COMMUNITY APPLICATION GUIDELINES

The aim of the Community Grants Program is to support innovative programs that will have a lasting impact on communities throughout Victoria. *As the result of a recent strategic review of the Foundation's grants program please note that the areas of focus in this program have changed*.

The Foundation is now seeking applications in several key areas of focus:

Ageing
1. Supporting housing initiatives for older women

2. Addressing the social isolation of older people

Disability
1. Supporting housing initiatives for people with a disability

2. Innovative approaches to employment for people with a disability

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

Applications for funding for 1 – 3 years will be considered.

Preference is given to applications which are:

- Are seeking seed funding for a new idea or approach to achieving positive social change in the areas described above
- Enjoy good community support and involvement, particularly of volunteers
- Are focused on clear, positive outcomes for people experiencing financial or social disadvantage
- Demonstrate a good understanding and knowledge of the people the project/ program hopes to assist; and
- Have a plan for sustainability.

Please note that if you are intending to apply for a Community Grant you must email a brief outline (no more than two paragraphs) of your proposal to foundation@jackbrockhoff.org.au. Please do not submit an application until you have received confirmation from the Executive Officer, Anita Hopkins.

Important dates

The dates for the **2019** Community Grant round are as follows:

Grant round opens: Thursday 1st August 2019
Grant round closes: Thursday 29th August 2019 at **12pm**

Notification in November 2019.

A Grant Application is required to be completed online by all applicants. To assist the Directors in their review of your request, please provide a concise response to all questions. **Please use simple, clear English and avoid jargon.**

Please note that applications for Emergency Relief and Food Aid are no longer accepted within this program. The Foundation is now providing support for these two areas within an 'invitation only' Emergency Relief program. Organisations will be contacted directly regarding this program.

An acknowledgement email will be sent on receipt of the application online. All applicants will be notified of their success or otherwise shortly following the November meeting of Directors of the Foundation. Please complete your Grant Application online at http://jackbrockhoff.org.au/apply-for-a-grant/community/

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.

If you have any questions regarding this grant round please contact the Foundation office at foundation@jackbrockhoff.org.au.

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 recognized 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 behaviour
- 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 connected to their family/ community or that facilitate completion of education
  - Services/programs which keep people from moving into more acute care, homelessness or extreme poverty
- The Program is expected to be independently evaluated with the results accessible to interested external parties;

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 NOT 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.