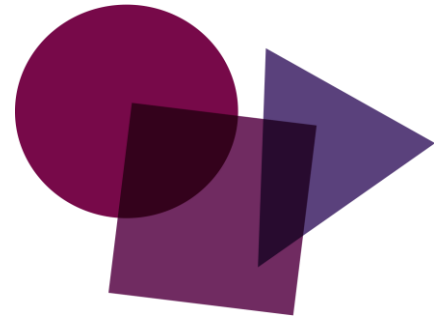


Essential Community Services Fuel Relief Program for Community Service Organisations

Round Two

Guidelines

September 2022



Fuel Relief Program

The health, safety and wellbeing of Tasmanians is our number one priority. The Tasmanian Government recognises that fuel prices are presently volatile and subject to rapid change.

The Tasmanian Government has established the Essential Community Services Fuel Relief Program as a relief package for not-for-profit organisations to help ensure essential support services for Tasmanians in need can continue, uninterrupted.

The Program is designed to provide funding support to assist community organisations with increased transport costs for essential services. The Fuel Relief Program applies to the costs of both petrol and diesel fuel. Essential Community Services are those deemed to be essential or emergency services provided to people in our community experiencing financial hardship (see detailed definition below).

To ensure that funds are distributed as efficiently as possible, all applications will be assessed as they are submitted until the full funding available has been exhausted.

The total funding pool available for eligible organisations under Round Two of the Program is \$135,000; with each eligible organisation able to apply for a maximum of \$1,000.

Organisations that received funding under Round One of the Program (March-April 2022) are eligible to apply for Round Two.

Applying for the Program

The Program will provide a reimbursement that covers twenty per cent of eligible fuel costs for the period from 1 July to 31 October 2022. Under the Program eligible organisations will receive \$20 for every \$100 spent on fuel costs for Essential Community Services, with a maximum amount of \$1,000 available per applicant.

In applying for the Program, the applicant will need to:

- Submit eligible 'essential community support services' travel details from 1 June 2022 to the date the application is submitted; and
- Provide supporting evidence to substantiate the essential community service travel and associated costs.*

**A minimum of 30 days of evidence is required to calculate the total reimbursement for the period from 1 July to 31 October 2022.*

Eligible Organisations

To be eligible for this Program, applicants must be a not-for profit organisation that provides 'Essential Community Services' to Tasmanians. Essential Community Services are defined as those essential or emergency services provided to people in our community experiencing financial hardship, such as emergency food relief, community transport and assistance with employment, education and health services. Eligible services are services, without which it would be directly



detrimental to a person's health and wellbeing. Eligible services **do not** include services for sporting, recreation or general social activities.

Organisations must also be:

- A registered organisation with a valid Australian Business Number (ABN); and
- A not for profit based organisation registered with the Australian Charities and Not-for-profits Commission (ACNC); and
- An incorporated organisation or other legal entity.

Ineligible Organisations

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

- Australian, Tasmanian or Local Government entities or agencies;
- Education institutions;
- For-profit organisations and businesses;
- Individuals*

* Emergency support to individuals and families in need is already available through programs such as our Family Assistance Program (FAP), which provides direct relief to families experiencing financial hardship. This funding is provided to The Salvation Army, St Vincent de Paul, Anglicare, Hobart City Mission, and Launceston City Mission as well as our investment of over \$3 million into emergency food relief.

Funding Availability

Grants of up to \$1,000 per organisation are available.

Total funding pool for round two is \$135,000.

Funding is provided on a first come-first served basis.

Funding Eligibility

Eligible items

- The grant is to be used to reimburse vehicular petrol or diesel fuel costs paid by eligible organisations that provide 'Essential Community Services'.

Ineligible items

- Fuel costs that are met via reimbursement under current funding arrangements, for example State or Australian Government funding agreements;



- Costs that can be recouped through another mechanism, for example the National Disability Insurance Scheme; and
- Costs of fuel other than petrol and diesel fuel used for vehicular transport;
- Costs associated with full electric vehicles.

Assessment

Note: eligibility does not automatically mean a grant will be approved. Funding is limited and will be provided to eligible applicants in order of receipt until the full allocation of funding has been exhausted.

Each application will be assessed against the eligibility criteria in the first instance.

Eligible applications will then be assessed to determine the cost of fuel using the below information from each eligible organisation:

- The number of vehicles and vehicle type(s) being used by the organisation.
- The total fuel cost to deliver 'essential community services' for the organisation's vehicle fleet, from 1 July 2022 up to the date of submission.
- Evidence of all eligible fuel costs and essential community support service travel such as fuel receipts/invoices, log books, appointment schedules to cover a minimum of 30 days.
- A statement identifying the nature of the 'essential community services' travel delivered by the organisation.
- A statement identifying any reimbursement (including fuel discounts) for fuel costs that the organisation receives under current funding arrangements, for example State or Australian Government funding agreements.

A forecast of fuel costs for essential support services travel will be based on the information provided in the application form from 1 July 2022 through to 31 October 2022.

Note: A copy of vehicle log books, receipts or other evidence will be required to be submitted as part of the application form. This evidence, where sufficient, will also be used to complete the required grant acquittal (final reporting) process which is a required condition of all grants.

Grant Round timing

Applications will be accepted from 8 September 2022 to 31 October 2022.

Please note that applications can include evidence of eligible fuel costs beginning from 1 July 2022.

Applications will be assessed as they are received so that funding is distributed to successful applicants as quickly as possible.



Funding Conditions

Organisations that currently have a grant with overdue reporting and acquittal obligations to the Tasmanian Government may not receive grant funding from this Program.

All funding is subject to the terms and conditions which will be outlined in the grant agreement to successful applicants.

Goods and Services Tax (GST)

Organisations must indicate in their grant application whether they are registered for GST or not.

Organisations are encouraged to seek independent advice about possible tax implications for receiving a grant under the Program before applying.

For general guidance, please reference the fact sheet CSR Grants Fact Sheet – GST and Grants for further information, available at www.communities.tas.gov.au/csr

Need help?

Please contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au if you require any clarification on GST.

Application Process

Applicants must complete an application form, available at www.communities.tas.gov.au/csr.

If you are having difficulty accessing the application form, or require any assistance, please call the Department of Premier and Cabinet by phone on 1800 204 224 or by email at grants@dpac.tas.gov.au

Applicants will be contacted to acknowledge the receipt of applications on submission. If this does not occur, please contact the Department of Premier and Cabinet on 1800 204 224.

Personal Information / Right to Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. You can request access to your personal information from the Department of Premier and Cabinet.

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



Department of Premier and Cabinet
Community Partnerships and Priorities

Phone: 1800 204 224

Email: grants@dpac.tas.gov.au

www.communities.tas.gov.au/csr/grants