



**BUDERIM**  
**FOUNDATION**  
*Our Foundation... Our Future*

BUDERIM FOUNDATION LTD.  
COMMUNITY GRANTS PROGRAM  
*2008 GUIDELINES*

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MAY 2008

# GRANT GUIDELINES FOR APPLICANTS

These guidelines have been developed to assist organisations develop an application for funding from the Buderim Foundation Limited (the Foundation).

The Foundation has limited grant funding and receives significantly more applications than it has the capacity to fund. Please read these guidelines carefully prior to submitting an application.

Information on other sources of funding is available on the Foundation's website <http://www.buderimfoundation.org.au> under the "Links" section.

## 1. GENERAL INFORMATION

### Eligibility

To be eligible for consideration for a Foundation grant, your organisation must meet the following criteria:

**Incorporation:** Your organisation must be:

- incorporated under appropriate legislation OR
- your sponsoring body must be incorporated under appropriate legislation.

**Non-profit type of organisation:** Your organisation must fall into one of the following categories:

- a non-profit organisation
- a committee / advisory body sponsored or appointed by a government agency (This could include a school P and C Association.)
- an unincorporated organisation sponsored by a non-profit incorporated organisation or a government agency
- a Trust.

**Financially Viable:** Your organisation must be:

- financially viable i.e. it can pay debts as they occur.

**Location of organisation:** Your organisation must:

- be based in Buderim OR
- if it is a regional organisation (e.g. a Sunshine Coast organisation), then it must either
  1. currently deliver services to Buderim residents OR
  2. have the capacity to deliver services to Buderim residents.

Priority will be given to Buderim-based organisations and those Sunshine Coast organisations that can clearly demonstrate a direct benefit to Buderim residents.

### **Projects the Foundation will not fund:**

Normally, grants will not be approved for:

- equipment maintenance
- routine general operating expenses, except for seed funding for new organisations for a maximum period of three years
- religious or political activities
- retrospective and deficit funding requests e.g. funding of past activities, loan repayments, operational deficits

- projects that duplicate an existing service or activity
- projects funded previously and in the course of normal events, are eligible for substantial or full support from government agencies
- fundraising or administration expenses
- groups of individuals or commercial businesses
- individuals unless as part of an educational scholarship program which may be established in the future by the Buderim Foundation to provide money for scholarships, bursaries or prizes.

### **Application Format**

Applications must be made on the standard application form. The Foundation prefers applications to be submitted by email, although the Foundation will accept applications by mail.

If you have previously unsuccessfully applied for a grant in the last two years from another organisation (not the Foundation) and your project or activity has not started (i.e. you did not get a grant for a project or activity and that project or activity has been put on hold pending funding), you can complete a small portion of the form and provide us with a copy of your previous application (instead of completing the whole form), providing all the questions in Section 4 of the Foundation form are similar to the questions included in the other organisation's form.

If you are intending to apply for a grant for the same project or activity to another organisation prior to 31 July 2008, please forward us a copy of that application (instead of completing the whole form), providing all the questions in Section 4 of the Foundation form are similar to the questions included in the other organisation's form.

### **Number of applications**

Organisations can submit one application only for each round of distributions, i.e. one application per organisation per year.

### **Period of funding**

Funding is normally provided for projects / activities that will be completed within a period of one year.

### **Size of Grants**

There is no minimum amount to be given for a grant. As a guide, grants will generally range between \$500 and \$5,000. The Foundation will progressively fund grants larger than \$5,000 over time as its grant pool increases.

For projects larger than \$5,000 it is recommended that the budget provided be broken down into small components. This will assist the Foundation to consider its ability to part fund your project if the full amount of funding is unavailable.

### **Closing dates for applications**

The closing date for applications is 31 July each year. Applications received after this date will be considered in the following year's grant round.

## 2. AREAS OF INTEREST

Based on the Foundation's Constitution, projects will be funded that benefit the Buderim community.

The Foundation funds projects from eligible organisations that seek to address one or more of the following objectives:

- Protect and preserve our natural environment
- Assist people in need to live healthy and fulfilling lives
- Add richness and diversity to local artistic and cultural endeavours
- Increase learning opportunities across all age groups
- Celebrate and showcase our heritage and local history and
- Encourage and support those with sporting and other recreation interests
- Strengthen the social fabric of the community.

## 3. ASSESSMENT CRITERIA

Assuming your project and organisation meet all the above guidelines, the Foundation encourages and gives preferences to applications for projects that broadly meet all or the majority of the following criteria:

- seek to better the Buderim community via one or more of the areas of interest above
- adopt a proactive approach rather than a reactive approach to meeting an identified community need
- are ambitious and innovative OR are best practice
- have broad community support
- are sustainable once funding ends
- benefit the broader Buderim community or target a specific group or groups e.g. seniors, youth, women
- involve partnerships and / or collaboration with other Buderim organisations
- complement similar projects or activities already in place for the Buderim community
- have multiple outcomes
- are well planned and will be managed by organisations with the skills and commitment to undertake, evaluate and share the results of the proposed project.

If you are unsure whether your project falls within the guidelines, it is recommended that you email Leanne Evans at [leanne@buderimfoundation.org.au](mailto:leanne@buderimfoundation.org.au). or phone Eric Moes on 5445 3315 or Margaret Welshe on 5445 2722 to discuss your project prior to submitting an application.

## 4. ASSESSMENT PROCESS

### Assessment of your application

Foundation representatives may contact you and / or your nominated referee/s for more information about your project.

Your proposal will be considered by the Foundation's Grants Committee who will then make recommendations to the Foundation's Board for approval.

## **Inspections/Presentations**

In special circumstances, site visits and / or contact with your nominated person may be carried out by the Foundation and / or its representatives. An organisation may be invited to present its proposal personally to the Foundation to outline further details.

## **Notification**

The Foundation will review all proposals shortly after the closing date (31 July) and expects to announce successful grant recipients by 30 September each year. Please do not contact the Foundation regarding the progress of your application unless you have not received any notification by mid-October.

The Foundation prefers to notify your organisation by email, if at all possible to minimise its costs. Please ensure the email address provided on your application is correct and current. In the event your organisation does not have access to an email address, the Foundation will notify your organisation by mail.

## **5. TERMS AND CONDITIONS**

If you are unable to provide all details contained in this application form but you feel it meets all or the majority of the criteria, feel free to lodge your form as close to completion as possible, and it will be discussed with you.

The decision of the Foundation is final and is not subject to an appeal process.

Grants to organisations will be given only for the purpose stated in their applications.

The Foundation is not qualified to give advice on GST and it is the responsibility of the grant recipients to seek their own legal advice on the issue of GST.

Organisations must complete a brief report and send it to the Foundation within three months of completion of the project, along with financial reports as per the requirements of the *Associations Incorporations Act 1981* of Queensland (i.e. the Foundation does not expect any extra audited reports other than what your organisation normally provides to your Annual General Meeting).

All projects funded by the Buderim Foundation must acknowledge the Foundation in your organisation's printed material and website (if applicable) for one calendar year from the time of the awarding of the grant (an example might include the organisation's annual reports and other reports to government funding agencies).

Funding for further projects from the same organisation in following years will be dependent on the Foundation receiving a satisfactory report on the completed project.

In the event of winding up of an organisation in receipt of a Foundation grant, it must notify the Foundation and return unspent grant funds to the Foundation.

Where appropriate, information on projects that are innovative or best practice and meet an identified community need will be circulated nation-wide so that projects can be reviewed by other community organisations throughout Australia.