



ACT
Government

2024-25 Tenant Participation Grant Program

Grant Guidelines

Applications open: 12 noon Tuesday 10 December 2024

Applications close: 3 pm Tuesday 18 February 2025

Accessibility Information

The ACT Government is committed to making its information, services, events, and venues, accessible to as many people as possible.

- If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone **1800 950 225**.
- If English is not your first language and you require the **translating and interpreting services** – please telephone **13 14 50**.
- If you are d/Deaf or find it hard to hear or speak to hearing people on the phone, visit the **National Relay Service (NRS)** at www.accesshub.gov.au

Table of contents

1	Introduction	4
2	Aim	4
3	Government objectives.....	4
4	Eligibility requirements.....	5
5	Funding Categories	6
6	Funding	7
7	Assessment of applications	7
8	Accepting grant.....	9
9	Application submission	9
10	Application feedback	11
11	More information and assistance.....	11
12	Application Checklist.....	11

2024-25 Tenant Participation Grant Program

1 Introduction

The Community Services Directorate is pleased to announce the opening of the 2024-25 Tenant Participation Grant Program.

2 Aim

This program aims to encourage and support applicants to participate in a range of sporting, arts, cultural, education, employment, and training activities for physical, social, and personal development.

We know that some sporting, arts, education, and cultural activities can be costly. The cost of these activities may be the reason why tenants and their families are limited or unable to do their preferred activity.

By offering these grants, we aim to give more social housing tenants' and their families the opportunity to take part in the activities of their choice.

3 Government objectives

Aboriginal and Torres Strait Islander People

Aboriginal and Torres Strait Islander led organisations are encouraged to apply.

Consistent with the objectives of the grant program, funding for projects, activities or initiatives that contribute towards closing the gap on disadvantage between Aboriginal and Torres Strait Islander and non-Indigenous Canberrans will be considered.

This is part of the ACT Government's commitment to Closing the Gap for Aboriginal and Torres Strait Islander peoples.

As outlined in the [ACT Aboriginal and Torres Strait Islander Agreement](#), the ACT Government and community partners are committed to self-determination as the guiding principle in the delivery of programs and services.

ACT Health and Wellbeing

Projects and initiatives must demonstrate how they address any of the ACT Health and Wellbeing Framework outcomes.

For more information, visit the [ACT Wellbeing Framework website](#).

4 Eligibility requirements

Who can apply?

Individuals can apply if they are:

- A public housing tenant in the ACT
- A social housing tenant in the ACT (community and supported housing).

And be:

- Paying subsidised income-based rent (receive a Rental Rebate)
- In your tenancy for more than 12 months
- Aged 19 years and over, or applying on behalf of someone aged between 0-2 years*
- Able to provide evidence to support any additional costs if the selected activity is over \$400.

You must not have any overdue acquittal obligations for any previous Community Services Directorate grant. **All overdue acquittals must be completed prior to submitting an application.**

Each households can only apply once in the 2024-25 round, but multiple people in the household can apply.

* Students between the ages of 3 and 18 are not eligible for these grants. Students aged between 3 and 18 can apply for the Future of Education Equity Fund. More information about how to apply for this fund can be found here - <https://www.education.act.gov.au/support-for-our-students/financial-and-resource-assistance-for-families>

Funding cannot be used for

The following will not be funded:

- Activities or items that do not achieve social, life or educational participation.
- IT equipment and IT hardware (including computers, laptops, mobile phones etc).
- Activities that do not occur within the ACT, unless they are online.
- Costs of projects or activities that have already taken place, or items that have already been purchased.
- Operational insurance costs, or costs specific to the project.
- Debt repayments of any kind, including personal loans, or HECS-HELP debt.
- Projects or activities already funded by the ACT Government or Australian Government.
- Any travel or accommodation costs.
- Projects or activities which are deemed to be inappropriate or offensive.
- Private or public events such as festivals, parties, and celebrations.

5 Funding Categories

The 2024-25 Tenant Participation Grant Program has 3 funding categories for projects and initiatives:

Social activities

Life skills activities

Education and work activities

Social activities

These are activities which individuals can join in with the life of their community, such as sport, music, or art classes. Classes or course can be online, or in-person. This can include items you may need to purchase for these social activities. Things like –

- Painting class,
- Sports registration and uniforms,
- Music classes and instruments,
- Sewing courses and relevant materials,
- Dance classes and uniforms,
- Community theatre memberships fees (or online version), or
- Gym or pool memberships.

Life Skills

These are activities which may improve interpersonal skills, such as communication skills, language skills, or safety in the water. This can include items you may need to purchase for these activities. Things like -

- Cooking classes and relevant utensils,
- Improving communication skills or language courses,
- Beginners swimming lessons (for those aged between 0 and 2 years),
- Driving lessons (for those aged 19 and over),
- Training to support friends or family, for example domestic or family violence response training, or Applied Suicide Intervention Skills Training (ASIST), or
- First Aid Certificates.

Education and work activities

These are activities in which individuals can learn new job skills, engage in education and training, or undertake career planning classes. This includes items you may need to purchase for these activities. This like –

- Course fees at Canberra Institute of Technology (CIT) and or textbooks,
- Career planning and coaching courses,
- Training or conferences, or
- Childcare fees for the time you are attending a face-to-face course.

The ACT Government does not carry any responsibility for the activity undertaken by tenants, residents, or household members.

6 Funding

Available funding

The total funding available under this Program is \$70,000.

The maximum total grant that any 1 person can apply for is \$400. As there is no good or service being exchanged, GST is not applicable to grant payments.

How many activities can each person apply for?

Applicants can apply for maximum of 1 activity per person. This means that up to \$400 can go towards the 1 chosen activity for 1 person (e.g., football registration fees and football boots for one applicant).

Please carefully consider the activity you wish to apply for, as once you have submitted your application with the specified activity, you cannot change this activity unless Housing ACT considers that there are exceptional circumstances involved.

Successful recipients will have 12 months to expend the funding from the time of accepting the grant.

7 Assessment of applications

As this is a non-competitive grants process, your application will be checked against these grant guidelines to ensure eligibility for funding.

Information provided in your application and information from any previous Community Services Directorate grant rounds will be used to assess the applications submitted. If you have been successful in other recent grant rounds, this may be taken into consideration considering the high number of applications received to ensure fairness across all households.

Assessment criteria for applications

All eligible applicants will need to outline how their chosen activity aligns with the following criteria:

- **Activity:** The activity selected clearly supports participation within 1 or more of the priority categories and includes a clear description of the activity, a link to at least 1 of the categories – social, life, educational or work, and a timeframe (start and finish dates) of the activity.
- **Benefit:** A short explanation of how the activity will assist the applicant, with benefits identified and agreement that the applicant will undertake the activity.
- **Funding:** The applicant has outlined the estimated breakdown of costs associated with the activity, including personal contributions or contributions from other if applicable. This includes providing evidence of costings where possible through, for example, requests for quotes, availability in a class, a website link to activity costs, email correspondence outlining costs, etc.

A budget is an estimate of income and expenditure required to complete your chosen activity. You will need to provide a budget with your application. This needs to show the funding breakdown for different items.

If the grant round be oversubscribed with more applications received than the funding available, priority will be given to the following groups in line with both of the ACT Government Objectives outlined earlier in these guidelines –

- Those who didn't receive funding in the 2023-24 Tenant Participation Grants
- People who identify as Aboriginal and/or Torres Strait Islander
- Single people living by themselves
- Applicants aged over 65

Grants will be awarded using these priority areas until the available funding is exhausted. If more funding becomes available in the 2024-25 financial year, applicants who were deemed eligible but were not successful due to the available funding being exhausted, may be offered a grant.

Late applications will not be accepted.

Notification of outcome

All applicants will be notified of the outcome of their application in writing by email.

The Community Services Directorate expects to notify applicants of the outcome of their applications in May 2025. Please ensure that this timeframe is taken into consideration when planning your activities. Between the grant round closing, and receiving your outcome letters, applicants may not hear anything from the Community Services Directorate Grants team.

8 Accepting grant

Grant Agreement

Successful applicants will be required to enter into an Agreement. This will be via a Letter of Offer with the Community Service Directorate for which Grant funding will be provided. The Letter of Offer will include:

- How to accept an offer
- Detail the grant amount to be funded
- Detail the purpose or activity for which the grant is given
- The term of your funded activity for which the grant amount must be fully expended

The ACT Government does not carry any responsibility for the activity undertaken by tenants, residents, or household members.

Funds must be spent only on items and activities listed in your application. Sometimes the Letter of Offer will have conditions of what the funding cannot be spent on.

9 Application submission

Online Application Form

Now that you have read the Grant Guidelines, this section explains how to submit your application on SmartyGrants. All applications must be submitted via the online application form at:

<https://dhcs.smartygrants.com.au/2425TPG>

All Applications must be submitted online. Hardcopy or email applications will not be accepted. If you need assistance with the online form, please contact Housing Assistance, or visit us at 153 Emu Bank, Belconnen.

Start early – the process of preparing a grant application depends on how well you have planned the activity for which you are applying. You can start this process long before you start and submit an application.

If you have never prepared a proposal or written a grant application, we suggest you take some time to understand the process and reach out for assistance if you need it. You will find lots of tips on the SmartyGrants website –

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

Start gathering your support materials. These might be quotes, request for class dates, or website details for digital courses. You can never have enough evidence to support an application, so long as it is relevant to the activity to be funded.

If you require assistance to complete your application, please contact Housing ACT either by phone – 1800 950 255 or via email to – tpg@act.gov.au

For in person assistance to complete the application form, please come into our office at 153 Emu Bank Belconnen, opening hours are Monday to Friday 9am – 5pm.

Create log in

You will need to create a log in to begin your application and you may begin anywhere in the application form. Please make sure you save as you go.

Navigating form

On the right-hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving draft

You can press 'save' at any point and log out. When you log back in, your draft application will be saved, and you can start where you left off.

Submitting application

The submit button is on the final page. You will not be able to submit your application until all the questions are completed. Once your application has been submitted, you cannot make further changes to it.

Supporting documentation

All applicants must provide supporting documentation at the time of submission.

If your application does not include all the required documentation, it may be deemed ineligible.

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your form. The help guide is accessible at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

Correct contact details

Please make sure that the contact details listed in your application form are correct. Community Services Directorate will use this information for all correspondence relating to your application.

Save application

It is recommended that you keep a copy of your application for your records as well as your application ID number (e.g., 2425TPGxx). You can print a copy of your completed online application or save it as a PDF.

10 Application feedback

Providing feedback

Applicants are encouraged to complete the feedback questions at the end of the application form. This feedback assists to improve grant programs, processes, and service delivery. You can also email feedback to the Community Services Directorate Grants team at CSDGrants@act.gov.au.

Requesting feedback

Community Services Directorate supports your right to ask questions about the grant application process. If your application has not been successful, email the Community Services Directorate Grants team at CSDGrants@act.gov.au, quoting your application ID number and outlining your specific concerns. The Community Services Directorate will provide a response as soon as possible. This information also assists to improve grant programs, processes, and service delivery.

11 More information and assistance

For more information and assistance:

Please contact the Tenant Participation Grants team by emailing tpg@act.gov.au

For in person assistance to complete the application form, please come into our office

Housing ACT

153 Emu Bank Belconnen

Opening hours: Monday to Friday 9am- 5pm

For over the phone enquiries regarding the grant, please call Housing ACT
on 1800 950 255

12 Application Checklist

- ☐ You are a public housing tenant, or a social housing tenant in the ACT.
- ☐ You are receiving a rental rebate.
- ☐ You have been in your tenancy more than 12 months.
- ☐ You are over the age of 19.
- ☐ You are not applying for funding for someone who is between the ages of 3 and 18.
- ☐ The activity selected clearly supports participation with 1 or more of the social, life, educational or work categories.
- ☐ You've written a supporting statement that covers the following -
 - A clear description for the activity linking it to the category,
 - A timeframe of the activity,
 - How the activity will assist or benefit you and your family,
 - Your need for support for the chosen category, and
 - An estimated breakdown of costs associated with the activity.

- ☐ You have acquitted all previous grant funds.
- ☐ If the activity selected is over \$400, you have provided evidence of how you will fund the additional cost.