



Community Grant Application Guidelines

PLEASE DOWNLOAD, READ AND UNDERSTAND THESE GUIDELINES.

It's essential you follow these guidelines in your application, so we suggest you keep a printed copy handy.

Eligibility Criteria

Your organisation must be endorsed by the ATO as a Deductible Gift Recipient 1 (DGR1) and one or more of the following:

- (1) A legal entity or incorporate association which holds a current Australian Business Number (ABN) or Australian Registered Body Number (ARBN).
- (2) Registered with the Australian Charities and Not-for-profit Commission (ACNC).
- (3) A not-for-profit community organisation

Organisations which are not eligible to receive a grant

- Businesses or Sole Traders.
- For-profit public or private companies.
- Federal, State and Local Governments and Government authorities or agencies.
- Organisations that do not have enough reserves or revenue to cover their operating costs and all debts as they fall due.
- Organisations that have not acquitted a grant previously received from the Buderim Foundation Community Fund.
- Any organisation or entity which the Buderim Foundation deems (in its sole and unfettered discretion) to be ineligible.

Projects or activities which will not be considered for a grant

- A project or activity that does not provide a benefit to the Buderim community (postcode 4556).
- Anything the Buderim Foundation considers illegal or unethical.
- Anything the Buderim Foundation considers inherently a risk to life or property.
- Budget deficits and the repayment of debts or loans.
- Fundraising campaigns, overseas or domestic appeals or sponsorship.
- Overseas or domestic travel.
- Gifts, donations, or scholarships.
- Promotion of Religious or political activities, views, and ideologies.
- Funds for investment or organisational reserves.
- Activities without prior requisite Governmental approval, including Council development approval, or other approval.



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- Project management fees, project contingency costs, or feasibility study costs.
- Projects or activities, in whole or in part, for the personal gain or benefit of an individual.
- General operating expenses for organisations including:
 - Salaries or wages and on-costs, e.g. superannuation, workers compensation.
 - Rent and outgoings,
 - Funding for staff or member social events.
 - Staff training and conferences.
 - Educational programs or resources, unless the project responds to an identified community need and provides wider community benefit.

The type of projects eligible to receive a grant

For your organisation to be considered for an annual Buderim Foundation Community Grant you'll need to **demonstrate how your project benefits the Buderim community (postcode 4556)** and may include any of the following:

1. Protects and preserves our natural environment
2. Assists people in need to live healthy and fulfilling lives
3. Adds richness and diversity to local artistic and cultural endeavours
4. Increases learning opportunities across all age groups
5. Celebrates and showcases our heritage and local history
6. Encourages and supports those with sporting and other recreation interests
7. Strengthens the social fabric of the community
8. Supports youth in our community.
9. Community projects

Grant Value

The maximum value per grant application is \$10,000.

Application assessment process

Applications will be carefully evaluated by the Buderim Foundation's Grants Committee shortly after receipt and will be assessed in relation to the objectives described under 'The type of project' and eligibility requirements.

Recommendations then go to the Buderim Foundation Board for approval. We will notify you of the success or not of your application shortly thereafter.

If your application is unsuccessful, we encourage you to ask for feedback in order for you to reapply with a stronger application in a future grant round.

If you would like to request feedback following notification of the grants, please email us at: grants@buderimfoundation.org.au

Awarding the grants

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The payment for the specified project is transferred by electronic funds transfer into a bank account held in the name of the successful organisation.

We ask that:

- representatives of your organisation attend any public announcement and celebration held by the Buderim Foundation.
- you contribute any photos, testimonials, and feedback so that we may use them in our publicity of this program.

How to apply

Our grant applications open end of May and close end of June each year and will be made available on the Buderim Foundation website.

PLEASE ENSURE YOU FOLLOW THE BUDERIM FOUNDATION COMMUNITY FUND GUIDELINES

Stage 1– Eligibility assessment

Step 1. Go to buderimfoundation.org.au

Step 2. Under GRANTS select 'Submit or Manage Grant Applications'

- a) If you are a **previous applicant** – login with username and password and proceed to **Stage 2**.
- b) If you are a **new applicant**:
 - Create a username and password.
 - Please develop your organisation's description in a **Microsoft Word Doc on your computer** so you can easily copy and paste it into the Organisation Application Form. Please include information describing your organisation's purposes and objects and the nature and type of services, assistance, and support you provide to the Buderim community (postcode 4556) (200 words max)
 - Select the Organisation Application Form and complete all sections. Copy and paste the organisation description from your computer into the form
 - When completed, **submit**.

**We will advise if your organisation meets our eligibility criteria.
If successful, proceed to Stage 2.**

Stage 2 – Grant proposal

Step 1. Using a Microsoft Word Doc. on your computer, develop the description of the project (200 words max) you are requesting the grant for.



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Save this on your computer and paste it into the Application Form in Step 4

Step 2. Assemble the necessary budget and other supporting documents that you will upload into the Application Form in Step 4

Step 3. Please email your organisation's financials and ASIC information to grants@buderimfoundation.org.au. Please include the following:

- **Organisation Financials**
In a single document, please provide either last audited financial statement OR current profit & loss and balance sheet.
Files must be less than 10 MB.
Allowed file types: jpeg txt html pdf doc docx xls xlsx.
- **ASIC Information**
Please email the latest copy of your organisation's Company Statement as lodged with ASIC.
Files must be less than 10 MB.
Allowed file types: jpeg txt html pdf doc docx xls xlsx.

Step 4. Go to buderimfoundation.org.au and sign in using your username and password, then select the 'Application Form':

- Select your organisation.
- Fill in all sections of the form
- Paste the project description from your computer into the appropriate field
- Upload the project budget and other support documents into the Application Form

Step 5. Check and certify your application

Step 6. Submit Application.

Stage 3 – End of project report and grant acquittal

A **project report and grant acquittal are due three months** after completion of the project, but no later than April 30th in the year following receipt of your grant (unless exceptional circumstances have been approved).

Step 1. Please develop your Acquittal Report (max. 200 words) in a Microsoft Word doc. on your computer, then simply copy and paste it into the Acquittal Form when you are ready to submit.

In the report we ask that you describe how you met and measured your project objective, what was achieved, who benefitted, and how you spent your grant funds.

Step 2. Go to buderimfoundation.org.au select 'Submit or Manage Grant Applications'. Login using your username and password.

Step 3. Select the Acquittal Form and fill in all fields.

- Paste the Acquittal Report from your computer into the appropriate field in the Acquittal Form
- Upload evidence such as:
 - photographs, community references, or quotes.



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- clear detail demonstrating that the grant funds were expended in accordance with your application.

Step 4. Check and certify the Acquittal Form. Note: The person certifying and submitting this Acquittal form MUST be the same person that certified and submitted the Application.

Step 5. Submit

We're here to help

Information about the Buderim Foundation Community Fund Grants can be found on our website at:

www.buderimfoundation.org.au/grants

If your organisation does not have access to a computer and is unable to lodge an online application, please contact our administrator on (07) 5456 1757 during business hours.

If you have questions, please contact us at: **grants@buderimfoundation.org.au**