

ELIGIBILITY

Successful applicants will have met the following eligibility guidelines:

- Organisations must be an Incorporated not for profit community organisation, or be auspiced by an Incorporated not for profit organisation, or be in the process of becoming Incorporated. If an organisation is applying through an auspice who agrees to take on the legal and financial responsibility of the application, an Auspice Agreement Template is available by contacting the Redland Foundation Grants Team on grants@rsc.asn.au
- Organisations must have a purpose to serve the community and contribute to the greater good of Redland City.
- Organisations must hold an active bank account and be able to provide a current bank statement upon request to confirm bank details if successful.
- Approved projects must spend funds on approved items and acquit funding within 12 months of the funding being awarded.
- The Application must be submitted on the official Redland Foundation Community Grants Jeffrey and Geraldine Underhill 2023 Application form. A copy of the form can be obtained from the Community Grants Coordinator on communitygrants@redlandfoundation.org.au or through our website www.redlandfoundation.org.au

HOW OFTEN CAN OUR ORGANISATION APPLY?

Organisations can apply yearly for annual funding opportunities and are always welcome to ask for feedback regarding an unsuccessful application by contacting grants@rsc.asn.au

The Redland Foundation host other funding programs which may better suit the needs of your organisation, please see www.redlandfoundation.org.au/grants for more information.

What projects may be eligible?

As the Redland Foundation aims to support Redlands-based initiatives, we welcome community groups to apply for all initiatives that fit the eligibility guidelines and show widespread community engagement and benefit.

Generally, the Jeffrey and Geraldine Underhill Community Grants Program funds the following types of activities, or projects:

- Minor facility improvements that fit the Program Objectives:
 - *including furniture fit-outs and other building upgrades that lead to greater use of a community facility.*
- Assets that enhance an organisations service delivery capacity as per the Program Objectives:
 - *including specialised equipment, display material, musical, sporting or safety equipment.*
- Part-funding towards major infrastructure:
 - *including an extension of current facilities, lighting etc.*

Projects must be an improvement on current infrastructure and equipment.

Applications for facility funding must be a new or upgraded facility development that supports community engagement. Schools and education institutions are welcome to apply provided they fit the eligibility and can demonstrate the project will promote access and partnership with community organisations.

Organisations can apply for one project or apply for one project and auspice another organisation. Please ensure if your organisation chooses to auspice another group that both parties have an understanding of the legal and financial responsibilities and complete the Auspice Agreement Template available on the Redland Foundation website.

If applicable to your project, eligible organisations must be able to provide the following upon request:

- Land Owners permission to build.
- Evidence of tenure documentation (Lease or License to Occupy)
- Sketched plans, if applicable.
- Project costs that have been properly budgeted.

Organisations unsure of their Council building requirements are encouraged to contact Redland City Council on 3829 8999.

INELIGIBLE APPLICATIONS:

The Redland Foundation Community Grants Program will not provide funding for the following:

- Projects that are in direct conflict with activities or initiatives of the Redland Foundation.
- Funding for government departments, for-profit groups or groups whose primary role does not deliver an identifiable benefit to the Redlands community.
- Projects that are not properly budgeted or which are not costed to the satisfaction of the Board and its auditors.
- Retrospective funding for items that have already been purchased or deposits placed.
- Items or projects the Redland Foundation has previously funded.
- Gifts from the organisation or prize money for a third party.
- Projects that duplicate existing services or programs.
- Projects that do not engage the wider community.
- General administration and insurance costs.
- Events and catering.
- Salaries, wages and consultancy fees.
- Travel costs including airfares, bus and barge fees.

IMPORTANT DATES

15 May 2023	Funding round opens
30 June 2023	Funding round closes
Mid August 2023	Announcement of successful projects
15 August 2024	Successful projects to be fully acquitted

ASSESSMENT CRITERIA:

Applications will be assessed on the following criteria:

- Delivers widespread benefit to the Redland community.
- Innovative and developmental focus.
- Demonstrates project viability.
- Potential to achieve outcomes.

ASSESSMENT PROCESS:

Stage One:

Applications will be assessed according to the eligibility guidelines. Please note that any overdue acquittals from previous rounds of the Jeffrey and Geraldine Underhill Community Grants Program will render your application ineligible. If you are unsure if your organisation has any overdue acquittals, please contact the Redland Foundation on FoundationGrants@rsc.asn.au

Stage Two:

Eligible applications will be assessed against the overall need in the community and its ability to deliver the project.

The Grants Assessment Board of the Redland Foundation will meet to discuss which projects meet the needs of the community and assess the applications accordingly.

Applicants may be required to submit additional information to the Board prior to funding being approved. If this is required, you will be contacted by a member of the Grants Assessment Board via email.

Once successful applications have been selected, the Redland Foundation's decisions are final and no further negotiation will be entered into. Unsuccessful applicants are welcome to seek feedback and encouraged to reapply in future rounds.

APPLICATION:

An application form is available for download at www.redlandfoundation.org.au or by contacting the Redland Foundation Grants Team at the Redlands Sporting Club on 3207 1133 or FoundationGrants@rsc.asn.au

Applicants will be notified in writing when an application is received and again for the outcome.

Groups are encouraged to seek feedback should an application be unsuccessful and are welcome to apply in future rounds of the Jeffrey and Geraldine Underhill Community Grants Program.

Please note: No items requested through the Redland Foundation funding can be purchased (or deposits placed) before an organisation is notified in writing of a successful outcome. Retrospective funding is not eligible and if items are found to have been purchased before funding has been awarded, organisations will be responsible for such costs. **Applications who do not abide by this condition may be barred from further applications.**

IMPORTANT INFORMATION ABOUT YOUR APPLICATION

Applying for funding means that the organisation agrees to follow the published Guidelines when making the application, and abide by all conditions and requirements if an application is approved.

Grants must be used for the purpose stated on the submitted grant application. Should the organisation no longer need the funding, for reasons such as the termination of a project, the funding will be withdrawn.

Should the funding found to be used for any other purpose(s) other than that stipulated in the original application, the Redland Foundation reserves the right to demand the return of all funds that may have been paid.

It is a condition of allocation of funds that money provided is used for the purpose stipulated in the application.

Approved applications must meet the terms and conditions of the funding, which will be provided to the organisation once funding is approved. All funding must be spent and applications acquitted within 12 months of receipt. If an extension is required, please contact the Redland Foundations Grants Team.

ACKNOWLEDGEMENT OF GRANT

Successful applicants will be required to acknowledge the Redland Foundation through the use of the Redland Foundations logo on all printed materials, advertising, signage and other promotional material as appropriate. Appropriate acknowledgement also extends to inviting key members of the Redland Foundation Executive Board to the events, launches and other activities.

A copy of the Redland Foundation's logo can be emailed to your organisation by contacting the Community Grants Team on FoundationGrants@rsc.asn.au

ACQUITTAL

Successful applicants will be required to submit the project acquittal form within 12 months of the date the funding is awarded. If successful, a copy of the funding acquittal document will be emailed to you and can also be downloaded from the Redland Foundation website www.redlandfoundation.org.au/grants

ASSISTANCE:

Prior to lodging an application, applicants are welcome to seek support by contacting the Redland Foundation Community Grants Team on 0419 265 353 or FoundationGrants@rsc.asn.au