

GUIDELINES

Working in Dairy Communities Small Grants Program 2018

Opens Monday 5 February until 5pm AEDT, Monday 19 March 2018

Investing in the communities that make up the dairy industry is critical to the sustainability of dairy farming in Victoria. The Gardiner Dairy Foundation is committed to strengthening dairy communities.

In 2018, Gardiner Dairy Foundation has again partnered with FRRR to deliver its Small Grants Program to fund worthwhile projects in Victorian dairy communities with small populations. The Gardiner Dairy Foundation will partner to deliver \$100,000 in grants for innovative, community-driven projects.

Notification of the outcome of grant applications will be provided to applicants in June 2018, and payments will be made to successful applicants in July.

These grants (of up to \$5,000) aim to strengthen small Victorian dairy communities, help build their capacity to deal with local issues and enhance existing community infrastructure.

PROGRAM GUIDELINES:

- Grants will be made in amounts of up to \$5,000.
- Applicants must be not-for-profit community organisations with an ABN or Incorporation Number.
- Only one application per group will be accepted.
- Applications from communities with a population of 5,000 or less will receive priority.
- Projects must offer a clear public benefit, be for charitable purposes, and address a need in the community.
- Projects must be located in a recognised Victorian dairy region – either Gippsland, South-Western or Northern Victoria.
- Priority will be given to projects that assist in strengthening small rural communities, building their capacity to deal with local issues, or enhancing existing community infrastructure.
- We encourage applicants to use the Strengthening Small Dairy Communities Toolkit, available on line at <http://www.gardinerfoundation.com.au/assets/Publications/SSDC-Toolkit-full.pdf>

WHAT CAN BE FUNDED? Projects and activities that offer clear community benefit for dairy communities in Victoria, and:

- are community driven and show strong community support;
- show creativity and innovation in addressing the issue;
- have clearly defined objectives, outcomes, timeframes and evaluation; and
- where possible, include a financial and/or in-kind co-contribution.

WHAT CAN'T BE FUNDED? The encouragement or advancement of sport, recreation and social activities are not considered charitable by the Australian Taxation Office. Applications from sporting organisations need to clearly demonstrate a benefit to the wider community beyond sport and should clearly indicate which other local organisations are involved. Projects which benefit a single individual rather than a community are not eligible. Nor are projects which support private businesses. Federal, State and Local Government core business and areas of responsibility will not be considered. If your project involves working directly with children, your organisation should have policies and procedures around working with children and the handling of child abuse complaints, or the project will not be funded.

HOW TO APPLY: FRRR is transitioning to an online grants administration system called Grants Gateway. Applications for the Working in Dairy Communities program will be made via this online portal, using the process outlined below. If you encounter problems at any stage of your application, please contact FRRR on free call 1800 170 020.



To begin your first application, you must set up an account. Click on the [Apply Now](#) button on the Working in Dairy Communities webpage and then follow the link to 'Set up an account'. You will be prompted to create an online account to access the Working in Dairy Communities Round 16 application form, using an email address and password.

Please use an email address associated with your organisation or group (rather than a personal email address) to create the account. This ensures that any member of your organisation or committee will be able to access the account even if the person managing the application changes. It will also ensure your history is there for future applications, and for reporting.

Once the account has been established, you will be able to start the application, save your progress and finally submit via the online portal, until the program closes at **5pm AEDT on Monday 19 March 2018**. We recommend that you print a copy of the form (top right of the online application screen), so you can see all the information required and begin drafting your answers and collating the required information.

We have developed various tools to help you navigate the application process. We strongly suggest you read the [How to Guide](#) and [FAQ's](#), and watch our helpful tips on [How to Navigate the Activity Tree](#) before you start your application.

You will need to upload the following with your application:

- Your most recent financials such as Profit and Loss statement or audited financials for the last **12 months**. Financial documentation is **compulsory**. If you have any questions regarding the financial documentation required, please contact us on 1800 170 020;
- A copy of your ABN / Incorporation Certificate;
- Quotes for items to be purchased (over \$500) or outsourced;
- Signed letters of support from those partnering in, or directly benefiting from the project;
- Please note that there are sections on the application form where you are required to upload financials, quotes, support letters and photos (if applicable) to Grants Gateway.

How to submit

Applications are to be received by no later than 5pm AEDT on Monday 19 March 2018.

Once you have reviewed and completed your Grants Gateway application for Round 16 of the Working in Dairy Communities program, and uploaded the relevant documentation, click the 'Submit' button at the bottom of the 'Review My Application' tab page. FRRR recommends you save a copy of the application for your records, although a copy will be emailed to you. You can return to your saved application at any time by clicking on this link https://www.GrantRequest.com/SID_5684?SA=AM.

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

Post: If unable to apply online, please contact us for an application form then post to:
FRRR, Working in Dairy Communities Program, PO Box 41, Bendigo, Vic 3552

Enquiries: See www.frrr.org.au for more information on applying, grantseeker FAQ's and application tips. If you wish to speak to someone about your project, please free call 1800 170 020 or email info@frrr.org.au.