

1.0 PURPOSE

The Ballarat Innovation Grant program is a grants program delivered by Ballarat Foundation United Way Inc. (the Ballarat Foundation), in a bid to find new ways to break the cycle of disadvantage within Ballarat and surrounding areas.

It is funded jointly by contributions from the community and through distributions from the Ballarat Foundation Community Sub-Funds. These sub funds include: Ballarat Foundation Fund, James Petrie Fund, Adroit Risk and Insurance, Janine Owen Fund, Advanced Cabinetry Fund, Integra Group Fund, Feed Ballarat Fund, Young Ambition Fund, Canny Family Fund, Housing Support Fund.

The program distributes a single grant of up to \$50,000 to community groups with a new or innovative project or program which has been operating for less than 12 months (at 30 June 2024) which supports at least one of the Ballarat Foundation's areas of focus.

2.0 HOW TO APPLY

The Ballarat Innovation Grant is an open grant program. Expressions of interest in applying for the Ballarat Innovation Grant will only be accepted by telephoning the Ballarat Foundation on 03 5331 5555 or emailing info@ballaratfoundation.org.au.

Should applicants be assessed as suitable for this program, they will be required to make a written submission and also present in person or via video link to the selection panel.

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 Ballarat Innovation Grant you must be able to demonstrate that your project or program:

- a) Will impact and benefit the Ballarat and surrounding local government areas.
- b) Aligns with one or more Ballarat Foundation area of focus:
 - **Food Security:** 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.
 - **Young People:** 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.
 - **Mental Wellbeing:** Examples include, but are not limited to, projects which aim to improve access to mental health education programs or projects for disadvantaged or vulnerable communities; to improve mental wellbeing awareness; to provide greater access to opportunities for young people to engage in activities which promote mental wellbeing.

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

- c) Innovation is defined as something unique or to a change made to an existing product, idea, or field. Applicants must demonstrate how a program or project is unique within the Ballarat region and how an investigation has occurred to ensure the project or program does not duplicate existing services. Innovative enhancements to existing service provision are eligible.
- d) Applicants must confirm current registration on the Australian Charities and Not for Profits Commission (ACNC) register and endorsement as a Deductible Gift Recipient (DGR).
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).
- e) 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.

- f) Applications can be received for multiple projects from a single organisation.
- g) Projects or programs will be funded through the Ballarat Innovation Grant program for one year only. If successful, applicants may apply to other Ballarat Foundation programs in subsequent grant rounds.
- h) Applications will need to provide a business plan which indicates how the project or program will be funded and sustained beyond the year in which the innovation grant is used.
- i) Applications where matched funding is provided will be preferred during assessment. The Ballarat Foundation will seek to use its networks to secure matched funding for relevant eligible projects.

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 who have failed to acquit 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 WILL WE FUND?

- a) Projects that have a positive impact on food or housing security, youth success or mental wellbeing.
- b) Projects or programs which show new or innovative ways of reducing disadvantage in the community.
- c) Projects that promote collaboration within the community.
- d) Projects that seek to remove duplication and maximise resources within the community.
- e) Wages, equipment, pilot projects or research, goods and/or services delivery.
- f) Projects or programs that can demonstrated sustainability past the first year of innovation grant funding.

6.0 WHAT WE WILL NOT FUND

- a) Operating or recurring costs (eg insurances, utilities, rent, telephone, internet, cleaning).
- b) 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.
- c) Retrospective funding (including funding requests where the project commences between the grant round closing date and the allocation date).
- d) Prizes or gifts
- e) Interstate or international travel and accommodation costs.
- f) Applications from non-ACNC registered organisations.
- g) Projects which duplicate existing services

7.0 FUNDING AMOUNTS

One grant of up to \$50,000 is available each calendar year. All grants are non-recurrent and are to be used within the 12-month period from the signing of the grant agreement.

8.0 TIMELINES

The Ballarat Innovation Grant is an open grant process. Please refer to www.ballaratfoundation.org.au for further details.

9.0 SELECTION PANEL

The selection panel of the Ballarat Innovation Grant program may be made up representatives from:

- Ballarat Foundation Board
- Sub-Funds
- External Community

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 Ballarat Innovation Grant Funding Terms and Conditions

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

- a) The submission of an Expression of Interest (EOI) will be deemed acceptance of these terms and conditions.
- b) Submissions will only be received in electronic format.
- c) If you are submitting an EOI on behalf of a third party, including a club or community group, you acknowledge and agree that you are authorised to submit an application on their behalf. References to "you" in these terms and conditions includes any third party on whose behalf you are applying.
- d) An organisation can apply for funding for multiple projects but only one application for each project will be accepted.
- e) 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.
- f) 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.
- g) You must ensure that your application and any supporting documentation does not infringe any other person or entity's confidential information or intellectual property or moral rights.
- h) 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.
- i) 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.
- j) Third party interest, finance or commitment to your project must be disclosed with all relevant details provided.
- k) Do not submit any original documents as your application form and any supporting documentation will not be returned to you.
- l) Ballarat Foundation United Way Inc. will not be liable for any costs incurred by you in preparing your application.
- m) Co-funding of projects with other funding bodies, corporate entities or individuals is encouraged, but any co-funding must be detailed in the application.
- n) 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.
- o) 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.
- p) 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).
- q) 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.
- r) The Ballarat Innovation Grant program selection panel will appraise the applications and give recommendations to Board of Ballarat Foundation United Way Inc. for final approval.
- s) The Ballarat Innovation 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.
- t) 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.
- u) The decisions made by the Board of Ballarat Foundation United Way Inc. are final and there is no appeal process.
- v) The Board of Ballarat Foundation United Way Inc. is not required to give reasons for the approval or rejection of an application.
- w) 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.
- x) 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.