

PROGRAM GUIDELINES & APPLICATION TOOLKIT

Grants for Resilience & Wellness – Kinglake Ranges

Opens Wed 26 Aug 2020 – closes 5pm AEST, Wed 23 Sept 2020

Aim of the Program

Grants for Resilience & Wellness Kinglake Ranges (GR&W Kinglake) has a specific focus on providing support for community-strengthening and resilience-building projects for communities in the Kinglake Ranges that were affected by the 2009 Victorian bushfires.

GR&W Kinglake is available to community-based organisations based in Kinglake, Kinglake Central, Kinglake West, Pheasant Creek, Toolangi and Flowerdale.

The funds are a result of the 2016 decision by the Victorian Bushfire Appeal Fund (VBAF) Panel to withdraw funding allocated to the Kinglake Multipurpose Facility project. Initial rounds of the GR&W Kinglake program prioritised organisations and project ideas raised through a community consultation process conducted in 2017. **Round 3 of Kinglake GR&W is open to all community groups and not-for-profit organisations in the Kinglake Ranges.**

FRRR works collaboratively with communities impacted by natural disaster and organisations that work with the communities in the recovery process, to provide support and assistance for medium-to-long term recovery. The GR&W Program has supported a wide range of community recovery needs and priorities, including youth and early years' engagement and support, mental health and wellbeing, arts programs and events, community infrastructure, environmental recovery, and community disaster preparedness.

Grants are available for projects that directly benefit the long-term recovery of communities in the Kinglake Ranges impacted by the 2009 Victorian bushfires. FRRR is willing to discuss larger projects that are identified as a priority by your community.

The GR&W program aims to support the following priority outcomes:

- Improved mental health and wellbeing of communities and individuals;
- Enhanced wellbeing and resilience of pre-school, primary and secondary school aged children and young people;
- Strengthened community connectedness, sense of place and community identity; and
- Increased community capacity for preparedness for future disasters.

Organisational Eligibility

Who can apply?

- Not-for-profit community-based organisations in the Kinglake Ranges that were affected by the Victorian 2009 Bushfires are eligible to apply, including: Kinglake, Kinglake Central, Kinglake West, Pheasant Creek, Toolangi and Flowerdale communities;
- Organisations with an ABN or Incorporation Certificate; and
- Organisations with and without DGR endorsement; and
- An organisation is eligible to submit one application per grant round.

FRRR considers all eligible applications on their merit. Due to the volume of applications received, applications are assessed based on the documentation received at the time of application.

NOTE: FRRR is unlikely to follow up missing documentation after applications have been submitted.

Projects funded in this round should be undertaken between **January 2021 and December 2021**. Projects cannot be funded retrospectively.

Priorities

Applications are welcome from any eligible organisation for any eligible purpose; however, the following applications will be prioritised:

- Projects initiated and delivered by local community groups;
- Applications from communities fewer than 15,000 people;
- Organisations that do not have Deductible Gift Recipient (DGR) Tax status.

Who can't apply?

- Individuals, private or commercial businesses are ineligible;
- Projects that support core business and areas of responsibility of Federal, State and Local Governments are ineligible.

If you have any questions about your organisation's eligibility, please call FRRR on 1800 170 020.

Project Eligibility

What can be funded?

Applications must clearly demonstrate a focus on **one** project activity area from [FRRR's Project Activity Tree](#):

1. **Building Community Resilience**
2. **Developing Organisational Resilience and Capacity**
3. **Enhancing Environmental Sustainability**
4. **Fostering Cultural Vibrancy**
5. **Lifelong Education and Training**
6. **Economic Strength**
7. **Improving Community Health and Social Wellbeing**

Visit the [GR&W Kinglake Ranges](#) webpage for examples of what can be funded in each activity area. These are indicative only of the types of projects that can be supported. Applicants are encouraged to ensure project applications suit their local community's needs, priorities and interests.

What can't be funded?

- Ongoing core organisational operational costs (e.g. rent, utilities, regular wages, loan repayments);
- The encouragement or advancement of sport, recreation and social activities are not considered charitable activities under Australian law. Applications from sporting organisations need to clearly demonstrate charitable outcomes and benefit to the wider community that are above and beyond the sporting activities of the club;
- Overseas travel and overseas projects;
- Prizes, gifts, trophies or awards;
- Projects that have already occurred or will occur before the grant is confirmed;

- Political lobbying;
- Projects solely focused on animal welfare cannot be considered;
- Projects that are for private benefit or which are the core responsibility of Government.

It is important to note that applications will be considered ineligible if the:

- Application is submitted without required financial documentation;
- Application is submitted by an organisation that is not a legal entity, without the written consent of the governing / auspicing body who holds the ABN / Incorporation number (e.g. local branches, committees of management, non-legal partners);
- Final report/s from any FRRR grant program from the previous seven years has not been acquitted (auspiced organisations should check with your head organisation to see if there are any outstanding final reports owed to FRRR);
- Application is not for charitable purposes, i.e. is for private benefit or is the core responsibility of Government);
- Application is for a project or activity that has already occurred / is occurring;
- Application is incomplete.

Funding Available

The program will distribute \$1.45 million in Victorian Bushfire Appeal Funds (VBAF) reallocated from Regional Development Victoria (RDV) to FRRR in March 2018. Over \$1 million is available for Round 3 and any subsequent rounds.

Grants up to \$20,000 are available. FRRR is willing to consider funding for larger projects that are identified as a priority by your community - please contact the Disaster Recovery and Resilience team to discuss this.

The schedule below shows the assessment timeframes, which should be considered depending on when your project funding is required.

GR&W Kinglake Program Schedule 2020/2021		
Month	Program	Outcomes Advised
Sept 2020	GR&W Kinglake	Early December 2020 for applications received by 5pm AEST, Wednesday 23 Sept 2020.
April 2021	GR&W Kinglake	Late June 2021 for applications received April 2020 (dates to be confirmed).

FRRR Assessment Considerations

Please read the table below to support the planning and preparation of your project. A [printable copy of the application](#) is available here. Please call FRRR should you have any questions about this table or the application form.

What we request from you	Why FRRR requests this information
<p>Clear Project Information</p> <p>A clear description of exactly what the grant funds will be used for, when and where the project will happen, who will benefit and who will be involved in delivering the project, why the project and grant funds are needed, how funds will be spent and how the activities and success of the project will be recorded, evaluated and shared.</p> <p>Where possible, also indicate that your community is ready to deliver the project and if required, can support the initiative ongoing i.e.: awareness of need is widespread, appropriate leadership, resources, skills and knowledge exist in the community.</p>	<p>FRRR needs to clearly understand your project to assess its merits. Applicants should focus on addressing the what, when, where, who, why and how of the project, as this is the best formula to clearly communicate the details of the project.</p> <p>A ready community is best placed to achieve the aims of your project, so during assessment, our staff look for information that tells us that good leadership, skills and awareness exist in your community to support the project now and in the future.</p>
<p>Project Budget</p> <p>A project budget that clearly shows the items that FRRR grant funds will be used for and shows all income and expenses related to your project.</p> <p>Budgets should be realistic and must add up.</p> <p>Applicant contributions in cash or in-kind are highly regarded and quotes or detailed rationale for items over \$1,000 are required, where possible. Note: FRRR suggests costing unskilled volunteer labour at \$41.00 per hour.</p>	<p>A clear budget helps FRRR to understand the size of your project, exactly how FRRR funds will be spent and helps demonstrate community support for your project through in-kind contributions either from your organisation or partners / community members.</p> <p>For more info on costing volunteer labour, visit: https://www.fundingcentre.com.au/help/valuing-volunteer-labour</p>
<p>Organisational Financials of the ABN/Incorporation number holder</p> <p>For organisations that have audited financials:</p> <p>Attach the most recent annual audited statements.</p> <p>For organisations that do not have audited financials:</p> <p>Attach most recent 12 months Income and Expenditure Statement. If you have a Balance Sheet, please also submit.</p> <p>For organisations less than one year old:</p> <p>Provide bank statements for the period you have been operating.</p> <ul style="list-style-type: none"> ➤ If financial documents are over 18 months old, provide an explanation as to why the organisation does not have more recent documents. ➤ Explain any deficits and steps to sustain the organisation financially. ➤ Provide a brief explanation of any large financial surplus or current assets and reasons why FRRR funds are still required. 	<p>FRRR uses this information to understand your organisation’s ability to manage the grant funds, and its financial viability.</p> <p>Bank Statements are only acceptable as financial documentation if your organisation has been operating for less than one year.</p> <p>Please contact us if you cannot provide required financials or you are unsure about what to provide.</p> <p>Applications received without the requested financial information are ineligible.</p>
<p>Supporting Materials</p> <p>Supporting materials such as letters of support, community plans, survey results, photographs, media clips and research reports that can show the wider community support and partnerships involved in the project.</p>	<p>FRRR seeks to fund projects that are well-supported by the broader local community, are locally led and delivered, show good partnerships and benefit multiple parts of the community.</p> <p>As FRRR is not always familiar with your community, our staff consider support material as evidence toward understanding level of community need, benefit and support.</p>

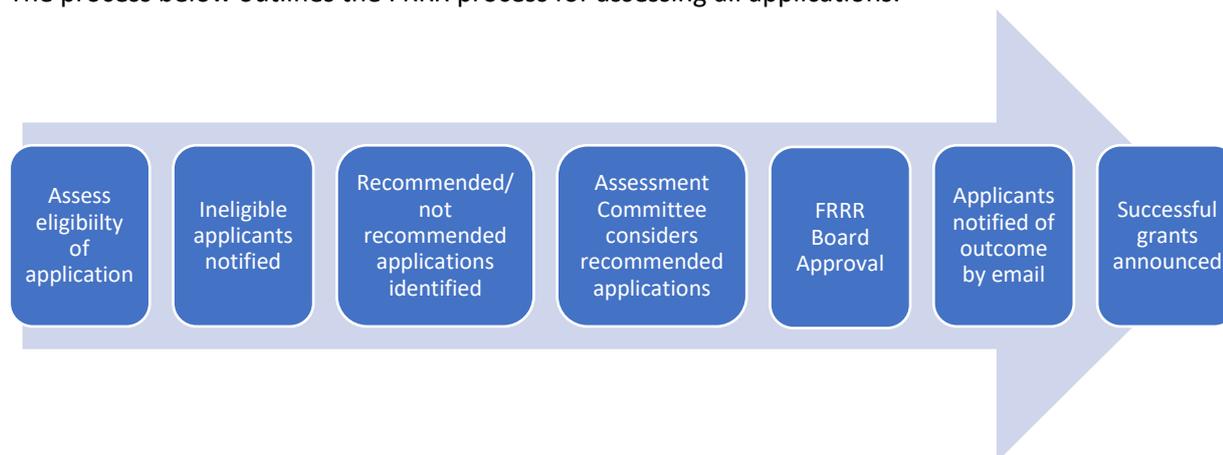
Application Checklist

Before you submit your application, please ensure that all items below have been addressed. If you need assistance with any of the items in this list, please contact FRRR.

QUESTIONS	CHECK
Is your organisation and project eligible?	
Has the Project Activity Area (see page 2) been identified?	
If your project involves building, modifying or upgrading facilities or public spaces, do you have the required Council permits and permission from the owners of the land or building?	
Have any outstanding FRRR grant acquittals been submitted?	
Have you attached the required financial information? If your organisation does not have an ABN / Incorporation number, have you provided the financials of the legal entity on this application?	
For organisations who do not have an ABN / Incorporation number, have you provided a letter of support for your application from the legal entity listed on this application with an ABN / Incorporation number?	
Does the project include working with children? If so, does your organisation have relevant working with children policies in place?	
Have you attached quotes or provided clear rationale for goods and services over \$1,000?	
Have you attached support materials?	
Have you answered all the questions in the application form?	

FRRR Grant Application Assessment Process

The process below outlines the FRRR process for assessing all applications.



All eligible applicants will be notified of the outcome of their application by email within 12 weeks of the closing date.

How to Apply

FRRR accepts applications via its online application portal, Grants Gateway.



If you have questions about your project, are unable to apply online, or experience any problems in using Grants Gateway, please contact us on freecall 1800 170 020 or email info@frrr.org.au.

[Click here to apply.](#)

To return to your application once started, you will need to use the application link that is automatically generated by the system and emailed to your nominated Grants Gateway user email account – you will only be able to access your application by using that link, or the Return to your Applications link from the [GR&W Kinglake](#) web page.

Further Information to Support Applicants

Priority Locations

Communities in the Kinglake Ranges that were affected by the 2009 fire are eligible to apply, including: Kinglake, Kinglake Central, Kinglake West, Pheasant Creek, Toolangi and Flowerdale communities.

Contact Us

If you have any questions about the GR&W Kinglake Program, please call FRRR on 1800 170 020 or email recovery@frrr.org.au.