

COMMUNITY Grant

Guidelines Community NSW/ACT



Community

Variety NSW/ACT promotes inclusivity for all Aussie kids! Schools and Organisations are invited to apply for a grant which will go towards the purchase of equipment that will promote all access and inclusivity in the community for children aged 0-18 years from financial disadvantage, geographic isolation and/or living with a disability or chronic illness.

Eligibility

- School or Organisation must be based and operating in NSW or ACT
- School or Organisation must directly service children aged 0-18 years in one or more of the following areas
 - Children living with a disability
 - Children living under financial hardship
 - Children living with chronic illness
 - Children living in remote/rural areas
- Previous recipients will not be considered for another Community grant until 2 years after the date listed on their outcome letter
- Unsuccessful applicants may be eligible to reapply for a Community grant 12 months after the date listed on their outcome letter

Example of Grant requests

The Applicant can apply for one or more items as part of their grant request. The items must directly benefit children as per the eligibility criteria above. The following are examples only. We recommend the Applicant contact the Kids Support team to discuss requests before completing an application form to ensure the requests are suitable for consideration.

- Equipment
- Supplies
- Technology

If applying for a Sunshine Coach, please see the Variety Sunshine Coach application form and associated policy guidelines.

Examples of Grant requests not eligible

The following are examples of what will not be considered

- Retrospective funding – only items purchased **after** the approval date will be eligible to claim as part of the grant
- Capital works
- Installation costs
- Insurance
- Employment/Contract staff
- Servicing or maintenance
- Programs
- Administrative costs

Application

- Applications are open all year round
- Applications can be made on behalf of the Organisation by an authorised representative.
- Applicants will be expected to submit a truthful and factual application & attach relevant documentation as evidence, addressing but not limited to the following points:
 - Contact details of authorised representative and Organisation
 - Details directly related to the children to benefit

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- Details directly related to the requested item(s) including supplier information
- Information related to expected outcomes and measurements

Applicants need to ensure the application addresses all criteria and addresses all the information required or risk the application process being delayed or in some cases, denied.

Quote/s

The application will require a quote directly related to the requested item(s) from your preferred supplier. This must be no older than 3 months at the time of submission to ensure it remains valid through the assessment process. Please keep in mind that the assessment process may take up to 6 weeks before you receive an outcome from Variety once you submit an application.

Funding

An applicant will be required to stipulate why they are requesting support from Variety NSW/ACT and where applicable, any other sources of funding.

Post-Submission and Assessment

- Submissions are assessed by the Variety Kids Support Team
- Eligible submissions are presented to the Kids Support Committee for approval
- Kids Support Committee meetings are held once a month (except January)

Decision

Outcome letters are emailed to applicants approximately 4-6 weeks after their initial submission

Unsuccessful Applicants

- Reasons pertaining to unsuccessful applications are at the discretion of the Kids Support Committee
- Unsuccessful applicants may be eligible to reapply in 12 months from the date listed on the letter

Successful Applicants

- Successful Applicants have 12 months from the date of approval on their letter to use their grant
- No retrospective funding is eligible
- Successful applicants are directed to provide their outcome letter to the supplier associated with their approved granted item
- The supplier must provide a tax invoice to Variety NSW directly for the approved item and within the approved amount (please note, Variety NSW does not provide money directly to applicants and/or parent/carers; money is paid directly to suppliers)
- It is the responsibility of the Applicant to action all appropriate steps after receiving the outcome letter (as directed)
- Any unused and/or unspent funds will be forfeited after the expiry date of the grant

Funding Agreement & Reporting

The applicant will be asked to select which outcome areas the grant request will address on the application form. All successful applicants will then be required as per a funding agreement to report against these within 12 months. Where a successful applicant receives a grant worth \$10K or more, they will be required to complete a more detailed report.

Funding agreements along with an example of the report template are provided to all successful applicants.

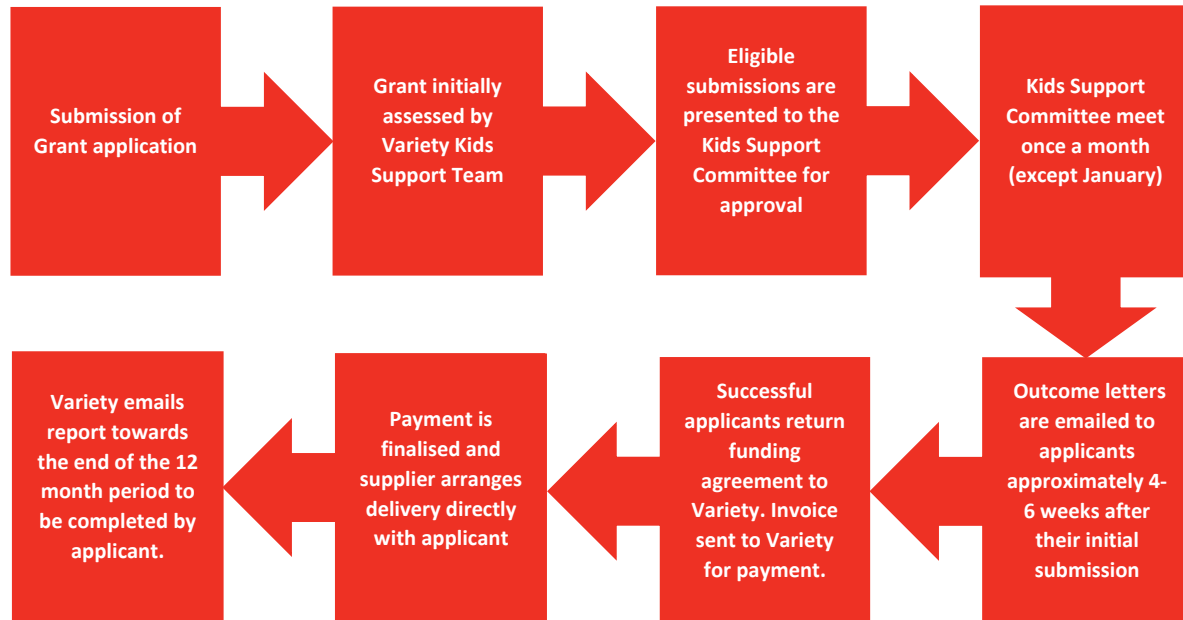
Funding will not be made available until a signed and dated funding agreement is returned to Variety.

Variety will provide the successful applicant with an official report template before the grant expiry date. The recipient will have 4 weeks to complete the report and return to Variety.

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Application Steps/Process



If you require further information, please don't hesitate to contact the Kids Support Team at kidssupport@varietynewsw.org.au