call 1800 204 224, for the following:

- Further information or advice on the Grants Program.
- Assistance in making an application.
- Further feedback on the decision of the application.
- Request a review of the decision.



Tasmanian
Government

Department of Premier and Cabinet

Phone:
1800 204 224

Email:
grants@dpac.tas.gov.au

www.dpac.tas.gov.au