NRMA INSURANCE

*experience*
**the difference**

# Community Grants Information Booklet.

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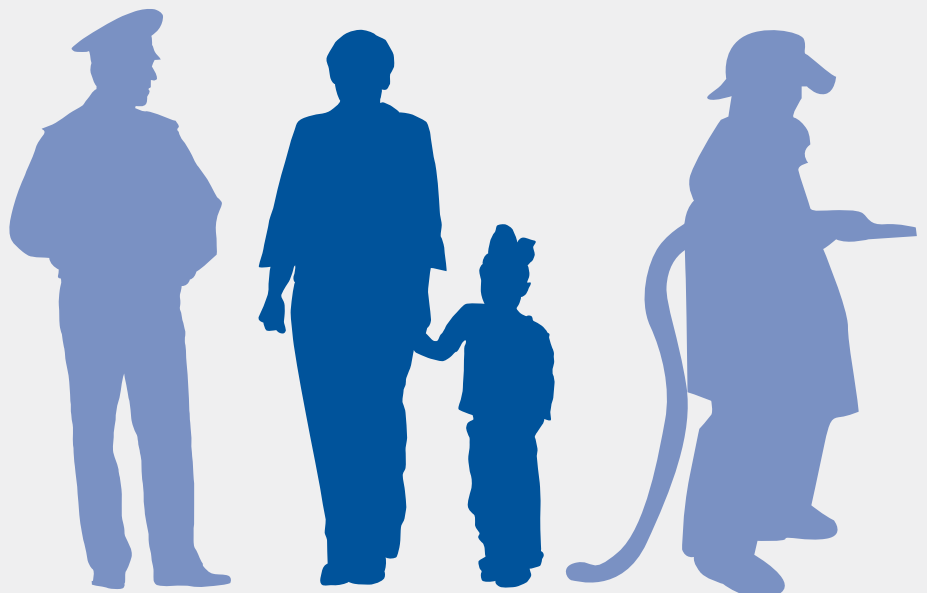
**Community Grants**
*Be the difference.*

# Community Grants Information Booklet.

We're working with local communities to help make them safer. Since 2003, we have provided over $4.6 million to over 1,200 community organisations nationally, working in one of our four funding areas – Crime Prevention, Road Safety, Emergency Readiness and Response, and Environment. To celebrate the 10th anniversary of our Community Grants program, we are doubling the funding with grants up to $10,000 (including GST) available.

Before you start applying, we think it's important you understand our program, so please make sure you've read through our Grant Guidelines for Applicants, Category Descriptions, Application Questions, and Terms and Conditions to find out if you are eligible. If you have any questions, feel free to call us on 1300 306 496.

## Grant Guidelines for Applicants

### Eligibility

Groups that are eligible to apply for funding include:

- Not-for-profit organisations
- Registered charities
- Schools
- Councils working in conjunction with not-for-profit or community organisations
- Community groups and services

Groups that are ineligible to apply for funding include:

- Individuals looking for support or raising money
- Religious organisations for religious activities
- Political organisations or charities with political policies
- Organisations that operate for profit

Additionally, Community Grants will NOT be considered for certain requests including the following:

- IT equipment and/or hardware, including laptops, data projectors, scanners, printers, photocopiers, whiteboards, computer software, etc.
- Equipment needing regular replacement or upgrading, including portable radio communications, GPS equipment, mobile phones, display boards, tables, chairs, etc.
- Security equipment, including security cameras, lighting, fences, alarms, monitoring equipment, etc.
- General maintenance and building works, including fencing and gates, road signs, road works, bicycle tracks, walkways, concreting, asphalt, line marking, sheds, pergolas, awnings, garden beautification and landscaping, etc.
- Vehicles, including motor vehicles, boats, caravans or trailers
- Learner driver instruction fees/sessions and defensive driver training
- Ordinary running costs, including electricity, rent, telephone, salaries, insurance, etc.
- School or community fetes, golf days or charity dinners
- Indirect fundraising activities
- Public appeals
- Retrospective or deficit funding requests, including funding of past activities, loan repayments, operational deficits

## Grant Amount

Community Grants are available for a minimum of $500 and a maximum of $10,000 including GST.

## Applying for a Community Grant

All applications must be submitted online at www.nrma.com.au/grants before 4.00pm (AEDT) Friday, 30 March 2012.

**There are two steps to completing your application. The information requested in each of the steps is detailed below:**

### Step 1: Your Project Details:

1. Select your project category
2. What is the name of your project?
3. Select the state in which your project will be completed
4. Select the state government electorate in which your project will be completed
5. Enter the suburb location of the project
6. When will the project start?
7. When will the project end?
8. Is this an existing project?
9. If it's an existing project, how long has it been running?
10. Has this project received Community Grants funding previously?
11. Have you completed your acquittal report for previous funding?
12. How did you find out about the Community Grants program?
13. Did one of our employees recommend that you apply?
14. If yes, what is the name and location of the employee who made the recommendation?
15. Where is your nearest NRMA Insurance office?

### Step 2: Application Questions:

1. Describe what your organisation does and its role in this project (50 words)
2. Provide a short description of your project activities (70 words)
3. List your project objectives in point form
4. Outline any research that has been conducted to support the reason this project is needed in the community (200 words)
5. Outline how your project aligns with the category selected and how it will benefit and create behavioural change in your local community (200 words)
6. List all Co-ordinators involved in your project
7. List all participants involved in your project
8. List all community groups involved in your project
9. Who will evaluate your project outcomes and how will they be evaluated? (200 words)
10. What is the total cost for your project (including GST and funding from other sources)? (Do not include in-kind donations in this budget)
11. What is the total funding amount sought from the Community Grants program (including GST)?
12. Provide a detailed breakdown of how you will spend the grant funding
13. Provide details of any additional funding received for this project
14. If your project is successful in receiving a Community Grant, how will you promote the grant and involve our employees in your project? (50 words)

## The People's Choice Award

To celebrate the 10th anniversary of our Community Grants program, we are offering Grant Recipients the chance to double their funding by nominating themselves for the People's Choice Award. Nominations for the People's Choice Award are not open to Victorian Grant Recipients.

To nominate your organisation, tell us in 50 words or less what you would do with the additional funding. Applicants must nominate themselves by completing the optional question in the Application Form. The additional funding must only be used for activities that align to the criteria and categories for the Community Grants program.

## Number of Applications

We will consider one application per project. However, if an organisation has multiple projects they can make an application for each project.

## Assessment of Your Application

We ask all organisations to complete all of the mandatory questions so we can assess applications against the selection criteria. Applications are initially assessed by the Community Grants Management Team. Applications are then forwarded to a Selection Panel comprising both organisational and community representatives to review and make the final decision.

The Community Grants program gives preference to applications that:

- Are based on a sound strategy
- Display original and innovative concepts
- Demonstrate skills and commitment to accomplishing the proposed work
- Are clear and concise in outlining the details of the project activities
- Have a detailed project budget
- Contribute to community needs
- Have realistic, measurable and achievable project goals and outcomes planned
- Identify opportunities for NRMA Insurance employee involvement, such as volunteering to assist with the implementation of your project or attending a project event as a guest speaker.

As you prepare your application, we encourage you to read our Applicant tips, hints and sample application.

## Notification

We will notify all organisations of the outcome of their application by email on or before Thursday, 31 May 2012. It's important to note that, as resources are limited, not every application that meets the criteria will necessarily receive a grant.

## Successful Applications

We will email all successful Applicants (Grant Recipients) on or before Thursday, 31 May 2012 with full information about their Community Grant, including the ($) amount of funding received, tax invoice form for completion (if registered for GST), program reporting requirements and terms and conditions.

## Period of Funding

We ask that all projects, for which funds are granted to the community organisation, be completed by Sunday, 30 June 2013.

## Tax Invoice

We ask that all Grant Recipients who are GST registered complete a Recipient Created Tax Invoice (RCTI) form prior to any payment of funding. By completing the RCTI form you are agreeing to us raising a tax invoice on your behalf for the ($) amount of your successful Grant. An RCTI form will be provided to all successful recipients with their email notification. Successful recipients who are not GST registered are not required to complete an RCTI form.

## ABN/ACN

All Applicants should have their ABN or ACN available when applying for a Community Grant. If your organisation does not have an assigned ABN or ACN you may be able to utilise a governing body's number. For example, a community centre may fall under the local council's area, so the local council's ABN would be suitable.

## Confidentiality

We respect the confidentiality of any information that you disclose or provide to us on a confidential basis that directly relates to the business activities of an organisation.

# Category Descriptions

We provide funding in four different categories, so it's important to make sure your application is suited to one of our four category descriptions.

## Crime Prevention

Initiatives suitable for this category include projects that increase safety and security in local communities by reducing the opportunity for crime, or by targeting persons at risk of becoming criminal offenders. Initiatives also considered are ones that change the attitudes and practices of people around the protection of property, people and workplaces. Examples include educational initiatives aimed at increasing safety and reducing vulnerability to crime for people in their home or local communities, and early intervention projects that target 'at-risk' youth.

## Road Safety

Initiatives considered will be projects that seek to change behaviours on the road and reduce the likelihood and severity of road incidents. Preferred initiatives are projects that are based on evidence either from a previous project or have a sound theory that aims to create a positive safety impact and will most likely lead to behavioural changes. Examples include education projects that, based on evidence, are contributing to changing driver behaviour in 'at-risk' groups; and initiatives that increase awareness of the importance of road safety among specific groups of road users.

## Emergency Readiness and Response

Initiatives suitable for this category will focus on creating awareness about the importance of preparation and response to minimise the likelihood or severity of incidents in and around the home or local community during major natural perils or hazardous incidents. Preparation, prevention and hazard minimisation programs that aim to build community resilience and reduce damage to property and/or people during storms, fires or other hazardous situations; as well as projects that focus on disaster or emergency response and/or recovery activities will be considered.

## Environment

Initiatives appropriate for this category will raise awareness and/or promote community engagement with environmental sustainability activities. Preference will be given to projects that demonstrate strong environmental education outcomes; promote environmental stewardship and directly engage communities in on-ground activities; as well as those that help to increase community resilience and decrease carbon emissions. Examples may include energy, waste and water audits or reduction projects and initiatives that enhance and preserve significant natural assets.

## Tips and Hints

Help your application stand out from the rest by following these tips and hints.

### Preparation is the key — complete this checklist before preparing your application:

- Have I read the guidelines carefully?
- Does my project fit within one of the category descriptions?
- Can I answer each question?
- Have I identified any similar projects that are happening in my community and how my project is different?
- Do I have evidence to back up my project?
- Can I deliver my project within the funding timeframe?
- Do I know my organisation's ABN or ACN?

### Now you're ready to begin your application — here are some tips to help you start:

- Make sure you answer all mandatory application questions — incomplete applications will not be considered
- In answering the questions, where you can, please provide an overview of your community, what is happening and how this initiative will make an impact
- Be accurate, concise and relevant in your response
- Make sure you provide a clear description of your project activities
- Provide a detailed and deliverable budget
- Use clear language — avoid jargon, clichés and abbreviations
- Ask someone unrelated to your initiative to read your application; they will be invaluable in providing good feedback
- Look at any organisations in your area that received a grant last year — contact the organisation; they may be able to assist you with application advice
- Provide information if our employees can get involved in your initiative
- Keep your application within the word limits
- Read the sample application for advice on how to structure your application
- Remember — your application must be submitted online before 4.00pm (AEDT) on Friday, 30 March 2012.

## For Further Information

We can assist you, so why not contact your local office's community representative or the Community Grants team on 1300 306 496.

# Sample Application.

## Green Park High School
## Road Safety Category

1. **Describe what your organisation does and its role in this project (50 words)**

   Green Park High School is a co-educational high school, situated in Green Park. The school has 530 students, of which over 70% are from non-English-speaking backgrounds. Our role in this project is to identify 'at-risk' students attending Green Park High School and provide resourcing in order to run the 'Auto-Fix' project as part of the Industrial Technology curriculum.

2. **Provide a short description of your project activities (70 words)**

   The 'Auto-Fix' project involves students from the Industrial Technology class obtaining an unroadworthy car, identifying the defects and restoring it to safe driving standards. The project also involves guest presentations from local community groups, such as the Green Park Road Trauma Response Team, aimed at raising awareness of the impact and severity of road accidents and changing behaviours towards road safety.

3. **List your project objectives in point form**

   - To help students identify the characteristics and warning signs of unroadworthy vehicles
   - To demonstrate the importance of driving a safe vehicle for personal safety and that of others
   - To increase automotive skills and knowledge
   - To develop teamwork and communication skills
   - To develop practical skills to assist with future employment
   - To keep students at school who would otherwise be at high risk of disengaging

4. **Outline any research that has been conducted to support why this project is needed in the community (200 words)**

   Research conducted by the Green Park Roads Association shows that it issued more than 5,000 defect notices for unroadworthy vehicles in the region in the last year. Defects included faulty brakes, broken tail lights and missing seat belts. Approximately 30% of defect notices were issued to vehicle owners in the Green Park locality and more than 50% of these drivers were under the age of 25. Following this report, a survey of a sample group of 100 teenagers across the Green Park locality who had recently purchased a car was conducted to gain insight into their attitudes towards vehicle safety, and road safety in general. An astonishing 70% of respondents had rated affordability of the vehicle as more important than evidence of up-to-date service records and roadworthiness checks when making their decision to purchase the vehicle. Reasons indicated that respondents believed they could 'get the car fixed' after purchase, however only 10% of respondents said they went on to have a complete roadworthiness inspection of their vehicle.

5. **Outline how your project aligns with the category selected and how it will benefit and create behavioural change in your local community (200 words)**

   The research outlined above indicates that teenage drivers in the Green Park locality are more likely to purchase an unroadworthy vehicle due to financial constraints. This not only puts this group of teenagers at risk, but also their passengers and other road users. The Auto-Fix project aligns with the Road Safety grant category as it aims to change attitudes and behaviours towards vehicle safety of this 'at-risk' group and will arm the students with knowledge to make informed decisions about their vehicle, their safety and the safety of other road users.

6. List all Co-ordinators involved in your project
   - Industrial Technology Teacher

7. List all participants involved in your project
   - 15 Industrial Technology Students
   - Green Park Auto Service Centre

8. List all community groups involved in your project
   - Green Park Road Trauma Response Team

9. Who will evaluate your project outcomes and how will they be evaluated? (200 words)

   Project outcomes will be evaluated by Green Park High School's Industrial Technology Teacher and a representative from the Green Park Auto Service Centre, based on:
   - Outcome of a roadworthiness check of the Auto-Fix vehicle from the Green Park Auto Service Centre
   - Results of a multiple choice exam about roadworthy vehicles and road safety, completed by students at the completion of the project
   - Class attendance and participation

10. What is the total cost for your project (including GST and funding from other sources)?
    (Do not include in-kind donations in this budget)

    $4,000

11. What is the total funding amount sought from the Community Grants program (including GST)?

    $3,600

12. Provide a detailed breakdown of how you will spend the grant funding

    $400    Design and printing of Auto-Fix workbooks for 15 students

    $2,000  Protective clothing and safety equipment for 15 students and teachers (overalls, goggles, gloves, etc.)

    $1,000  Basic tools to conduct workshop activities

    $200    Catering for presentations by the Green Valley Road Trauma Response Team and NRMA Insurance

13. Provide details of any additional funding received for this project

    $400 additional funding raised through P&C activities to be used for additional tools as required.

14. If your project is successful in receiving a Community Grant, how will you promote the grant and involve our employees in your project? (50 words)

    If successful, we would promote the support of NRMA Insurance through our school website and school newsletters and on all Auto-Fix material. We would also contact our local newspaper and encourage them to do a story on the project and promote NRMA Insurance's involvement. NRMA Insurance employees could be involved by coming to present to the students about insurance basics and the dangers of non-insurance and underinsurance of their vehicles.

15. People's Choice Award – Optional Question

    If we received double the funding we would look to take the project to other high schools in our area. We would also create template resources and train other teachers to conduct the project, in doing so, doubling the impact for the local community.

## Grant Terms and Conditions

1. NRMA Insurance will conduct the 2012 Community Grants program to provide selected, eligible community groups with a one-off grant of between $500 and $10,000 including GST **(Grant)**.

2. By applying for a Grant, Applicants agree to abide by these Terms and Conditions. These Terms and Conditions are to be read in conjunction with the NRMA Insurance Community Grant Application Form, the Applicant Grant Guidelines and the Grant Letter of Offer.

3. Applications are invited from Australian not-for-profit organisations, registered charities, schools, councils working in conjunction with not-for-profit or community organisations, or community groups and services that are proactively working to make their local community safer in the areas of Crime Prevention, Road Safety, Emergency Readiness and Response, and Environment **(Applicant)**. Applications will not be considered from organisations that operate for profit, individuals, religious organisations for religious activities nor political organisations or charities with political policies. Applications will also not be considered where they propose to use the Grant to fund certain items – please refer to the "Grant Guidelines for Applicants" for further details.

4. To apply for a Grant, Applicants must accurately complete the official NRMA Insurance Community Grant Application Form available online at www.nrma.com.au/grants **(Application)**. The Application must be submitted online so that it is received by NRMA Insurance before 4.00pm (AEDT) Friday, 30 March 2012.

5. Applications are deemed to be received at the time of receipt by NRMA Insurance and not at the time of transmission by the Applicant. NRMA Insurance is not responsible for any delay, mis-direction or failure of transmission of any Application. Incomplete, indecipherable or illegible Applications will be deemed invalid.

6. Applications will initially be assessed by the NRMA Insurance Community Grants Management Team. Some or all Applications, at the Management Team's discretion, will then be considered by a Selection Panel comprising both organisational and community representatives who will select the successful Applicants to be awarded a Grant **(Grant Recipients)**.

7. All Applicants will be notified of the outcome of their Application by email on or before Thursday, 31 May 2012.

8. To be eligible for the People's Choice Award, Applicants must nominate themselves by completing the optional question in the Application Form. All Applicants who nominate themselves for the People's Choice Award and become Grant Recipients, will then be further assessed by the Selection Panel who will select up to 4 Grant Recipients from each of Qld, SA and WA and up to a total of 6 Grant Recipients in total from NSW, ACT, Tas & NT as finalists for the People's Choice Award. Applicants from Victoria are ineligible to enter the People's Choice Award. Finalists will be announced on www.nrma.com.au and the NRMA Insurance Facebook page and the public invited to vote on the winner between 16 July 2012 and 10 August 2012. The winners of the People's Choice Award will be the finalists from each of Qld, SA, WA and NSW/ACT/NT/Tas who receive the most votes and will be announced on 17 August 2012. The additional funding given to the People's Choice Award winners must only be used for activities that align to the criteria and categories for the Community Grants program.

9. The Selection Panel's and NRMA Insurance's decisions are final and binding and no correspondence will be entered into. NRMA Insurance reserves the right not to provide any Grants, to determine in its sole discretion the amount of any Grant awarded and/or to direct Grant Recipients in the manner in which the Grant is to be applied. All components of the Grants are not transferable.

10. All Grant Recipients who are registered for GST must complete a Recipient Created Tax Invoice **(RCTI)** prior to receiving any Grant. All Grant amounts include GST except where the Grant Recipient is not registered for GST in which case the Grant is reduced by the amount that would have been the GST component.

11. Each Grant Recipient must use the Grant solely for the purpose set out in their Application **(Project)** or as otherwise directed by NRMA Insurance. The Project must be completed by Sunday, 30 June 2013 unless otherwise agreed by NRMA Insurance. If at any time the Project is unable to proceed, the Grant Recipient must advise NRMA Insurance immediately and follow all directions provided by NRMA Insurance, which may include returning the unused portion of the Grant and/or utilising the Grant in a different manner.

12. Grant Recipients must provide NRMA Insurance with an acquittal report on their Project within 6 weeks of the Project being completed and no later than Sunday, 30 June 2013 **(Report)**. The Report must outline the outcomes of the Project and include any other information reasonably requested by NRMA Insurance.

13. In the event that they are a Grant Recipient, Applicants:
    a. must for the duration of the Project, acknowledge NRMA Insurance's provision of the Grant and contribution to the Project by displaying the NRMA Insurance logo and/or stating that NRMA Insurance has funded the Project on all documents, signage, media releases, advertisements and the like related to the Project **(Promotional Materials)**;
    b. must submit all Promotional Materials for approval by NRMA Insurance prior to their production and release, such approval which may be reasonably withheld;
    c. must not refer to NRMA Insurance for any purpose not connected with the Project nor in a manner which NRMA Insurance have advised approval has been withheld;
    d. must agree to promote the Community Grants program and NRMA Insurance including participating in speaking engagements, community initiatives and other promotional activities at the request of NRMA Insurance;
    e. must not make any statement that may, in the opinion of NRMA Insurance, have a detrimental effect on NRMA Insurance or which may damage the goodwill and reputation of NRMA Insurance;
    f. must not have any sponsorship arrangement with any **Competitor** (being any corporation or individual that itself sells, has a related entity that sells or provides through a third party, general insurance products anywhere in Australia in competition with NRMA Insurance) and must not promote nor accept funding from a Competitor before Saturday, 30 June 2012; and
    g. consent to NRMA Insurance 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 Community Grants program, the Grant, the People's Choice Award and for any other purpose at NRMA Insurance's sole discretion.

14. NRMA Insurance is not liable for any loss, damage or personal injury suffered or sustained as a result of the Community Grants program, use of a Grant, or participation in a Project. NRMA Insurance is not liable for any additional costs associated with the taking of a Grant and any expense incurred beyond the Grant value will be the responsibility of the Grant Recipient.

15. NRMA Insurance reserves the right, at any time, to verify the validity of Applications and Applicants and to disqualify any Applicant who submits an Application that is not in accordance with these Terms and Conditions or who tampers with the Application process in any manner.

16. If for any reason the Community Grants program is not capable of running as planned, including but not limited to fraud or causes beyond the control of NRMA Insurance or anything which corrupts or affects the administration, security, fairness, integrity or proper conduct of the Community Grants program, NRMA Insurance reserves the right in their sole discretion to cancel, terminate, modify or suspend the Community Grants program.

17. By submitting an Application, Applicants consent to NRMA Insurance using and disclosing the information provided for the purposes of conducting the Community Grants program, awarding the Grants and any other matter connected to or incidental to the Community Grants program.