

Northern Rivers Community Foundation

We help you help others

Community Grants Program 2019

Information and Guidelines

NRCF is a Community Foundation that supports social, environmental and cultural projects in the Northern Rivers region of New South Wales by distributing philanthropic resources to community organisations and groups.



2018 Grant Recipients and NRCF team

THE NRCF SMALL GRANTS PROGRAM 2019

Who we are

Northern Rivers Community Foundation (NRCF)

We help you help others

NRCF was established in 2004 to connect people who care, with local causes that matter, to improve community well-being for the Northern Rivers region of NSW.

NRCF strives to create a compassionate, generous and equitable community.

We are dedicated to improving the lives of those less fortunate in our community, either from economic circumstances, mental illness, disability, learning difficulties or drug/alcohol addictions.

Our community grants touch on issues such as people's right to health, employment, higher education, happiness and creative expression, and the challenges of living in a regional community.

Who and What do we fund?

The purpose of the NRCF Community Grants Program is to provide funds by way of grants, to organisations and groups, that will strengthen and improve our communities across the Northern Rivers region of NSW.

The NRCF Community Grants Program supports the following impact areas:

- Aged Services
- Health & Wellbeing
- Education & Training
- Family
- Arts & Culture
- Youth Programs
- Homeless Support
- Conservation & Environment
- Disability
- Indigenous
- Multicultural Integration
- Animal welfare & Wildlife Conservation

GOALS: The Foundation's key priority with the Program is to enhance our community's wellbeing with a particular focus on support programs that address inequality and disadvantage. We aim to create a fair and equitable grant application program that is accessible to the entire Northern Rivers region. In this year's grant round NRCF will offer small grants from \$2,000 - \$10,000 with an average grant recommendation of \$4,000.

Please read the guidelines carefully to ensure you are eligible and to assist with your application.

The Guidelines

<ul style="list-style-type: none">▪ Eligibility requirements	<ul style="list-style-type: none">▪ Funding will be granted to community service organisations with a clear public benefit who address a need in the community.▪ The project must address one or more of the aforementioned impact areas.▪ The organisation must be not for profit, incorporated, with an ABN▪ You must be a registered charitable organisation in the NSW Northern Rivers region with Deductible Gift Recipient (DGR) Item 1 status, OR▪ are in partnership with a DGR endorsed organisation who has an auspicing agreement with the applicant, AND▪ whose purpose for DGR registration is aligned to the profile of the project which requires the funding. <p>Note: Approved grants will only be paid to the organisation with DGR status. For information regarding DGR status (control click to open).</p> <ul style="list-style-type: none">▪ Projects must be delivered in the Northern Rivers by 31st December 2019. Project start date must be on or after January 1, 2019.▪ NRCF only accept one application per group/organisation.▪ Social enterprises are supported where relevant to NRCF's focused impact areas.▪ NRCF do fund small scale Capital projects e.g. renovations, purchase of equipment.▪ An applicant who has a project funded by NRCF from the previous year's grants round, will need to acquit that project before applying for the current grants round. If their project is not yet completed they will be asked to submit an interim report. <p>Priority is given to:</p> <ul style="list-style-type: none">▪ Organisations who have a gross annual revenue of up to \$5 million. <p>NRCF acknowledges the valuable contribution that not-for-profit and community organisations of all sizes make to the Northern Rivers community.</p>
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	<p>Through the NRCF Community Grants program we seek to support and will prioritise smaller community organisations that have a considerable reliance on grants and fundraising in order to continue their activities.</p> <p>In some cases NRCF may consider funding organisations with annual gross revenue in excess of \$5 million. If grant seekers are in this category and have an exceptional project worth considering, they should contact our office before submitting an application.</p> <ul style="list-style-type: none"> ▪ Local Northern Rivers community-based organisations. <p>NRCF will also consider funding from national community organisations, provided they have an independent Northern Rivers branch with annual gross revenue equal to or less than \$5 million.</p> <p>NRCF will also consider applications from smaller organisations outside the region who do not have a local office. However 100% of their project or program activities must provide a benefit to a Northern Rivers community. We encourage you to contact the NRCF office to discuss your application before applying.</p> <ul style="list-style-type: none"> ▪ Applications that show community support for the project. <p>This could be a current letter of support, commitment to funding, and/or a delivery partnership.</p> <ul style="list-style-type: none"> ▪ Small grants from \$2,000 - \$10,000 with an average grant recommendation of \$4,000 ▪ New projects <p>It is not the intent of NRCF for any organisation to become reliant on ongoing funding. However, NRCF will consider a new application for an existing project or program where it can be demonstrated that there is significant change in the project’s activity area, client group or expected operational outcomes.</p>
<p>Ineligible applications include</p>	<ul style="list-style-type: none"> • Incomplete applications • Applications that miss the submission deadline • Requests for funding that include core operational costs. Only project costs and project related wages will be considered. • Unsigned applications and/or letters of support • Applications without required supporting documentation • Projects where the grant seeker is asking NRCF to fund 100% of the project. You are encouraged to contribute your own cash &/or in-kind support, or request support from partners. • Requests for funding that include prizes, gifts, awards or trophies

	<ul style="list-style-type: none"> • Projects or activities that have already happened • Projects that take place outside Australia • Projects from political parties
Project focus	Enhance the community's wellbeing with a particular focus on support programs that address inequality and disadvantage.
Essential criteria	<p>To meet the essential criteria projects should demonstrate:</p> <p>(i) Organisational and Project viability</p> <p>This can be demonstrated through:</p> <ul style="list-style-type: none"> - adequate & experienced human resources to run the project - history & experience in the project's focus area which proves organisational strength - clear and achievable project delivery plan that delivers the project on or before 31st December 2019 <p>(ii) Identifying and meeting community need</p> <p>(iii) Measurable impact</p> <p>(iv) Financial viability of the project through a completed budget</p>
Submitting your application	<ul style="list-style-type: none"> ▪ The Community Grants program opens on Tuesday, 21st August 2018. ▪ Applications close at midnight on Tuesday, 18th September 2018. ▪ Applications can be submitted either online, via email or post. Please note: online applications are preferred. ▪ Online: you may access the online application through the NRCF website. Please click here. ▪ Via Email: Please download the application form from the website here. You must submit your final application as a Word document, and the supporting documentation must be provided as separate attachments. Email to info@nrcf.org.au ▪ Applications must be received by post no later than Tuesday 18th September. Please address to Executive Officer, NRCF, PO Box 1426, BALLINA, NSW, 2478. ▪ Late applications will not be accepted. ▪ Applicants will receive acknowledgement of their submission via email only.
Assessment Process	Assessment is undertaken by the NRCF Grants Committee. The Committee comprises NRCF board members and community representatives with extensive experience in the community grants process and who are knowledgeable about relevant local community issues.

	<ul style="list-style-type: none"> ▪ Applications will be checked to ensure that all details are correct. You will be notified by email if your application is not eligible. ▪ The Grants Committee meets within one month of the closing date to determine the funding of projects. Please ensure that the respondents listed for your project are contactable. ▪ The Grants Committee adheres to the Essential Criteria when assessing applications. Following this merit-based assessment, decisions on final grant distributions will also include geographic region and impact area. ▪ The Grants Committee sends their funding recommendations to the NRCF Board. The Board makes the final decision on funding applications.
<p>Announcement of Successful Projects & your partnership with NRCF</p>	<ul style="list-style-type: none"> ▪ All applicants will be informed of the outcomes of their submission by early November. ▪ Should your application be successful you will be required to enter into an Agreement with the Foundation. This Agreement will outline the nature of the partnership including how the grant shall be used and what reporting criteria are required for acquittal of your grant funds. ▪ If you have submitted the project in an auspicing arrangement with a DGR organisation, that organisation will also be required to sign the Agreement and the grant money will be paid to the DGR organisation for the project. ▪ If your application is successful, the NRCF will consider you as a partner in their Community Grants Program and will request your co-operation with: <ul style="list-style-type: none"> - Attendance at the NRCF Grant Giving event in mid-November during Community and Philanthropy Partnerships Week - PR and media events at the time of the grant announcement and during and/or after the completion of the project. - You will be asked to acknowledge the NRCF in speeches, publicity and printed material in relation to the funded project. ▪ If your application is unsuccessful, you will have the opportunity to request a telephone appointment to receive feedback from the Grants Chairperson or our Executive Officer.

Further support	<p>The following links may assist you when seeking information and advice on writing your grant application.</p> <p>https://www.fundingcentre.com.au/help/writing-grant</p> <p>http://www.philanthropy.org.au/seek-funding/how-to-seek-funding/</p>
Further information	<p>For further information about NRCF’s Community Grants program or the application process please contact the NRCF office on 0499 862 886 during business hours Monday to Thursday or email info@nrcf.org.au.</p>

SAMPLE QUESTIONS

In order to help you prepare for the 2019 Grants Round, NRCF have provided a sample list of questions from the application form:

TELL US ABOUT THE NEED

- What issue or need are you trying to address?
- How have you identified that there is a need for your project in the community?
HOT TIP! Make sure others in your community share your enthusiasm & commitment. Provide evidence!

TELL US ABOUT THE PROJECT

- What are your AIMS – what changes are you trying to make?
- What are your OBJECTIVES – what are the activities you will undertake to achieve your aims?
- Who is involved in your project – Partners/supporters/participants/volunteers/staff
- Who will benefit?
- How will your project be delivered – what is the delivery plan?

TELL US ABOUT THE EXPECTED OUTCOMES

- Identify at least three things you want the project to achieve – your OUTPUTS
- What do you hope the impact will be on the beneficiaries? – your OUTCOMES
- How will you know if these outcomes have been achieved? What review or assessment will you undertake? – your MEASUREMENT

THE BUDGET

- How much will it cost? Consider all costs including the less obvious – marketing, admin, etc. Get quotes for larger items/costs. Don’t just make costs up!
- Don’t rely on 100% funding from NRCF
 - What is the contribution from your own group?
 - Can you get support from other partners?
 - Include in-kind support in your budget!
 - If you do get cash &/or in kind contribution from partners, please include a Letter of Support that proves this funding.

