Carers Small Grants Program 2025-26

Guidelines

August 2025

# Table of Contents

[Table of Contents 2](#_Toc204685730)

[Acknowledgement of Aboriginal people and Country 3](#_Toc204685731)

[Definitions 3](#_Toc204685732)

[Key Dates 3](#_Toc204685733)

[About the Carers Small Grants Program 2025-26 4](#_Toc204685734)

[What can the Grant be used for? 4](#_Toc204685735)

[What can’t the Grant be used for? 5](#_Toc204685736)

[How much can I apply for? 5](#_Toc204685737)

[Who can apply? 5](#_Toc204685738)

[Who can’t apply? 6](#_Toc204685739)

[How do I apply? 7](#_Toc204685740)

[How will my application be assessed? 9](#_Toc204685741)

[Assessment criteria 9](#_Toc204685742)

[Steps in the assessment process: 9](#_Toc204685743)

[What happens if I am successful? 10](#_Toc204685744)

[What happens if I am not successful? 12](#_Toc204685746)

[How can I make an appeal? 12](#_Toc204685747)

[How will my information be kept safe? 13](#_Toc204685748)

[Who do I contact about this Grant Program? 13](#_Toc204685749)

# Acknowledgement of Aboriginal people and Country

In recognition of the deep history and culture of this Island, we acknowledge and pay our respects to all Tasmanian Aboriginal people, the past and present Custodians of the Land upon which we meet and gather.

# Definitions

For the purposes of this Grants Program, a carer is defined according to the [*Carer Recognition Act 2023*](https://www.legislation.tas.gov.au/view/whole/html/inforce/2023-04-20/act-2023-001).

A **carer** means a person who provides unpaid care and support to a family member or friend who:

* Has a disability; or
* Has mental ill health; or
* Has a chronic or life-limiting condition; or
* Has alcohol or other drug dependence; or
* Is frail or aged; or
* Is a child, if the person is an informal kinship carer of the child.

**National Carers Week** is an annual awareness campaign, held in Australia usually every October.

# Key Dates

Applications must be received by 2pm on 4 September 2025. Late applications will not be accepted.

|  |  |
| --- | --- |
| Activity | Date |
| Program Opens | 2pm, 4 August 2025 |
| Program Closes | 2pm, 4 September 2025 |
| Notification of Program Outcomes(subject to change) | Mid-September 2025 |
| National Carers Week 2025  | 12-18 October 2025 |
| When your project, event or activity must be finished by | 30 June 2026 |
| When your final report and acquittal will be due | 31 July 2026 |

# About the Carers Small Grants Program 2025-26

The Tasmanian Government acknowledges the vital role and significant contribution of unpaid carers to the health, wellbeing and security of their family members and friends who need support and assistance.

We also recognise that carers needs are just as vital.

To celebrate and promote the contribution of carers to their communities, the Tasmanian Government is providing $20,000 in 2025-26 for a Carers Small Grants Program.

Eligible applicants can apply for up to $2,500 for events and activities during National Carers Week 2025, or for projects that support the health and wellbeing of carers.

Your project, event, or activity should demonstrate how it will achieve one or more of the following outcomes for carers:

* Feeling recognised, valued and supported;
* Improved health and wellbeing;
* Greater awareness of the supports or services available to them; and
* Feeling connected to other carers and their communities.

You are also encouraged to consider how your project, event or activity aligns to the Tasmania Government commitments under the National Agreement on Closing the Gap. This could include ensuring your project, event or activity is culturally respectful or captures data on the experiences of Aboriginal carers.

Your organisation is encouraged to engage with carers to design the project, event or activity.

Holding your project, event or activity around National Carers Week 2025 can help attract local media attention and increase your reach in the community.

If you have any questions about this program, please email grants@dpac.tas.gov.au or phone 1800 204 224.

# What can the Grant be used for?

The Grant can be used for eligible direct costs of your project, event or activity.

# What can’t the Grant be used for?

* Events, activities or projects delivered outside of Tasmania.
* Purchasing alcohol.
* Purchasing vouchers or gift cards.
* Purchasing equipment or items that require on-going funding.
* Political activities.
* Personal expenses.
* Fundraising activities.
* Contingency money.
* Business as usual costs or normal staff wages.
* For expenditure funded under other grant programs.
* For activities already undertaken prior to a grant being approved under this Grants Program.

**Please Note:**

* Equipment purchases may be allowed, if you can demonstrate that it is more sustainable than hiring equipment and that you can cover ongoing costs.
* All expenses must benefit the community, not an individual.
* There may be special cases for costs that aren’t usually covered. Your organisation will need to demonstrate why these items are being requested, and the Department of Premier and Cabinet (DPAC) may request more information to support your request.

# How much can I apply for?

If eligible, your organisation can apply for funding of up to $2,500. The total funding pool available under the Grants Program is $20,000.

# Who can apply?

## Eligible organisations include:

* A local government authority (council); or
* An incorporated not-for-profit organisation, including an Aboriginal organisation; or
* A not-for-profit company registered under company law;
* Unincorporated organisations may be considered, however an Auspicing arrangement is preferred. See below for further information.

## Your organisation must:

* Be an organisation that delivers community support, services and/or programs to Tasmanians;
* Have appropriate public liability insurance (a copy of your current public liability insurance cover must be included with the application); and
* Hold a currently active Australian Business Number (ABN), or, if eligible, provide a [Statement by Supplier Form](https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn) from the Australian Tax Office (ATO).

## Auspicing

Unincorporated community organisations or groups may be considered for funding if they are auspiced by an organisation that meets the above eligibility criteria.

[Auspicing](https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing) is often used to help unincorporated community organisations to access funding for activities. An auspice agreement is a legally binding contract.

The ‘auspicee’ will be carrying out the project, event or activity ‘under the auspices of’ the incorporated organisation – the ‘auspicor’.

The ‘auspicor’ enters into the Grant Agreement and receives the project funding for the auspicee. The auspicor can do this for multiple organisations under this Grants Program, as well as being an applicant in their own right if they meet all other eligibility criteria.

# Who can’t apply?

* Australian Government Agencies.
* Tasmanian Government Agencies.
* Schools or colleges (government or private).
* Political parties.
* Individuals and/or sole traders.
* For profit organisations and businesses.
* Organisations already receiving funding from the Tasmanian Government for carer’s week activities.

## My organisation is eligible, what about my project, event or activity?

Your project, event or activity will need to be:

* Alcohol and drug free;
* Safe for [vulnerable people](https://www.legislation.tas.gov.au/view/whole/html/asmade/act-2013-065) safe; including [child and youth](https://www.oir.tas.gov.au/resources);
* Inclusive and accessible for anyone attending – including Aboriginal people, culturally and linguistically diverse communities, and [people with disabilities](https://www.legislation.tas.gov.au/view/whole/html/asmade/act-2024-021);
* Compliant with [Work Health and Safety legislation](https://www.legislation.tas.gov.au/view/html/inforce/current/act-2012-001) and all other relevant legislation, regulations licenses, permits, approvals or your employing someone with skills requiring qualifications; and
* Free to attend, but can be ticketed to help with managing attendees and evaluation.

## Can I apply more than once?

If your organisation received funding in previous rounds of the Carers Small Grants Program, and meets the criteria under this Grants Program, you are eligible to apply for funding.

If your organisation is eligible and has multiple eligible projects, events or activities, you can submit a separate application for each project.

You will be asked to rank your applications in order of preference for consideration by the assessment panel.

## When will my project, event or activity not be considered?

Your project, event or activity may be ineligible if it is already fully or partially funded by the Tasmanian Government.

If already partially funded, you will need to demonstrate that there is no duplication of funding, and the panel will consider this as part of their assessment (see Assessment criteria).

## I’m still not sure I can apply – what should I do?

You can contact DPAC before the grant closes at grants@dpac.tas.gov.au or call 1800 240 224.

# How do I apply?

Visit the [Community Grants Page](https://www.dpac.tas.gov.au/divisions/cpp/community-grants/) and follow the link through to the online application form via our grants portal [SmartyGrants](https://www.smartygrants.com.au/).

# How will my application be assessed?

## Assessment criteria

Your application will be scored against these criteria:

| **What we’re looking for:** | **What that means:** | **Weighting:** | **When the weighting is applied:** |
| --- | --- | --- | --- |
| Your project, event or activity aligns with the intended outcomes of the Carers Small Grants Program  | * Your project, event or activity demonstrates how it will achieve one or more of the following outcomes for carers:
	+ Feeling recognised, valued and supported;
	+ Improved health and wellbeing;
	+ Greater awareness of the supports or services available to them; and
	+ Feeling connected to other carers and their communities.
* You’ve engaged with carers to design a project, event or activity that will benefit them.
 | 40 per cent | Individual assessments |
| Your project plan is clear and achievable | * You’ve got a strong and realistic plan for delivering your project, event or activity.
* Your budget is clear, makes use of Tasmanian suppliers where possible, is environmentally friendly, and includes in-kind support to help make it a success.
* You’ve carefully considered the health, safety and inclusivity of everyone attending or participating, including cultural safety.
 | 40 per cent | Individual assessments |
| That the projects, events or activities we fund reach carers across the state | * The panel will make sure that successful projects, events and activities are spread fairly around the three regions.
 | 20 per cent | Panel assessment |

#

# What happens if the application is successful?

If successful, you will receive a notification of the decision, so please ensure organisational contact details in SmartyGrants are current.

Please note your organisation name, the title of your project and the amount of funding received will be available on the DPAC website.

## What if our organisation is offered less than what was requested?

Successful applicants under this Grants Program may be offered partial funding.

Please consider this when completing the application form and clearly identify how all funding being applied for will be used.

## What happens if our organisation already has a Grant with DPAC?

You can have more than one grant with DPAC. However, if you have one or more overdue reports or acquittals, then you must complete these before your invoice for this program can be approved for payment.

## How will the information provided by our organisation be used?

Your report can be used, reproduced, modified and adapted by DPAC. Make sure anything you provide complies with the [*Copyright Act 1968 (Cwlth)*](https://www.legislation.gov.au/C1968A00063/2019-01-01/text) and the [*Personal Information Protection Act 2004*](https://www.legislation.tas.gov.au/view/whole/html/asmade/act-2004-046).

## What if our event changes, or needs to be cancelled?

Things don’t always go to plan, so it’s best to contact DPAC as early as possible to discuss options to vary your Grant Agreement.

# What happens if our organisations is not successful?

Organisations will receive an email advising of the decision, and who to contact if you would like to seek more information.

# How can I make **an** appeal?

You can ask for a review if you have reason to believe that:

* The persons making the decision had a direct or indirect financial interest in the outcome of the application; and/or
* The preparation of the application was affected adversely by incorrect advice provided by DPAC; and/or
* 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.

To ask for a review, organisations need to write to the Manager, Community Grants and Programs by email to grants@dpac.tas.gov.au. A request must be received within 28 days from the date that DPAC provides notification of the decision of the application.

# How will my information be kept safe?

Any information you provide to DPAC or receive from DPAC is managed under the conditions of the following Acts:

* [*Archives Act 1983 (Tas)*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-1983-076)
* [*Personal Information Protection Act 2004*](https://www.legislation.tas.gov.au/view/whole/html/asmade/act-2004-046)
* [*Right to Information Act 2009*](https://www.legislation.tas.gov.au/view/html/inforce/current/act-2009-070)

Any worker in the Tasmanian State Service must also follow the rules of the State Service Principles, and the [State Service Act 2000](https://www.legislation.tas.gov.au/view/whole/html/inforce/currenhttps%3A/www.legislation.tas.gov.au/view/whole/html/inforce/current/act-2000-085t/act-2000-085).

# Who do I contact about this Grant Program?

The Carers Small Grants Program is administered by DPAC on behalf of the Crown in Right of Tasmania.

Contact with DPAC for any of the following reasons can be directed to: **grants@dpac.tas.gov.au**or **1800 204 224** (normal business hours):

* Further information or advice on the program.
* Assistance in making an application.
* Further feedback on the decision of the application.
* Request a review of the decision.

For questions or support on using [SmartyGrants](https://www.smartygrants.com.au/) or SmartyFile, you can contact them on service@smartygrants.com.au or +613 9320 6888 (8am – 6pm Monday – Friday).