



**Helping Hands  
Mission Inc.**

## Community Grants Application Kit 2017

**Applications close:  
Friday 1st December, 2017**



## **Helping Hands Mission Inc. Community Grants**

The Helping Hands Mission Inc. 'Church' Op Shop in Bridgewater was established in March 2016 with the goal of raising funds to support the local Bridgewater and Inglewood communities. Thanks to the amazing support we have had from the local community, the Church Op Shop will be making available another round of Community Grants.

In this Application Kit you'll find all the information you need to help you make an application for a Helping Hands Mission Inc. Community Grant. Our goal is to enable projects that deliver a clear benefit to the residents of Bridgewater and Inglewood. Please take the time to have a good read through the following information before making your application.

### **How to apply**

You can apply by filling out the Helping Hands Mission Inc. Community Grant Application Form provided in this kit or downloading a copy from the Helping Hands Mission Inc. website and:

- Dropping it in to the The Church Op Shop at 15 Main Rd, Bridgewater on Loddon.
- Emailing your application form to [help@helpinghandsmission.org.au](mailto:help@helpinghandsmission.org.au)
- Mailing your application to Helping Hands Mission Inc.  
P.O. Box 4057, Essendon Fields, VIC, 3041

### **Some things to keep in mind about your application:**

1. You must meet the eligibility requirements, which are outlined in this Application Kit.
2. We give preference to applications that are fully completed.
3. We can only accept one application per project, per grant round, however you're welcome to submit more than one application if they're for different projects.
4. You'll need to include everything within the application form, including any requested attachments. If we need more information from you, we'll let you know.
5. We will consult with external industry experts in order to review some applications. They may contact you to validate your application and undertake due diligence.
6. We may enter into arrangements with third party organisations to help administer our grants program. Among other things, these organisations may participate in assessing applications and distributing funds to successful applicants. You may be contacted by them regarding your application.
7. By submitting your application, you agree to the Terms and Conditions detailed in this Application Kit.

## Who's eligible for a Helping Hands Community Grant?

The Helping Hands Mission Inc. Community Grants program is designed to provide local, non-profit groups and organisations with funding to deliver projects or service enhancements that directly benefit the Inglewood and Bridgewater on Loddon local communities.

To be eligible to apply for a Community Grant you must:

- Have a project that will take place between 1 January 2018 – 30 June 2018.
- Be a not-for-profit organisation/group and an Incorporated Body (or be auspiced by one).
- Have Public Liability Insurance to the minimum of \$10 million.
- Be based in Inglewood or Bridgewater on Loddon
- Schools can only apply for grants that benefit the school on a non-infrastructure basis and demonstrate that they are separate to the normal school curriculum e.g. a program that introduces behavioural change.
- Please note that funding is not available to individuals and sole traders.

## How much can we apply for?

Community Grants of up to \$3000 are available.

## Application Conditions

- A copy of your current Public Liability Insurance Certificate (minimum \$10 million) must be submitted as part of your application.
- Two quotes need to be submitted as part of your application for any individual budget items over \$1,000. Additional quotes must be submitted upon request.
- Any in-kind contribution in support of your project must be detailed in your application form.
- Late applications will not be accepted.
- Council approval (including necessary permits) must be gained for any projects being undertaken on Council owned or managed land.
- A copy of your organization's most recent Bank Statement (less than 3 months old) and/or financial statement must be provided upon request.

## How we assess applications

All applications for a Helping Hands Mission Inc. Community Grant will be assessed by a panel of people working across the not-for-profit sector. The panel will use a comprehensive assessment process to identify the projects that we think will be most effective and impactful in building more inclusive and supportive communities.

Priority will be given to projects that work to address a demonstrated

community need and have a clearly identified process for delivery. If you are applying for part funding of a project, just be clear on the component of the project that our grant will be funding (and where you'll be sourcing your additional funding from) to ensure we can assess your application properly.

## **Awarding the grants**

All applicants will be advised in writing as to the success of their application by Friday 9<sup>th</sup> December, 2017. Successful applicants will receive a 'Grant Offer' letter as confirmation, with funding presentations taking place on Friday 15<sup>th</sup> December, 2017.

Funds will be transferred by electronic funds transfer into an account held by the successful organisation. The funds aren't transferable and can only be used for the purpose you've stated in your application.

If you miss out this year, we encourage you to apply for future rounds. We're happy to provide guidance for submitting strong grant applications.

## **Your Acquittal Report**

If your grant application is successful, you will need to complete an Acquittal Report within 1 month of your project being completed. The report should explain how you met and measured your project outcomes, what was achieved, and who benefited. You will also need to include evidence that you used the grant funds.

We may ask you to provide original receipts of the purchases you've made – it's your responsibility to keep a complete set of records.

If you don't complete an Acquittal Report, you may be ineligible to apply for grants in the future.

We reserve the right to ask you to return any unspent funds as part of the acquittal process, in accordance with the Terms and Conditions stated in this Application Kit.

## **Our grant decisions are final**

As you can imagine, with so many great applications, deciding where to allocate funds isn't easy. We do ask, however, that you respect our final decision. Whilst we won't enter into specific correspondence about the outcome of our decisions, you will be able to request feedback by emailing [help@helpinghandsmission.org.au](mailto:help@helpinghandsmission.org.au).