



The Community Foundation
of the Bega Valley Region
www.mumbulla.org



Mumbulla Foundation Grant Guidelines 2017

The Mumbulla Foundation is the community foundation of the Bega Valley Shire.

The Foundation raises money to give grants to local charity and not-for-profit organisations for projects that benefit people living in the Shire. These grants are disbursed in two ways;

- Annual Grants – Small and Large
- Emergency Grants

Annual Grants

The Foundation, in partnership with the Bega Valley Shire Council, offers funds each year to improve the economic, environmental, social and cultural wellbeing of people in the Bega Valley Shire.

Of the total monies available, \$35,000 is contributed by the Bega Valley Shire Council to address the priority needs identified in Council's plans. Other funds are raised by membership, voluntary donations, and from the Foundation's own fund raising activities.

The Foundation's primary objective is to help locally based groups who are providing and/or creating opportunities and services which may not be readily available in the Valley from other sources. Preference (but not absolute preference) will be given to locally based organisations that may not be so readily competitive with external funding bodies. Applications from indigenous groups are strongly encouraged.

There are two Annual Grants categories;

- Small Grants awarded for projects under \$2,000.
- Large Grants awarded for projects up to \$9,000.

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All applications are considered on merit and in line with the Bega Valley Shire Council's Community Strategic Plan and Social Issues Papers. These can be found on Council's website www.begavalley.nsw.gov.au

Funding is aimed at value adding to the delivery of worthwhile projects and not for core operational purposes or to fund ongoing projects on an annual basis.

All applications and acquittals must be submitted electronically. If this is an issue please contact the Foundation to discuss.

To be eligible for grant applicants must:

- Be incorporated, have an ABN, be supported, or be auspiced by an organisation that is incorporated and has an ABN
- Be not-for-profit
- Be located in the Bega Valley Shire with the exception of those located on the Shire boundaries which provide services to people living in, or with demonstrated cultural connections to, the Shire (e.g. Wallaga Lake)
- Be capable of running the project to completion and/or not be trading insolvently
- Be committed to providing significant in-kind contributions and/or voluntary hours
- Have already obtained Council approval for any project requiring such approval
- Provide a firm quote for major purchases. For items or services in excess of \$2000 at least 2 competitive quotes are required, 3 quotes are preferred.

The following types of projects may be considered for funding:

- Workshops, seminars, forums
- Training, support for volunteers
- Community education, environmental, and health projects
- Community resource or information kits
- Local history projects
- Music, theatre, arts or cultural activities or events
- Local community festivals
- One-off consultancies for specific purposes, e.g. workshop fees
- Equipment or facilities. Preference will be given to the purchase of equipment which may be used by a number of groups.
- Travel expenses other than those covered by the exclusion below
- Simple surveys to evaluate the effectiveness of a group or activity

*Funding will **NOT** be considered for the following projects and/or organisations:*

- Vehicles, equipment maintenance, or for the planning and design work required for such projects
- Major capital equipment
- On-going salaries for permanent or casual positions created to provide ongoing services
- Travel expenses which do not contribute directly to the delivery of the aims and objects of the group during the period of the grant
- Completed projects
- Sporting bodies
- Animal welfare organisations
- Religious or political activities
- Commercial enterprises Fund raising activities
- Research projects or any projects required for an educational course or degree
- Insurance premiums for public liability or other risks
- Projects already fully funded by a Local, State or Federal government agency

Applications are considered on merit by a panel which includes both representatives of Mumbulla Foundation and Bega Valley Shire Council. The panel reserves the right to offer part funding of any submission.

To receive a grant the organisation must have acquitted any previous Mumbulla Foundation grant/s. The acquittal must be received by 15 September of the year following the grant of funding. Extensions can be granted if approved by the Mumbulla Foundation.

Annual grants are awarded in December. Details of the process and timetable for each year's grants are widely advertised in social media and on the Mumbulla Foundation website.

The Mumbulla Foundation in conjunction with the Bega Valley Shire Council may provide grant writing sessions prior to the closure of the current years grant applications where possible.

Emergency Grants

Emergency Grants are awarded under the same general conditions as for Annual Grants. They can be awarded at any time during the year to assist groups deal with unexpected, unforeseen and/or emergency issues. Each group will be required to clearly demonstrate their special need and that the issue could not have been reasonably foreseen when making an application. These grants will be for amounts of less than \$2000.

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Applying for a Grant

Organisations seeking Mumbulla Foundation Grants are likely to have a greater chance of success if they have DGR (deductible gift recipient) tax status. Under Australian Tax Office rules the Foundation is only able to give funds received as tax deductible donations to charitable organisations registered as DGRs. Because a large part of our funding comes in this way it limits how much funding is available for bodies that do not have DGR status.

Annual Grant Applications

The annual grant round and call for applications will be advertised each year in July and August. The advertisement will be carried on social media and on the Mumbulla Foundation website.

- I. An application form must be completed. These are available from the Mumbulla Foundation website. The forms MUST be submitted via email to mumbullafoundationgrants@gmail.com.
- II. All applications are subject to strict word limits. Applications which exceed word limits will not be considered
- III. Completed forms must be received by **5.00 pm, 30 September 2017**.
- IV. Applicants having problems with the interpretation of these guidelines or in filling out the forms are invited to contact the Mumbulla Foundation or one of Council's Place Based Officers, based in library services in the Bega Valley
- V. Successful applicants will be required to:
 - ✓ Attend the Grant Presentation Ceremony (usually held in Bega) to receive your grant. At this time a representative of your group will be asked to give a brief synopsis of your project lasting about 1-2 minutes
 - ✓ Acknowledge the source of funding for your project in any publicity inclusive of social media, websites, press releases and all other publications
 - ✓ Lodge your acquittal electronically by 15th September 2018
 - ✓ Provide articles and/or digital photos or videos to the Mumbulla Foundation that can be used to demonstrate the Foundation's role in your project to potential sponsors, donors and the wider community. Permission from parents or guardians should be obtained before providing photos of children or young people

Emergency Grants

- I. Applications for emergency grants will be accepted at any time during the year following an initial contact with the Mumbulla Foundation as detailed below. Please remember that each group will be required to clearly demonstrate their special need and the unforeseen emergency circumstances when making an application

- II. Application for emergency grants must be made on the Small Grants application form with an appropriate notation

Contact Details

Email: mumbullafoundationgrants@gmail.com

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