



**Strathfieldsaye
& Districts**
Community Enterprise

COMMUNITY GRANTS PROGRAM GUIDELINES

PLEASE USE THE FOLLOWING INFORMATION AS A GUIDE ONLY.

Each Grants Program may vary depending on such factors as (but not limited to):

- Current SDCE income
- Ongoing SDCE financial commitments
- Time of year
- Number of groups applying for grants
- Allotted funds already exceeded

Distribution Dates

The SDCE will make two rounds of distributions a year. These distributions will be in April and October each year, but may vary.

The closing dates for each distribution will be announced at its launch.

Distribution Amounts

The SDCE will aim to deliver around 20% of its annual income stream to the Community Grant Program, in two rounds of distributions, but may vary depending on other SDCE commitments. Currently, SDCE receives around \$100,000 per annum; making \$20,000 available for distribution (as at 2016).

How are the grants applied for?

A group wishing to apply for a grant through the SDCE Community Grants program, must fill out the application form available from the SDCE website strathfieldsaye.com.au, and submit in accordance with the instructions by the closing date for the applied distribution.

All supporting documentation that may be required must also be submitted at this time. This includes any written quotes.

Eligibility (Who can apply?)

The following criteria will be applied when evaluating the eligibility of all grant applications.

All applicants / applications must be:

- not for profit organisations
- include direct benefits to the residents of Strathfieldsaye and Districts
- able to demonstrate financial viability and competence
- able to demonstrate their own contribution in the form of funds, services or in kind support
- based in Strathfieldsaye and its Districts (this will be at the discretion of the Board)
- be able to plan effectively and be well organised
- have the completed application in by the due date

**Strathfieldsaye & Districts
Community Enterprise**

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Ineligibility (Who can NOT apply?)

The following criteria will cause an applicant/application to be ineligible:

- An individual without a community based body
- A group who has failed to acquit a previous grant by Strathfieldsaye & Districts Community Enterprise under this program
- Projects that occur outside of the Strathfieldsaye District (at the discretion of the Board)
- Applications from federal or state government agencies
- Applications that are received after the closing date
- Applications that are incomplete such as
 - Failure to indicate in the budget where grant monies will be used
 - Not attaching copies of relevant quotes
 - Leaving questions blank
 - Applications that are submitted on the wrong form
 - Groups who have already received funding from the Community Grants Program in the current financial year (unless special dispensation is applied for and approved by the Board of Directors).

Categories of funding

The SDCE board will consider funding for projects within the following categories:

- Improving education opportunities (e.g. Scholarships, school community projects)
- Projects that would result in the improvement of health, fitness and well being of Strathfieldsaye and Districts Community members
- Support for infrastructure projects
- Enhancement of Art, Cultural and Youth programs
- Enhancement, rejuvenation or preservation of the natural environment

Criteria

1. The SDCE will require an invoice to be generated by the successful applicants
2. The application must show benefit to the wider Strathfieldsaye & Districts Community
3. A group can only obtain one round of funding each financial year (unless special dispensation is applied for and approved)
4. Maximum of \$5000 per application can be granted. Applications for more than \$5000 need to be directed to the Board and considered outside of the Community Grants Program
5. Strathfieldsaye and Districts Community Enterprise reserves the right to use photos and information from the grant in its own marketing and publicity campaigns
6. Strathfieldsaye and Districts Community Enterprise reserves the right to co-brand or place appropriate sponsorship signage on the item funded (if applicable)
7. Strathfieldsaye and Districts Community Enterprise reserves the right to ask for a report or documentary evidence that the funds have been used as per the application

The SDCE Board reserves the right to adjust the selection criteria as it sees fit.



Selection Panel

A sub-committee of the Strathfieldsaye and Districts Community Enterprise will be setup to shortlist the applications.

This committee will provide a recommendation to the Board, where final approval will be given, at a minuted Board Meeting.

If a board member believes they have, or is found to have, a conflict of interest with any of the applications, that Board member will be excused from the recommendation and approval process. This will be recorded in the meeting minutes.

The SDCE Board's decision will be final and the Board reserves the right not to publish the reason for the rejection of an application or for failure to fully fund any application.

On completion of the grant

The SDCE Board may ask for a report or documentary evidence to be tabled detailing the outcomes from the project that was funded. This report will be at the discretion of the Strathfieldsaye and Districts Community enterprise Board.

Further information

For clarification and/or further information regarding the application criteria, please contact Strathfieldsaye and Districts Community Enterprise via email: sdce@strathfieldsaye.com.au

