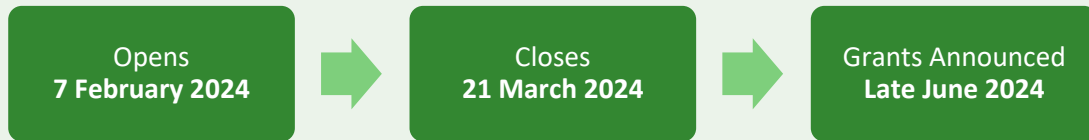




Gardiner Foundation Community Grants

Round 22, 2024 Program Guidelines

Key Dates



Note: Projects funded in this round must be undertaken between July 2024 and June 2025.

All applications close 5pm Victorian time (AEDT).

Program Information

Program Purpose

Investing in dairy communities is critical to the sustainability of dairy farming in Victoria. In partnership with FRRR, the Gardiner Foundation Community Grants program 2024 will fund community driven projects that strengthen dairy communities where people can thrive. Gardiner Foundation is investing in change that benefits everyone in Victorian dairy, helping people to make places where they want to live, work and invest.

Funds Available & Priorities

This round, \$120,000 in funding is available for distribution to not-for profit organisations in the recognised Victorian dairy regions of Gippsland, South-West or Northern Victoria for small grants of up to \$5,000. The funds could support a broad range of community projects that could strengthen your community socially and economically, support environmental sustainability, make your community more culturally vibrant where people and businesses want to be, support education and training, or improve health and social wellbeing. See “What grants can be used for” on pages 2-3.

Eligibility

To apply, you must meet the following criteria:

- Applicant organisations must be a **not-for-profit organisation** with either an **Incorporation Certificate and/or an ABN**. If you are unsure if your organisation is a registered not-for-profit (e.g. if you are a Co-operative, Other Unincorporated Entity, Public Company or Trust), please contact FRRR;
- Projects must benefit Victorian dairy communities in Gippsland, South-West or Northern Victoria, preferably with a population of 5,000 or less;
- Applications must clearly demonstrate the connection to the dairy industry in the local community;
- Projects must be for charitable purposes and offer clear public benefit;
- Not-for-profit organisations **with or without** DGR-1 endorsement are eligible; and
- Organisations can only submit one application per grant round.

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Please note, you will be considered ineligible if the:

- Application is submitted by individuals, sole traders, private or commercial businesses (as per the submitted ABN);
- Application is submitted by an organisation that is a non-legal entity and the nominated legal governing / partnering organisation has not provided written confirmation of their willingness to assume responsibility for management of the funds and acquittal of project;
- Application is submitted without required financial information (see Financial Information section below);
- **Overdue** final report/s from any FRRR grants awarded in the previous seven years have not been acquitted (delivery organisations should check with legal organisation to see if there are any outstanding final reports);
- Application is for a project or activity that has already occurred / is occurring prior to the announcement of funding;
- Application is incomplete. **NOTE:** Due to the volume of applications received, applications are assessed based on the documentation received at the time of application. **FRRR is unlikely to follow up missing documentation after applications have been submitted.**

What grants can be used for

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- **Building Community Resilience** - projects that facilitate community connectedness, develop leadership capacity within the community, improve local community infrastructure and meeting places, or support and develop volunteer community groups.
 - **Enhancing Environmental Sustainability** - projects that increase awareness of local environmental issues, provide opportunities for residents to care for the local environment, and projects that work to restore, protect and promote the local natural environment, enhance community connections with farming and food production.
 - **Fostering Cultural Vibrancy** - projects that celebrate, preserve and promote local culture and identity; creative projects that foster the arts; and support for local artists and the arts community.
 - **Lifelong Education & Training** - projects that provide local residents with access to opportunities that enrich their learning and skills development, from cradle to grave.
 - **Economic Strength** - events that attract visitors, and which can demonstrate an economic benefit as a result; and projects that attract new residents to a community or region and improve economic prosperity.
 - **Improving Community Health & Social Wellbeing** - projects that address physical health, improved nutrition and access to fresh food and sustainable local food systems; projects that enhance mental health, and those which assist vulnerable members in communities to improve their health and wellbeing.
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What grant funds can't be used for

There are several areas that we **can't fund** through this program. If in doubt, please contact us.

- Projects that are not in proximity to a recognised Victorian Dairy Community;
- Projects that support core business and areas of responsibility of Federal, State and Local Governments;
- Overseas travel and overseas projects;
- Prizes, gifts, trophies or awards;
- Political lobbying;
- Projects that primarily benefit private business, a sole trader, or private interests;
- Projects solely focused on animal welfare;
- Purchase of land;
- Ongoing costs such as rent and utilities (unless it directly relates to the project);
- Non-project related staff training and development costs;
- Projects which focus on the encouragement or advancement of sport, recreation and social activities. These activities are not considered charitable under Australian law.

Applications from sporting organisations need to clearly demonstrate charitable outcomes and benefit to the wider community that are above and beyond the sporting activities of the club. Please contact FRRR to discuss if you are unsure.

How to Apply

Before beginning your application, please read the information on the following pages. It sets out critical, additional information that we require and explains why it is important.

FRRR accepts applications via its online application portal, Grants Gateway.



We recommend you download this [sample copy of the application form](#).
[Click here to apply](#).

Need help?

If at any time you need help with your application, don't hesitate to contact the FRRR office on free call 1800 170 020 or email us at info@frrr.org.au.

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IMPORTANT NOTES RE: APPLICATION REQUIREMENTS

Please read the information below to support the planning and preparation of your project. It also sets out what you **MUST** include for your project to be considered. Contact FRRR if you have any questions about this information or any aspect of the application form.

Eligible Legal Entities

Every application needs to include an organisation that holds either an **ABN or Incorporation Certificate**. If your organisation doesn't have that, FRRR may still fund the project but you need another organisation's support, which we refer to as the '**legal organisation**' (with your organisation as the **delivery organisation**). This situation often occurs when the organisation **delivering** the activity or project is a branch of an overarching organisation - such as a local branch of the CWA or YMCA. In this case, Head Office for the CWA or YMCA would be the legal organisation.

Even though your organisation may complete the application (and will be doing the work), **it is the overarching organisation's legal and financial information that needs to be provided**. They also need to provide a letter from the legal entity, confirming they are willing to play this role. A template letter is available here: [Letter-of-Support-from-Legal-Entity-Template.docx \(live.com\)](#)

Applications from ACNC and/or Unincorporated associations are required to submit their organisation's Constitution.

Why is this important?

The Gardiner Foundation Community Grants Program is only able to distribute funds to not-for-profit organisations with an ABN or Incorporation Certificate, and FRRR needs to know that the organisation with that ABN / Incorporation Certificate understands and agrees to carry out their responsibilities in relation to your project, if successful.

Financial Information

Applications received without the requested financial information are ineligible. Providing incorrect financial information is currently the most common reason applications are not able to be considered. You must include the organisation's:

- Annual income (total income in your financial year);
- Annual expenditure (total expenses in your financial year); and
- Current assets (from your audited financials, or bank balance minus any debts).

Please note:

- Provide a brief explanation of any large financial surplus or current assets and reasons why FRRR funds are still required.
- If financial information is more than 18 months old, please provide an explanation as to why the organisation does not have more recent documents.
- Please explain any deficits and steps to sustain the organisation financially.

FRRR conducts a broad range of due diligence queries when reviewing applications, such as: reviewing current and past incorporation, DGR and ACNC status. If your organisation has happened to have their incorporation status, DGR status or ACNC status changed or ACNC registration revoked or voluntarily withdrawn, please let us know the reasons for this.

Please contact us if you cannot provide the required financial information or are unsure about what to provide.

Why is this important?

FRRR uses this information to understand your organisation's financial viability and ability to manage grant funds.



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Project Budget

You must include a project budget that clearly shows the items that FRRR grant funds would be used for and that also shows all income and expenses related to your project.

Budgets should be realistic and must add up – i.e. total expenditure must match total income.

Applicant contributions in cash or in-kind are highly regarded. Quotes or detailed rationale for items over \$1,000 are required, where possible. Note: FRRR suggests costing unskilled volunteer labour at \$45 per hour.

For more info on costing volunteer labour, visit: <https://explore.fundingcentre.com.au/help-sheets/valuing-volunteer-labour>.

Why is this important?

A clear budget helps FRRR to understand the size of your project, exactly how funds will be spent and helps demonstrate community support for your project through in-kind contributions either from your organisation or partners / community members.

Supporting Materials

FRRR strongly recommends that you provide supporting materials such as [letters of support](#), [evidence of permission from the property owner](#), community plans, survey results, photographs, media clips and research reports that can show broad community support and partnerships involved in the project. For more information on supporting documentation, [watch this recording](#).

Large documents should be referenced and explained in the application.

Please note: A requirement of this program is that a high resolution photo (between 1MB to 10MB) must be submitted as part of the application process. The photo can be a group shot of staff or volunteers in your community organisation OR an action shot relevant to the project you are applying for including people. If you are successful, FRRR may utilise this photo in grant announcements and/or associated communications.

Why is this important?

FRRR seeks to fund projects that are well-supported by the broader local community, are locally-led and delivered, show good partnerships and benefit multiple parts of the community. As FRRR is not always familiar with your community, our staff consider support material as evidence toward understanding level of community need, benefit and support.

Clear Project Information

A clear description of exactly **what** the grant funds will be used for, **when** and **where** the project will happen, **who** will benefit and **who** will be involved in delivering the project, **why** the project and grant funds are needed, **how** funds will be spent and **how** the activities and success of the project will be recorded, evaluated, and shared.

Where possible, we encourage you to make it really clear that your organisation is ready and able to deliver the project and, if required, provide ongoing support for the initiative.

Why is this important?

FRRR needs to clearly understand your project to assess its merits. Applicants should focus on addressing the what, when, where, who, why and how of the project, as this is the best way to clearly communicate the details of the project.

A ready community is best placed to achieve the aims of your project, so during assessment, our staff look for information that tells us that good leadership, skills and awareness exist in your community to support the project now and in the future.