

United Way Ballarat and The Ballarat Foundation

Joint Funding Application Guidelines

Introduction:

- United Way Ballarat and The Ballarat Foundation have agreed to share resources in order to be more efficient at what we do.
- One of the key areas for resource sharing is the funding application process where we will share one process, one form and one committee.
- These guidelines exist to assist community groups to apply for funds from United Way Ballarat or one of the sub-funds of The Ballarat Foundation.

If you have questions or concerns:

- If at any point you have any questions or concerns, please contact Pam Mckee:
allocations@unitedwayballarat.org.au
Tel: 03 5331 5555
Level 1, 3 Peel Street South Ballarat.
- If you require further information about either organisation please go to www.unitedwayballarat.org.au or www.ballaratfoundation.org.au

Application forms:

- In order to reduce administration costs application forms are only available online. If you need assistance or access to a computer, please contact us as above.
- To access the application form you can go to either website and follow the prompts.
- Prompts on both websites will take you to the same form.

What we will fund:

- Community groups in the Greater Ballarat Region who are running projects which make our community a better place.
- Projects to be run in 2017

- Amounts of up to \$10,000¹
- Projects which deliver substantial community benefit
- We have identified the following issues as the areas we feel we can have the greatest impact on and they will be given priority consideration:
 - Homelessness
 - Food Security
 - Early childhood literacy
 - Youth Employment – including the impacts of Alcohol abuse and Mental Health issues
- Projects which address root cause or are focussed on collaborative or collective responses from the whole community will also be given priority.

What we won't fund:

- Anything illegal, highly risky or ethically questionable
- Funds for investment or organisational reserves
- Schools, except where that project is targeting a specific marginalised, isolated or at risk group within the community
- Religious² or political activity,
- Ongoing admin costs or salaries³
- Individuals or for-profit companies

Terms and Conditions:

1. The closing date for submissions (found on the application form) is not negotiable or flexible.
2. The submission of the application form will be deemed acceptance of these terms and conditions.
3. Submissions will only be received in electronic format.
4. If you are submitting the application form on behalf of a third party, including a club or community group, you acknowledge and agree that you are authorised to submit the application form on their behalf. References to "you" in these Terms and Conditions include any third party on whose behalf you are applying.
5. A separate application is to be completed for each project.

¹ *The average funding amount is about \$3,000, although the committee has in past funded amounts of up to \$15,000 where there is a clear demonstrable community benefit.*

² *Many of our community partners are religious groups who must remain true to their mission and beliefs: HOWEVER the projects should not be specifically religious in nature as this is not the intent of the donation.*

³ *We will consider an application for salary or admin cost where that cost is about initiating and/or specifically related to a project. Long-term ongoing costs will not be considered.*

6. Each application must be complete and include the following documents:
 - a. Project Budget
 - b. Current annual report including a financial statement tabled at the last Annual General Meeting, or the last available audit for the organisation
 - c. ABN
7. The total amount of funding available at any one time or for any round of distribution grants is as determined by Trustees and Directors.
8. You must ensure that your application form and any supporting documentation do not infringe any other person or entity's confidential information or intellectual property or moral rights.
9. Projects must not involve applications, tools and technologies or content that is inconsistent with The Ballarat Foundation's or United Way's values, standards of decency or Australian Law.
10. You must keep confidential any information that The Ballarat Foundation or United Way Ballarat provides you with and only use it for the purposes of submitting your application and providing us with information about your project.
11. Third party interest, finance or commitment to your project must be disclosed with all relevant details provided.
12. Do not submit any original documents, as we will not return your application form or supporting documentation to you.
13. The Ballarat Foundation and/or United Way Ballarat will not be liable for any costs incurred by you in preparing your application.
14. Co-funding of projects with other funding bodies, corporate entities or individuals is encouraged, but any co-funding must be detailed in the application form.
15. You also acknowledge the following key conditions that apply to any grants:
 - a. Grants cannot be transferred;
 - b. Grants will not be provided retrospectively for completed projects, or for work done on incomplete projects prior to the date of notification of approval of grant.
 - c. Your rights to all project material (including, but not limited to, all intellectual property) must be sufficient to enable you to meet all of your obligations; and
 - d. Projects that are funded cannot be deferred and must progress according to the timelines detailed in the application form.
16. You acknowledge and agree that The Ballarat Foundation or United Way Ballarat may make any press or other announcement or release relating to the grant of funds to you without your prior written consent. You also agree that you will participate in any media events or promotions to be conducted if you are granted any funding.
17. Successful applicants who receive grants agree to comply with and abide by the terms of reporting on projects and completing the Acquittal process within the required time frame(s).
18. You acknowledge and agree that any personal information submitted as part of the application process will be used for the purposes of assessing

this application and may be used and disclosed for the purpose of making any press or other announcement or release relating to the grant of funds to you.

19. The Community Allocations Committee will appraise the applications and give recommendations to The Trustees and Directors of the Ballarat Foundation and United Way Ballarat for final approval.
20. The Community Allocations Committee may recommend that a partial grant should apply to an application and/or a grant should be subject to certain requirements being met.
21. The Trustees and Directors are not obliged to make a particular number of grants or to extend any or all of the available Fund resources.
22. The decisions made by The Trustees and Directors are final and there is no appeal process.
23. The Trustees and Directors are not required to give reasons for the approval or rejection of an application.
24. In situations not covered by these terms and conditions, or where there is ambiguity, The Ballarat Foundation and/or United Way Ballarat reserves the right to exercise its discretion and the decision of The Ballarat Foundation and/or United Way Ballarat will be final.
25. The Ballarat Foundation and/or United Way Ballarat also reserve their right to amend these terms and conditions at any time. However, if these terms and conditions are amended once you have submitted your application, The Ballarat Foundation and/or United Way Ballarat will give you the opportunity to resubmit your application form if, in The Ballarat Foundation's and/or United Way Ballarat 's opinion, your application is adversely affected in a material way.