

Mirboo North & District
Community Foundation

Your guide to getting the help you need!

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Community Grants
Program Guidelines



The Community Foundation

Who are we?

The Mirboo North & District Community Foundation is an independent place based charitable foundation which was established in 2010 to invest the proceeds of the sale of the local community operated aged care facility. It has invested the \$5M prudently and has committed to maintaining this investment (plus CPI) for the future of the community in our District.

The Community Foundation distributes the earnings of this investment for the benefit of the community through a number of channels, one being this Community Grants Program. Over the past eleven years, more than \$1,500,000 has been distributed from this 'future fund' to the communities in our District.

The Mirboo North & District Community Foundation's District encompasses the townships of Allambee, Allambee South, Berry's Creek, Boolarra, Boolarra South, Budgerie, Childers, Darlimurla, Delburn, Dumbalk, Hallston, Mardan, Mirboo North, Mirboo, Narracan, Thorpdale, Yinnar and Yinnar South.

Our Vision

The Mirboo North & District Community Foundation's Vision is a healthy, vibrant and resilient community working together to meet challenge and celebrate success.

Our mission is to enhance the social and economic strength in our community, encourage philanthropy and grow our legacy through good stewardship and strong effective partnerships.

To this end, the Community Foundation:

- Manages the 'Future Fund' through appropriate investment;
- Develops a shared understanding of the needs in our District;
- Invests in the community through grants;
- Supports local people developing local solutions for their community;
- Builds capacity and skills across the District
- Encourages community building and planning initiatives
- Encourages the giving of money, time and talent for the benefit of others.

The annual Community Grants round is open for the month of September each year. Time-critical or urgent projects may apply for funding at any time.

Grant Making Criteria

Applications should meet the following criteria:

- Offer a clear public benefit for the community living in our District
- Strengthen the community in one or more of the following areas: social, economic, environment, health, education or cultural, wellbeing and youth.
- Have a good prospect of longer-term viability and impact.
- Are supported by a financially sound organisation
- Offer value for money
- Have clear outcomes or performance indicators against which the project can be evaluated.
- The applicant must be an incorporated entity.

However, if you are not an incorporated entity, you may be auspiced by another organisation, which will apply and if successful receive and hold the funds on your behalf. Please contact Executive Officer to discuss.

The following criteria are not required but are beneficial. The projects shall be:

- Innovative and may not meet the requirements of other funding sources
- Registered with the Australian Charities and Not for Profits Commission ('ACNC')
- Tax Concession Charity status (TCC) or Income Tax Exempt Charity status (ITEC)
- Involve partnerships with other organisation which leverage financial and/or in-kind contributions.

What we cannot fund

- Recreational or commercial sporting activities (see below).
- Projects for private benefit.
- Projects which are not for charitable purposes

'Charitable purposes' are defined in legislation, and though sporting and recreation clubs make a valuable contribution to our community, their purposes are generally not recognised as charitable.

However, sporting organisations can apply for grants where the project does not relate to the core purpose of the sporting organisation, rather its purpose is charitable and has a wide community benefit (for example fencing for safety around a Recreational Reserve used by the whole community is a charitable purpose, but replacing the irrigation system in a sports club is not. If you are unsure, please get in touch with the Executive Officer.

Grants awarded under the Community Grants program will be for amounts up to \$10,000 per project. For grants in excess of \$10,000 there is a separate application process – please contact the Executive Officer

Grant Application Procedure

Step One – Discuss Project With The Community Foundation

Telephone or email the Executive Officer (EO) to discuss your proposed application (see below).

You may be asked for the following information to assist in giving you the correct advice.

- Brief project description
- Draft budget- where available

Step Two - Application

(Do not proceed to Step Two unless you have completed Step One)

We have endeavored to keep the application process as straightforward as possible. If you have any questions please contact the EO for assistance.

- Complete the Application Form ensuring that all questions are answered. A limit of 250 words applies for questions 1-6 and 10. Instructions in italics and blue font can be deleted.
- Applications should be typed, and electronic submission is preferred.
- All applications must be received by 30th September to be eligible for the annual grants round.
- Time-critical or urgent projects may apply for funding at any time.
- The declaration must be signed by a person authorised to enter into contracts on behalf of the organisation e.g. Executive Officer, President; or the signatory is authorised to sign the Declaration by that person.

How your application will be considered

Your application will be acknowledged within 7 days of receipt. You may be asked to provide further information, to ensure that you have as much opportunity as possible to have a successful application.

A Grants Assessment Panel, including independent assessors, will be convened to review the applications. This Panel reports to the Community Engagement and Grants Committee. The Community Engagement and Grants Committee will then meet to review and will provide advice to the Board, who will make the final decisions.

To assist with understanding the criteria on which your application will be evaluated, you should ask yourself the following questions:

- Does the impact of the grant affect a broad community cross section?
- Consider carefully the beneficial Impact the project will have on the community.

Note: Impact is not 'What you are doing', rather focus on the Why.

A simple example is erecting a fence around a playground. The erection of the fence is what you are doing, the Why is "Achieving Child safety and Parental peace of mind"

- Does the application illustrate clear need for the project?
 - Does the project have sustainability or on-going impact?
 - How will you monitor and evaluate to show the beneficial impact of your project?
 - Is the budget realistic and accurate and does it include an in-kind contribution?
 - Are others contributing to the project?
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Grant Application Procedure

If your application is successful

- You will be required to send a representative from your organization to the Grants Award ceremony In November.
- In order to promote the impact of the Community Foundation, we will make requests for written updates and photographs over the implementation and at completion of the project. Please let us know if you are having a launch or opening etc, as we like to come and celebrate with you.
- We request that your organisation's committee members subscribe to our monthly e-newsletter.
- You will be requested to acknowledge the support of the Community Foundation in all printed material and publicity in relation to the project.
- You will be requested to display appropriate signage acknowledging the Community Foundation's support (this will be supplied by the Community Foundation)
- You may be listed on the Community Foundation's website.
- If your organisation has a Facebook page you will need to confirm you follow the Community Foundation on its Facebook Page
- You will be required to acquit your project in accordance with guidelines within 2 months of project completion. Please note that failure to adequately meet acquittal requirements will deem the organisation ineligible for future funding consideration).

Whether successful or unsuccessful, we will let you know the outcome in writing.

Contact Details

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For more information about
the foundation visit:
www.mirboodistrictfoundation.org.au

