

# Tasmanian Food Relief Capital Investment Grants Program 2025

Guidelines



# Table of Contents

<b>Purpose .....</b>	<b>3</b>
<b>Eligibility .....</b>	<b>3</b>
Eligible Applicants .....	3
Ineligible Applicants .....	4
Ineligible Project Costs.....	4
<b>Guide to Applicants .....</b>	<b>4</b>
<b>Assessment Criteria .....</b>	<b>5</b>
Demonstrated need.....	5
Planning and delivery .....	5
Benefit to the community.....	5
Value for money .....	5
Community and sector collaboration .....	6
<b>Timeframes .....</b>	<b>7</b>
<b>Successful Grant Applications .....</b>	<b>7</b>
Provision of Grant Funding.....	7
Partial Funding .....	8
Reporting and Evaluation.....	8
<b>Appealing a Decision.....</b>	<b>8</b>
<b>Taxation and Financial Implications .....</b>	<b>9</b>
<b>Personal Information .....</b>	<b>9</b>
<b>Right to Information.....</b>	<b>9</b>
<b>Administration and Contact Details.....</b>	<b>9</b>

# Purpose

Through the 2030 Strong Plan for Tasmania's Future, and the 2024-25 State Budget, the Tasmanian Government committed to supporting the continued shift from emergency food relief to building long-term food resilience in Tasmania.

This commitment includes funding for \$2.5 million for the Tasmanian Food Relief Capital Investment Grants Program 2025 (the Grants Program).

Grants are available to food relief providers for projects to maximise cold storage, logistics and commercial kitchen facilities, including contributions toward:

- capital works to food relief premises including infrastructure upgrades, renovations, construction, or building improvements,
- outright (freehold) purchase of a food relief premises, and/or
- purchase and installation of inbuilt commercial cooking or storage solutions.

Grants are available into two categories:

- **Small Grants of up to \$25,000** for community organisations that currently or intend to provide food relief.
- **Large Grants of up to \$250,000** for existing food relief organisations that have been operating as a food relief organisation in Australia for at least five years.

# Eligibility

## Eligible Applicants

Applicants for both small and large grants must:

- Be a not-for-profit organisation that delivers or intends to deliver food relief to Tasmanians; being an organisation that delivers community support, services and/or programs to Tasmanians; 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;
  - A parents and friends association; or
  - A not-for-profit organisation.

## For Small Grants

- Small Grants are available to existing community organisations who currently provide or intend to provide food relief in Tasmania.

## For Large Grants

- Large Grants are available to existing food relief organisations that have been operating as a food relief organisation in Australia for at least five years.

Organisations that applied for the recent Tasmanian Community Food Relief Grants Program 2025 are eligible to apply for the Tasmanian Food Relief Capital Investment Grants Program 2025.

## Ineligible Applicants

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

- Organisations that do not 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.

## Ineligible Project Costs

Fees, drafting, engineering, and legal costs associated with the design of the proposed work will not be funded through this Grants Program.

If you are unsure about your ability to meet all aspects of the eligibility criteria, please contact [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) or call 1800 204 224.

Please note, you may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

## Guide to Applicants

Applicants must complete the online application form at [www.dpac.tas.gov.au/divisions/cpp/community-grants](http://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 contact the DPAC Community Grants Team on 1800 204 224 or email at [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au).

# Assessment Criteria

Applicants that meet all eligibility criteria will not automatically be approved for a grant.

All applications are assessed on merit against the Assessment Criteria. Each criterion is weighted equally (20%).

The Assessment Criteria are the same for both the Small Grants and the Large Grants. However, the information and evidence for large grants is expected to be more thorough and in depth to justify the higher value of funding request.

The information and supporting evidence provided by applicants should be proportionate to which category you are applying for.

For further information about which supporting documentation is mandatory, please see the 'Supporting Documentation' section below.

## *Demonstrated need (20%)*

In your response to this criterion, please consider:

- Who your project will help
- Why your community or communities need help through your project, including identifying gaps that are not covered by available services.

## *Planning and delivery (20%)*

In your response to this criterion, please consider:

- What your project is aiming to achieve
- How you are going to deliver your project, including a project plan
- How capable your organisation is of delivering your project
- How you will manage any risks around your project, including a risk management plan

## *Benefit to the community (20%)*

In your response to this criterion, please consider:

- How your project will help to meet the identified need for your community or communities.
- How you will measure if your project is helping your community or communities
- How your project will continue to help your community or communities once it is completed

## *Value for money (20%)*

In your response to this criterion, please consider:

- How you will spend your project funding, including a project budget with quotes for all external purchases and services.

- Details for all other confirmed or potential sources of project funding.

### *Community and sector collaboration (20%)*

In your response to this criterion, please consider:

- How you will work with your community and/or other providers to deliver your project, including with relevant local community organisations, businesses, local governments, sports clubs, community associations or other community groups.

Applications must be supported by the following documents, which can be uploaded, where prompted, in the application form:

- **A project plan** that includes tasks or milestones, timelines, required resources and skills, and who is responsible for managing and delivering the project.
  - **A project budget** that includes a breakdown of the project costs.
  - **Two current, formal quotations** that reflect the costs listed in the project budget that will be funded by the Grant Program (such as equipment, services, building alterations and extensions).
    - Applicants are encouraged to seek quotations from Tasmanian based businesses where possible.
  - **A risk management plan** that includes identifying any relevant potential issues that could arise and how they will be managed.
  - Where applicable, plans provided from an appropriately qualified professional.
  - Where applicable, photographs to clarify project plans.
- Where an organisation is not the owner of a property at which capital works are proposed, applicants must provide evidence that the project is supported by the property owner(s).

Additional relevant supporting documentation is welcome but not required. Please note that the upload limit per file is 25 MB.

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 three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful. Contact will be made initially to the Applicant Primary Contact, please ensure they or an Alternate Contact are available during this period.

On submission of your 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 right to information. Contact details and a right to appeal process are provided as part of these guidelines.

# Timeframes

Description	Date
Program opens	2pm, Tuesday, 25 March 2025
Program closes	2pm, Monday, 6 May 2025
Outcome expected to be advised (estimated)	June 2025
Funding provided (estimated)	June 2025
Projects to be completed by	June 2026
Final project reporting due	December 2026

Unsuccessful applicants will receive an email advising they have been unsuccessful.

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

## Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, 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.

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

## 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.

Eligible organisations who are 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.

- Demonstrate that their capital work will be undertaken by appropriately qualified and experienced workers who have the required license and insurance to complete the work.

Where a food relief premises is purchased outright (freehold), if the property is sold or transferred within the first five years, it must be sold with the approval of the Tasmanian Government.

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.

## Partial Funding

Successful applicants under this program may be offered partial funding. Please consider this when completing your application form and clearly identify how all funding you are applying for will be used.

## 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.

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.

Funded projects must start no later than three (3) months after receipt of funding, with the grant money expended and the Final Reports provided to DPAC by 20 December 2026.

## 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](mailto:grants@dpac.tas.gov.au).

Your request must be received within 28 days from the date of the Department notifying you of the decision about your application.

## Taxation and Financial Implications

Organisations must indicate whether they are registered for GST in their 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](http://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](http://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](mailto:grants@dpac.tas.gov.au) or call 1800 204 224, for the following:

- 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.



Tasmanian  
Government

Department of Premier and Cabinet

Phone:  
1800 204 224

Email:  
[grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au)  
[www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)