

2018/2019

# EMRC Community Grants Program

## Guidelines



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## 1. INTRODUCTION

The Eastern Metropolitan Regional Council (EMRC) is an active member and proud supporter of Red Hill and surrounding communities.

Since 1997, the EMRC's Community Grants Program has assisted numerous groups to develop and deliver a wide range of initiatives that directly benefit the community and environment.

The EMRC is seeking quality applications from groups that demonstrate the need to deliver real benefit to the wider community and / or environment in Gidgegannup, Hovea, Parkerville and / or Stoneville.

Please read this document thoroughly as it explains the guidelines of the 2018/2019 Community Grants Program and will assist you in completing your application.

## 2. GRANT AMOUNT

The EMRC has allocated \$15,000 to the grants scheme for the 2018/2019 financial year.

To ensure we assist as many groups as possible, support is limited to a maximum of \$1,500 per year to each successful application.

## 3. KEY DATES

<b>Applications open</b>	Sunday, 1 July 2018
<b>Applications close</b>	Friday, 24 August 2018
<b>Notification of results of application</b>	From Monday, 1 October 2018
<b>Cheque presentation ceremony</b>	Friday, 19 October 2018

## 4. ELIGIBILITY CRITERIA

- ABN or explanation to prove exemption
- Certificate of Incorporation
- Street address of the community group and contact information provided
- All prior project completion reports returned
- Past project completion reports completed in entirety
- Application received by EMRC no later than 3pm Friday, 24 August 2018
- Complete and clear copies of quotes provided to EMRC for goods and / or services requesting to be funded
- Application completed on the 2018/2019 EMRC Community Grants Program Application Form
- Adequate responses have been provided for ALL questions in the completed application form

### Important note:

To guarantee that your application can proceed to the assessment phase, please ensure that you have addressed each of the abovementioned eligibility criteria. Applications that have not addressed / provided ALL of the abovementioned points will not be assessed.

## 5. EMRC COMMUNITY GRANTS PROGRAM

### 5.1 Program aim

To provide funds to community groups for assistance with programs, activities, events or facilities that assist in the innovation and development of the sustainability, social, cultural / community and / or recreational needs of members of the Gidgegannup, Hovea, Parkerville and / or Stoneville communities.

### 5.2 Program objectives

- Encourage sustainable environmental practices within the community, including those that focus on sustainable waste management or recycling.
- Increase the range of, and access to, quality community, sustainability, cultural, recreational, and social activities, programs and services.
- Encourage cooperation and sharing between community groups to ensure that a wide range of people can benefit from community resources.
- Support community development initiatives and socially and / or environmentally responsible community activities.
- Support groups that are working to assist economically or socially disadvantaged people.
- Encourage communities to promote their region through promotional activities.
- Encourage the development of excellence in recreational, sporting and cultural pursuits.

### 5.3 2018/2019 grants program

The EMRC will provide funding to community groups that can demonstrate the greatest community and / or environmental need for programs, activities, events or facilities that align with one or more of the four grant categories: sustainability, cultural / community, social and / or recreational (please refer to the grant category descriptions provided further below).

Applicants must apply under at least one of the categories in order to be considered for grant funding so please make sure you specify which category / categories are appropriate.

Please note the purpose of the group does not necessarily have to align with the category, only the initiative that you are seeking funding support for.

### 5.4 Grant category descriptions

<b>Sustainability</b>	Initiatives that encourage sustainable environmental practices within the community including those that focus on sustainable waste management or recycling and / or initiatives that raise awareness and / or promote community engagement with environmental sustainability activities, programs and / or events.
<b>Cultural / Community</b>	Initiatives that raise awareness and / or promote activities, programs and / or events that initiate and support culture between members of the community that share a common interest or identity. For the purpose of this program the term 'culture' refers to the behaviours and / or beliefs or characteristic of a particular social, ethnic, or age group.
<b>Social</b>	Initiatives that raise awareness and / or promote activities relating to or having the purpose of promoting companionship or communal activities that stretch beyond the confines of an individual club or group. This category aims to promote groups living in companionship with others or in a community, rather than in isolation.
<b>Recreational</b>	Initiatives that raise awareness and / or promote activities, relating to, or used for sports / recreation.

## 5.5 Period of funding

To be eligible for funding, projects must commence after 19 October 2018 and be completed by 30 June 2019.

## 6. ACKNOWLEDGING YOUR GRANT

Groups that obtain an EMRC community grant are required to publicly acknowledge the support they receive.

Successful applicants can obtain a copy of EMRC's logo, along with style guidelines regarding requirements of its use. Applicants must only replicate EMRC's logo in accordance with the guidelines, and must gain prior approval from EMRC's Communications Department.

Initiatives funded should identify and formally recognise the assistance provided by the EMRC in publications, promotional materials, media releases and newsletters, at the site / location via a plaque or signage, and where relevant, at program launches and / or the event itself (i.e. via speeches or placards).

Please note that the EMRC is not a sponsor, but a community grant funding organisation, and recognition must only be for the purpose for which the funding was awarded.

Successful applicants must also provide supporting evidence in the 2018/2019 EMRC Project Completion Report to demonstrate how the grant was acknowledged.

## 7. GRANTS WILL NOT BE CONSIDERED FOR:

- Applications from groups and organisations without an ABN (or an explanation to prove exemption) and a Certificate of Incorporation.
- Private and commercial businesses and organisations.
- Applications from individuals.
- Applications not completed on the 2018/2019 EMRC Community Grants Application Form.
- Applications received after 3pm Friday, 24 August 2018.
- Administration and general operating costs (e.g. wages and salaries, office supplies, etc.).
- Political organisations and / or events.
- Programs or services that are not delivered in the Gidgegannup, Hovea, Parkerville and / or Stoneville areas (i.e. the group / organisation must be located within the aforementioned areas).
- Organisations or groups that do not clearly demonstrate a need for funding, or those which provide insufficient information to allow the EMRC to make a fair assessment of need.
- Requests for retrospective funding where applicants seek to re-coup costs for a project that has already been completed by 20 October 2018.
- Projects that require ongoing funding or support other than the initial grant.
- Routine or cyclical maintenance works to facilities.
- Facilities, goods or services where little or no public access is available.
- Replacement / repair of facilities or goods damaged by vandalism, fire or other natural disasters where the act should be covered by insurance.
- Charity dinners, golf days and other general fundraising activities.
- Applications from organisations that operate for profit or commercial gain.
- Groups who have previously received funding under the EMRC's Community Grants Program and have not provided the EMRC with a project completion report for that funding.

## **8. EMRC GENERAL GRANT CONDITIONS**

- All projects and events must abide by all state and federal government legislation in relation to discrimination in the provision of goods, services and facilities.
- All grants are to be expended within the same financial year that monies are awarded (i.e. by 30 June 2019). Grant monies not expended within this time must be returned to the EMRC.
- Applications that are not completed on the 2018/2019 EMRC Community Grants Application Form will not be considered.
- The grant is to be used solely for the specified purpose approved by the EMRC.
- Any part of the grant funds that are not used in accordance with the above point must be repaid to the EMRC, unless the EMRC's written prior approval is obtained.
- If the community group wishes to change the approved purpose they must obtain the EMRC's prior written approval.
- The EMRC will not be held responsible for the success of the approved purpose for which the grant is applied, or for any losses or additional costs incurred that are associated with the approved purpose.
- Successful applicants must provide EMRC with a 2018/2019 Community Grants Program Project Completion Report within two months of the completion of the funded project or by 30 June 2019 – whichever comes first. All sections of the report must be fully and sufficiently completed.
- Providing the community group with this grant does not mean that your community group is entitled to any further funding.
- The community group will acknowledge the EMRC in the manner listed in their 2018/2019 EMRC Community Grants Program Application Form. Supporting evidence must be included in the project completion report as to how you acknowledged (or attempted to acknowledge) EMRC's assistance.
- The community group should only acknowledge EMRC's support with regards to grant funding assistance and the specific purpose for which it was supplied – not in providing ongoing financial support, nor as a sponsor.
- The community group consents to the EMRC using their name, likeness, image and / or voice (including photograph, film and / or recording of the same) and featuring their organisation in promotional activities in any media for an unlimited period without remuneration for the purpose of promoting the EMRC Community Grants Program.
- Priority may be given to groups that demonstrate the greatest community / environmental need.
- The final decision regarding whether to provide a community grant rests with EMRC at its absolute discretion.
- If the community group breaches any of these conditions, the EMRC can terminate the arrangement at any time and without giving the community group any prior notice.
- The community group agrees to meet any other conditions that the EMRC may apply to your grant.

## **9. CANVASSING OF EMRC EMPLOYEES AND COUNCILLORS**

If a grant applicant, whether personally or by agent, canvasses any of EMRC's employees, commissioners or councillors with a view to influence the acceptance of any grant application made by it or any other grant applicant, then regardless of such canvassing having any influence on the acceptance of such grant application, EMRC may at its discretion omit the grant application from consideration.

## 10. APPLICANT CHECKLIST

To ensure that your application can proceed to the assessment phase, please adequately address the eligibility criteria listed in this guideline. Applications that have not addressed ALL of the eligibility criteria will not be assessed.

Below is a checklist to assist you with ensuring you have met the necessary criteria:

- ABN or explanation to prove exemption
- Certificate of Incorporation
- Street address of the community group and contact information provided
- All prior project completion reports returned and completed in entirety
- Application received by EMRC no later than 3pm Friday, 24 August 2018
- Complete and clear copies of quotes provided to EMRC for goods and / or services requesting to be funded
- Application completed on the 2018/2019 EMRC Community Grants Program Application Form
- Adequate responses have been provided for ALL questions in the completed application form

## 11. LODGING APPLICATIONS

To apply for funding, please obtain a copy of the official EMRC 2018/2019 EMRC Community Grants Program Application Form and **adequately complete ALL sections**. The back of the application form lists the various options for lodging your application.

The application form is available online at: [www.emrc.org.au/emrc-community-grants-program.html](http://www.emrc.org.au/emrc-community-grants-program.html)

Alternatively, contact EMRC's Functions and Communications Officer on (08) 9424 2209 to request a form to be emailed.

## 12. ASSESSMENT OF YOUR APPLICATION

All sections must be adequately completed on the application form so that the EMRC can assess applications against the selection criteria.

Preference is given to applications that:

- Demonstrate how the wider community and / or environment will benefit from the initiative.
- Have realistic, achievable and measurable project goals and objectives planned.
- Have a detailed project budget with clear and logical quotations attached to support the application.
- Are clear and concise in answering questions and outlining details of the initiative.
- Display new, original and innovative concepts.

All applicants will be notified of the outcome of their application from Monday, 1 October 2018. It is important to note that not every application that meets the criteria will necessarily receive a grant.

### **13. FURTHER INFORMATION**

For more information about the 2018/2019 EMRC Community Grants Program, please contact:

Functions and Communications Officer  
Eastern Metropolitan Regional Council  
Direct: (08) 9424 2209  
Email: [communications@emrc.org.au](mailto:communications@emrc.org.au)