Community Grant Application Guidelines

To avoid submitting an ineligible grant application, it is essential that you follow these guidelines, so we suggest keeping a printed copy handy.

Objectives

The objectives of the Community Grants are to support eligible local organisations to undertake projects or activities which fall under the eligible categories listed below and benefit the Buderim community (postcode 4556).

Grant Value

The maximum value per grant application is $15,000.

Grant Timeframe

Applications Open: 19 May 2025	Applications Close: 1 July 2025
Grant Assessment Period: July – August 2025	Grant Announcement Celebration Event: 14 September 2025

Eligibility Criteria

Organisation Eligibility

To be **eligible for a Community Grant**, your organisation must be one of the following:

1. A legal entity or incorporate association which holds a current Australian Business Number (ABN) or Australian Registered Body Number (ARBN).

2. Registered with the Australian Charities and Not-for-profit Commission (ACNC).

3. A not-for-profit community organisation.

Organisations **ineligible to receive a Community Grant**:

o Businesses or Sole Traders.

o For-profit public or private companies.

o Federal, State and Local Governments and Government authorities or agencies.

o Organisations that do not have enough reserves or revenue to cover their operating costs and all debts as they fall due.

o Organisations that have not acquitted a Community Grant previously received from the Buderim Foundation.

o Any organisation or entity which the Buderim Foundation deems (in its sole and unfettered discretion) to be ineligible.

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Project Eligibility

Eligible projects for Community Grants will demonstrate a benefit to the Buderim community (postcode 4556) under any of the following categories:

o   Protects and preserves our natural environment.

o   Assists people in need to live healthy and fulfilling lives.

o   Adds richness and diversity to local artistic and cultural endeavours.

o   Increases learning opportunities across all age groups.

o   Celebrates and showcases our heritage and local history.

o   Encourages and supports sporting and other recreation interests.

o   Strengthens the social fabric of the community.

o   Supports youth in our community.

o   Community projects.

Ineligible Community Grant projects include:

o   A project/activity that does not benefit the Buderim community (postcode 4556).

o   Anything the Buderim Foundation considers illegal or unethical.

o   Anything the Buderim Foundation considers inherently a risk to life or property.

o   Promotion of religious or political activities, views, and ideologies.

o   Projects/activities without prior requisite Governmental approval, including Council development approval, or other approval.

o   Projects/activities, in whole or in part, for the gain or benefit of an individual.

Project Expenditure

Eligible Community Grant expenditure includes:

o   Purchase of equipment to undertake an approved project/activity.

o   Repairs and/or maintenance of an approved project/activity.

o   Projects/activities which fit within the Project Eligibility requirements.

Ineligible Community Grant expenditure includes:

o   Supplementing budget deficits and/or repayment of debts or loans.

o   Fundraising campaigns, overseas or domestic appeals, or sponsorship.

o   Overseas or domestic travel.

o   Gifts, donations, or scholarships.

o   Funds for investment or organisational reserves.

o   Project management fees, project contingency costs, or feasibility study costs.

o   General operating expenses for organisations including:

   •   Salaries or wages and on-costs, eg. superannuation, workers compensation.

   •   Rent and outgoings.

   •   Funding for staff or member social events.

   •   Staff training and conferences.

   •   Educational programs or resources, unless the project responds to an identified community need and provides wider community benefit.

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How to Apply for a Community Grant

Buderim Foundation Community Grant Applications are available on the Buderim Foundation website: https://www.buderimfoundation.org.au/

Stage 1– Organisation Eligibility Assessment

Step 1   Go to https://www.buderimfoundation.org.au/

Step 2   Under the 'Grants' heading, select 'Submit or Manage Grant Applications':

a)   If you are a **previous applicant**:

- Login using the username and password used for your previous application and proceed to Stage 2.

b)   If you are a **new applicant,** the first step is to ensure your organisation is eligible to apply for a Community Grant by completing an 'Organisation Application Form'. To do this:

- Select 'Don't have a user login? Create a user account now' below the login button.
- Complete the online form and follow the instructions to finalise registration and creation of an account.
- Login with your username and password.

Step 3   Select the **Organisation Application Form** and complete all sections******. Copy and paste the Organisation Description from your computer into the form.

> ******   We recommend developing your organisation's description (*200 words max*) in a Microsoft Word document on your computer prior to accessing the Organisation Application Form. This can easily be copied and pasted it into the form once you have logged in.
>
> The **Organisational Description** must include:
> 1. Information describing your organisation's purposes and objectives.
> 2. The nature and type of services, assistance, and support you provide to the Buderim community (postcode 4556).

Step 4   When form is complete, **submit Organisation Application Form.**

We will advise if your organisation meets the eligibility criteria.

If successful, proceed to Stage 2.

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Stage 2 – Grant Application

Prior to commencing your grant Application Form, you can undertake the following three steps:

Step 1 Using a Microsoft Word document on your computer, develop the description of the project for which you are requesting the grant *(200 words max).*

Save this on your computer and paste it into the Application Form in Step 4.

Step 2 Develop the project budget and other supporting documents to be uploaded into the Application Form in Step 4.

Step 3 Email your organisation's financial and ASIC information to grants@buderimfoundation.org.au. Please include the following:

- o **Organisation Financial Information**

  In a single document, please provide either the last audited financial statement OR current profit & loss* and balance sheet.

- o **ASIC Information**

  Please email the latest copy of your organisation's Company Statement* as lodged with ASIC.

  * *Files must be less than 10 MB. Allowed file types: jpeg txt html pdf doc docx xls xlsx.*

To complete a Grant Application, please follow these steps:

Step 4 Go to https://www.buderimfoundation.org.au/and sign in using your username and password, then select the Community Grants 'Application Form':

- o Select your organisation.
- o Fill in all sections of the Application Form.
- o Paste the project description from your computer into the appropriate field.
- o Upload the project budget and other support documents into the Application Form.

Step 5 Review your Application Form and gain appropriate authorisation to submit (if required).

Step 6 Submit Application Form.

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Assessment Process

Applications will be carefully evaluated by Buderim Foundation's Grants Committee against the Community Grants objectives and eligibility requirements. If necessary, further information on the application may be sought by the Grants Committee.

Recommendations will then go to the Buderim Foundation Board for consideration. You will be notified of the outcome of your application shortly thereafter.

We encourage you to ask for feedback on your grant application, regardless of whether it is successful or not. Please email us: grants@buderimfoundation.org.au

Awarding Community Grants

If your application is successful, we will write to you with details of the next steps, which include:

o   Providing your organisation's bank account details (the grant will be paid by electronic fund transfer).

o   Any conditions attached to your organisation receiving the grant funding.

o   Arrangements for formal public announcement and presentation of the grant.

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PLEASE ENSURE YOU FOLLOW THE BUDERIM FOUNDATION COMMUNITY FUND GUIDELINES

End of Project Report and Grant Acquittal

A Grant Acquittal Report is due three months after completion of the project, but no later than 30th April in the year following receipt of your grant (unless exceptional circumstances have been approved).

Step 1 We recommend you develop the Acquittal Report (max. 200 words) in a Microsoft Word document on your computer, then simply copy and paste it into the Acquittal Form when you are ready to submit. In the Acquittal Report, please describe how you met and measured your project objective, what was achieved, who benefitted, and how you spent your grant funds – if applicable, please provide copies of receipts/invoices.

Step 2 Go to https://www.buderimfoundation.org.au and select 'Submit or Manage Grant Applications'. Login using your username and password used in Stage 1 of the Application Process.

Step 3 Select your organisation.

Step 4 Select the Acquittal Form and fill in all fields:
- Paste the Grant Acquittal Report from your computer into the appropriate field in the Acquittal Form.
- Upload supporting information, such as:
  - photographs, community references, or quotes.
  - clear detail demonstrating that the grant funds were expended in accordance with your application, eg. receipts/paid invoices.
  - any other examples showing the grant funds were expended in accordance with your application.

Step 5 Review the Acquittal Form.

Step 6 Submit.

We're here to help

Information about the Buderim Foundation Community Grants can be found on our website at: www.buderimfoundation.org.au/grants.

If your organisation does not have access to a computer and is unable to lodge an online application, please contact the Executive Officer during business hours on (07) 5456 1757 or 0474 220 895.

If you have questions, please contact us at: grants@buderimfoundation.org.au.