



# BUDERIM FOUNDATION

*Our Foundation... Our Future*

COMMUNITY GRANTS PROGRAM

GRANT APPLICATION GUIDELINES



Building a stronger community  
by harnessing the power of giving.



Launched in 2004, the goal of the Buderim Foundation is to enrich Buderim community's quality of life through community based philanthropy.

Our vision is to be widely known for our vital role in making Buderim a vibrant, generous and just community.

The concept is simple. Donations and bequests are carefully invested and the income is distributed as grants for Buderim community projects.

The actual donations, which can be tax deductible, are never spent. So these donations, however small, will last forever and accumulate along with donations from other like-minded people.

Since the Grants Program started in 2008, the Foundation has witnessed a dramatic increase in the number of grant applications. We believe this reflects the remarkable number of new initiatives being developed by Buderim community organisations.

We are pleased to be able to offer grants of up to \$10,000 per project to not-for-profit community organisations.

Through this program the Foundation continues to promote a thriving community that is socially responsible, truly connected and supportive of one another.

## Some successful applicants

### ***Our whole community benefits through the growth of the Buderim Foundation.***

The Foundation supports local sports clubs that assist people to live physically active and healthy lives.

The Foundation supports clubs that encourage participation from everyone, especially people with disabilities, from diverse social and cultural backgrounds, as well as people young and old.

The Buderim Men's Shed has about 280 active members. The Foundation has provided grants towards the organisation's establishment and also workshop equipment, in total \$14,896.

SunnyKids was given two consecutive grants worth \$14,800 to support their 'Mentoring through Sports Program' for Buderim students attending local state primary schools.

Teachers, parents and children from the Buderim Community Kindergarten created a sustainable, edible vegetable garden. The Foundation gave a grant towards the installation of an automated watering system and another towards shading. Now it is safe for the children and their teachers to garden all year round.

The safety of our community is paramount. The Foundation gave the Buderim Pony Club \$5,000 towards replacing broken fencing so that their horses can't escape and everyone using the sports complex is kept safe.

Hear and Say is an organisation that provides clinical care to children with hearing loss. The Foundation gave \$11,000, split over two years, to screen prep children at our local schools.

Friends of the Maroochy Regional Bushland Botanic Gardens received a grant to develop the Whipbird Walk, a very special part of the gardens designed to entice children to interact with nature.

### **And there are so many more equally inspiring stories.**

To see the complete list of successful grant recipients go to [www.buderimfoundation.org.au/grants](http://www.buderimfoundation.org.au/grants)



# The application process

In these guidelines you'll find all the information you need to help you apply for a grant. It's essential to follow the guidelines in your application.

## Prerequisites

1. Your organisation must meet the eligibility criteria outlined in these guidelines.
2. Applications must be completed in full, including all requested attachments.
3. Only provide information which is specifically requested. We will contact you if more information is required.
4. Organisations can only submit one application per year.
5. Funding is provided for projects that will be completed within one year (unless unique or exceptional circumstances require funding over a longer period).
6. By submitting your application, you agree to the terms and conditions detailed in these guidelines.
7. The organisation applying must deliver the project outlined.
8. Any partner organisations or groups involved in delivery of the project must be listed in the application.
9. We encourage the use of local suppliers based in South East Queensland for project outcomes.

## The type of project

**For your organisation to be considered for an annual Buderim Foundation Community Grant you'll need to demonstrate how your project directly benefits residents within the 4556 postcode area (that is, Buderim, Forest Glen, Kunda Park, Mons, Sippy Downs and Tanawha) and how it addresses one or more of the following objectives:**

1. Protects and preserves our natural environment
2. Assists people in need to live healthy and fulfilling lives
3. Adds richness and diversity to local artistic and cultural endeavours
4. Increases learning opportunities across all age groups
5. Celebrates and showcases our heritage and local history
6. Encourages and supports those with sporting and other recreation interests
7. Strengthens the social fabric of the community
8. Supports youth in our community.

## How to apply

- Our grant application will be made available on the Buderim Foundation website each year when the next grant round opens, normally in mid June.
- You will complete your application online after registering through the website.
- You will be able to start and save your application and return to it before submitting your final form.
- You will be able to upload supporting documents within the online form.
- You will be asked for information relating to your organisation's structure, ABN, GST and Charity status.

If you have questions regarding your application, please email us at: **buderim.foundation.grants@gmail.com**

## We're here to help

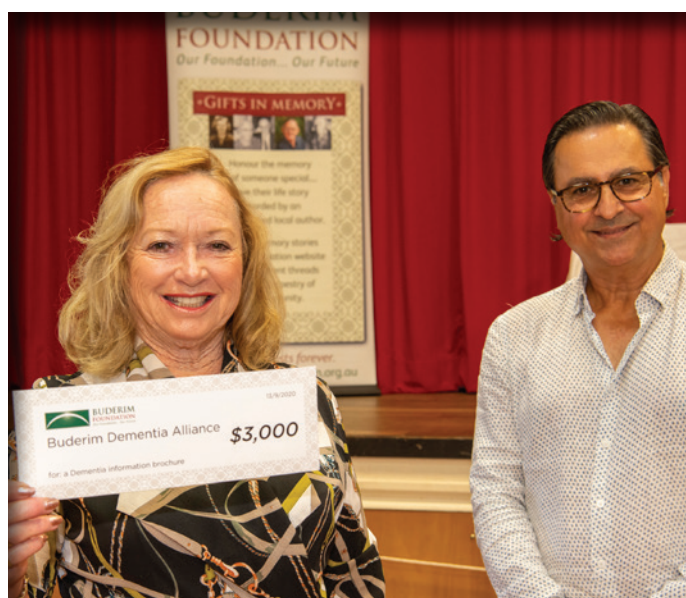
In June a link to the online application will be available on the website at:

**[www.buderimfoundation.org.au/grants](http://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 our administrator on **(07) 5456 1757**.

We will help you lodge your application.

If you have questions, please contact us on: **buderim.foundation.grants@gmail.com**



## The value of a grant

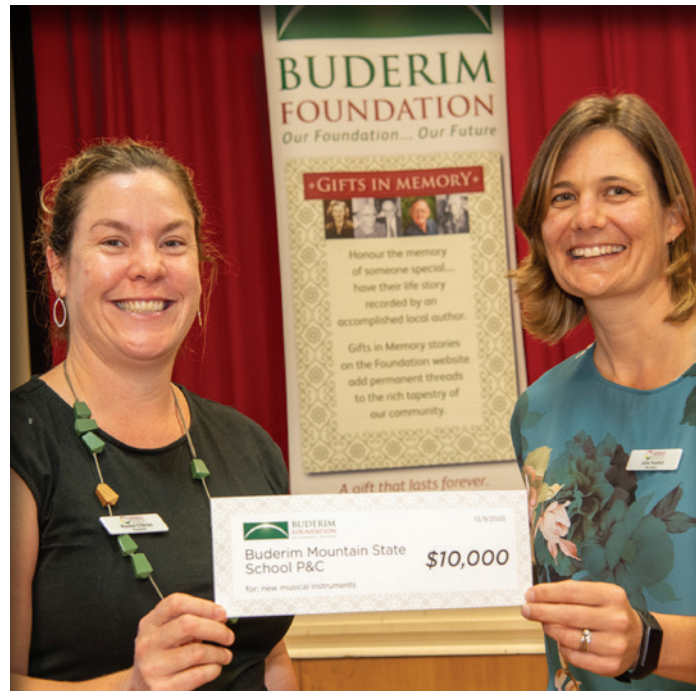
Up to \$10,000 per grant application.

## Eligibility criteria

Your organisation needs to be a legal entity in Australia with a current Australian Business Number (ABN) and is required to be one or more of the following:

- A not-for-profit community organisation
- A registered charity with the Australian Tax Office (ATO)
- Endorsed by the ATO as a Deductible Gift Recipient

Refer to <http://www.buderimfoundation.org.au/links/> for helpful resources.



## Organisations we are unable to support

- Individuals or sole traders
- For-profit companies
- Government entities
- Community organisations that do not have enough revenue to cover their operating costs and all debts as they fall due
- Community organisations that have received a Buderim Foundation grant in the past but have not yet acquitted these funds.

## Projects we are unable to support

- A project or activity that does not specifically target residents from the 4556 postcode area (i.e. Buderim, Forest Glen, Kunda Park, Mons, Sippy Downs, and Tanawha).
- Anything considered illegal, risky or unethical
- Budget deficits, repayment of debts, business loans
- Fundraising campaigns, overseas or domestic appeals or sponsorship
- Gifts, donations or scholarships
- Overseas or domestic travel
- Religious or political activity
- Funds for investment or organisational reserves
- A project or activity that provides private or personal benefit e.g. the purchase of equipment, services or transportation for individual use
- Activities without prior council development approval
- Project management fees or project contingency costs
- General operating expenses for organisations including:
  - Salaries or wages and on-costs e.g. superannuation, workers compensation
- 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.

# Project timeframe 2021

**Grant applications open 7th June and close 11th July.**

- The Foundation will acknowledge your application within two weeks of its receipt and all applications will be carefully evaluated by the Foundation's Grants Committee shortly after the closing date.
- Successful grant applicants will be contacted in late August by telephone and/or email.
- Projects that have been successful in securing a grant can start after 1st October. The project has twelve months to be completed.



## OPEN

Grant Applications Open  
**7th June**



## CLOSE

Grant Applications Close  
**11th July**



## NOTIFIED

Successful and unsuccessful applicants notified  
**20th August**



## CELEBRATED

We hope to hold the Foundation's annual Grants Celebration on **12th September** but we will not be able to confirm this until Covid 19 restrictions for this period are announced.



## COMPLETED

End-of-Project Report and grant acquittal due December the next year.



# Application assessment

Applications will be carefully evaluated by the Foundation's Grants Committee shortly after the closing date and assessed in relation to the eight objectives described under 'The type of project'. In particular, applicants will need to clarify how they will identify and involve residents living in the 4556 postcode area.

Recommendations then go to the Foundation Board for approval. We will notify you of the success or not of your application by late August. If your application is unsuccessful we encourage you to ask for feedback in order for you to reapply with a stronger application in a future grant round.

Please email us at: [buderim.foundation.grants@gmail.com](mailto:buderim.foundation.grants@gmail.com) if you would like to request feedback following notification of the grants.

# Awarding the grants

The Foundation awards grants up to \$10,000 to successful applicants. The one-off cash payment for the specified project is transferred by electronic funds transfer into a bank account held in the name of the successful organisation.

We ask that representatives of your organisation attend our annual Community Grants Celebration on a Sunday in early September to accept your grant from the Foundation, and to celebrate with us and other grant recipients.

The Buderim Foundation Community Grants Program adds to the vibrancy of Buderim's community. We ask that you contribute any photos, testimonials and feedback so that we may use them in our publicity of this program. These grants build a connected and supportive community.

# Your end of project report and grant acquittal

A project report and grant acquittal are due three months after completion of the project – by the 31st December in the year following receipt of your grant, at the latest.

In the report we ask that you describe how you met and measured your project goal, what was achieved and who benefitted and how you spent your grant funds.

We ask that you provide evidence such as:

- photographs, community references or quotes
- clear detail demonstrating that the grant funds were expended in accordance with your application
- copies of the original receipts for items over \$1000 to show that the grant expenditure was in accordance with your application.



# Terms and conditions

Both the 'Eligibility criteria' and these 'Terms and conditions' must be read carefully and adhered to.

Grants will only be given for the purpose stated in the organisation's application.

The grant payment makes no inclusion for Goods and Services Tax (GST). You should seek advice from your taxation advisor in regard to taxation matters. The Foundation is not qualified to give advice.

If you are unsuccessful with your application in this year, please note there is no appeal process. We do however encourage you to request feedback on your application and reapply in following years.

You can do this by emailing:

**buderim.foundation.grants@gmail.com**

We ask that successful organisations acknowledge the support of the Buderim Foundation in their printed material, website and annual report for one calendar year after receiving the grant.

Successful recipients will be acknowledged on our website and Facebook page. Information relating to the successful applicants and their projects will be sent to Foundation ambassadors, donors and the media.

A representative from your organisation may be asked to participate in media events to publicise the Foundation's Community Grants Program.

To be eligible for additional grants in future years, grant recipients must provide the Foundation with a detailed report and grant acquittal on the completed project by the due date.

Where appropriate, information on projects that are innovative and/or best practice, and meet an identified community need, may be circulated for review by other community organisations throughout Australia.



## Feedback

We welcome your feedback on your experience with the Buderim Foundation Community Grants Program.

Please contact a grants committee member at the following:

**E buderim.foundation.grants@gmail.com**

✉ Buderim Foundation, Grants Committee

PO Box 1408

Buderim QLD 4556

[www.buderimfoundation.org.au](http://www.buderimfoundation.org.au)



Buderim Foundation is proudly sponsored by

