



**Northern Rivers Community Foundation**  
**Community Grants Program 2022**  
**Information and Guidelines**

**CONFIDENTIAL**

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**Contents**

1. About Northern Rivers Community Foundation (NRCF) .....	2
2. About The Program .....	2
3. Purpose.....	2
4. Program Outline.....	3
5. Eligibility.....	5
6. What this grant program does and does not fund.....	6
7. Assessment & Essential Criteria.....	6
8. Other Assessment Criteria .....	7
9. Submitting your application .....	8
10. The outcome of your application .....	8
11. Sample Questions.....	8
12. Further support .....	9

# COMMUNITY GRANT PROGRAM 2022

## INFORMATION & GUIDELINES

### 1. About Northern Rivers Community Foundation (NRCF)

[Northern Rivers Community Foundation](#) (NRCF) was established in 2003 to connect people who care with local causes that matter, to enhance community well-being for the Northern Rivers region of NSW. NRCF strives to create a compassionate, generous and equitable community. The Foundation is dedicated to improving the lives of those less fortunate in our community by supporting social, environmental and cultural community organisations and groups across the seven Local Government Areas<sup>1</sup> of the Northern Rivers.

### 2. About The Program

The Community Grants Program is funded through investment income from NRCF's Corpus as part of the Foundation's annual obligation to distribute grants from its invested Sub Funds, as well as flow through donations from individual philanthropists and private foundations.

In addition, the Recovery and Resilience stream is also funded by donations made specifically to NRCF's Disaster Fund from individual philanthropists, private foundations, and a range of other fundraisers.

A component of the program will be funded by the third and final component of the [Flood Relief Fund](#) (established in March 2022 in conjunction with the Byron Community Centre).

The final amount of funding available will be provided at the Grants Assessment Committee meeting scheduled for 28 September 2022.

The NRCF Community Grants Program is managed by the NRCF CEO, supported by the Grants Committee and operational staff: Grants and Community Impact Manager, Grants Officer, Administration and Finance Officers and Development and Engagement Manager. The Grants Committee submits grant recommendations for this Program to the NRCF Board of Directors, who have final approval on all grants distributed under this Program.

### 3. Purpose

The Community Grants Program supports not for profit community groups or organisations, located in the Northern Rivers, that strengthen and enhance our regional communities. NRCF has traditionally distributed small grants up to \$10,000, recognising the ongoing need to support organisations that typically fall through the funding gap.

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<sup>1</sup> Ballina, Byron, Clarence Valley, Kyogle, Lismore, Tweed, Richmond Valley.  
NRCF Community Grant Round 2022 Program Guidelines – Updated 19.7.2022

This year, in addition to small grants, the NRCF will also fund capacity building for recovery and resilience with grants of up to \$25,000, as well as supporting the recovery of our region from the February and March 2022 flooding disasters through larger grants of up to \$50,000.

#### Grant Program Goals:

- Broad regional impact for community services
- Supporting grass roots organisations providing place-based community support
- Flexible funding
- Other non-financial support including administration and marketing, capacity building and connections
- Supports innovation
- NRCF as an early funder can bring credibility, capacity building, leverage and visibility

#### General Goals:

A grant program that:

- Connects the community and facilitates collaboration of people and organisations
- Provides a platform that efficiently, fairly and equitably addresses grant applications
- Is accessible to the whole Northern Rivers region

## 4. Program Outline

This year, the NRCF Community Grant Program will offer three grant streams:

**1. Small Grants: Grant funding will address four priority areas of Recovery & Resilience, Disadvantage, Environment and Housing & Homelessness.**

- **Eligible applicants can apply for grants of up to \$10,000.**

**This stream funds the following project areas:**

1. Projects that address **social, economic, cultural and/or educational disadvantage** in the region.
2. Projects that support **conservation of our natural environment**: conserving and restoring natural ecosystems, protecting threatened species, building community skills and education, and/or local pollution.
3. **Recovery & Resilience**: supporting smaller community organisations in their recovery from COVID-19 and/or recent natural disasters, specifically those organisations who have 'fallen through the gaps' in state and federal funding, such as volunteer driven organisations.

Priority will be given to organisations who require funding to adapt their current project/service offering as a direct result of COVID or natural disasters. This grants stream is focused on funding solution-based responses to the current challenges, as well as encouraging community organisations to become more resilient and regenerative in their approach to natural disasters.

4. **Housing & Homelessness:** projects that focus on the prevention of homelessness and/or provide accommodation and support services for those most vulnerable.

Funding is not restricted to specific impact areas. Grant seeker groups or organisations can work in, and projects can support impact areas including:

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

**2. Recovery and Resilience Capacity Building: Grant funding will support disaster recovery initiatives, resilience and disaster mitigation projects.**

- **Eligible applicants can apply for grants of up to \$25,000.**

**This stream funds the following project areas:**

- Recovery from COVID-19 and/or recent natural disasters
- Development of resilient and regenerative approaches to natural disasters
- Disaster mitigation and community preparedness

**3. Flood Relief Fund Capacity Building: Grant funding will support Feb/ March 2022 flood recovery initiatives, resilience and disaster mitigation projects.**

- **Eligible applicants can apply for grants of up to \$50,000.**

**This stream funds the following project areas:**

- Mental health and community wellbeing programs
- Housing and homeless programs
- Disaster coordination including community resilience projects
- Disaster mitigation and community preparedness

The aim of this grant program is to support the ongoing and significant recovery work being undertaken in the aftermath of the floods, including the priority areas listed above. Grant projects must be directly responding to the February / March 2022 flood disaster.

The key difference between the three programs is the funding stream. If you require assistance to identify the most appropriate steam for the application, please contact us at [grants@nrcf.org.au](mailto:grants@nrcf.org.au).

## 5. Eligibility

### Organisation Type

- Any not-for-profit group or organisation with a charitable purpose and DGR 1 status
- A non-DGR not-for-profit organisation partnered with an eligible DGR organisation through an auspice arrangement.

If you require assistance to partner with an eligible organisation, please contact us at [grants@nrcf.org.au](mailto:grants@nrcf.org.au) and we will endeavour to assist.

### Gross Revenue Limit

This program will distribute grants to small organisations with an annual gross revenue that is less than \$5 million.

*Rationale: We acknowledge the valuable contribution that not-for-profit and community organisations of all sizes make to the Northern Rivers community. Through this program, we seek to support and will prioritise smaller community organisations that often have a considerable reliance on grants and fundraising to continue their activities, recognising that much of the recovery work has been outside of typical funding mechanisms.*

*NRCF may consider funding organisations with annual gross revenue of more than \$5 million. If grant seekers are in this category and have an exceptional project worth considering, they will be able to contact our office before applying.*

### Location

This program prioritises local Northern Rivers community-based organisations operating in the seven LGA's: Ballina, Byron, Clarence Valley, Kyogle, Lismore, Richmond Valley, Tweed. NRCF will also consider funding national community organisations, provided they have an independent Northern Rivers branch with annual gross revenue less than \$5 million.

### Project Dates

The grants are available to cover activities that operate from December 2022 to December 2023.

### NRCF Grant Recipients

Applicants currently funded by NRCF from a previous year's grants round will be asked to acquit that project before applying for this grants round. If the project is not yet completed, we will require an interim report. Please contact the office at [grants@nrcf.org.au](mailto:grants@nrcf.org.au).

## 6. What this grant program does and does not fund

- **Emergency relief:** This grant program does not typically fund projects or programs for the purposes of one-off emergency relief assistance. This program does support capacity building projects for emergency relief. For example, a neighbourhood centre could not apply for funds to purchase food for their neighbourhood pantry, however they could apply to purchase and install a new freezer for the pantry. To request an exception to apply for one-off emergency relief assistance, the application must detail why the project cannot be supported by traditional emergency relief organisations.
- **Core operational costs:** If applying for funding for wages or administration, please ensure the wages and/or administration costs specifically relate to the project outlined in the application. Long-term, ongoing, core operational costs will not be considered for funding.
- **New projects:** It is not the intent of this program to support an organisation with ongoing funding for the same project. The committee will consider a grant application for an existing project or program where it is demonstrated that there is significant change in the project's activity area, client group or expected outcomes.
- **Capital projects:** The program will consider funding small scale 'Capital projects' i.e. renovations, new and/or replacement equipment or upgrades.
- **Part funded projects:** The program will not ordinarily part-fund projects; it will not typically offer less than the requested amount for funding. The Committee reserves the right to offer part funding on a case-by-case basis.
- **Own cash contribution or in-kind support:** NRCF cannot fund projects where the grant seeker is asking NRCF to fund 100% of the project. Applicants are encouraged to contribute organisational cash or in-kind support, and/or request support from community partners.

## 7. Assessment & Essential Criteria

Assessment is undertaken by the NRCF Community Grants Committee. The Committee comprises NRCF board members and community representatives with extensive experience in the grants process and who are knowledgeable about relevant local community issues.

- Applications will be checked to ensure that all details are correct. Applicants will be notified by email if the application is not eligible.
- The Grants Committee meets within four weeks of the closing date to determine the funding of projects. Please ensure that respondents listed for the project/organisation are contactable during August.

To meet the Essential Criteria, applications should demonstrate:

### **Organisational or community need**

- Clearly describe the need that exists in community and how that need has been identified
- Explain how the project addresses the need and supports community

### **Measurable impact**

- Project has set impact measurement goals and effective means to measure outcomes

### **Project viability - strength & sustainability**

- Clear and realistic delivery plan to ensure effective and efficient delivery of the project
- Project budget is accurate and realistic in terms of costs
- Evidence of support from project partners, including community consultation, commitment to funding and delivery support.

### **Organisational Viability:**

- Strength and sustainability of the organisation in terms of history and experience in the field related to the project
- Organisation has adequate assets to support core programs and/or operations
- Confirmed community support for the organisation and its projects in the community

### **Community or Partnership Support:**

- Applications that show external support for the project are prioritised, such as a letter of support from a community organisation that has had prior experience working with the applicant organisation.
- If the delivery of the project relies upon external support, please provide evidence of that partnership, such as a letter of support outlining the commitment to funding, and/or a delivery partnership.

## 8. Other Assessment Criteria

Following this merit-based assessment, the decision on final grant distributions may also include:

- Geographic reach
- Impact area
- NRCF Sub Funds
- Funding for Capital (infrastructure or equipment) OR Project/Program (services)
- Any previous grant relationship with NRCF

This program will accept only one application per organisation.

Ineligible applications include:

- Incomplete applications
- Applications that miss the submission deadline
- Unsigned applications and/or letters of support
- Applications without required supporting documentation

- Requests for funding that include prizes, gifts, awards or trophies
- Projects or activities that have already happened
- Projects that take place outside the Northern Rivers of NSW
- Projects from political parties

## 9. Submitting your application

The Community Grants program opens at **9am Monday, 1st August 2022**. Applications close at **midnight on Wednesday, 31 August 2022**. Applications will only be accepted through the NRCF's online grants portal. The portal can be accessed [here](#) from Monday, 1st August 2022. If you have any issues accessing the online portal, please contact us at [grants@nrcf.org.au](mailto:grants@nrcf.org.au).

Applicants will receive acknowledgement of their submission via email only.

## 10. The outcome of your application

- All applicants will be informed of the outcome of their application in October.
- Successful applicants will be required to enter into a Grant Agreement. The Agreement outlines the nature of the partnership including how the grant shall be used and reporting criteria required for acquittal of grant funds.
  - An acquittal report will be provided by the grant recipient within the first eight weeks of the grant program for reference.
- Grant recipients will be considered as an NRCF partner, and we request co-operation with:
  - PR and media events at the time of the grant announcement and during and/or after the completion of the project.
  - Acknowledgement NRCF in speeches, publicity, social media and printed material in relation to the funded project.
- NRCF provides the opportunity to request feedback on unsuccessful grant applications.

## 11. Sample Questions

A list of sample application questions below to assist with preparation for the application.

### 1. Demonstrating need

- What issue or need exists in community that the project is trying to address?
- How has the need for the project in the community been identified?  
For example: research, community feedback, participant support. Please attach any relevant research.
- Tell us about the project and how it addressed the identified need?
- Provide details of items or services the funds will be spent on.



## 2. Measurable Impact

- What will be the impact of the project in the community?
- Describe the beneficiaries and how will they benefit?
- How many people will directly benefit and/or be involved working on the project?
- What other outcomes are anticipated?
- How will you measure if these outcomes have been achieved, both immediately following the project and in the long term?

## 3. Project Viability

- How will the project be delivered? List the key activities and dates.
- Provide a Project Budget (NRCF will provide a sample budget).
- Describe the external support that the project requires? E.g commitment to funding, delivery partners, sector and or community consultation.

## 4. Organisational viability

- Describe the organisation's capacity to successfully undertake the project.
- Outline the organisation's history and experience in delivering similar projects.
- Who will deliver the project?

## 12. Further support

The following links offer support with writing grant applications:

<https://www.fundingcentre.com.au/help/writing-grant>

<http://www.philanthropy.org.au/seek-funding/how-to-seek-funding/>

The following links provide statistical information that may be of use in your application:

<https://nrcf.org.au/news/vital-signs-report/>

<https://economy.id.com.au/northern-rivers>

For further information about Grants Program or the application process, please contact the NRCF office on 0499 862 886 during business hours Monday to Thursday or email [grants@nrcf.org.au](mailto:grants@nrcf.org.au).