

# PROGRAM GUIDELINES & APPLICATION TOOLKIT

## STRENGTHENING RURAL COMMUNITIES

### Small and Vital: June 2019



### Aim of the Program

The Strengthening Rural Communities program gives small rural, regional and remote communities across Australia the opportunity to access funds that can benefit and help secure their future prosperity. Grants are available for a broad range of initiatives that directly and clearly benefit local communities.

Applications from not-for-profit organisations in communities of fewer than 15,000 people are prioritised, particularly those communities whose size, remoteness and relative access to services, funding, and resources present particular ongoing challenges.

The Strengthening Rural Communities program accepts applications any time. FRRR considers applications and makes grant distributions on a quarterly basis. For the June 2019 round, there is \$375,000 available to be granted for **applications received by 5pm AEST 25 June 2019**. Details of targeted focus areas for these funds can be found on page two of these guidelines.

### Organisational Eligibility

#### Who can apply?

- Not-for-profit community-based organisations from communities across rural, regional and remote Australia where funds support projects and activities that offer clear public benefit (i.e. are for a charitable purpose) and address a need in the community (see *What Can be Funded* below);
- Organisations with an ABN or Incorporation Certificate;
- Organisations with and without DGR endorsement;
- 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 **October 2019 and September 2020**. Projects cannot be funded retrospectively.

**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 not eligible;
- Projects that support core business and areas of responsibility of Federal, State and Local Governments are not eligible.

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

## Project Eligibility

### What can be funded?

Applications must clearly demonstrate a focus on **one** activity from the following seven activity areas:

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 [Strengthening Rural Communities – Small and Vital](#) webpage for examples of what can be funded in each activity area.

This program funds a broad range of initiatives and purposes, including:

- Delivering activities, programs and services;
- Purchasing or hiring equipment and materials;
- Community infrastructure projects.

Operational and administrative costs associated with your project will be considered. This could include wages, paying a skilled contractor, or paying for overhead costs incurred in the project's delivery.

### 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;
- 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 Strengthening Rural Communities program includes two tiers of grant funding. For this round, FRRR invites applications from not-for-profit community organisations for the **Small and Vital tier only**:

### 1. Small and Vital grants

- Grants of up to \$10,000 are available;
- Applications for the Small and Vital tier of this grants program are accepted anytime via our online application portal (Grants Gateway);
- Applications are assessed by FRRR on a quarterly basis.

### 2. Larger Leverage grants (not available this round)

- Grants between \$10,001 - \$25,000 are available;
- The Larger Leverage grants will open in August 2019 and will be offered twice a year.

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

Strengthening Rural Communities Program Schedule 2019		
Month	Program	Outcomes Advised
June	SRC - Small and Vital	Early September 2019 for applications received by 25 June 2019, by 5pm AEST.
September	SRC - Small and Vital SRC - Larger Leverage	Early December 2019 for applications received by 24 September 2019, by 5pm AEST.

## Targeted Donor Funds

FRRR partners with a wide range of donors, many of whom have specific regional and issue-based preferences or requirements. Of the \$375,000 available in the June 2019 funding round, \$212,000 is targeted towards specific focus areas and geographic regions. The table below provides an indication of these. Where no geographic region is specified, the funds are available nationally. There may be more funds available if FRRR receives any additional funds and where funds not granted in previous rounds are rolled over into this round.

Targeted Preference Areas / Demographics	Amount
Developing community leadership capacity and capability to respond to local challenges	\$50,000
Alleviating poverty and disadvantage	\$55,000
Improving physical health and local food security and sustainable local food systems	\$30,000
Wellbeing, education, employment and culture in Indigenous communities in Wiluna and Leonora Shires of WA	>\$20,000
Culture, arts, tourism and heritage in the Taree region of NSW	\$20,000
Healthy ageing in QLD and Gilgandra and Warren Shires of NSW	\$25,000
Projects located in the Blue Mountains Shire of NSW	\$12,000

## FRRR Assessment Considerations

Please read the table below to support the planning and preparation of your project. A [printable copy of the Strengthening Rural Communities – Small and Vital application form](#) 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><b>Clear Project Information</b></p> <p>A clear description of exactly <b>what</b> the grant funds will be used for, <b>when</b> and <b>where</b> the project will happen, <b>who</b> will benefit and <b>who</b> will be involved in delivering the project, <b>why</b> the project and grant funds are needed, <b>how</b> funds will be spent and <b>how</b> 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><b>Project Budget</b></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 for items over \$1,000 are required where possible. Note: FRRR suggests costing unskilled volunteer labour at \$41 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: <a href="https://www.fundingcentre.com.au/help/valuing-volunteer-labour">https://www.fundingcentre.com.au/help/valuing-volunteer-labour</a></p>
<p><b>Organisational Financials</b></p> <p><b>For organisations that have audited financials:</b> Attach the most recent annual audited statements.</p> <p><b>For organisations that do not have audited financials:</b> Attach most recent 12 months Income and Expenditure Statement. If you have a Balance Sheet, please also submit.</p> <p><b>For organisations less than one year old:</b> Provide bank statements for the period you have been operating.</p> <p>Applicants should provide a brief explanation of any large financial surplus or current assets and reasons why FRRR funds are still required. Also explain any deficits and steps to sustain the organisation financially.</p>	<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 style="text-align: center;"><b>Applications received without the requested financial information are not eligible.</b></p>
<p><b>Supporting Materials</b></p> <p>Supporting materials such as letters of support, community plans, survey results, photographs, media clips and research reports that 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 supporting materials as evidence toward understanding the level of community need, benefit and support.</p>

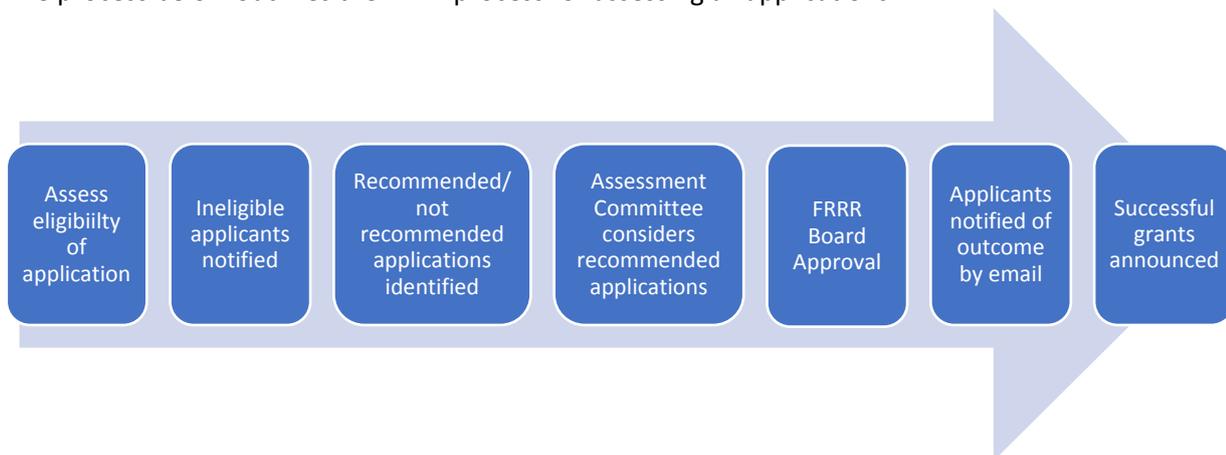
## Application Checklist

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?	
Does the project include working with children? If so, does your organisation have relevant working with children policies in place?	
Have you attached quotes 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](mailto:info@frrr.org.au).

[Click here to apply.](#)

**How to use Grants Gateway:** Visit the [Small and Vital webpage](#) to access the Grants Gateway FAQs document and How-To Guide, which explain in detail how to use the online Grants Gateway portal.

**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 Small and Vital web page.

## Our Donor Partners

FRRR's [Strengthening Rural Communities](#) program is collectively funded through a range of valued partnerships. The June 2019 Small and Vital tier is generously supported by:

- Sidney Myer Fund
- Kapikarnpi Community Fund
- Australia Post
- The William Buckland Foundation (managed by Equity Trustees)
- The R.E. Ross Trust
- The Yulgilbar Foundation
- John T Reid Charitable Trusts
- Portland House Foundation
- The Bertalli Family Foundation
- Perpetual Foundation: Julian Flett Endowment
- The Sylvia & Charles Viertel Charitable Foundation
- Scenic World
- Friends of FRRR

## Contact Us

If you have any questions about the Strengthening Rural Communities - Small and Vital tier, please call FRRR on 1800 170 020 or email [info@frrr.org.au](mailto:info@frrr.org.au).