

Variety - the Children's Charity of Queensland

Guidelines – Organisation Grants



Thank you for your interest in applying for a grant from Variety – the Children's Charity of Queensland.

Eligibility:

- 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 0-17 years from financial disadvantage, geographic isolation and/or living with a disability or chronic illness.
- School or organization must be based and operating in QLD.
- Variety Queensland does not give cash donations; funding supports the purchase of equipment and tangible items, and Variety Queensland pays the supplier of the equipment directly.
- Variety Queensland will consider gap funding, once you have proof of successful funding.
- Funding cannot be approved retrospectively (if you have already purchased equipment).
- Applications will not be funded if the school or organisation has received funding from Variety within the past 12 months.
- The Kids Support Committee will assess each grant thoroughly. Additional information may be required and, in this instance, Variety will contact you.
- 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
 - Details directly related to the children that would benefit
 - Details directly related to the requested item(s) including supplier information
 - Information related to expected outcomes and measurements
- 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.
- An applicant will be required to stipulate why they are requesting support from Variety QLD and where applicable, any other sources of funding.

Assessment, Decision and Reporting:

- Submissions are assessed by the Variety Kids Support Team.
- Eligible submissions are presented to the CEO and independent Kids Support Committee made up of allied health professionals for review.
- They are then presented to the Board of Directors for final approval.
- Board meetings are held once per month.
- The deliberation process may take 12-16 weeks from the time the application is submitted. Every submitted application will receive written confirmation of the outcome of their application.
- If approved, a purchase order will be raised by Variety Queensland and sent to the supplier directly.
- Payment will never be made directly to an applicant.
- When the equipment is delivered, the ownership is transferred directly from the supplier to the school or organization, and Warranty claims must be made directly with the supplier.
- Successful applicants may not reapply to Variety for further equipment for a fixed time period. Schools or organisations must wait 12 months after a successful application.
- The Applicant cannot transfer the money Variety granted to another piece of equipment.
- Successful applicants will be asked to complete a short survey to help Variety measure their impact. This will be emailed to the applicants.
- Outside completing a survey and without obligation, Variety enjoys hearing any updates on how the equipment has helped their community, so please email them through to kidssupport@varietyqld.org.au. Furthermore, if you are willing, we may invite you to join us at a Variety event to share your story.

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
- Sunshine Coach - If applying for a Sunshine Coach, please see the Variety Sunshine Coach guidelines

What we won't fund:

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
- Successful applications require funds be spent within three months of the approval date. Upon expiration, the grant will lapse and a new application will need to be submitted.
- Please read and answer all questions on the application form carefully – additional information can be emailed in to kidssupport@varietyqld.org.au with your reference number in the subject.
- Variety Queensland are unable to see your application while in progress and can only view once it is submitted.
- If you are unsure if your request meets our guidelines or have further questions, please contact the Kids Support team via kidssupport@varietyqld.org.au or 07 3907 9300