



2017 Major Community Grant Application



About the Application Form & Process

Thank you for taking the first step in applying for our Major Community Grant. We have tried to make the process simple, with not all fields mandatory, though providing as much information as you can allows the Community Grant Committee to get to know your organisation better.

Please use this document to prepare your application. You can copy and paste your answers below into the online application.

All Applications with corresponding attachments must be received by close of business on Friday 30 June, 2017. Applications can be completed online www.wmlc.com.au/grants or through the word document form. If using the word document form, please email to grants@wmlc.com.au on completion or deliver to Wynnum Manly Leagues Club, 92 Wondall Road, Manly West Q 4179.

All organisations will be notified of the outcome of their application within 4 weeks after the closing date. An official cheque handover will be scheduled, whereby all successful grants will be invited to attend.

For further information please contact:

Craig Thomas, CEO

Wynnum Manly Leagues Club Ltd

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Katie Laws, Communications & Marketing Manager

Wynnum Manly Leagues Club Ltd

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Our Club Mission

Wynnum Manly Leagues Club Ltd aspires to be a provider of support and assistance to community focused organisations in the local Wynnum Manly area. The profitability of our trading allows the Club to contribute to these organisations in a number of ways, including provision of administrative facilities, purchase of equipment, in kind support through use of the licensed Club facilities or even direct funding.

Purpose

The Wynnum Manly Leagues Club Community Grants Program has been established to provide support to the local community in which we operate.

The Community Support Program will provide direct grants for community welfare through charitable organisations to help make our local communities a better place to live, work and play. To that end, the Wynnum Manly Leagues Club Community Grants Program supports the efforts of charitable organisations, particularly those with limited resources.

We welcome and invite applications from eligible *not-for-profit* organisations that provide vital local services within the Wynnum Manly locale in the areas of childhood/youth, people with disabilities, environmental care and social/community welfare.

Eligibility

Applicants must demonstrate that they fall within one of the following eligibility guidelines:

Community based Not-for-profit organisations

Small community-based groups

Community support groups

Community-based sporting groups

Charitable organisations

The organisation that does apply must reside within the local Wynnum Manly community (that is within 5km of Wynnum Manly Leagues Club)

Individuals or individual teams

Schools, Parents and Citizens Associations

Sporting and recreational organisations who do not otherwise qualify for the Rugby League Grants Program

Ineligibility

Businesses

Political or sectarian organisations

Trade Unions

Professional associations (e.g. Law Society)

Organisations registered as companies incorporated for profit-making purposes

Non-deductible gift recipients

Ineligible projects include:

- General fundraising appeals
- Overseas travel
- Projects which are more suited to corporate sponsorship or government funding

Assessment

Organisations will be required to submit an Application Form along with the Project Detail Submission. The following funding guidelines will assist your organisation's eligibility for a Wynnum Manly Leagues Club Community Grant.

Your written Project Detail Submission should include an outline of your proposal (maximum 300 words) stating the specific details of what funding is required and how it will be used.

The information will be assessed by the Wynnum Manly Leagues Club Grants Committee who will take into account all relevant factors, including the applicant's financial position, in order to assist in establishing a priority of need.

AMOUNT AND DURATION OF FUNDING

An amount of \$50,000 in total is available from the Wynnum Manly Leagues Club Community Grants Program each calendar year. Individual Grants can range from \$1,000 to \$5,000 per application where it can be proven meaningful impact will result from the community grant.

General Guidelines to receive a Grant

- Ensure your application is eligible
- Make sure your application meets a significant and demonstrable need in the local community
- Demonstrate that your application is based on sound research and has a strong likelihood of meeting your organisation's objectives
- Incomplete applications will not be assessed

Assessment Criteria

- Each grant application will be considered on its merit against all other applications
- Priority will be given to organisations that have not been previously successful in earlier grant applications

Successful Applications

- Successful applicants will be notified within thirty (30) days of the application closing date
- Successful applicants will be published in external publications, media and listed on the Wynnum Manly Leagues Club website, for public information

Other Conditions

- Wynnum Manly Leagues Club may visit the site of any organisation to which it intends to provide a grant, at times and conditions agreed between the parties
- Details of all grants provided by Wynnum Manly Leagues Club will be made public
- Grant recipients will be required to sign a Grant Agreement before payment is made. The images of the project may be used in marketing material at a later date by Wynnum Manly Leagues Club
- Grant recipients will be required to attend a presentation ceremony at Wynnum Manly Leagues Club
- Not more than 10% of the awarded grant may be spent on administration costs
- The decision of the Wynnum Manly Leagues Club Ltd regarding successful applicants will be final and no correspondence will be entered into. A successful application in any given year does not imply a continuity of grants in any subsequent years
- Grant recipients undertake to ensure a feedback and evaluation report is provided to Wynnum Manly Leagues Club within 4 months of receiving the grant
- If your application is successful and a grant is awarded for the purchase of sporting apparel, the Wynnum Manly Leagues Club logo is to be displayed exclusively on these items and you agree to allow your details to be displayed on the website, which will list all grant recipients

Preparing the Project Detail Submission

Provide details about your application in 300 words or less including:

- Why you need this funding
- What benefit will be gained from the funding; including who will benefit, the number of people who will benefit and how the local community will benefit from your project
- Provide information that will outline and support your organisation's achievements to date
- Provide details of any other financial support your organisation receives
- Answer each question fully

Application

An application must be made in writing on the Grant Application Form, which is available on the website www.wmlc.com.au. The application form is also available for collection at the Wynnum Manly Leagues Club reception.

If the application is incomplete it will not be assessed. If time constraints apply to the funding, this should be noted on the Grant Application Form. The original application form must be fully completed and submitted along with your Project Detail Submission and any other required documentation to:

The Grants Sub Committee
Wynnum Manly Leagues Club
PO Box 9001
WYNNUM PLAZA QLD 4178

grants@wmlc.com.au

GRANT APPLICATION FORM

APPLICATION DEADLINE – Friday 30 June, 2017

ORGANISATION DETAILS (applicant)

Name of Organisation: _____

Postal Address: _____

_____ Postcode: _____

Telephone: () _____

Email Address: _____

ABN: _____

GST Registered: Yes No Income Tax Exempt: Yes No

CONTACT PERSON (for enquiries during business hours regarding this application)

Full Name: _____

Address: _____

_____ Postcode: _____

Telephone – business Hours: () _____

Email Address: _____

ACCOUNTABLE OFFICER

Name: _____

Position in organisation: _____

Postal Address: _____

_____ Postcode: _____

Telephone – Business: () _____

Email Address: _____

PROJECT DETAIL SUBMISSION: STATE THE PURPOSE FOR WHICH YOU ARE SEEKING FUNDS – Maximum two

(2) x A4 pages of your proposal as a separate attachment

BUDGET

Please list items in priority order; each item should be listed and costed individually. A copy of the selected quotation for each item listed must be attached.

Budget Item	Total Cost (\$)	Total Cost less GST (\$)
Total Funding Required		
Total Grant Sought		

Other Grants

Please list any other organisations that you may have also applied to for a grant for this project

Benefits to Wynnum Manly Leagues Club

Please mark below (X) how Wynnum Manly Leagues Club might benefit from approving your application

- Sponsorship signage displayed at your venue or project, or on apparel
- Your organisation's functions to be held at Wynnum Manly Leagues Club
- Highlighting Wynnum Manly Leagues Club in your communications on:
 - Website
 - Newsletters
- Other

I certify that the information provided in this application is, to the best of my knowledge, true and complete and that it accurately reflects the financial position of the applicant organisation. I authorise the release of the information contained herein to the appropriate Selection Committee being the Grants sub committee of the Board of Directors and I authorise the Grants Sub Committee to make further enquiries where necessary. In addition, I agree to include details of this project to be utilised in external marketing or publications e.g. media releases and website.

Date: _____ Applicant's signature: _____

FINANCIAL AND LEGAL DOCUMENTS

Please attach one (1) copy of the documents in this order:

- Grant Application Form – master copy to have original signatures
- Project Detail Submission - maximum two (2) A4 pages of your proposal as a separate attachment
- Certificate of Incorporation
- List of Current Management Committee, Board or similar
- Statement of supply - where an organisation does not have an ABN
- Latest Audited Financial Statement for the organisation
- Quotations for project costs (if applicable)
- Copy of plans/drawings (if applicable)
- Verification of charitable status

Other comments: _____

Date: _____ Signature: _____

Maximum two (2) A4 pages of your proposal as a separate attachment