

The South West Community Foundation is keen to support and enrich the lives of people in south west Victoria.

Applications will be received from

MON 3 FEBRUARY 2020 to MON 24 FEBRUARY 2020.

*Grants are normally limited to amounts up to **\$5,000**.*

Potential grant applicants are strongly encouraged to discuss their project with South West Community Foundation - Executive Officer, Karen Norris on 0437 756 082 or email info@southwestcommunityfoundation.org

NOTE: The Foundation encourages smaller community groups with minor projects to apply.

Application form is available by:

- The Online application through the link located on our website <https://www.southwestcommunityfoundation.org/grants/apply-for-a-grant>
This will be available only from Mon 3 Feb 2020 to Mon 24 Feb 2020.
- This new online application can be saved to be referred to later and information can be cut and paste from word documents into the application.
- If you are having difficulty with application online please contact Karen Norris – Executive Officer on info@southwestcommunityfoundation.org or 0437 756 082.

What can be funded?

- **Not-for-profit community based organisations can apply** for funds to support **projects and activities that must be for a charitable purpose, clear public benefit**, (for example advancing health; advancing education; advancing social or public welfare; advancing culture; promoting reconciliation, mutual respect and tolerance between groups of individuals in Australia; promoting or protecting human rights; preventing or relieving the suffering of animals and advancing the natural environment).
- **If your organisation does not have Tax Concession Charity (TCC) status**, we will contact you for further information. **Please have a copy of your constitution, rules, or relevant statute ready to supply.**
- **Organisations must have an ABN or Incorporation Certificate.**

- Requests that supplement funds from other sources will be considered.
- Discrete once off projects are preferred rather than on-going activities.

• **PLEASE NOTE SPONSORSHIP SUPPORT IS NOT BEING OFFERED THIS YEAR.**

What cannot be funded?

- Previous grant recipients who have not completed final report requirements are not eligible.
- **The encouragement or advancement of sport, recreation and social activities** are not considered a charitable activity by the Australian Taxation Office. Applications from sporting organisations need to clearly demonstrate a benefit to the wider community. If in doubt, please contact South West Community Foundation to discuss your project idea.
- **Projects which are for political or religious purposes.**
- Requests from, or that benefit individuals.

The Foundation will not normally support:

- Normal ongoing operational and administration costs (e.g. rent, utilities, regular wages, loan repayments) generally will not be funded.
- Projects which are for sporting and recreational activities generally will not be funded unless it clearly demonstrates that the project is for whole of community benefit, not just for the members.
- Projects with alternative more appropriate funding sources.
- Requests from outside the six municipalities of the south west region of Victoria or for activities to be conducted outside the region.

The following information MUST be submitted:

- Please complete the online application. If you are having difficulty in accessing or sending this application online please contact Karen Norris – Executive Officer on info@southwestcommunityfoundation.org or Mobile: 0437 756 082 who will assist.
- **NOTE: If the Foundation requires further supporting information in assessment of your application, we will contact you directly.**

Applicant Obligations:

- Successful applicants will have 12 months to complete the project unless otherwise agreed.
- Successful applicants must acknowledge the support of South West Community Foundation in any promotional or publicity material.

- Successful applicants must tag the Foundation when doing any social media promotions or events on the approved project.
- Successful applicants must notify and receive approval from the Foundation prior to proceeding with any change to the project or use of the funds received.
- Successful applicants will be required to complete a Progress Grants Acquittal Form (usually six months into the project) and Final Grants Acquittal Form, after their project is completed. Information from this acquittal, including photographs and other media references to the project, may be used in the Foundation's Annual Report and promotional material.
- **Please note that if an Acquittal Form is not completed when requested then this may affect possible future funding support for your organisation.**

The Foundation:

- Will acknowledge all applications received.
- Should any further information be required by the Foundation to support an application, a request for clarification will be made by the Foundation.
- Applicants will be informed of the outcome of their application by the **end of May 2020** and funds will be sent no later than **30 June 2020**.
- The Foundation will publicly inform the community of successful applications on its website and through the regional media.

Completing the Project Budget: Project Budget example only

PROJECT BUDGET			
CASH INCOME	\$	CASH EXPENDITURE	\$
e.g. South West Community Foundation Grant Request (as per requested \$ on page 1)	1,800	e.g. ABC training program for 10 people (see quotes attached)	2,500
Cash contribution from YOUR organisation e.g. XYZ Community Association (confirmed)	500	e.g. XYZ materials for use in training program (see quote attached)	500
Cash contribution from OTHER organisation. e.g. ABC Local Government (pending)	1,200	e.g. venue hire (quote attached)	500
Cash contribution from INDIVIDUAL(S) e.g. Donation from John Smith	250	e.g. catering for morning tea, lunch and afternoon tea (quotes attached)	250
IN-KIND SUPPORT - WHO	\$	IN-KIND SUPPORT - WHAT	\$
What individuals/organisations are supporting the project through non-cash support and to what value?		Describe what the individuals/organisations is doing to support the project and to what value – include \$/hour 'charged'	
e.g. XYZ Community Association officer	175	e.g. XYZ Community Association officer will provide coordination of follow up workshops x 3. 5 hours @ \$35/hour	175
e.g. Jones Smith Community Centre	750	Use of Jones Smith Community Centre for 3 workshops @\$250/day	750
TOTAL= Cash Income + In Kind support (must equal total expenditure)	4,675	TOTAL= Cash expenditure + In kind Support (must equal total income)	4,675

Quotes/Permits

- Please note this year you will be asked whether you have received a quote and/or permit (if required) for your project budget in the application, however at this stage you will not need to provide us a copy unless the Foundation requests one.

Enquiries: can be made on 0437 756 082 or email
info@southwestcommunityfoundation.org

Thank you and wish you well!