

COMMUNITY GRANTS PROGRAM 2022

PURPOSE

The community grants program offered by the Bass Coast Community Foundation aims to encourage eligible organisations to:

Identify and address inequities and disadvantage through evidence-based early interventions, which strengthen communities, increase resilience, well-being, and opportunities for Bass Coast residents

It is funded by donations from the community and through distributions from the Foundation's sub funds.

The community grant program for 2022 is driven to boost collaboration across service organisations and programs that:

- Improve the opportunities for and the number of students, particularly women or girls studying STEM.
- Support improved outcomes for the aged in Bass Coast through healthcare, accommodation, or research initiatives.
- Increase the employment opportunities for 15-24 year old people currently not employed or in education.
- Improve outcomes in early childhood learning and development.

HOW TO APPLY

Applicants must complete the attached Application Form. Applications will be accepted via email to info@bccf.org.au

WHO CAN APPLY?

To be eligible to apply you must be able to demonstrate that your application aligns with the drivers outlined above and/or the Foundation's aims to:

- Reduce the incidence and risk of homelessness and housing stress.
- Increase the aspirations of young people through skills, knowledge and learning.
- Increase opportunities for local women and girls.

Your application must demonstrate that your proposed initiative(s) will positively impact on people who live in the Bass Coast Shire.

In addition, you must confirm current registration on the Australian Charities and Not for Profit Commission (ACNC) register, endorsement as a Deductible Gift Recipient (DGR) as covered by Item 1 or a Tax Concession Charity (TCC) or be auspiced by an organisation that meets these requirements. If your organisation/auspice does not meet any of these requirements, you must state with, examples, which of the charitable purposes defined by the ACNC your organisation aligns with.

WHO CANNOT APPLY?

- Individuals, sole traders, family trusts, public trading trusts.
- Any organisation directly promoting any political, gambling, or alcohol and drug related activities.
- Government agencies.

WHAT A BASS COAST COMMUNITY FOUNDATION GRANT WILL FUND?

Initiatives that take action to improve collaboration across service organisations and programs that:

- Improve the opportunities for and the number of students, particularly women or girls studying STEM; or
- Support improved outcomes for the aged in Bass Coast through healthcare, accommodation, or research initiatives; or
- Increase the employment opportunities for 15-24 year old people currently not employed or in education; or
- Improve outcomes in early childhood learning and development.

WHAT WE WILL NOT FUND

- Operating or recurring costs (e.g. wages, insurances, utilities, rent, telephone, internet).
- Retrospective funding will not be provided.
- Prizes or gifts.
- Interstate or international travel and accommodation costs.
- Marketing costs or publications.
- Anything outside Bass Coast Shire region.

ADDITIONAL INFORMATION

Applicants are invited to send any questions or requests for information in writing via email to info@bccf.org.au

FUNDING AMOUNTS

Grants of up to \$5,000 are available. All grants are non-recurrent and are to be used within 12 months from awarding of the grant.

Smaller grants will be considered and co-funding of projects with other funding bodies, corporate entities or individuals is encouraged. Any co-funding must be detailed in the application form.

TIMELINES

Grants open:	1 st March 2022
Grants close:	19 th April 2022
Applications will be notified:	Between 9 th – 13 th May 2022
Successful applicants will receive funds:	Prior to 30 June 2022.

SELECTION PANEL

The selection panel of the Community Grant Program may be made up of the following:

- Bass Coast Community Foundation Board representatives
- Local Business Owner or Council representative
- Community representative with specialist knowledge as required.

The selection panel will review applications and provide recommendations to the Board of the Bass Coast Community Foundation who will approve the awarding of grants.

ASSESSMENT CRITERIA

The selection panel of the Community Grant Program will assess all applications on the following criteria and associated weighting.

Criteria	Weighting
PROPOSAL CLEARLY ARTICULATES THE: <ul style="list-style-type: none"> • Actions and outcomes that improve collaboration across service organisations and programs that: <ul style="list-style-type: none"> ○ Improve the opportunities for and the number of students, particularly women or girls studying STEM; or ○ Support improved outcomes for the aged in Bass Coast through healthcare, accommodation, or research initiatives; or ○ Increase the employment opportunities for 15-24 year old people currently not employed or in education, or ○ Improve outcomes in early childhood learning and development 	40%
BUDGET / VIABILITY <ul style="list-style-type: none"> • Budget complete, accurate, realistic and demonstrates viability 	25%
MEASUREMENT & CAPABILITY <ul style="list-style-type: none"> • Measurement system to identify impact • Capability and capacity to deliver 	35%

GRANT FUNDING TERMS AND CONDITIONS

1. The closing date for submissions (found on the application form) is not negotiable or flexible.
2. The submission of the application form will be deemed acceptance of these terms and conditions.
3. Submissions will only be received in electronic format.
4. If you are submitting the application form on behalf of a third party, including a club or community group, you acknowledge and agree that you are authorised to submit the application form on their behalf. References to "you" in these terms and conditions includes any third party on whose behalf you are applying.
5. An organisation can apply for funding for multiple projects but only one application for each project will be accepted.
6. Each application must be complete and include the following documents:
 - a. Project Budget
 - b. Current annual report including a financial statement tabled at the last Annual General Meeting, or last available audit for the organisation
 - c. ABN, ACNC Registration and Tax exemption and / or Deductible Gift Recipient (DGR) status from the Australian Taxation Office if applicable.
7. You must ensure that your application form and any supporting documentation does not infringe any other person or entity's confidential information or intellectual property or moral rights.
8. Projects must not involve applications, tools and technologies or content that is inconsistent with the aims of the Foundation, standards of decency or Australian Law.
9. You must keep confidential any information that the Bass Coast Community Foundation provides you with and only use it for the purposes of submitting your application and providing us with information about your project.
10. Third party interest, finance or commitment to your project must be disclosed with all relevant details provided.
11. Do not submit any original documents as your application form and any supporting documentation will not be returned to you.

12. The Bass Coast Community Foundation will not be liable for any costs incurred by you in preparing your application.
13. Co-funding of projects with other funding bodies, corporate entities or individuals is encouraged, but any co-funding must be detailed in the application form.
14. You also acknowledge the following key conditions that apply to any grants:
 - a. Grants cannot be transferred;
 - b. Grants will not be provided retrospectively for completed projects, or for work done on incomplete projects prior to the date of notification of approval of grant.
 - c. Your rights to all project material (including, but not limited to, all intellectual property) must be sufficient to enable you to meet all of your obligations; and
 - d. Projects that are funded cannot be deferred and must progress according to the timelines detailed in the application form unless agreed in writing by the Bass Coast Community Foundation.
15. You acknowledge and agree that Bass Coast Community Foundation may make any press or other announcement or release relating to the grant of funds to you without your prior written consent. You also agree that you will participate in any media events or promotions to be conducted if you are granted any funding.
16. Successful applicants who receive grants agree to comply with and abide by the terms of reporting on projects and completing the acquittal process within the required time frame(s).
17. You acknowledge and agree that any personal information submitted as part of the application process will be used for the purposes of assessing this application and may be used and disclosed for the purpose of making any press or other announcement or release relating to the grant of funds to you.
18. The Community Grant Program selection panel will appraise the applications and give recommendations to Board of Bass Coast Community Foundation for final approval.
19. The Community Grant Program selection panel may recommend that a partial grant should apply to an application and / or a grant should be subject to certain requirements being met.
20. The Board of Bass Coast Community Foundation is not obliged to make a particular number of grants or to extend any or all of the available fund resources.
21. The decisions made by the Board of Bass Coast Community Foundation are final and there is no appeal process.
22. The Board of Bass Coast Community Foundation is not required to give reasons for the approval or rejection of an application.
23. In situations not covered by these terms and conditions, or where there is ambiguity, Bass Coast Community Foundation reserves the right to exercise their discretion and the decision of the Board of Bass Coast Community Foundation will be final.
24. Bass Coast Community Foundation also reserve the right to amend these terms and conditions at any time. However, if these terms and conditions are amended once you have submitted your application, Bass Coast Community Foundation will give you the opportunity to resubmit your application form, if, in the opinion of Bass Coast Community Foundation, your application is adversely affected in a material way.

COMMUNITY GRANT APPLICATION FORM 2022

ORGANISATION DETAILS

Organisation Name:

Australian Business Number (ABN):

Physical address:

Postal address:

CONTACT FOR APPLICATION

Name and Title:

Phone:

Email:

DGR/TAX STATUS:

Deductible Gift Recipient: Yes / No

TCC: Yes / No

If **NO**, which of the charitable purposes defined by the ACNC does your organisation align with.

STRATEGIC OBJECTIVES

The Bass Coast Community Foundation is currently focused on funding projects that:

- encourage local young people to find their pathway to employment and connection to our community.
- advocating for, and support access to financial capability services across Bass Coast.
- help women access the local economy and build healthy, happy and thriving families.

PROJECT DETAILS

BRIEF PROJECT DESCRIPTION (*a short summary of what community need you seek to meet from a grant*):

Project Alignment: (*how does this project support the strategic objectives outlined above?*)

Project Outcomes: (*specific goals and outcomes of the project to address identified community need*)

Timeframe: (*start date of project / expected completion date of project and if applicable milestones*)

Benefits: (*who will benefit from the project, how will they benefit, what will change as a result of this grant?*)

FUNDING AMOUNT SOUGHT

Project Costing: *(Justify the amount sought with a cost, income, benefit illustration)*

Direct costs / in kind

Direct income / in kind

Community benefits

ROLES & ACCOUNTABILITIES *(list all the people accountable for project delivery)*

Project Manager (Name)

Contact email & mobile no.

Role 1: (insert)

Contact:

Role 2: (insert)

Contact:

RISK MANAGEMENT *(what are the key risks/obstacles facing the project and list actions that will be taken to mitigate these risks)*

REPORTING *(describe how you will measure the impact of this grant. This will need to be included in the acquittal to the Foundation)*

Project evaluation process:

Declaration. Your signature below implies awareness that:

- Successful grant applications will be required to provide a project update at the mid-term of the project and complete a grant acquittal at conclusion of the grant term (12 months from awarding).
- Photographs of the project are requested for media purposes where appropriate to promote the grant program, the project outcomes, and raise awareness of the activities in our community.
- An impact report as part of the acquittal is a critical part of the program and applicants must outline their intended evaluation process as part of this application.

Signed:

Title:

Date:

List any attachments provided with this application here: (and attach separately)

- 1.
- 2.