

Community Grants Program 2018 GUIDELINES



Applications open 29 June 2018
Applications close 5:00 pm 3 August 2018

The Casey Cardinia Foundation Ltd is a philanthropic community foundation, raising funds for local community groups throughout the City of Casey and Cardinia Shire, with funds dispersed through an annual grants program.

The Community Grants Program supports projects for Older persons, Disability, Disadvantage, Youth, Arts, Environment and Men's Health across the Cardinia Shire and City of Casey regions.

The foundation aims to support the social, community and general welfare of those living in the City of Casey and Cardinia Shire region. The foundation provides grants to projects that support the growing needs of its communities, now and into the future.

HOW TO APPLY

1. The 'Grant Guidelines' MUST be read before completing the application.
2. Application forms MUST be submitted on a Grant Application form available by:
 - Visiting the website www.caseycardiniafoundation.org
 - Emailing admin@caseycardiniafoundation.org or
 - Telephoning Executive Officer on 0418 962 377

Late applications will not be accepted; applications MUST be submitted and received by email or post before **5:00 pm 3 August 2018**.

Email: PLEASE SUBMIT YOUR APPLICATION AS AN ATTACHMENT VIA EMAIL to:
admin@caseycardiniafoundation.org

3. Shortlisted applicants will be notified and may be requested to provide additional documentation such as; annual reports, financial statements, letters of support, information brochures, evidence of DGR endorsement etc.
4. Successful Applicants will be notified in late September 2018 and invited to the Casey Cardinia Foundation Annual Charity Dinner, where the 2018 Community Grant recipients will be announced. Grant cheques will be available in November 2018.

Community Grants Program 2018 - Guidelines

WHO IS ELIGIBLE TO APPLY?

Community organisations operating as a Not for Profit Incorporated organisation and/or Charitable organisations with Item 1 Deductible Gift Recipient (DGR) and Tax Concession Charity (TCC) status are eligible to apply.

Applicant organisations must:

- be located or conduct the application project within the City of Casey and/or Cardinia Shire;
- not be primarily commercial or established for profit making purposes;
- have an ABN or Incorporation Certificate.

Applications will not be accepted by:

- Individuals
- Organisations that have previously received grant money from the Casey Cardinia Foundation and have not fulfilled their obligations nor provided satisfactory project acquittal reports.
- Businesses which operate for profit

FUNDING AVAILABLE

Grants of up to \$10,000 will be considered in this grants round. Please note that the average grant amount is \$5,000.

Grant requests above \$10,000 will not be accepted unless prior consent is obtained from the Executive Officer, please telephone to discuss your application prior to submission.

ELIGIBLE PROJECTS

The Casey Cardinia Foundation Community Grants Program supports Community, Older persons, Disability, Disadvantage, Youth, Arts, Environment, Men's Health and Crisis projects of benefit to the community of the Cardinia Shire and City of Casey regions which:

- Enable the community organisation to respond to local needs
- Target disadvantaged communities or current areas of high need
- Build and improve skills within the community
- Create opportunities within the region for residents
- Provide innovative solutions to identified and evidenced needs
- Seek to change or positively influence poor behaviours and lifestyle
- Assist the social, community and general welfare of residents
- Support the growing needs of the Casey Cardinia communities, now and into the future
- Contribute to community development
- Will commence within 3 months of receipt of the grant funds

PROJECTS NOT ELIGIBLE FOR FUNDING

- Projects which are considered the responsibility of governments
- Projects for private benefit
- Projects that are political in nature
- Projects that have already commenced
- Applications benefiting Individuals
- Endowment Funds
- Fundraising
- Retrospective or duplicated funding
- Programs that discriminate or create community conflicts
- Projects that are not located in the Casey Cardinia Region

Community Grants Program 2018 - Guidelines

CONDITIONS OF FUNDING

Grants offered to successful applicants are subject to the following conditions:

- Funds must be acquitted on the project as described in the application, 12 months after receipt of funds. Including financial reporting, evidence and three photographs for marketing purposes.
- Projects will acknowledge the support of the Casey Cardinia Foundation Community Grants Program in their project communications, where possible i.e.. newsletters, social media, websites.
- Projects will commence within 3 months of the allocation of funds.

KEY SELECTION CRITERIA

- The Applicant organisation is eligible.
- The Applicant organisation demonstrates capacity to deliver the project and meet the grant conditions.
- The project provides significant community benefit within the Casey Cardinia Region.
- The project identifies where possible other sources of financial/in-kind support.
- The application states clear aims and objectives.
- The application shows evidence of understanding, planning, resources, safety and relevant permits.

TERMS OF APPLICATION

- The Casey Cardinia Foundation's decision is FINAL.
- The Casey Cardinia Foundation may offer full funding, part funding or make a contribution to a project at their discretion.
- Applicants must not spend money on their proposed project before funding is announced or provided. This is considered retrospective funding, which is not eligible for support.
- The Community Grants Program is a competitive process, application does not automatically qualify for funding, and previous success does not guarantee subsequent funding. Unsuccessful applicants are encouraged to reapply each year.

Late applications will not be accepted. Applications **MUST** be submitted and received by email or post before **5:00 pm 3 August 2018**.

Email: PLEASE SUBMIT YOUR APPLICATION AS AN ATTACHMENT VIA EMAIL to:
admin@caseycardiniafoundation.org
(email submission is preferred)

Post: **Attention Community Grants Program
Casey Cardinia Foundation
PO Box 620
PAKENHAM VIC 3810**

“What have you done today to make you feel proud?”