



COURIER CHARITY FUND GRANT PROGRAM GUIDELINES

1.0 PURPOSE

The Courier Charity Fund Grant program is an annual grants program delivered by the Ballarat Foundation United Way Inc. (the Ballarat Foundation), in a bid to break the cycle of disadvantage within the Ballarat and surrounding areas.

The grant program is funded through distributions from the Courier Charity Fund.

The Courier Charity Fund Grant program will distribute grants of up to \$15,000 to community groups with projects or programs that support the Ballarat Foundation's four pillars of:

Early Childhood	Youth Success	Housing Security	Food Security
• 'Every child enters school ready to learn and with an opportunity to prosper'	• 'Every young person has the skills and opportunities to prosper in employment'	• 'Every child, person or family has the security of a home'	• 'Every child, person or family has continuous access to safe and nutritious food'

2.0 HOW TO APPLY

Applications will only be accepted online via www.ballaratfoundation.org.au

For more information visit our website or call the Ballarat Foundation on 03 5331 5555.

3.0 CRITERIA

To be eligible to apply for a Courier Charity Fund Grant from the Ballarat Foundation you must be able to demonstrate that your application:

- a) Will impact and benefit the Ballarat and surrounding local government areas.
- b) Aligns with the Ballarat Foundation Community Grant categories of:
 - **Feed Ballarat:** Examples include, but are not limited to, projects which aim to improve access to food for disadvantaged or vulnerable communities; to improve food literacy; to support cooking skills; to improve food production and purchase education.
 - **Housing Security:** Examples include, but are not limited to, projects which aim to improve access housing for disadvantaged or vulnerable communities; to improve literacy regarding rental agreements and property purchase; to improve household budgeting skills.
 - **Early Childhood Success:** Examples include, but are not limited to, projects which aim to improve access to non-school education programs or projects for disadvantaged or vulnerable communities; to improve literacy and numeracy skills; to provide greater access to opportunities for social skill building; to improve facilities to encourage increased physical activity.
 - **Youth Success:** Examples include, but are not limited to, projects which aim to improve access to non-school education programs or projects for disadvantaged or vulnerable communities; to improve literacy and numeracy skills; to provide greater access to opportunities for social skill building; to improve facilities to encourage increased physical activity.

Applicants will need to clearly demonstrate how their project aligns to the category selected.

- c) Applicants must confirm current registration on the Australian Charities and Not for Profits Commission (ACNC) register, endorsement as a Deductible Gift Recipient (DGR) as covered by Item 1 or a Tax Concession Charity (TCC).

If your organisation does not meet any of these requirements, you must state, with examples, how the project is charitable as defined in the Charities Act (2013).

- d) Applicants can apply to only one Ballarat Foundation grants program annually for each project or program. These programs include the Community Impact Grants, Ballarat Innovation Grant, The Courier Charity Fund, Wendouree/Delacombe Fund and Peter Amor Sports Participation Fund. The Ballarat Foundation reserves the right to determine which grant program is suitable for each application.
- e) Applications can be received for multiple projects from a single organisation.
- f) Projects will be funded for a maximum of three consecutive years, commencing in 2022. Projects funded prior to 2022 will be considered as not having been previously funded for the purposes of this clause.

4.0 WHO CAN NOT APPLY?

- a) cannot be an individual
- b) cannot be: a government institution; registered training organisation; school; university; sole trader or a private company (unless its constitution requires the company to pursue charitable purposes only); political party; or religious organisations when funds would be used in whole or in part to further the organisation's religious purposes.
- c) Applicants which have failed to acquire any grants from previous Ballarat Foundation distributions will be ineligible to apply. This relates to any projects or programs operated by the applicant.

5.0 WHAT WE WILL FUND:

The goal of the Courier Charity Fund is to support the community with projects and programs that:

- a) have an impact on early childhood success, youth success, food or housing security.
- b) promote collaboration within the community.
- c) seek to avoid duplication and maximise resources within the community.

6.0 WHAT WE WILL NOT FUND:

- a) Staff expenses.
- b) Operating or recurring costs (eg wages, insurances, utilities, rent, telephone, internet).
- c) Projects in which the funds will be removed from the Ballarat or surrounding local government areas or where the project activity is carried out outside these areas.
- d) Retrospective funding (including funding requests where the project commences between the grant round closing date and the allocation date).
- e) Prizes or gifts
- f) Interstate or international travel and accommodation costs.

Please note that applications from organisations registered with the Australian Charities and Not for Profits Commission (ACNC) will be considered prior to applications from non-ACNC registered organisations.

7.0 FUNDING AMOUNTS

A maximum grant of \$15,000 is available per project/program.

8.0 TIMELINES

Grant timelines will be published each year on www.ballaratfoundation.org.au

9.0 SELECTION PANEL

The selection panel of the Courier Charity Fund Grant program may be made up of representatives from:

- Courier Charity Fund Committee
- Ballarat Foundation Board
- External community/business members

The selection panel will review applications and provide recommendations to the Board of Ballarat Foundation United Way Inc. on the awarding of grants.

10.0 Courier Charity Fund Grant Funding Terms and Conditions

Please note that the following terms and conditions will apply to all successful grant recipients:

- a) The closing date for submissions (found on the application form) is not negotiable or flexible.
- b) The submission of the application form will be deemed acceptance of these terms and conditions.
- c) Submissions will only be received in electronic format.
- d) If you are submitting the application form on behalf of a third party, including a club or community group, you acknowledge and agree that you are authorised to submit the application form on their behalf. References to "you" in these terms and conditions includes any third party on whose behalf you are applying.
- e) An organisation can apply for funding for multiple projects but only one application for each project will be accepted.
- f) Each application must be complete and include the following documents:
 - 1) Project Budget
 - 2) Current annual report including a financial statement tabled at the last Annual General Meeting, or last available audit for the organisation
 - 3) ABN, ACNC Registration and Tax exemption and / or Deductible Gift Recipient (DGR) status from the Australian Taxation Office if applicable.
- g) The total amount of funding available at any one time or for any round of distribution grants is as determined by the Board of Ballarat Foundation United Way Inc.
- h) You must ensure that your application form and any supporting documentation does not infringe any other person or entity's confidential information or intellectual property or moral rights.
- i) Projects must not involve applications, tools and technologies or content that is inconsistent with the values of Ballarat Foundation United Way Inc., standards of decency or Australian Law.
- j) You must keep confidential any information that the Ballarat Foundation United Way Inc. provides you with and only use it for the purposes of submitting your application and providing us with information about your project.
- k) Third party interest, finance or commitment to your project must be disclosed with all relevant details provided.
- l) Do not submit any original documents as your application form and any supporting documentation will not be returned to you.
- m) Ballarat Foundation United Way Inc. will not be liable for any costs incurred by you in preparing your application.
- n) Co-funding of projects with other funding bodies, corporate entities or individuals is encouraged, but any co-funding must be detailed in the application form.
- o) You also acknowledge the following key conditions that apply to any grants:
 - 1) Grants cannot be transferred
 - 2) Grants will not be provided retrospectively for completed projects, or for work done on incomplete projects prior to the date of notification of approval of grant;
 - 3) Your rights to all project material (including, but not limited to, all intellectual property) must be sufficient to enable you to meet all of your obligations; and
 - 4) Projects that are funded cannot be deferred and must progress according to the timelines detailed in the application form unless agreed in writing by the Ballarat Foundation United Way Inc.
- p) You acknowledge and agree that Ballarat Foundation United Way Inc. may make any press or other announcement or release relating to the grant of funds to you without your prior written consent. You also agree that you will participate in any media events or promotions to be conducted if you are granted any funding.
- q) Successful applicants who receive grants agree to comply with and abide by the terms of reporting on projects and completing the acquittal process within the required time frame(s).
- r) You acknowledge and agree that any personal information submitted as part of the application process will be used for the purposes of assessing this application and may be used and disclosed for the purpose of making any press or other announcement or release relating to the grant of funds to you.
- s) The Courier Charity Fund Grant program selection panel will appraise the applications and give recommendations to Board of Ballarat Foundation United Way Inc. for final approval.
- t) The Courier Charity Fund Grant program selection panel may recommend that a partial grant should apply to an application and / or a grant should be subject to certain requirements being met.
- u) The Board of Ballarat Foundation United Way Inc. is not obliged to make a particular number of grants or to extend any or all of the available fund resources.
- v) The decisions made by the Board of Ballarat Foundation United Way Inc. are final and there is no appeal process.
- w) The Board of Ballarat Foundation United Way Inc. is not required to give reasons for the approval or rejection of an application.
- x) In situations not covered by these terms and conditions, or where there is ambiguity, Ballarat Foundation United Way Inc. reserves the right to exercise their discretion and the decision of the Board of Ballarat Foundation United Way Inc. will be final.
- y) Ballarat Foundation United Way Inc. also reserve the right to amend these terms and conditions at any time. However, if these terms and conditions are amended once you have submitted your application, Ballarat Foundation United Way Inc. will give you the opportunity to resubmit your application form, if, in the opinion of Ballarat Foundation United Way Inc., your application is adversely affected in a material way.