

Riverina First Community Fund

GUIDELINES Round 13 2014

Background

The Riverina First Community Fund, is a project of Regional Development Australia-Riverina (RDA-Riverina).

Focus areas

The Riverina First Community Fund is now a philanthropic fund designed to improve:

- social
- cultural and
- community services and facilities in Riverina communities.

Eligibility

To be eligible for funding you must be:

- a community or not for profit organisation.
- committees under Section 355 Council.

Application Form

- Applicants must use the form provided for the current funding round.
- Applications should be typed. Hand written applications will be accepted however, the writing must be clear and legible.
- The application and any supporting documentation should be **single sided and unbound** to assist with making multiple copies.
- Application forms are available in PDF format and Word. A pdf can be downloaded from the RDA-Riverina website under at www.rdariverina.org.au and you will need to email nlucas@rdariverina.org.au for Word version.
- Councils will be asked to rank projects if multiple applications are received from one LGA.
- Please ensure the Organisation Name entered in the application is your organisation's legal trading name and the ABN or incorporation registered name
- If at any time after you have submitted the application, your organisation secures funds from another source which changes the funding situation from that recorded on the application, please contact us via email po@rdariverina.org.au with details of the change. Circumstances will be considered on a case by case basis.

Types of funding

Past funding has been provided for a wide range of projects at different developmental stages including pilot and existing projects. Eg shade for childcare centres upgrades, park equipment, signage for tourism ,modifications to community halls to improve access, upgrades to stoves in community kitchens, airconditioning for volunteers, outdoor seating & scoreboards for basketball courts, mobile hanging systems, storm water tanks

Non eligible funding

The following will not be considered for funding:

- deficit funding requests eg, funding of past activities, loan repayments, operational deficits
- funding for individuals
- sporting trips
- Subsidies or sponsor sporting teams
- Activities that are the primary responsibility of other funding agencies
- Retrospective projects (ie: those that have already occurred)
- Operational funding (ie: ongoing expenses or recurrent costs)
- Activities primarily of a fundraising or charitable nature

Projects eligible for funding

- capital works.
- contributions to existing community initiatives.
- financial contribution to assist and improve upon opportunities to access additional funds for community projects where a matching financial contribution is required.
- Applicants and projects that reside within the RDA Riverina's 14 LGAs:
Bland, Carrathool, Coolamon, Cootamundra, Griffith, Gundagai, Hay, Junee, Leeton, Lockhart, Murrumbidgee, Narrandera, Temora and Wagga Wagga.

Reporting

- A report including an evaluation of program output & outcomes and a statement of income and expenditure relevant to the grant will be required within an agreed period from the completion date of the project.
- An acquittal form will be sent to successful applicants for completion.
- Organisations who fail to submit acquittal for projects will be ineligible for further funding until submitted.

Period of funding

- From approval you will have 12 months to complete your project.

Size of grants

- Up to \$2000.00.excluding GST

Opening and Closing Dates of Application

- The application form will be available on our website from **Wednesday , February 12 2014**
- Applications for funding will close **Friday, 11 April 2014, 5pm EDST.**
- Late applications will not be considered.

Applications can be either:-

Emailed:

nlucas@rdariverina.org.au

Posted:

Riverina First, RDA-Riverina
PO Box 479, Wagga Wagga NSW 2650

Faxed: (02) 6921-4679

Assessment criteria

Assessment criteria will be based on the **strategy, outcomes, capacity to deliver** and **leadership** of the organisation and the activity information.

It will include the following:

- The accessibility of the project to the general public.
- The applicant's ability to demonstrate technical and financial responsibility for the project and demonstrate its ability to complete the project within 12 months of receiving funding.
- The degree to which the applicant is financially contributing to the project.
- The number of people who will benefit from the project.
- Whether the organisation has successfully acquitted any previous Riverina First Community Funds.

Assessment of your organisation's application

- The application will be reviewed by RDA Riverina's Riverina First Community Fund Assessment Committee.

Notification

- The Riverina First Community Fund Committee will meet between 21st April and 14th May, 2014 to decide on the successful applicants.
- Successful applicants will be notified of funding outcomes by end of May 2014 via phone, email and post.
- Unsuccessful applicants will be notified by email and post.
- Please ensure the email address on the application form is correct.

Successful Applications

- Once successful applicants receive notification you will be required to provide an invoice to RDA Riverina Riverina First Community Fund for payment.
- Invoice should include bank details for direct deposit.
- A Letter of Offer and Funding agreement will be mailed to person as detailed on your application form.
- The Funding Agreement sets out the conditions to be adhered to. It must be signed and returned to the Wagga Wagga office for processing.

Terms

- The decision of the Committee is final and is not subject to any appeal process.
- Funds distributed to organisations will be given and should be used for the purpose stated in the application.
- Funded organisations are required to provide an acquittal report by the date advised in funding correspondence.

Instructions for completing your organisation's application

- Read the instructions and guidelines carefully to ensure your organisation is eligible for funding.
- Access the online application form via www.rdariverina.org.au/riverina-first-community-fund
- Complete the application form by typing in your responses directly into the spaces provided in the web form or alternatively complete by hand and scan, fax or mail.
- Please keep your answers as concise as possible.
- Please attach any additional material letters of support, DA's, quotes etc

Contact for further Information

If you have any questions about the Riverina First Community Fund or require further information about how to apply please contact:

- Marg Couch on 6964 5513 Griffith Office
- Nicole Lucas on 6921 1007.Wagga Office

Checklist before sending application:

- ✓ Relevant Council Approvals
- ✓ Insurance-Certificate of Currency
- ✓ Letters of Support
- ✓ Plans, Statistics, Research etc
- ✓ Signed Declaration Page





Riverina First Community Fund

APPLICATION FORM Round 13 2014



ORGANISATION:

PROJECT TITLE:

DATE RECEIVED:
(Office Use Only)

SECTION 1 – CONTACT INFORMATION

Organisation Details

Legal Name of Organisation:

Street Address:

Suburb/Town: State: Postcode:

Postal Address (if different):

Suburb/Town: State: Postcode:

Website Address (if applicable):

Are you registered for GST? Yes No

(If you are registered for GST, Riverina First will provide the GST amount in addition to the grant)

ABN: or Incorporation Number:

Legal Status of Organisation: Incorporated Association Section 355 Committee of Council

Under its articles of association or constitution,
is the organisation a not-for-profit body? Yes No

Does the organisation have insurance, including public liability cover? yes no

(If yes please attach certificate of currency copy)

Note: Businesses or individuals are not eligible for funding.

In what year was the organisation formed?

Contact Details

Salutation: Mr Ms Mrs Other, specify:

Name of Contact Person:

Position of Contact Person:

Business Hours Phone:

Alternative Phone / Mobile:

Fax:

Email:

Previous Applications

Has the organisation previously received any funding from Riverina First Community Fund? yes no

If yes, has this funding been acquitted? yes no

SECTION 2 - PROJECT SUMMARY INFORMATION

Applicant:

Project Title:

Project Location

What areas/communities are covered by the project?

Amount requested? \$

(Indicate whether this amount includes or excludes GST. Do not include GST component if ineligible)

Please provide a **summary description** of your proposed project including how the funds (or products/services) will be used.

Project Start Date:

(Projects must be completed by May 29 , 2015)

Project End Date:

SECTION 3– FUNDING AND BUDGET DETAILS

TIPS TO CONSIDER FOR GREATER SUCCESS

- HAVE YOU RECEIVED OR WILL YOU RECEIVE FUNDS FROM OTHER SOURCES?
- HAVE YOU RECEIVED QUOTES FOR THE COSTS? IF SO ARE THEY ATTACHED?
- HAVE YOU INCLUDED YOUR IN KIND SUPPORT.

INCOME				\$
Please include all income to be used for your project				
Grant amount requested from Riverina First Community Fund Round 13				
Cash amount contributed by your organisation				
Cash/grants from other sources (please list details & indicate status by ticking appropriate box)	Pending	Approved	Received	
Value of in-kind support from your group (other than volunteer contribution)				
Value of in-kind support from other areas (other than your organisation)				
Value of volunteer hours (@ \$20 per hour)				
TOTAL				
EXPENDITURE				
Please include all expenditure relating to your project				
Purchase of goods & services (please list details eg contractor, labour)				
Value of in-kind support from your organisation (other than volunteer contribution)				
Value of in-kind support from other areas (other than your organisation)				
Value of volunteer hours (@ \$20 per hour)				
TOTAL				

(a)

(b)

(a) must equal (b)

SECTION 4 – DETAILS OF THE PROJECT

IMPORTANT: This section asks you to describe your project. In preparing your response, please consider the grant criteria outlined on the cover page and limit your response to this section to a **maximum of three A4 pages** (plus any supporting material) and address the following points:

1. What you are going to do?
2. Who are the expected participants / audience in this project?
3. Where and when will the project take place?
4. What are the project's aims and objectives?
5. How will the project be managed?
6. Who are the people involved and what is their experience and their responsibilities.
7. How do you intend to measure and evaluate the success of this project?
8. How does the project meet the criteria defined in the application?
9. Opportunities to promote Riverina First through the project or your organisation?

SECTION 5 – DECLARATION & CONSENT

I/We certify that, to the best of my/our knowledge, the statements in this application are true. I/We have read, and understand the criteria and application guidelines.

I/We acknowledge that Riverina First Community Fund Committee may vary the level of funding provided through the Program at its sole discretion.

I/We acknowledge that Riverina First Community Fund Committee cannot guarantee funding for any application, and cannot guarantee funding to the full amount requested by any applicant.

I/We acknowledge that if I am/we are awarded a grant under this program that I/we will ensure that all insurance requirements and any necessary permits/approvals are complied with.

I/We acknowledge that Riverina First Community Fund Committee may determine progress payments where considered appropriate.

I/We acknowledge that Riverina First may pledge to provide partial funds for a project if the balance required to complete the project is realised within a specified time period.

I/We consent to the release of information in this application form for commercial, publicity and public information purposes.

I/We consent to the Riverina First Community Fund Committee's requirement that a report including an evaluation of program outcomes and a statement of income and expenditure relevant to the grant will be provided within an agreed period from the completion date of the project.

I/We agree to acknowledge Riverina First in all publicity generated in relation to the project and where appropriate through the use of approved signage.

I/We agree to inform Riverina First Community Fund Committee if the organisation has a significant change to its financial situation.

I/We confirm that I/We have been authorised to complete this application on behalf of:

(Name of organisation making this application).

Contact Name

Contact Position

Signature

Date

SECTION 6 – SUPPORTING INFORMATION

The following supporting information is attached with this application:

APPLICANT ✓ Yes incl	INFORMATION	RDA Riverina ✓ Yes rec'd
	Quotes	
	Letters of support	
	Plans, sketches or written details of proposed works	
	Insurance - Certificate of currency	

