



## **ROTARY CLUB OF HAMPTON INC. [Reg No: A0035289F]**

### **COMMUNITY GRANT GUIDELINES- 2019/2020**

**Rotary Club of Hampton Inc. [RCH] wishes to provide grants, totalling up to \$10,000, to the community based organisations along the guidelines elaborated below.**

#### **1. Guideline objective**

The RCH is a local community based group of volunteers. We develop humanitarian projects in our local community, other parts of Australia and internationally. As Rotarians, our members want to make a difference for others. In supporting your application for funds, we need to understand the reasons for your application, the outcomes you expect and how you will go about achieving those results. We also want to understand how the funds are used and your evaluation of the benefits.

RCH's Community Grants Program is intended to support projects proposed by community groups which strengthen and enrich community life through providing an improved range of leisure, cultural, community development, environmental, health, education, sporting and welfare programs and activities.

#### **2. Outline**

These guidelines outline the process for assessment and administration of the RCH Community Grants. They apply to applicants for grant payments and RCH members involved in the assessment and recommendation of grants.

#### **3. Procedure involved**

##### **3.1 Purpose of grants**

Grants of up to \$2,000 each may be made for initiatives by community groups that meet the objectives of the RCH and particularly:

- ✓ Be a community based Project;
- ✓ Relate to the Strategic Plan of RCH
- ✓ Preference will be given to projects involving members of RCH;
- ✓ Address a need in the local community.

### 3.2 Eligibility

Organisations residing within the City of Bayside are eligible to apply for a Community Grant. Further to satisfying Section 3.1, other eligibility criteria include that the applications:

- Be from incorporated bodies registered in Bayside or associated with a Bayside based project;
- Be mindful of the maximum amount of \$2000 per year that can be provided;
- Not a request for salaries or building works;
- Ensure that the funds to be spent within a year and **paid upon receipt of invoices.**

All applications will be assessed on an individual basis and will be determined in accordance with the assessment criteria.

### 3.3 Applications

All applications must be lodged through RCH's online grant management system which is accessed at [Community Grants Applications](#)

All applications received are initially assessed for eligibility. Applications from organisations or for purposes that do not meet the requirements contained in parts 3.1, 3.2, 3.7 and 3.8 of this guideline will not be considered further.

### 3.4 Assessments

Remaining applications will then be referred to relevant RCH members for assessment, using a point scoring system, based on:

- The purposes and eligibility criteria elaborated in Sections 1 and 2 above;
- Overall expected benefits for the community;
- Accessible and inclusive for the community;
- Sustainability of the project beyond funding.

RCH Board will determine the grant allocations. RCH may allocate less than the full amount for which an application is made or not grant any funds at its discretion. All applicants will be advised of the results of their application.

All applicants will be informed of the outcome of their applications upon assessment by the RCH.

### 3.6 Information about grants

Information about the grants program is contained in this guideline and available on the RCH website. Applications will only be accepted through the Community Grants Program application form.



### 3.7 Who can apply?

To be eligible for a RCH Community Grant:

- ✓ The applicant must be a not-for-profit organisation, such as an incorporated association or similar legal entity,
- ✓ The applicant must have a membership that is wholly or significantly made up of people who are Bayside residents or ratepayers, and /or
- ✓ the grant proposal must be for a project that significantly benefits the Bayside community.

Applications will not be considered further if they do not meet these basic eligibility criteria.

### 3.8 What will not be funded?

Grants will not be made under this program to:

- ✓ Individuals;
- ✓ Profit-making enterprises;
- ✓ Government agencies;
- ✓ Fundraising appeals for or by philanthropic foundations or charities;
- ✓ Projects or initiatives that receive significant funding from another funding agency;
- ✓ Programs that are the responsibility of Municipal, State or Federal government;
- ✓ Organisations which are insolvent;
- ✓ Fund ongoing core operational costs such as salaries, training, facility maintenance, rent, utilities and building works.

### 3.9 What projects can be funded?

Proposed projects must:

- Be initiatives that are consistent with one or more of the purposes in Section 3.1 above;
- Have not yet commenced and can be completed by the end of 2020;
- Meet the eligibility criteria contained in these guidelines.

### **3.10 Payment of grants**

Grant amounts will be determined by RCH inclusive of the Goods and Services Tax (GST) if the organisation is registered for GST. **The payment will be made upon receipt of tax invoices related to the project.**

### **3.11 Acquittals**

Successful applicants must complete and submit an online acquittal form to RCH. The acquittal form includes a declaration by the organisation's Treasurer, or authorised officer, confirming that the grant funds have been fully spent on the purpose for which the grant was made. The acquittal report will provide details of the project implementation, outcomes, and benefits to the Bayside.

### **3.12 Conditions of grants**

Conditions of the grant are outlined in Terms and Conditions document available on RCH's website.

## **4. Related documents**

The related documents can be found on the RCH's website and include:

RCH Strategic Plan  
RCH Community Grants Program Guidelines  
RCH Application Form  
RCH Terms and Conditions  
RCH Acquittal Report