

Visy Community Grants Program 2011



A community partnership of the Community Foundation for Tumut Region, Pratt Foundation, Foundation for Rural & Regional Renewal and Visy Tumut.

Grant Guidelines

The Community Foundation for Tumut Region will fund projects of community development and renewal to improve social, cultural, environmental and economic opportunities in the Tumut Shire.

The Foundation will consider projects from within our core areas of interest, listed below.

- | | |
|----------------------------------|------------------------------|
| * Arts & Culture | * Children, Youth & Families |
| * Community economic development | * Disadvantaged Groups |
| * Education | * The Environment |
| * Health & Social Development | * Heritage |
| * Indigenous community | |

- Applications for innovative projects to strengthen our community are encouraged.
- Applications will only be accepted from community groups and organisations whose projects will benefit the communities of the Tumut Shire.
- Submissions demonstrating in-kind, dollar for dollar or other donor contributions and community support will be highly regarded.
- Submissions should include the full description, plans or concept of the project. (see "Tell Us About Your Project" on page 5).
- **Submit your application of one original and two copies by 5pm Mon. 18th July 2011**
Only printed / hard copy applications will be considered.
All supporting documentation, letters, notes, photos, etc. must accompany each copy of the application.
- The Community Foundation for the Tumut Region is a non-political organisation without religious or ethnic bias and therefore: Applications from Political organisations will not be accepted to promote political agenda or political parties. Applications from Religious organisations developing or promoting a non-secular agenda will not be accepted.
- Should your application be successful you will be required to enter into an agreement with the Foundation to ensure appropriate use of the grant.
- A thorough process of assessment includes a panel review of each application. Both successful and unsuccessful applicants will be notified.
- In meeting its governance responsibilities the final decision rests with the Board of the Community Foundation, who will not enter into any further discussions as to the reasons for an unsuccessful application. Lobbying of Board members is discouraged.
- The Foundation respects the privacy of each applicant and the content in the application. The Foundation's publicity & public documents will not disclose the applicant's identity without consent.

Application - Visy Community Grants Program 2011

Coordinated by the Community Foundation for Tumut Region

1. Applicant's background

Name of Organisation:	
Postal Address:	
Town:	Postcode:
Street Address:	
Town:	Postcode:
Contact Person for Your Organisation:	Position Held:
Contact Phone:	Contact Email:
Contact Mobile:	Contact Fax:
A Brief Description of the Main Activity of the Organisation:	
What makes your Organisation different? / What are its Strengths?	
How many volunteers help with providing the activities mentioned above? (please tick box)	How many paid staff in your organisation? (please insert number)
<input type="checkbox"/> 1-4 <input type="checkbox"/> 5-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-50 <input type="checkbox"/> 51+	___ Full-time ___ Part-time ___ Casual
When did your organisation commence?	Organisation's Website:
	www.
Referee &/or Provider of a Letter of Support for the Project or Organisation from a person <i>not a Member of your Organisation.</i>	Phone:
Name:	Email:

2a. Organisation's Details - Compliance Section

Organisation Type: (please tick)	
- Incorporated non-profit organisation <input type="checkbox"/>	Provide ABN or INC No, if applicable:
- Committee/advisory body sponsored or appointed by a government agency <input type="checkbox"/>	Australian Business Number (ABN): -----
- Unincorporated organisation sponsored by an incorporated non - profit organisation or a govt agency. <input type="checkbox"/>	Incorporation Number (INC): -----
- Other: (specify) <input type="checkbox"/>	(Provide a copy of Certificate of Incorporation if applicable)
Is your Organisation:	Yes / No
- Registered for GST?	Yes / No
- Endorsed as a Deductible Gift Recipient (DGR)?	Yes / No (Provide a copy of ATO endorsement if applicable)
- Endorsed as an Income Tax Concession Charity (TCC)?	Yes / No (Provide a copy of ATO endorsement if applicable)
- Endorsed as Income Tax Exempt (ITEC)?	Yes / No (Provide a copy of ATO endorsement if applicable)
NOTE: a. Please Attach a Copy of your last Audited Financial Statement or Annual Report.	b. If not audited annually please provide your most recent financial statements and yearly budget figures.

b. Sponsoring / Auspicing Organisation's Details

Please complete only if your group's project is being sponsored / auspiced by another incorporated organisation.

Name of Organisation:	
Postal Address:	
Contact Person for Organisation:	Position Held:
Contact Phone:	Contact Fax:
Email:	

3. Project Summary

i. Project Title:

Provide a short **Project Title** that succinctly explains the nature of your project.

ii. The Project:

a. Tick the Core Areas of Interest the Project will Benefit:

- | | |
|---|---|
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Children, Youth & Families |
| <input type="checkbox"/> Community economic development | <input type="checkbox"/> Disadvantaged Groups |
| <input type="checkbox"/> Education | <input type="checkbox"/> The Environment |
| <input type="checkbox"/> Health & Social Development | <input type="checkbox"/> Heritage |
| <input type="checkbox"/> Indigenous Community | |

b. Will members of the general public benefit from the end result(s) of the project?
Yes / No

c. Will members of local community groups benefit from the end result(s) of the project?
Yes / No

If YES, please list the names of these community groups:

d. Is the project a single program or event? Yes / No

If Yes:

How many people will benefit from the project? (Please tick box)

- 1-10 11 - 20 21-50 51 - 150 151 - 300 over 300 estimate ____

e. Will the project provide ongoing benefits for a number of years? Yes / No

If Yes:

How many people will benefit from the project each year? eg How many people will use the facility or access the service? (Please tick box)

- 1-10 11 - 20 21-50 51 - 150 151 - 300 over 300 estimate ____

f. Proposed **Start Date** (Provide an estimated date):

g. Estimated **Completion Date**:

4. Tell Us About Your Project - Project Outline

Please address ALL of the sections below and attach as part of your submission.

Please type this section in 12 point and not exceed 4 single-sided A4 sheets.
(Note: The Budget and supporting documentation such as letter(s) of support, photos, newspaper clippings etc are additional to the maximum of 4 x A4 sheets)

1. a. **Project Organisation** b. **Project Name.**
2. **Project Description** including:
 - The objectives of the project
 - The main activity of the project
 - A brief description of the activities to be undertaken for the project
 - How you identified the need for this project
 - Who will benefit from the project (refer to page 4).
 - The expected outcomes for the project.
 - Other groups involved in or affected by the project and whether they have been consulted.
 - How the project will be sustained following the funding period.
3. **Making a Difference - Why is the Project Important?**
 - Why is this project important and how will it 'make a difference where we live'?
4. **Evaluation**

How will you know if your project was successful and the community of the Tumut Region has benefited? What will be the key indicators of success?

 - For example your proposed evaluation process should include but not be limited to:
 - Evaluating whether the project was successful - what worked, what didn't, how would things be improved next time.
 - Evaluating if you reached the people you set out to reach
 - Identifying the project records to be kept - eg. minutes of meetings, records of events, number of participants, newspaper articles etc.
 - Who you will involve in assessing how well the project/program worked eg participants, community members, service providers
 - How you will obtain your evaluation information eg. interviews, survey, group discussions etc.
5. Who will **manage** the project and how will they manage it.
6. A project **Budget**, including enough information to demonstrate how budget figures were determined & other funding bodies/partners involved in the project.(See page 6)
7. The project **timeframe**: Start Date and estimated Completion Date.
8. Acknowledge that your organisation will account for the Grant's expenditure by using the **acquittal form** to be provided to successful applicants by the Foundation.
9. Is there any **other relevant information** you would like us to know?

(Separate to the Project Outline you may include **other documents** you feel will support your application. This could include letters of support, photos, newspaper clippings, examples of your work, etc).

5. Overall Project Cost & Funding - Budget

You may complete the table below or attach your own project Budget.
Please include supporting quotes or documents verifying amounts

INCOME	From	Amount
Value of organisation's cash contribution		
Value of organisation's / volunteers' in-kind contribution * (as per Expenditure below)		
Value of sponsorship(s) from others		
Value of fundraising for project (donations/pledges)		
Visy Community Grant Request	Community Foundation	
Other approved grants		
Other income		
TOTAL INCOME		

EXPENDITURE	For	Amount
(Tell us about the project's major cost items).	(Attach another page if necessary)	
Examples		
eg Program costs - equipment hire, hall hire, speaker's fees etc,		
eg Admin. - postage, stationery, telephone, photocopying etc.		
eg Purchase of equipment/materials		
Value of your organisation's / volunteers' in-kind contribution * (as per Income above)		
TOTAL EXPENSES		

* Please calculate your volunteer contribution by using the following rates: \$20.00 per hour for volunteers; \$8.00 per hour for school students and \$30.00 per hour for skilled tradesmen / professionals. This will assist with comparisons between projects.

6. Summary

Total Project Cost	\$
Visy / CFTR Community Grant Funding Sought	\$
Other Funding Sought	\$
If successful, would the Visy / CFTR grant be sufficient to complete your project?	Yes / No
If Visy / CFTR could only partly fund your project, would it still be able to proceed?	Yes / No

What other funding have you applied for or received in relation to this project?
 If the outcome is not yet known, write "unknown"

Name of funding body*	Amount sought	Approved
	\$	\$
	\$	\$

* Do you mind if we discuss your application with other funding bodies? Yes / No

7. Certification - please provide two signatories

To be completed by the financially responsible person (eg President, Treasurer) for the applicant group and one other person from the group.

I certify that the information in this application is true and accurate.

NamePosition:.....

Signature...../...../2011

I certify that the information in this application is true and accurate.

NamePosition:.....

Signature...../...../2011

8. Grant Application Check List

Please tick boxes

- Reviewed Guidelines.
- All questions have been answered.
- An original plus 2 copies of the application have been provided.
- Section 4 does not exceed 4 x A4pages (excluding the Budget and Supporting Documentation).
- Section 4 is typed in 12 point.
- Copy of DGR and /or Income Tax Exemption status (if applicable) has been provided.
- Copy of Certificate of Incorporation (if applicable) has been provided.
- Budget has been provided.
- Certification has been signed by two representatives of your organisation.
- Copy of most recent Annual Report or Financial Statements is provided.
- Evaluation page is included.
- Retained a copy of your application
- Application will be placed in a sealed, addressed envelope.

9. Closing Date

All applications are to be placed in a sealed envelope.

Applications close **5pm Monday 18th July 2011** and should be:

Addressed to:

Community Foundation for Tumut Region, PO Box 670 Tumut NSW 2720

or

Delivered to the:

Community Foundation's office at 51 Wynyard St Tumut.

Applications post marked 18th July 2011 will be accepted.

Applications will not be accepted if delivered to a location other than above.

(Only printed/hard copy applications will be considered).

10. Questions about the Application Form

Please contact the Community Foundation with any questions about the application process and this Application Form.

11. Grant Writing Assistance and Grant Seeker Enquiries

Information about grant writing and other grant opportunities is available from the Community Foundation for Tumut Region: Peter Becker, Coordinator

Office: 51 Wynyard St Tumut

Phone: 6947 9233 Email: info@tumulfoundation.org.au

12. Evaluation

The Board Members of the Community Foundation appreciate the time you have taken to complete this 2011 Community Grant application.

Please assist us in making sure we are addressing the needs of the community by answering the following questions.

1. How many hours did it take you to complete the application and gather your documentation?

2. What improvements would you make to the Application form and process?

3. How did you find out about the Foundation and the Grant Making program?

4. How easy was it to obtain information about the Grants program?

Thank you for your co-operation in completing this evaluation.

Please include this sheet with your application documents.