



# SAMFORD PROGRESS GRANT GUIDELINES

The Samford & District Progress & Protection Association (Samford Progress) distributes grants at dates specified by the Samford Progress Management Committee, to support the work of non-profit organisations in the Samford & surrounding district. All grant applications are reviewed by the Samford Progress Management Committee and all decisions relating to grant amounts are final. Samford Progress reserves the right to forgo any grant rounds as they see fit. Grants will only be provided for purposes that are consistent with the objectives of Samford Progress except in extraordinary or emergency circumstances. Samford Progress 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. Samford Progress reserves the right to provide additional funding to specific projects which fit the grant criteria.

## Objectives:

- To celebrate, engage and connect our community
- To preserve, nurture and cherish local wildlife, environment and character of our beautiful area
- To advocate, engage and connect with our community by speaking up for our shared interests
- To support, sponsor and foster local initiatives by not for profit associations, clubs and organisations serving our area
- To foster local community resilience and sustainability.

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

## **Applying for a 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 Samford Progress Facebook page.

Applications can be submitted for funding of between \$500 and \$5,000, or as outlined in the Grant Criteria. 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. Samford Progress can elect to fund all or part of the funding request.

## **Eligibility Criteria:**

- The project meets at least one objective.
- The grant applicant must reside in the Samford and surrounding 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, but no later than six months after the grant approval date.

The application must be emailed on or before the grant closing date and time, as outlined in the criteria, 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.

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 Samford Progress.

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**

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 projects or programs
- general operating expenses (salaries, administration costs, office expenses)
- debt retirement, budget deficits, endowments or bequest programs
- organisations who have received a grant in the past 12 months
- organisations who have not provided a written acquittal for past grants
- general fundraising appeals
- 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.
- Identify which of the objectives will be met by the proposed project.
- Meet the eligibility criteria as specified in this document.

### **Outcomes of application**

There are three outcomes for submitted applications:

- Approved (in full or part); or
- Deferred to next round; or

- Not approved.

Successful applicants will be contacted via email within 5 weeks of the close off date, or as outlined in the Grant Criteria.

**Accountability**

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