

# Community Grant

## Guidelines Organisations VIC



### Introduction

Schools and NFP Organisations are invited to apply for a grant which will go towards the purchase of equipment to promote accessibility and inclusivity in the community for children aged 0-17 years with disability, chronic illness, financial disadvantage or geographic isolation.

### Eligibility

**You are eligible to apply for a community grant provided that:**

- The school or organisation:
  - is based and operating in Victoria
  - is not a private school or business
  - directly services children under the age of 18 in one or more of the following areas
    - disability and/or chronic illness
    - financial disadvantage
    - geographic isolation
- Previous recipients will not be considered for another community grant until 2 years after the date listed on their outcome letter

### FUNDING REQUESTS

The applicant may only apply for one or more items as part of their grant request. The items must directly benefit children as per the eligibility criteria above. Examples of grant requests are, but not limited to:

- Supplies such as decodable readers, musical instruments
- Equipment such as inclusive play equipment and sensory rooms and items.
  - Sensory rooms and items must comply with Victorian Education Department policy
  - [www2.education.vic.gov.au/pal/sensory-rooms/policy](http://www2.education.vic.gov.au/pal/sensory-rooms/policy)
- Technology such as iPads, smart boards, hearing loops, c-pens

#### Grants we will not fund:

- Expenses that have already been initiated or have already occurred prior to submission or written approval
- Incomplete application forms
- Equipment from non-Australian distributors that cannot be invoiced directly to Variety or services outside Australia
- Capital works
- Installation costs
- Wages, training and seminars
- Research
- Insurance, service or maintenance costs
- Programs

### Application Information

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- Applications are open for the designated time period
- Must be submitted via the online application form
- An application can be made on behalf of the organisation by an authorised representative
- Only one application may be made per organisation
- Applicants will be expected to submit a truthful and factual application and attach relevant documentation as evidence, addressing but not limited to the following points:
  - Contact details of the authorised representative and organisation
  - Details of the benefit to children and staff, and, if applicable, families and wider community
  - Why the equipment is required and what need the equipment will address
  - Details of the requested item including supplier information
  - Information related to the expected outcomes and measurements

### Quote/s

The application will require a quote directly related to the requested item(s) from your preferred supplier. This must be no older than 3 months at the time of submission and remain valid through the assessment process. Please keep in mind that the assessment process may take up to 10 weeks from the closing date before you receive an outcome from Variety.

### Funding

An applicant will be required to stipulate why they are requesting support from Variety Victoria and where applicable, any other sources of funding.

The submission letter should contain as much information about your project as possible including why the item/s are needed, how they will be used and the outcomes you expect by having the equipment.

### Post-Submission and Assessment

Variety Victoria grants are open at set periods through the year. They are reviewed by the Kids Support department and eligible submissions are assessed by the Kids Support Grants Committee. Approved applications are then submitted to the Variety Board for ratification. Please allow up to 10 weeks following the round closure date for the process to be complete.

### Decision

Outcome letters are emailed to applicants following ratification by the Variety Board.

#### Unsuccessful Applicants

- Reasons pertaining to unsuccessful applications are at the discretion of the Kids Support Committee.
- Unsuccessful applicants may be eligible to reapply in the next round.

#### Successful Applicants

- Successful Applicants have 18 months from the date of approval on their letter to use their grant
- No retrospective funding is eligible
- Successful applicants are directed to provide their outcome letter to the supplier associated with their approved granted item
- The supplier must provide a tax invoice for the approved item/s and for the approved amount (please



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note, Variety Victoria does not provide money directly to applicants and/or parent/carers; money is paid directly to suppliers). Instructions for invoice submission will be provided to applicants in their outcome letter.

- It is the responsibility of the applicant to action all appropriate steps after receiving the outcome letter (as directed)
- Any unused and/or unspent funds will be forfeited after the expiry date of the grant
- Recipients will not be considered for another community grant until 2 years after the date listed on their outcome letter

### **Outcome Reporting**

Variety takes great care and pride to ensure that their grants are correctly used to the positive benefit of our children and community. You may be required to submit an outcome report on the grant.

If you require further information, please do not hesitate to contact the Kids Support team on [kidssupport@varietyvic.org.au](mailto:kidssupport@varietyvic.org.au)