Frequently Asked Questions

Q. How do I apply for a grant?

A. To apply for a grant from the Community Enterprise Foundation™, go to
https://cia.communityenterprisefoundation.com.au/Program/Index/1

Select the program you wish to apply to. Please read the details and ensure that your organisation is eligible based on the program criteria and click '*Apply to ...*' to make an application.

If you are a new user, you will need to register your details to commence an application. Please use a generic email address wherever possible so that members of your organisation will have access to the records if you leave the organisation (Eg: admin@.......).

If you have applied previously, login using your existing login details.

A confirmation email will be sent to your registered email address once you have completed your application.

Please note: A guide on how to load an application can be found by clicking here

Q - How do I reset my password?

A. Click on the '*Log In*' tab.

Enter your email address used to login, leave the password field blank, and click '*forgot your password?*'
A new password will be sent to your email address.

Q. What makes a good application?

A. Applications should:

- o   Provide a clear & concise description of the project, it's objectives and demonstrate the benefits to your organisation and the community

- o   Not include any jargon or anacronyms

- o   Include quotes, financials & other relevant information such as letters of support, plans and specifications

Q. What organisations are eligible to apply for grant funding?

A. The Foundation can only fund not-for-profit organisations with a current and valid ABN.

If your organisation does not meet these criteria, you will need to partner with an organisation that does to be eligible for funding:

- o   A project partner will become a party to your application and receive the funds on behalf of the applicant.

- o   The project partner should be making a tangible contribution to the project either monetary or in-kind.

- o   A partner template letter of support can be downloaded from within the online application. This must be completed and attached to your application.

Q. Can the Foundation fund a government entity such as a school, council, or hospital?

A. Under Australian Law, government entities are not considered charitable unless they are endorsed with Deductible Gift Recipient status (ITEM 1 DGR).

Some state schools may have a library or building fund that may be acceptable, however the project must align with the purpose for which the endorsement has been given.

To check whether your organisation has this status, log onto the Australia Business Register by clicking here:
http://www.abr.business.gov.au/.

Government entities that do not have charitable status will be required to work with a project partner (see partner requirements above).

Q. What type of projects can be funded by the Foundation?

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A. The Foundation can only provide funding for projects that have a charitable purpose.

Charitable projects must align to the following:

- relief of poor, aged or impotent
- advancement of education
- advancement of religion
- other purposes beneficial to community such as:
  - relief of human distress
  - safety and protection of the community
  - protection of animals
  - protection of the environment
  - improvement of agriculture
  - promotion of industry or commerce
  - assistance for immigrants or emigrants
  - locality cases
    - facilities / land for public use
    - monuments
    - beautification, improvement & preservation of a locality

Each grant program may also have its own criteria, please read carefully before applying.

Please contact the Foundation team if you are unsure if your project will meet charitable criteria.

Q. What type of projects <u>cannot</u> be funded by the Foundation?

A. The Foundation cannot provide funding for projects that are illegal, commercial or confer private benefits.

Examples of ineligible projects include:
- to fund a commercial project
- political purposes - trying to change the law
- retrospective funding – paying for costs already incurred

To note, advancement of sport, recreation and social activities is not considered charitable by the ATO. This does not restrict not-for-profit sporting clubs from applying for funding. However, projects need to be non-sporting or clearly demonstrate a benefit to the wider community and fit within one of the five charitable categories.

Examples of charitable projects include:

- building and maintaining multipurpose public facilities
- all-abilities programs
- health & wellbeing programs
- leadership education
- physical education programs alongside schools

Applications from sporting organisations need to clearly demonstrate a benefit to the wider community and should clearly articulate other local organisations who are involved and/or would benefit.

You will need to attach a minimum of two letters of support from non-sporting bodies outlining how your project will directly benefit their organisation.

Q. What kind of supporting documentation is required for grants?

A. All applicants need to provide a copy of their most recent financial statements including a Profit and Loss Statement and Balance Sheet. If you do not have a Balance Sheet, please attach a current bank statement.

Copies of quotes are required to provide evidence of project expenses. If you are applying for funding for wages, please attach a position description and a copy of the relevant award.

Plans/designs for projects that involve building or refurbishment.

Letters of support to demonstrate community need and benefit, particularly for large projects or initiatives that have a sporting or recreational element and need to show wide community benefit.

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Applications involving a project partner **must** include a letter of support from this organisation and a copy of their financials. A template is available on the Foundation website.

Q. What information should I put in the budget?

A. Be realistic and do your research ahead of time. Total expenses minus total income should equal the amount applied for.

Expenses should reflect project quoted costs including any in-kind support – do not list GST as a stand-alone item.

Income should reflect any funds towards the project including in-kind support and any funding you or other organisations are putting towards the project. Remember to attach evidence of other funding if applicable.

Q. What is in-kind support?

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

You will need to include any in-kind support you receive related to the grant request and ensure it is represented in your budget as income and expenditure in your application.

Common examples are *volunteer hours, professional support, equipment, services, or discounts.*

In-kind contributions (e.g., volunteer time, in-kind labour or donation of services or materials) are an important component of your budget. Below are some suggested values which may be helpful.

- o Professional services at $80-$150 per hour
- o Skilled labour at $45 per hour
- o Unskilled labour at $20 per hour
- o Material costs at cost
- o Equipment expenses at standard commercial hire rate

Attaching evidence of the commitment of in-kind support by those providing the services will help validate your budget.

Q. Can I request funding for more than one project?

A. Yes, you can submit multiple applications for funding to the same grants program.

You cannot apply for multiple projects on the same application unless they are directly related as each unrelated project requires its own application.

Q. When will I find out if we are successful?

A. Timing of notifications will vary with each program however applicants are usually notified of the outcome of their application by email within 4 – 8 weeks after the closing date of the program.

Q. What is the decision making process?

A. Applications are assessed based on merit set out for the specific purposes of the grant program being applied for. Sandhurst Trustees approve applications at their discretion following a formal review process and after taking into consideration the account donor wishes and advice.

Bendigo Bank Community Enterprise Foundation™