COMMUNITY GRANT APPLICATION GUIDELINES

The aim of the Jack Brockhoff Community Grants Program is to support projects and programs that will have a positive impact on improving outcomes for communities throughout Victoria.

The Foundation is seeking applications in three key areas of interest:

Ageing

- Supporting housing initiatives for older women
- Addressing the social isolation of older people

Disability

- Supporting housing initiatives for people with a disability;
- Innovative approaches to employment for people with a disability

Building Capacity

- Addressing poverty and disadvantage through supporting small grass-roots charitable organisations to develop innovative ways of becoming more effective, efficient and sustainable

Preference is given to applications that focus on:

- Prevention and early intervention
- Programs that can display support from the community and that have an involvement of volunteers.
- Programs or projects that have a plan for sustainability.

An online grant application form is required to be completed by all applicants. To assist the Foundation in their review of your request, please provide a concise response to all questions.

Important dates

The Grant Round opens on <u>Monday 7th August 2023.</u> Your grant application must be lodged by <u>12pm (midday) on Thursday 24th August 2023.</u> Applications are assessed by the Foundations staff and directors throughout September to November with payment of approved grants at the end of November.

An acknowledgement email will be sent on receipt of the application online. All applicants will be notified of their success or otherwise in late November following the November Board Meeting.

Payment of Grants
If your application is successful, you will be contacted by the Foundation and asked to supply banking details so that the grant awarded can be electronically transferred to the account provided.

Grants to applicants working in large institutions
The Jack Brockhoff Foundation will not support applications from individuals working in institutions that apply an additional impost on the recipient of a grant, either by way of a portion of the grant sum being removed for institutional administration purposes, or by the levying of additional institutional costs to the recipient because of them receiving a grant from the Foundation.

EXCLUSIONS AND RESTRICTIONS
Please refer to the eligibility page on our website for general eligibility guidelines of the Foundation. These guidelines as well as the Community grant round exclusions and restrictions listed below apply.

Equipment
- The need for the equipment should be 'urgent' (i.e. need to have rather than nice to have);
- It should be durable for use over a period and will benefit a large number of people;
- Where possible, to be considered a community asset, equipment must be accessible to a wide range of people;
- Funding is <u>NOT</u> provided for equipment where that equipment forms part of mandatory requirements to meet industry certifications or accreditations;
- Where appropriate, the organisation may be required to provide a maintenance plan and/or proof of the capacity to insure or maintain the equipment after purchase.

Salaries
Funding for salaries or consultants will only be considered if:
- It relates specifically to the new initiative or program the organisation is seeking funding for, and;
- It is timebound or temporary
  or;
- There is a clear plan for the financial sustainability of the salary ongoing.

Capital works
Applications for capital works (building construction, refurbishment etc) will not be accepted for a large Community Grant, but **are eligible for a Small Community Grant (up to $10,000).**

KEY ASSESSMENT CRITERIA

The Foundation is committed to a transparent assessment process in reviewing all grant applications submitted for consideration.

The Foundation does not have the resources to fund all the projects which are submitted for funding. Therefore, grant applications are assessed taking into consideration the Foundation's current key funding priorities as well as how well the organisation and its proposed project/program addresses several key assessment criteria.

We have listed below some of the major factors taken into consideration when grant applications are reviewed and compared with other applications. Please note, this is not an exhaustive list but gives an insight as to the Foundation's current funding priorities.

We acknowledge the subjective nature of several of the listed criteria.

Organisation's Board and Management

- Reputation and period of operation including relationship with the Jack Brockhoff Foundation (e.g. outcomes from past grants);
- Quality of referees and feedback from site visits or meetings with key staff and clients and input from the experiences of other philanthropic trusts and foundations;
- Local/client representation in management structure (ensuring clients' interests as well as sponsors are considered in addition to volunteer representation);
- Open and accountable management as indicated in published (audited) annual reports, websites, newsletters, etc.;
- Involvement and leadership in the planning of local services so that community development is enhanced and local input is taken into consideration;
- A strategic plan and regular reviews of an organisation's operation and business plan taking into consideration input from all stakeholders;

Financial
- Revenue is sourced from a wide range of contributors e.g. government (local, state, federal), fundraising activities, philanthropic grants, local service groups (Rotary, Lions Clubs), businesses etc. and no heavy reliance on one input only;
- The organisation is 'financially robust' with clear indication of its viability to serve its clients, maintain its assets and fund its operating costs (rent, salaries, etc.) over the medium to long term;
- Requests for support of capital campaigns must demonstrate the viability of the project, submitting evidence of building approvals etc. as well as a timetable detailing when funds are to be directly applied to the project;

Community integration and support
- Significant local support for the work of the organisation, both financially and in-kind, so that the organisation and the clients it serves are recognised as an 'ongoing responsibility' of the local community;

- Actively encourage the involvement of local volunteers in program activities as well as supporting services through auxiliaries, sub-committees and fund-raising activities. Volunteers should be supported through appropriate education and training;

Collaborative behavior
- Organisations serving a similar client constituency in a local community are encouraged to work collaboratively, sharing information, program ideas, services, facilities, equipment, etc.;

Programs/Projects attributes
- The proposed project/program is consistent with the applicant organisation's stated 'mission and purpose';
- The project/program is new and seed funding is required for an innovative idea which creatively addresses a 'problem' and where traditional funders may not be forthcoming until evidence of successful outcomes is apparent;
- The organisation demonstrates expertise and capability in delivering successful programs to its clients;
- The program/project has defined outcomes and objectives with a cohesive and well thought out plan for the achievement of the stated goals;
- Preference is shown to preventative or early intervention programs/projects such as:
    - Services/programs which keep people from deteriorating in physical or mental state or exposure to physical risk
    - Services/programs which keep people from moving into more acute care, homelessness or extreme poverty
- Depending on the size of the program there may be an expectation that it is to be independently evaluated with the results accessible to interested external parties

If you have any questions regarding this grant round, please contact the Foundation office at:

E: foundation@jackbrockhoff.org.au
Ph: 9006 1765