

COMMUNITY CAPACITY BUILDING 2020 GRANT GUIDELINES

When capacity building is successful, it strengthens an organisation's ability to fulfill its mission over time and enhances their ability to have a positive impact on lives, issues and communities. The Give Where You Live Foundation provides organisational Capacity Building Grants in the following focus areas:

- Leadership capacity (e.g. strategic and organisational planning, development of strategic relationships, board development and succession planning)
- Management capacity (e.g. financial management and systems, staff development, human resource management, strengthening volunteer programs, compliance and legal issues)
- Operational capacity (e.g. fundraising, income diversification, communications and marketing, information technology)
- Change management capacity (e.g. strategic restructuring, partnership development, mergers, outcomes measurement and evaluation, organisational learning and knowledge management)

All grants are non-recurrent and will be for the 18-month period of 1 July 2020 through 31 December 2021.

Maximum request in this grant category is for those that have DGRI, TCC and ACNC registration is \$30,000 and for those who have TCC and ACNC registration is \$10,000.

You may only apply for one Community grant i.e. if you apply for a Community (Capacity Building) Grant you may not apply for a Community (Capital Works & Equipment) Grant or a Community (Service Delivery) Grant.

ELIGIBILITY

To be eligible to apply for a Capacity Building grant from the Give Where You Live Foundation you must be able to demonstrate that your application:

- will impact and benefit the G21 region. The G21 region is defined as the five local government areas of the City of Greater Geelong, Surf Coast Shire, Borough of Queenscliff, Golden Plains Shire and Colac Otway Shire;
- aligns with the Foundation's Theory of Change and at least one of our Grant Program Areas (Live and Learn, Live and Earn or Survive and Thrive.) Grant Program areas are how the Foundation defines disadvantage and the community issues which the Foundation regards as a priority for grants as it relates to our organisational Theory of Change.

In addition, your organisation must be registered (and up to date) on the Australian Charities and Not-for-Profits Commission (ACNC) register and endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 or a Tax Concession Charity (TCC).

The tax endorsements your organisation holds (TCC and/or DGRI) will affect your eligibility to apply for a Give Where You Live Foundation Grant. It will also affect the grant amount you can request. If you have DGRI, TCC and ACNC registration the maximum grant you can request is \$30,000. If you only have TCC and ACNC registration the maximum grant you can request is \$10,000.

Don't know what endorsements your organisation has? Go to [ABN lookup](#). Not sure about your eligibility and how much you can request? Go to the Give Where You Live Foundation [website](#) to learn more about eligibility and required endorsements and grant amounts you can request.

APPLICATION AND ASSESSMENT PROCESS

Eligible organisations may submit applications until **3:00pm, Thursday 16 April 2020**. All Capacity Building Grant applications and support documentation MUST be submitted via the online application form which can be found at the Give Where You Live Foundation [website](#)).

Please contact Give Where You Live **before the due date** if you need assistance in submitting the online application form, face difficulties uploading files, etc... We regret late or paper applications cannot be accepted.

Successful submission of your Community (Capacity Building) Grant application will be acknowledged by email and will include a copy of the application you submitted.

Before submitting an application in addition to reading 2020 Capacity Building Grant Guidelines please ensure that you have read the following:

- Give Where You Live Foundation [Theory of Change](#)
- [2020 Capacity Building Grant Tips for Completing Your Application](#)
- [2020 Capacity Building Grant Tips for Using Our Online Application Form](#)

You should also download the [MSWord version of the application](#), to assist you in preparing your online application.

Applicants are assessed on the merit of their submitted application (including requested attachments). The process is managed by the Give Where You Live Foundation staff in conjunction with independent grant review panel members representative of the community who rate applications against the following key criteria:

- **Community Need** (ability to clearly define a community need that aligns with the Foundation's Theory of Change/grantmaking programs and present a grant request that will meet that need) - 25%
- **Organisational Capacity** (ability to demonstrate that the organisation can successfully deliver the grant request) - 20%
- **Budget and Financial Management** (ability to demonstrate the organisation can be accountable and transparent, and can successfully manage funds for the grant request) - 20%
- **Evaluation and Impact** (ability to demonstrate impact aligned with the Foundation's Theory of Change/grantmaking programs and has a clear plan to collect data that will demonstrate this impact) - 35%

These assessments are used to prioritize and make recommendations to the Give Where You Live Foundation Board. The Give Where You Live Foundation Board retains final and discretionary approval of all funding applications.

All applicants will be notified via phone by 26 June 2020 about the outcome of their grant application. Funds will be distributed to successful applicants in early August 2020 (on receipt of a returned signed funding agreement and requested documentation).

TERMS AND CONDITIONS

Please be aware that the following terms and conditions will apply to all successful grantees:

- This funding round is for 18 months (1 July 2019 through 31 December 2021).
- Any unspent funds are required to be returned to the Give Where You Live Foundation for reallocation.
- Any significant delay or changed circumstances for projects or organisation must be advised. Any requested variations need to be submitted in writing for prior approval by the Give Where You Live Foundation.
- The return of a signed Funding Agreement and current organisational logo (JPEG) prior to receipt of funding (due Friday 17 July 2020).
- CEO (or equivalent) participation in a Grant Announcement event (Thursday, 30 July 2020)
- Grant Project Manager attendance at a Grantee Meeting TBD.
- Submission of Progress Reports (narrative) to document progress (due Friday, 5 March 2021).
- Submission of a Final Report and Acquittal Statement to document expenditure and the impact and outcomes achieved by the end of the project (due Friday, 4 February 2022).
- Host a possible site visit.
- Acknowledgement of funding and use of Give Where You Live Foundation logo.
- Marketing and media support e.g. submission of media collateral for use within Give Where You Live Foundation marketing materials, guest speakers, special event invites.

We are happy to help you put the best application forward. If you have any questions about eligibility criteria, the assessment process, the application questions or difficulty in completing the online application please contact:

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