

BCC 2026-27 Application Form - Community Grants

Form Preview

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* indicates a required field

Before You Start

The Community Grants Program provides funding to support community-led projects, events and initiatives that contribute to the delivery of Making a Better Burnie 2044, including projects that strengthen community wellbeing, celebrate arts and culture, or improve community facilities and the natural environment.

Grants of up to \$5,000 (ex GST) per application. Offered through an annual funding round, with additional targeted rounds held from time to time, budget permitting. Council will generally approve no more than one Community Grant, Event Sponsorship or Partnership per organisation per financial year.

Eligible projects include: community events and festivals, arts and cultural activities, health and wellbeing programs, environmental projects and community facility improvements. It generally can't be used for: commercial profit activities, wages unrelated to the project, fundraising, or costs already covered by another Council program. *(See the full Guidelines for the complete list.)*

Key dates: Applications close **midnight Sunday 23 August 2026**. Applicants are generally notified of the outcome within **six weeks** of the round closing.

Eligibility

Before completing this application form, please read the 2026-27 Community Grants Guidelines. This section helps confirm you're eligible before you invest time in the rest of the form. If your application is successful, funding won't be released until any outstanding Final Reports or acquittals from previous Council grants have been satisfactorily completed.

Questions? Contact the Community Grants Team — grants@burnie.tas.gov.au / 6430 5700

Please confirm your eligibility *

- ☐ I have read the Community Grants Guidelines.
- ☐ My organisation and project are eligible.
- ☐ The project has not commenced.
- ☐ The project will be delivered within the Burnie municipal area or provide a direct benefit to the Burnie community.
- ☐ My organisation holds appropriate Public Liability Insurance.
- ☐ My organisation has completed all Final Reports for previous Burnie City Council grants (where applicable).
- ☐ I understand that successful applicants must enter into a Funding Agreement with Burnie City Council.

Contact Details

* indicates a required field

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Privacy Notice

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*. To view our privacy statement, go to www.burnie.tas.gov.au or view the Council's [Personal Information Protection Policy](#).

Applicant Organisation Details

Applicant Organisation Name *

Organisation Name

Please use your organisation's full 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.

Department / Branch / Faculty

Use this field only if relevant

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.

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Website

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Must be a URL

Briefly describe your organisation and its purpose. *

Word count:

Must be no more than 150 words.

Maximum 150 words.

Primary Contact Information

Primary Contact Person *

Title

First Name

Last Name

This is the person we will correspond with about this grant

Position *

e.g. Manager, Board Member, Fundraising Coordinator

Primary Phone Number *

Must be an Australian phone number.

Mobile is preferable

Alternative Phone Number

Must be an Australian phone number.

Email *

This is the address we will use to correspond with you about this grant.

Auspice Information

Is your Organisation Incorporated?

☐ Yes

☐ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation.
If you do not have an auspice you do not meet the eligibility requirements for this grant.

Auspice Organisation Details

Applications from unincorporated groups must be supported by an incorporated auspice organisation.

Auspice Organisation Name

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Organisation Name

Does the Auspice organisation have an Australian Business Number (ABN)?

☐ Yes

☐ No

ABN of Auspice Organisation

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

Auspice Postal Address

Address

Auspice Organisation Primary Contact

Title

First Name

Last Name

Position

e.g. Manager, CEO

Primary Contact Number

Alternative Contact Number

Email

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Must be an email address

Has the Auspice organisation agreed to receive and administer the grant on your behalf?

- ☐ Yes
☐ No

Please attach a letter from the Auspice organisation confirming this arrangement.
Attach a file:

Letter must be signed by an appropriately authorised person (e.g. CEO, Director, Board Chair) and must include, name, position, signature and date.

Project Summary

*** indicates a required field**

Project Title

Name of Project *

Give your project, program or initiative a short, descriptive title.

Project Start Date *

Must be a date and no earlier than 1/10/2026.
Important: Your project must not commence, or be due to commence, before the grant assessment process has finished.

Project End Date *

If unknown, provide your best guess

Project Location *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Reminder: Location must be within Burnie municipality or provide a direct benefit to the Burnie community.

Total Amount Requested *

How much funding are you requesting? (Maximum \$5,000 ex GST)

Total Project Cost *

What is the total cost of your project?

Which Making a Better Burnie 2044 outcome(s) does your project support? *

- ☐ Making an active town centre (A great place to live, shop, work and play; clean, well maintained; green, attractive and safe)
- ☐ Making liveable local communities (Planned and connected communities; quality parks and open spaces; accessible community facilities and services)
- ☐ Making sustainably built and natural environments (Environmental sustainability, climate resilience, natural environments and sustainable infrastructure)
- ☐ Making culturally rich and vibrant communities (Active communities, thriving community groups, volunteering, participation, arts, culture and recreation)
- ☐ Making democratic and engaged communities (Leadership, consultation, collaboration, community participation and advocacy)

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Select all that apply.

Briefly describe your project. This summary may be used in Council reports or promotional material if your application is successful. *

Word count:

Must be no more than 100 words.

Include, what you are proposing, who will benefit and where it will occur. Maximum 100 words.

About Your Project

* indicates a required field

Project Description

Describe:

- what you propose to do;
- the activities that will be undertaken;
- where the project will occur;
- who will be involved, and
- how you will measure project success.

Examples:

- construct new accessible pathways around the clubrooms;
- deliver six community art workshops;
- hold a community festival over two days;
- establish a community garden with volunteers.

Tell us about your project. *

Word count:

Must be no more than 300 words.

Maximum 300 words

Participation and Reach

Tell us the approximate number of people you expect will participate in, attend, or directly benefit from this project.

Participants or beneficiaries may include event attendees, program participants, volunteers, audiences or users of a completed facility or project.

How many people will this project directly reach? *

☐ Less than 100

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- ☐ 101 - 250
- ☐ 251 - 500
- ☐ 501 - 1,000
- ☐ 1,000+

Community Need and Benefit

Describe:

- the community need or opportunity
- who will benefit
- the difference your project will make
- how the project supports the outcomes of Making a Better Burnie 2044

Consider:

- the social, environmental or economic outcomes your project will deliver
- how the project will strengthen community wellbeing, participation or connection
- how the project has been designed to be accessible and inclusive, including removing barriers to participation and encouraging participation by people of different ages, abilities and backgrounds
- any lasting benefits that will continue beyond the project

Why is this project needed and what outcomes do you expect it will achieve? *

Word count:

Must be no more than 400 words.
Maximum 400 words.

Project Delivery

Describe:

- how the project will be planned, managed and delivered?
- your organisation's experience delivering similar projects?
- the people, volunteers, and resources involved?
- Any project partners or collaborators and the role they will play in delivering the project?
- how you will ensure the project is delivered safely for participants and the broader community?

How will your organisation will successfully deliver this project? *

Word count:

Must be no more than 300 words.
Maximum 300 words.

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Project Timeline

Provide the key activities / milestones and expected completion dates for each.

Examples may include:

- project planning and
- obtaining approvals or permits
- engaging contractors or suppliers
- purchasing equipment or materials
- marketing and promotion
- delivery of activities or event
- construction or installation
- project completion

Milestone / Key Activity	Expected Completion Date
e.g. planning; major activities; evaluation	Provide approximate date if unknown or dependent on unknown factors Must be a date.

Project Budget

Please provide an estimated budget for your project, including all expected income and expenditure.

Income may include your requested Council grant, organisation contributions, sponsorship, donations, other grants and in-kind support (such as *volunteer labour, donated materials, venue and equipment use*)

Expenditure should include all costs directly related to delivering the project.

You can add additional rows by selecting '**Add More**'. expenses.

Income Source	Income Amount (\$)
Please refer to the Community Grants Guidelines for eligible and ineligible projects.	
	\$
	\$

Project Expenditure

Expenditure Type	Expenditure Amount (\$)
	\$
	\$

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	\$
	\$

Has funding been sought or secured from another source for this project? *

- ☐ Yes
☐ No
☐ Other:

If yes, please provide details under 'other', including whether the funding has been approved and whether your project is dependent on receiving it.

Additional Project Information

*** indicates a required field**

Infrastructure or Facility Improvement Projects

Who owns the land and/or facility where the works will be undertaken?

If you are not the owner, has written permission been obtained? *

- ☐ Yes
☐ No
☐ Not Applicable

Who will be responsible for maintaining the asset following completion? *

Word count:

Must be no more than 100 words.

Does the project require any approvals or permits? *

- ☐ Yes
☐ No

If yes, please provide details. *

Previous Council Support

Has your organisation received any financial or non-financial assistance from Burnie City Council during the past three years? *

- ☐ Yes
☐ No

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If Yes, please describe how your organisation will ensure the safety and wellbeing of children and young people during the delivery of this project, including any relevant child safety requirements that apply to your organisation. *

Word count:

Must be no more than 150 words.

Child Safety

Will your project involve children or young people (under 18 years of age)? *

☐ Yes

☐ No

☐ Other:

If Yes, under 'other' please describe how your organisation will ensure the safety and wellbeing of children and young people during the delivery of this project, including any relevant child safety requirements that apply to your organisation.

Supporting Documentation

Please upload any relevant documents in support of your application.

If applicable

Landowner approval (for facility/infrastructure projects)

Attach a file:

Plans or drawings (for facility/infrastructure projects)

Attach a file:

Letters of support

Attach a file:

Other supporting documentation

Attach a file:

Certification

*** indicates a required field**

Certification

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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 Funding Agreement.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

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