

## **Guidelines and Instructions for Applicants**

### **Introduction**

The purpose of this document is to provide advice to applicants to assist in the completion and submission of applications for grants under the Into Our Hands Community Foundation Trust.

Into Our Hands Community Foundation (The Foundation) acts as trustee for the Into Our Hands Community Foundation Trust (the Trust). The purpose of the Trust is to benefit communities and individuals in the Alpine, Indigo and Wangaratta Shires directly affected by the Beechworth – Mudgegonga Fire Complex of February 2009.

The use of funds from the Trust are restricted in accordance with the terms of the Trust deed to individuals or communities or part of a community that is or has been “directly affected” by the Beechworth – Mudgegonga Fire Complex of February 2009.

### **Objectives/Guidelines**

The Foundation will call for applications for funding for projects consistent with the purpose of the Trust in the 2017/2018 financial year.

The Foundation will support eligible projects that enhance community strength, cohesiveness and wellbeing.

### **Process and Information for Applicants**

At the beginning of each financial year, the Trust will review the level of funding available to fund projects or research, consistent with the purpose of the Trust.

Applications must be received by the Trust by close of business on the closing date. No exceptions.

Successful applicants will be notified and formally announced at a date set each year. Applications will be assessed on their merits and grants will be awarded against the Trust’s eligibility criteria.

All applicants will be notified in writing of the final decision regarding funding.

### **Eligibility**

The project must:

- be located or implemented within the Alpine, Indigo or Wangaratta Shire;
- be completed within the specified timeframe indicated in the application.

- the project must either involve funding of a community or part of a community that is or has been directly affected by the 2009 fires and involve the provision of services to or the carrying out of a project for the benefit of such communities.
- groups must have ABN or Incorporation number or have an auspice.

## Applications

Applications for funding through the Foundation must be made using the Online Grant Application Form. The form is accessed at [www.intoourhandsfoundation.com.au](http://www.intoourhandsfoundation.com.au).

Applications must be complete and contain all information relevant to the assessment of the project and the applicant(s) ability to carry out the project.

An \* indicates a mandatory field. You will not be able to submit your application if you have not answered these questions.

**\*\*Save and return feature will only keep your saved data for 30 days from when you first begin your on-line application. It is Highly recommended to use the manual word form to do you rewrites once ready then cut and paste into the live form.**

## Guideline 1: Organisation Details

### 1.1 Organisation Name

Please provide all your organisation or community group's details as requested.

### 1.2 Head of Organisation

Please provide the head of your organisation or groups name

### 1.3 Position Held

Please provide the title of the head of your organisation or group

### 1.4 Organisation Address

Please provide your organisations main address

### 1.5 Primary Phone No.

Please provide the primary phone number for your group or organisation.

### 1.6 Email

Please provide your primary email address for your group or organisation

### 1.7 ABN and or Incorporation No.

If you are an incorporated association or have an ABN please provide. If you have this, you do not need to complete Auspice details. (Refer to Guideline 3 – Auspice Details)

If you are not an incorporated body or do not have an ABN then you will need find an organisation who can auspice your group. If you are being auspice then provide their ABN in the Auspice section of the application (Refer to Guideline 3 – Auspice Details)

## Guideline 2 Second Contact for Application

### 2.1 Contact

Please provide a second contact. This is to ensure there is a back-up if the main contact is unavailable, or if the head of the organisation is not the person completing the form etc.

### 2.2 Phone

Provide the phone number for the second contact

### 2.3 Email

Provide the email for the second contact

### 2.3 Preferred Contact for this Application

Please advise who is the preferred contact for this application

### 2.4 What does your organisation do?

Write a summary of your organisation's functions.

## Guideline 3: Auspice Details

If you are not an incorporated body or do not have an ABN you will need to partner with an organisation that is. This is the Auspice Organisation. You will need to provide their details as requested, along with a letter of support from the auspice body confirming their agreement to auspice your group.

Note: You will need to provide the financial details of the auspice body, not your organisation's financial details. Financial documents from the auspice organisation can be uploaded in the "Financial Documents" upload section of the application.

## Guideline 4: Project Information

### 4.1 Project Title

Please enter the project title.

### 4.2 Project Category

Funding can be provided for a project that fits within one or more of the 4 categories below. Please identify which category or categories that best apply to your application:

#### Category 1:

***Improving Community Connectedness and Social Wellbeing*** – intended to improve wellbeing and support the ongoing recovery needs of communities (for example – activities

and events that bring people together, activity based workshops and programs, psychosocial support programs and projects).

**Category 2:**

**Community Capacity Building for Future Disasters** – intended to build the capacity of the community to manage bushfires and other potential disasters in the future, helping to address the anxieties evident in bushfire affected communities regarding the threat of future bushfires (for example - community training and education, improving communication processes, installation of water tanks for fire protection, community gardens, repairs to community halls, projects that involve working with agencies or other stakeholders).

**Category 3:**

**Community Events and Arts Programs** – intended to help relieve distress through events and programs that allow people to share their experiences, commemorate their recovery progress and build, promote and strengthen a sense of community identity (for example - art or photography educational sessions, social events such as a ladies day or men's day).

**Category 4:**

**Reconnecting Community with Nature** – intended to provide relief by establishing informal support networks, allowing communities to engage and share experiences of bushfire recovery and gain a better understanding of their local natural environment through active participation in environmental projects (for example - workshops, field days or day trips aimed at improving communities' knowledge of their natural environment or landcare projects to enhance the local landscape).

**4.2.1 Serving Communities**

Funds from the Trust may only be used for the benefit of communities and individuals affected by the Beechworth – Mudgegonga Fire Complex of 2009. Please describe which section of the fire affected community of the Alpine, Indigo or Wangaratta Shires your project will benefit. Please describe how your project will benefit that part of the community.

**4.2.2 Other Important Requirements**

If your project is occurring on State or Local Government land you need to provide evidence that you have appropriate permission and support including;

- Letters of support from State Government when a project is delivered on State Government land or facilities (for example Community Halls, Recreation Reserves, State Parks, or where a project is considered the core business of government; for example CFA infrastructure or equipment).
- Letters of support from a Local Council where a project is on council - owned land or is the core responsibility of Local Government, such as repairs to Community Halls or use of Council land for a community garden.

**4.3 Funding amount requested**

Please enter the amount of the funding you are requesting from Into Our Hands Community Foundation.

**4.4 Project Location**

Where will the actual project take place?

#### 4.5 Project Description

Please provide a detailed description of the project, and significance of the project ensuring you can demonstrate how this project serves fire affected communities and how it relates to the purpose of the Trust as outlined in note 4.2.1.

Please note: Reference must be made if this project is part of a larger project. If it is, briefly describe the larger project and say how the proposed project fits into the larger project.

#### 4.6 Project aims

Please clearly state the aims of the project, how it will positively impact the community and why it warrants support, how it demonstrates that the project serves fire affected communities and how it relates to the purpose of the Trust as outlined in note 4.2.1.

#### 4.7 Who will benefit

Please describe who the beneficiaries of this project will be. eg; who will use the facilities or program and how they will benefit.

#### 4.8 Will you be partnering with any other community groups with this project

Please click on either yes or no

#### 4.9 Please list organisations or groups assisting with this project

Please list other entities that are supporting your project or have any form of involvement either as a contributor or as a user.

#### 4.10 How will you measure your success?

Describe how you will assess if the project meets its aims as you describe in 4.6 Project Aims. E.g. you may do a survey of people using the facility or have evidence of comments of people you engage with who benefit from your project etc.

## Guideline 5. Letters of Support

### 5.1 Letters of Support

It is important to secure letters of support for your project. This shows community support and value of the project to the broader community. A minimum of 3 letters of support are recommended or more if you believe they are valuable to the application. Upload your word or pdf letters of support where asked.

## Guideline 6: Project Budget

Provide details for each item of income & expenditure. Make sure you are clear about where the income is coming from and where the expenditure will be going. Make sure you itemise your income and expenditure.

### 6.1. What is the total project cost?

Please enter the overall total cost of project. For example, your project may cost more than the funding you are requesting from Into Our Hands. We need to know the total cost and you will need to demonstrate you can fund the complete project.

### 6.2. What other funding has been sought for this project if applicable?

If the overall total project budget is more than the funds you are requesting from Into Our Hands Community Foundation, then you must list the source(s) of other funds. Please list the organisation(s) providing additional funds, how much and if these funds are confirmed.

### 6.3 Is there a funding shortfall? Please advise how you plan to source additional funding?

If your project has a shortfall after the Into Our Hands Grant you are requesting, your organisation will need to identify where the shortfall off funds will come from.

### 6.4 Have you previously received funding from Into Our Hands?

Please click either yes or no

## Guideline 7. Budget Details

### 7.1 Project Budget

Some key things to remember when completing the project budget:

- The income and expenditure totals should be the same (project income = \$1,200/project expenditure = \$1,200)
- Base the budget on the entire project cost, not just the amount being requested
- Itemise the budget expenditure so that the Trust can see the elements of the project budget (these can be grouped, for example garden products such as soil and mulch, cost of facilitators for community events)
- Identify both confirmed and unconfirmed funding sources for your project in the income

If there are shortfalls in your budget, please explain this in the notes section refer to 7.4 Budget notes.

### SAMPLE Budget

Income description	Income \$
Into Our Hands grant	\$2000.00
Shire grant (confirmed)	\$2000.00

Government grant (unconfirmed)	\$2000.00
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**Total Income \$**

\$6000.00
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Expense Description	Expense \$
Garden equipment	\$2000.00
fencing	\$2000.00
labour	\$2000.00

**Total Income \$**

\$6000.00
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**Notes when entering data into Budget Table**

- *Income*  
Enter description of income eg; grant from Into Our Hands, Cash etc.
- *Income \$*  
Only enter number values eg; 2500.25
- *Expenditure*  
Enter description of expenditure eg; fencing materials, Facilitator fees etc.
- *Expenditure \$*  
Only enter number values. Eg; 2500.00

Totals will automatically calculate in the Total Income box

**7.4 Budget notes**

If you have a shortfall in your budget, please advise how you will source additional funds - or provide any other information to explain your budget.

**7.5 In-kind Budget**

In-kind is generally classed as a contribution made to a project that has a dollar value, but has been provided as goods or services instead of cash.

In-kind may consist of volunteer hours, equipment or services. Do not underestimate the amount of money your community is contributing to the project. Without it, the project would be unlikely to succeed and it is a clear demonstration to grant-makers that the project has community support.

- Volunteer time should be calculated at \$25 per hour. Try to estimate the number of hours that will be provided. Include this in both the income and expenditure to make sure your budget balances

- If there is a contribution of professional services, calculate using their usual charge out rate
- Identify the value of donated materials

Examples of in-kind partnerships:

- A nursery offering excess trees, plants or garden tools to a Landcare or environmental group working bee
- An electrician fixing the wiring at a community group's office
- Provision of venue hire for no charge
- A self-storage firm providing storage space to a historical group for its documents and records
- Volunteers on a project
- Volunteer working group members

**SAMPLE In-kind Budget**

In-kind Income	In-kind income \$
Professional services	\$1000.00
Volunteer labour	\$1000.00
Plant & equipment	\$1000.00

**Total Income \$**

\$3000.00
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In-kind Expenses	In-kind expense \$
Architect \$280@6hrs	\$1000.00
Volunteer paving labour \$25 x 40	\$1000.00
Excavator hire \$125 @ 4hrs	\$1000.00

**Total In-kind expense**

\$3000.00
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**Notes:**

- *In kind income and expense must balance*
- *Total will automatically add up*



## Guideline 8: Project Plan and Project Time Line

### 8.1 Project plan

It is important to understand how you will deliver your project, the resources available and when you expect work to begin and be completed. A detailed project plan outlining your activities is important for any successful project.

### 8.2 Project Time Line

Please upload the project timeline. The time line will include details of tasks to complete this project, people involved and a timeframe from start to completion.

Below is a simple example that you can use to demonstrate that you are ready and have resources to deliver the project in the timeframe you describe.

TASK DESCRIPTION (KEY MILESTONES)	WHO IS RESPONSIBLE?	KEY DATES

## Guideline 9: Upload Quotes for the Project

Upload copies of quotes as evidence of expenditure. If you have a paper quote, please scan and upload as a document. Uploads can be made in word, excel, PDF or image.

## Guideline 10: Other Attachments

### 10.1 Financial Documents

Please upload Financial documentation from you or your auspice organisation. Provide either the most recent profit & loss / balance sheet or last audited statement.

### 10.2 Other relevant documents

Here you can upload other important documentation eg; Permissions for use of public land etc, Building permits, design mages for your project etc.

In this section, you can also add any other document that will enhance your application. Eg; management plans, media releases, media coverage, images etc. Please keep these to a minimum and relevant to the project.

### **Guideline 11: Check list**

Please ensure you have all relevant attachments in your application

- Organisation Financials – Provide either the most recent profit & loss / balance sheet or last audited statement
- Quotes to support budget items
- Letters of support for project
- If your project is occurring on State or Local Government land you need to provide evidence that you have the appropriate permission.
- If your project involves building, a copy of the relevant building permit (if already obtained).

### **Guideline 12: Declaration**

Ensure you read and understand the terms and conditions and, that by submitting this form, you are agreeing to these terms and conditions.

### **Guideline 13: Save and resume later**

The online application form allows you to save the document without being completed. At the bottom of each section there is a Save and Resume later. Click on the link and the following text box will appear:-

Save and Resume Later

Are you sure you want to leave this form and resume later?

If you are not ready to leave the application form click on Cancel button and you will be taken back to the application form. If you are ready to save and leave the application click on Save and get link.

The following text box will appear.



Save and Resume Later

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

<https://intourhandscommunityfoundation.formstack.com/forms/?i-2803067-W5PO55cQGD>

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

Your email address

[Send save and resume link](#)

You have two options to retrieve your application link for later use.

1. you can copy the link and keep it somewhere on your pc or
2. You can enter your email address and click on the send save and resume link. This will send the link to your emails. (highly recommended). This way you will have a record of the url for you specific form. You can also use this link to share with other contributors on the application.

The Following dialogue box will appear if successfully sent link to your email.



Save and Resume Later

Great! We have sent your link to the supplied email address.

Did you not receive the email with the form link?

[Resend email](#)

**\*\*NOTE – Save and Return feature only saves your data for maximum of 30 days. If you are going to take longer to complete your form it is highly recommended you complete a manual application as your draft and cut and paste it into the online form for submission.**

## **Guideline 14: Submit your application**

Please ensure you read the checklist in the application form and ensure you have all relevant attachments. Ensure you have answered all questions. Once you are confident you have answered all questions click the submit button.

If you have not answered all of the mandatory questions the application will not allow you to submit, an error message will appear and take you back to the question where your response is missing. Complete the question and hit the submit button again.

You will get a 'Successful' message on the screen and an email will be sent to you along with details of your application for your records.

## **Assessment**

The selection of successful grant recipients will be based on merit and suitability against the criteria as set out in the Trust Deed. The Board of Directors of Into Our Hands Community Foundation will employ principles of fairness, equity, and transparency in the decision-making process. The decisions of the Board of Directors of the Foundation as trustees of the Trust will be final and will not be open to appeal.

Applications will be assessed according to the following 3 standards:

1. The project is relevant to and promotes or advances the specified purpose of the Trust;
2. The project plan and timeline is realistic and demonstrates that the project can be delivered;
3. The project budget and its administration are sufficient to support the achievement of the proposed project.

## **Conditions of Funding**

### **Legal agreement**

Successful applicants are required to sign a short formal agreement prior to receiving funding.

### **Payment**

The amount of funding provided for a project is final and no additional funds will be provided. All payments will be made to the organisation responsible for implementing the project. The project organisation is accountable for the utilisation of these funds and will be expected to provide an acquittal of the funds at the completion of the project.

### **Reporting**

The Project Leader or equivalent officer of the organisation will be required to provide the following documentation:

- A progress report either mid-way through or at the 6-month point, which-ever is shorter, outlining the milestones achieved.
- A final report and acquittal to the Trust on behalf of the organisation outlining the milestones achieved and timely completion of the project.
- A signed statement and invoices, verifying that the funds have been used for the purpose for which they were provided.

### **Privacy & Confidentiality**

The Foundation is committed to protecting the privacy, confidentiality and security of information provided.

### **Contact**

Enquiries concerning applications for funding should be made by email to:

The Executive Officer: Katrina Bendeman [info@intoourhandsfoundation.com.au](mailto:info@intoourhandsfoundation.com.au) or phone 0488 997 117