

GUIDELINE

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COMMUNITY GRANTS APPLICATION GUIDE

1.0 Introduction

The Mission of the Nambour Community Foundation (SCF) is to extend the charitable influence of Sundale through a financial grants support program for those in need in Nambour and its Environs ("Mission")

The Mission of NCF is fulfilled by the distribution of grants to successful applicants pursuant to this Guide.

Applicants are encouraged to carefully read through these guidelines as the NCF will look for specific projects that fulfil its criteria and are in accordance with its Mission. There are certain activities that the NCF will not fund.

2.0 The Application

1. Application forms are available online at www.ncf.org.au or upon written request to SCF care of the Foundation's Public Officer by email on admin@ncf.org.au or by post. If an applicant is unsure as to whether a project meets the Foundation's eligibility criteria, email or post queries to NCF.
2. An applicant can submit one application for one project per annum for a project that must be completed within that year. NCF will only accept one application per applicant per annum.
3. An application must meet the NCF's eligibility criteria.
4. All applications must be completed in full, and all information provided in the application must be accurate and true.
5. Funding from \$1,000.00 to \$10,000.00 will be made through a single competitive grant process which will open from **1st June and close on 31 July each year.**
6. NCF may make a grant on the basis of a shared financial arrangement. This ensures that the applicant has an important stake in the project. By this means NCF's grant will help fund more projects in support of its Mission.
7. Acknowledgement of receipt of applications will be sent to applicants and notification of the outcome of applications will be sent once a determination has been made.
8. The closing date by which applications must be received by NCF is 31 July. No application will be considered after the closing date.
9. An application must be written in English, signed, dated and made by a legal entity.
10. Part funding will be considered where an applicant can demonstrate access to co-funding to the Board's satisfaction.

3.0 Eligibility Requirements

To be considered for a grant, the Applicant will need to demonstrate how the project will be fulfilled and how it directly supports NCF's Mission and satisfies one or more of the following Eligibility Criteria applicable in Nambour and its Environs, namely:

1. Improved outcomes for people who are homeless or at risk of homelessness.
2. Improved outcomes for children and young people (0 – 18 years).
3. Improved outcomes for indigenous Australians.
4. Improved outcomes for racial and ethnic minorities.
5. Improved outcomes for people experiencing mental illness.
6. Improved outcomes for people experiencing chronic health conditions.
7. Improved outcomes for people experiencing disability
8. Improved outcomes for other groups in need eg domestic and family violence.
9. Improved outcomes for people who are disadvantaged / low income.

4.0 Eligible Applicants

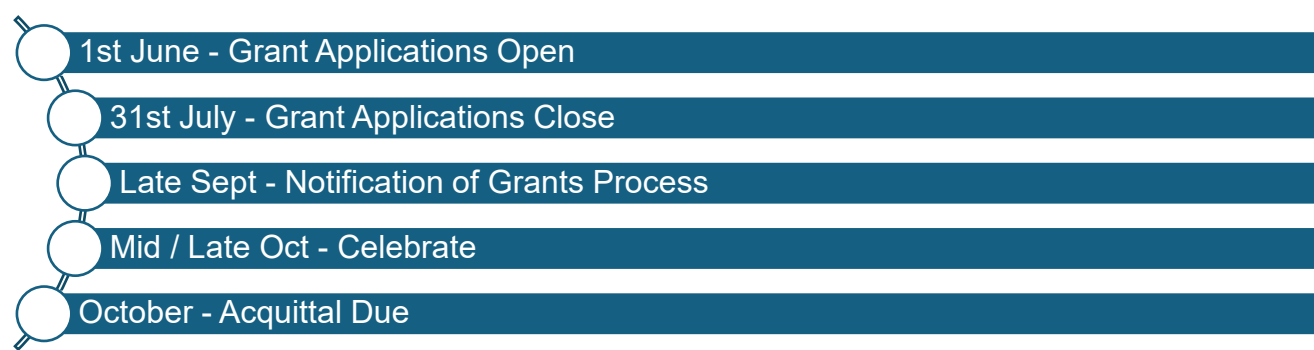
Community groups will need to meet the following criteria to be considered for a grant:

- The group must operate within the **Nambour and environs** or can demonstrate that their initiative directly supports the residents of these areas.
- The initiative is:
 - Not fully funded by another organisation or government agency.
 - **Meeting a community need within NCF 'causes we support'**
 - Covered by appropriate insurances for undertaking the initiative or activity.
- Be committed to providing in-kind contributions and / or voluntary hours.

The applicant must be a legal entity in Australia with a current Australian Business Number (ABN) and must fall into one or more of the following categories:

1. A not-for-profit community organisation.
2. A registered charity with the Australian Tax Office (ATO).
3. Endorsed by the ATO as a deductible Gift Recipient.
4. Educational Institutions.

5.0 Project Time Frame



The project must start within sixty (60) days of receiving the Grant and must be completed within twelve (12) months of receiving the Grant unless in exceptional circumstances a longer period up to a maximum of three (3) years has been allowed to complete the project. Project funded for must be delivered – the organisation **cannot** change the intent of the project funded for.

6.0 Applicants that Nambour Community Foundation will not support

1. For-profit organisations.
2. Government entities
3. Applicants that do not have enough revenue to cover their operating costs and all debts as they fall due
4. Applicants that have received a Sundale Foundation Grant in the past and who have not acquitted these funds.

7.0 Activities that Nambour Community Foundation will not support

1. Anything considered illegal, highly risky or ethically questionable.
2. Budget Deficits, repayment of debts, business loans.
3. Fundraising campaigns, overseas or domestic appeals or sponsorship.
4. Gift or Gift cards.
5. Overseas or domestic travel.
6. Religious or political activity.
7. Funds for investment or organisational reserves.



8. A project or activity that provides private or personal benefit e.g. the purchase of equipment, services or a vehicle for individual use.
9. Activities without all necessary Government approvals (where necessary for the proposed project).
10. Project Management Fees or project contingency costs.
11. General operating expenses for organisations including salaries or wages and on costs eg superannuation, workers compensation, insurance; office supplies, eg stationery etc, administration costs, eg postage, internet, telephone; equipment maintenance; rental or lease costs.
12. Funding for staff or member social events.
13. Staff training and conferences other than in exceptional circumstances.
14. Educational programs or resources unless the project responds to an identified community need or provides wide community benefit.

8.0 Assessment of applications

1. The NCF's Board will carefully consider projects that it thinks will be most effective in realising the NCF's Mission. The Board will specifically look for projects or initiatives that have a well-defined need in the community and that will have a broad community impact.
2. The application will be considered by the NCF's Board as soon as practical after the closing date.
3. Applicants may be contacted for more information about their project. Applicants may be required to attend a Grant's Committee meeting of NCF to present and explain how their project supports the NCF's Mission.
4. Written advice of the NCF's decision on applications will be sent to all applicants whether successful or otherwise.

9.0 Awarding the grants

1. A grant will be made by way of electronic funds transfer into the bank account nominated by a successful applicant.
2. Grants are GST exempt.
3. If an applicant is advised to pay GST in connection with the grant, the grant will be considered as inclusive of GST. Applicants should seek financial advice to ascertain how this may affect their application.
4. To receive a grant a successful applicant must:
 - Complete, sign and deliver to the NCF prior to the NCF's Award Ceremony a Grant Deed in the form set out on the NCF's website; and
 - Have a representative attend the NCF's Award Ceremony.

Failing either of which the grant may be forfeited in the absolute discretion of NCF in which event the Applicant will have no recourse against NCF or right of Appeal.

10.0 Acquittal

1. An applicant will need to complete an Acquittal Report within three months of the project finalisation. NCF requires that in the Acquittal Report the applicant:
 - (a) describes how the project goals were met and measured.
 - (b) describes what was achieved in the project.
 - (c) describes who benefitted from the project.
 - (d) produces evidence that the grant was spent in accordance with the application supported by receipts and invoices where relevant; and
 - (e) produces evidence of these matters supported by photographs and community references.
2. An applicant must provide a copy of its relevant annual financial report to NCF certified by an accountant evidencing the grant is included in the report.



3. If an applicant does not provide an Acquittal Report to NCF then NCF will not consider any future applications by such applicant who will be deemed ineligible.

11.0 Grant Terms and Conditions

1. This document will form the terms of agreement for the grant to a successful applicant.
2. NCF will no doubt receive more grant applications than there are funds available and therefore deciding which application to support and which application to reject will be a difficult task and one that is not subject to any appeal process. NCF's decision on which applications to accept and which to reject will be final.
3. Grants must only be used for the purpose stated in the application.
4. NCF would expect that a successful applicant:
 - (a) acknowledges NCF in its printed material and website for a period of one year from the date that the grant was awarded; and
 - (b) publicise wherever possible, the NCF's contribution to the project.
5. NCF respects applicant's privacy and applications for grants will be treated in confidence. However, details of successful applicants may be released by NCF to the public and the media and may be placed on NCF's website including for the use of promotional purposes for grants in future years.
6. The grant must only be used for the purpose stated in the application and if the whole of the grant is not used for that purpose, then that part of the grant which is not used must be refunded to NCF on demand.

