



SDPPA GRANT GUIDELINES

The Samford & District Progress & Protection Association (SDPPA) distributes grants twice yearly, at dates specified by the SDPPA Management Committee, to support the work of non-profit organisations in the Samford & surrounds district. All grant applications are reviewed by the SDPPA Management Committee and all decisions relating to grant amounts are final. The SDPPA reserves the right to forgo any grant rounds as they see fit. Applicants may only submit one application per project per grant round and cannot submit an application in a subsequent round if a previous application is still valid for consideration by the SDPPA. Grants will only be provided for purposes that are consistent with the objectives of the SDPPA except in extraordinary or emergency circumstances.

The (SDPPA) objectives are:

- to promote civic pride
- to protect the outstanding natural beauty, flora and fauna of the area
- to act as a representative on behalf of the residents and ratepayers of our community and to liaise on their behalf with government and statutory bodies in matters pertaining to the progress and protection of the Samford Valley and surrounding districts;
- to promote and support with our funds the associations, clubs and organisations in the area which meet the criteria under our Constitution and By-laws.

All grant applications must fit at least one of these objectives to be eligible for consideration.

Applying for a SDPPA grant

Applications must be submitted in writing, answering the questions as outlined in the Grant Application Form. All applications must be received prior to the deadline for consideration. Grant rounds will be notified in The Village Pump and through the SDPPA Facebook page.

Applications can be submitted for funding of between \$500 and \$5,000. If the cost of your project, or the items requested or purchased is more than the approved amount, it is the organisation's responsibility to fund the difference. The SDPPA can elect to fund all or part of the funding request.

Eligibility Criteria:

- The project meets at least one of the SDPPA's objectives.
- The grant applicant must reside in the Samford and surrounds District.
- The community benefits provided by the grant must wholly apply to the Samford and/or Samford District community.
- Grants will only be provided to community clubs, groups or associations operating on a volunteer basis.
- The grant applicant is an incorporated body with not for profit objectives.
- Grants will only be provided for not for profit projects and purposes.
- Grants will be acquitted at the end of the project.

The application must be postmarked or e-mailed on or before grant closing date and time, as

published in The Village Pump, otherwise the application will be deemed ineligible. Grant applications made after the application cut-off dates will not be considered except in emergency or extraordinary situations.

If you are applying for facility improvements, you must either:

- own the building and/or land; OR
- have an instrument of tenure, demonstrate custom and practice (or a combination of both); and
- have written approval of the lessor to undertake the proposed facility improvements.

Exclusions

SDPPA grants will not be provided to or for:

- Individuals
- political parties
- government entities
- commercial sponsorships
- religious groups (except for projects that support a non-religious purpose);
- retrospective requests
- general operating expenses
- debt retirement, budget deficits, endowments or bequest programs
- organisations who have received a SDPPA grant in the past 12 months
- organisations who have not provided a written acquittal for past grants
- general fundraising appeals; or
- entities that do not meet the relevant eligibility criteria as set out in this document

Selection process

In order to be considered for a grant, applicants must adhere to the following:

- Clearly define the community need, objectives, budget, project outcomes and evaluation proposal of the initiative in the Application Form.
- Produce positive social outcomes within at least one of the nominated objectives in the local community.
- Meet the eligibility criteria as specified in this document.
- Successful applicants will be contacted via email within 5 weeks of the close off date.
- The SDPPA reserves the right to choose a particular cause to which it intends to direct part of its funds. Applications may be prioritised according to funds available for that period or assessed against other applications received in that grant round, on merit.
- The SDPPA reserves the right to provide additional funding to specific projects which fit the grant criteria.

Outcomes of application

There are three outcomes for submitted applications:

- Approved (in full or part); or
- Deferred to next round; or
- Not approved.

Applicants will be notified in writing by the SDPPA regarding the outcome of their application.

Accountability

The recipient organisation will be required to complete an acquittal form (provided by the SDPPA) showing documentary evidence of the expenditure of the funds for the purpose for which the grant was provided, within 6 months of grant receipt. The SDPPA reserves the right, following acquittal, to request the return of unexpended funds or funds expended for a purpose other than for which the grant was provided.