Our Neighbourhood Community Grants
Application Kit

Apply online at ourneighbourhood.com.au
Applications close:
Friday, 1 April 2016 at 5.00pm AWST
In a world that’s more connected than ever, it’s the things happening in our street, in our neighbourhood, and in our community, that often have the biggest impact. It’s the community groups providing training to help people with a disability get ready for the workforce. It’s the organisers running events in their local community, to bring people of diverse backgrounds together. It’s the families, working side-by-side to develop disaster survival plans for their town.

The Our Neighbourhood Community Grants program recognises the important role our smaller charities and community groups play in connecting people, and positively shaping our nation.

By providing funding of up to $10,000 per project, the Our Neighbourhood program gives a helping hand to small groups working to build a more inclusive, connected society.

At Australia Post we believe in the power of local communities.

While we’re undoubtedly a big organisation, we’ve always seen ourselves as more a collection of small businesses, with over 4,400 Post Offices across Australia providing essential products and services in our local communities. So we know just how important local projects – the ones that often get overlooked for funding elsewhere – can be in bringing people together.

Here’s your chance to apply

In this Application Kit you’ll find all the information you need to help you make an application for an Our Neighbourhood Community Grant. There are some specific types of projects we’re looking for (and some areas that we are unable to fund). So have a good read through first, before taking the time to make your application online at ourneighbourhood.com.au
The essentials

How to apply

You can apply online at ourneighbourhood.com.au (we use the Smarty Grants management tool and encourage you to apply online).

If you require a paper-based application form, get in touch with us at grants@ourneighbourhood.com.au, or on 1300 765 772 (during normal business hours) and we’ll be happy to send one to you. When completed, send your application form (without a stamp) to:

Program Manager
Our Neighbourhood Community Grants
Reply Paid 24393
MELBOURNE VIC 8060

If you’re deaf or have a hearing or speech impairment, or you need documents to be translated to another language, email us at grants@ourneighbourhood.com.au or call the Our Neighbourhood Community Grants Hotline on 1300 765 772 (during normal business hours) and we’ll be able to help.

Some things to keep in mind about your application:

1. You must meet the eligibility requirements, which are outlined on page 4 and page 5 of this Application Kit.
2. We give preference to applications that are fully completed.
3. We can only accept one application per project per grant round. But you’re welcome to submit more than one application if they’re for different projects.
4. If you send us both an online application and a paper-based application, we’ll only consider the online one. We won’t consider emailed or faxed applications.
5. You’ll need to include everything within the application form, including any requested attachments. We won’t be reading any information which is not specifically asked for. If we need more information from you, we’ll let you know.
6. We consult with external industry experts in order to review some applications. They may contact you to validate your application and undertake due diligence.
7. We may enter into arrangements with third party organisations to help administer our grants program. Among other things, these organisations may participate in assessing applications and distributing funds to successful applicants. You may be contacted by them regarding your application.
8. By submitting your application, you agree to the Terms and Conditions detailed on page 10 of this Application Kit.

Key dates

The deadline for all applications is **Friday, 1 April 2016 (5.00pm AWST)**.

- **Grant applications open:** Monday 22 February 2016
- **Grant applications close:** Friday, 1 April 2016 (5.00pm AWST)
- **Successful and unsuccessful applicants notified:** Late September/early October 2016
- **Grants paid to successful applicants:** October 2016
Our focus areas for 2016

While we recognise the value of the thousands of different causes and projects around the country, we focus our resources on a few key areas where we think we can help make the biggest impact.

To be considered for a community grant this year, you’ll need to demonstrate how your project fits into one of these four categories.

1. Digital capability
Projects that build digital skills and capability of individuals, groups in the community or the wider community.

2. Employment pathways
Projects that increase employment opportunities for marginalised Australians.

3. Community inclusion
Projects that build community spirit, foster inclusion, and support marginalised Australians.

4. Disaster readiness
Projects that help communities to be better prepared for natural disaster.

Primary audiences are: In addition we will support:

- Aboriginal and Torres Strait Islander peoples
- People with a disability
- The elderly
- The economically disadvantaged
- Those from cultural or linguistically diverse backgrounds
- Local communities
- Smaller, local community organisations and charities
- Projects that require collaboration within the community, and with other organisations
- Projects that are scalable and can create a long-term impact
Who’s eligible for an Our Neighbourhood Community Grant?

We’re looking to fund projects that can connect isolated or disadvantaged people to their wider communities; that strengthen existing connections, or build new ones; and have a broad community impact (beyond just your organisation).

We want to support projects that address a well-defined need, and have an ongoing, positive impact in the wider community.

There are specific things we look for in applications (and some project areas that we are unable to fund). So it’s worth reading the following information carefully before starting your application.

Your organisation type

For starters, you’ll need to be a legal entity in Australia with a current ABN. You’ll also need to fall into one or more of the following categories:

- A not-for-profit community organisation
- A registered charity with the ATO
- A deductible gift recipient
- A social enterprise

Funding’s not available to individuals and sole traders, government entities or educational institutions. The exception is for childcare centres, kindergartens, or parents and citizens groups whose projects benefit the wider community.

Please note we won’t be able to accept auspice arrangements.

The timing of your project is important

Your project will need to commence after 1 October 2016 and complete no later than 30 September 2017.

A few areas we won’t consider

To refine our focus, we’ve chosen not to provide funds for:

- Projects with a total cost over $50,000 – we want to be able to have a real impact on your project
- Fundraising campaigns and appeals, or sponsorship activity
- Scholarships or donations
- Budget deficits, bequests, endowments, or loans of business finance
- Ongoing costs associated with running your group or organisation and not associated with a project (like rent, power, wages and salaries, staff training costs)
- Equipment or material purchases, where these are to replace or enhance existing facilities and not associated with a specific project
- Labour costs associated with existing employees and which are not specific to the project. Where funding is requested for labour costs, these should not form the majority of total project costs
- Organisations and projects where the primary purpose is for alcohol, drug or tobacco use, or political, religious, gambling, weaponry or military pursuits
- Medical research or treatment, or interventions to solve for health issues
- Expenses that have already been incurred or that will have been incurred by the time funding is given
- Projects that have previously been funded by us, unless it’s a new project idea or an extension to an existing project from a previous grant recipient
- Animal welfare projects
- Projects where the main funding required is for sporting equipment
- Projects that are implemented outside of Australia
- Environmental sustainability projects
- Emergency Relief or Disaster Appeals
Some of our previous grant recipients

**Souths Cares**

*Aboriginal and Torres Strait Islander jobseeker vocational training.*

**Grant amount: $9,000**

The Ngalya Banga (Working Together) program, a partnership between Souths Cares and Maxima Employment Services will create additional client resources such as training, work uniforms and work equipment to help place Aboriginal and Torres Strait Islander jobseekers in long-term, meaningful employment.

The program has already seen 20 participants complete a five-day pre-employment program, 25 people successfully employed and currently has 23 participants being mentored to achieve their employment goals, while four more have received traineeships and apprenticeships.

**Cabramatta Community Centre - Multicultural Community Services**

*Seniors not left behind - computers for all!*

**Grant amount: $3,980**

Cabramatta Community Centre will conduct a 10-week course to teach seniors from culturally and linguistically diverse backgrounds how to use computers and other digital technology.

The course will teach seniors with Chinese, Vietnamese, Spanish, Assyrian, Burmese, Croatian backgrounds about using computers, iPads and laptops.

Topics to be covered include:

- Introduction to computers and other digital devices
- Word processing
- Working with pictures and graphics
- Connecting to and using the internet safely
- Creating email accounts, sending and receiving emails
- Joining and using social media networks
- Safety and protection while using the internet

Seniors will be encouraged to learn how to contact family, friends and other online communities, empowering them to learn about new technologies.
How we assess applications

Each year we receive many more grant applications for worthy community projects than we’re able to fund. So we use a comprehensive assessment process to identify the projects that we think will be most effective and impactful in building more inclusive communities and neighbourhoods. We support projects that connect isolated or disadvantaged people to their wider communities; that strengthen existing connections, or build new ones; and have a broad community impact (beyond just your organisation). We want to support projects that address a well-defined need, and have an ongoing, positive impact in the wider community.

If you apply for part funding of a project, just be clear on the component of the project that our grant will be funding (and where you’ll be sourcing your additional funding from) to ensure we can assess your application properly.

If you’re successful

We’ll contact successful applicants in late September or early October by phone, and email or post you a ‘Grant Offer’ letter as confirmation. Funding will be provided in October 2016.

If you’re not successful

We’ll email or post you an ‘Unsuccessful Application’ letter in late September or early October. While we won’t provide a specific critique, you’re welcome to email us at grants@ourneighbourhood.com.au, or call the Our Neighbourhood Grants Hotline on 1300 765 772 (during normal business hours), for further feedback.

If you miss out this year, we encourage you to apply for future rounds. We’re happy to provide guidance for submitting strong grant applications.
Awarding the grants

Grant amounts
We award grants of up to $10,000. They’re one-off cash payments for the project you’ve specified - they’re not intended as an ongoing funding source.

If you receive a grant, you’ll need to incur all project expenses by 30 September 2017.

We’ll transfer the funds by electronic funds transfer into an account held by the successful organisation.

The funds aren't transferable and can only be used for the purpose you've stated in your application.

If things change, you’ll need to let us know, either by emailing grants@ourneighbourhood.com.au or by calling 1300 765 772 (during normal business hours).

The grant is not intended to attract GST
But it’s best to check with your taxation adviser to make sure of the rules that apply to you. If you are advised to pay GST in connection with the grants, the grant will be considered as inclusive of GST.

Your Acquittal Report
If you receive a grant, you’ll need to complete an Acquittal Report within 1 month of your project being completed. The report should explain how you met and measured your project outcomes, what was achieved, and who benefited. You should also include evidence that you used the grant funds.

We may also ask you to provide original receipts of the purchases you’ve made – it’s your responsibility to keep a complete set of records.

If you don’t complete an Acquittal Report, you may be ineligible to apply for grants in the future.

We reserve the right to ask you to return any unspent funds as part of the acquittal process, in accordance with the Terms and Conditions on page 10.

Our grant decisions are final
As you can imagine, with so many great applications, deciding where to allocate funds isn’t easy. We do ask, however, that you respect our final decision. Whilst we won’t enter into specific correspondence about the outcome of our decisions, you will be able to request feedback by emailing grants@ourneighbourhood.com.au or calling us on 1300 765 772 (during normal business hours).

Other information

Feedback
We welcome your feedback and ideas about how we can improve the Our Neighbourhood Community Grants program in the future.

You can get in touch with us via:

Email: grants@ourneighbourhood.com.au

Post: Program Manager
Our Neighbourhood Community Grants
Reply Paid 24393
MELBOURNE VIC 8060
Privacy and consultation

- We will respect the privacy and confidentiality of any application information that you send us that’s directly related to your business activities.
- By submitting an Our Neighbourhood Community Grants Application Form, you consent to us using and disclosing the information you provide for the purposes of conducting the grants program, reviewing, processing and awarding the grants, and for any other matter connected to or incidental to the Program, or if required or authorised by law.
- We work in conjunction with a range of organisations, and external industry experts. They will respect the privacy and confidentiality of any application information.
- Your personal information is managed in accordance with Australia Post’s privacy policy, which you can read at auspost.com.au. You can access your personal information by contacting Privacy Contact Officer Australia Post GPO Box 1777 MELBOURNE VIC 3001

Contractual arrangements

You should read both the Terms and Conditions, and the eligibility criteria and guidelines. Together, they form the Terms of Agreement for the grant.

Promoting great news

The Our Neighbourhood Grants program brings attention to a huge range of positive work happening in our communities and neighbourhoods. We like to share some of these stories with our employees, customers, partners and networks.

From time to time we may use the information in application forms or other publically available information, for promotional purposes.

We may also ask applicants and grant recipients whether they’d be interested to take part in media activities (such as a photo opportunity, a media call, or for a quote in a media release).

Disclaimer

Our Neighbourhood Pty Ltd, as trustee of Our Neighbourhood Trust, Australia Post and their officers, employees, agents and advisers:

- Are not, and will not be, responsible or liable for the accuracy or completeness of any information in, or provided in connection with, the eligibility criteria and guidelines within the Our Neighbourhood Community Grants Application Kit and Application Form;
- Make no express or implied representation or warranty that any statement on future matters will prove correct;
- Disclaim any and all liability arising from any information provided to the applicant, including, without limitation, errors in, or omissions contained in, that information;
- Except so far as liability under any statute cannot be excluded, accept no responsibility arising in any way from errors or omissions contained in any information in the eligibility criteria and guidelines within the Our Neighbourhood Community Grants Application Kit and Application Form; and
- Accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the eligibility criteria and guidelines within the Our Neighbourhood Community Grants Application Kit and Application Form, or any other information provided by Australia Post.
Terms and Conditions of Agreement:

The following terms and conditions apply to the Our Neighbourhood Community Grants program:

If an Application does not comply with these Terms and Conditions, it will be ruled invalid and withdrawn from consideration. Applications are invited from Australian charitable organisations in accordance with the eligibility criteria detailed in the 2016 Our Neighbourhood Community Grants Application Kit.

To apply for a grant, applicants must accurately complete the 2016 Our Neighbourhood Community Grants Application Form available at www.ourneighbourhood.com.au or via a paper-based Application Form available on request by calling the Our Neighbourhood Community Grants Hotline on 1300 765 772 (Monday to Friday, 9am - 5pm AEST) or emailing grants@ourneighbourhood.com.au to request an Application Kit be posted to a nominated address.

To be included in the 2016 Our Neighbourhood Community Grants process, completed Applications must be submitted online by 5pm (AWST) on Friday, 1 April 2016, or postmarked by Friday, 1 April 2016 or earlier.

From time to time, and at the discretion of Australia Post's Our Neighbourhood team, Australia Post and Our Neighbourhood Trust may enter into arrangements with third party organisations (Organisations) in relation to administering the program. Without limitation, such arrangements may involve an Organisation assessing applications or distributing funds to successful grant recipients.

By applying for a grant, applicants and recipients agree to abide by these Terms and Conditions. These Terms and Conditions are to be read in conjunction with eligibility criteria and guidelines within the 2016 Our Neighbourhood Community Grants Application Kit and Application Form before Applications are submitted. They will form the Terms of Agreement for the grant whether the grant is from Australia Post, Our Neighbourhood Trust or an Organisation.

Grants will be made under the Our Neighbourhood Community Grants program from Australia Post, Our Neighbourhood Trust or an Organisation.

The Trustee of Our Neighbourhood Trust is Our Neighbourhood Trust Pty Ltd, a wholly owned subsidiary of Australia Post. Our Neighbourhood Trust can only make grants to organisations which are both income tax exempt and deductible gift recipients under item 1 in the table in section 30-15 of the Income Tax Assessment Act 1997 (item 1 DGRs). Australia Post is not restricted as to the tax status of the grant recipient. Therefore applications will be received and assessed from-for-profit community organisations with or without DGR status.

There is only one application form and this covers applications for grants that may be funded by Australia Post or Our Neighbourhood Trust.

As the number of responses may be substantial, not every Application that meets the eligibility criteria will receive a grant. The ultimate decision in relation to the grant funding and community must be at the sole discretion of Australia Post, Our Neighbourhood Trust and any applicable Organisations, and no discretion of Australia Post, Our Neighbourhood Pty Ltd as the trustee in relation to whom grants are paid and the amount is at the sole discretion of Australia Post, Our Neighbourhood Trust or an Organisation.

In considering an application, Australia Post or Our Neighbourhood Trust may vary the level of funding offered to a potential grant recipient at its sole discretion.

The grant amount must be used and applied solely for the purpose of the approved Application project and within the time period stated in the 2016 Our Neighbourhood Community Grants Application Kit.

Support of the project by Our Neighbourhood Community Grants program may be acknowledged by a grant recipient, regardless of the amount of funding. To acknowledge the 2016 Our Neighbourhood Community Grants program's financial assistance, recipients may display the Our Neighbourhood logo or state in writing that the Our Neighbourhood Community Grants program has assisted with the funding of the project.

Only logos provided by Australia Post may be used, Australia Post's Our Neighbourhood team cannot apply the appropriate Our Neighbourhood logo and associated guidelines to recipients.

The grant recipient shall not do or say anything or cause anyone to do or say anything that may prejudice, or be detrimental to or cause damage to the name and reputation of the Our Neighbourhood Community Grants program or Australia Post or Our Neighbourhood Trust.

Whereby a grant recipient wants to promote the 2016 Our Neighbourhood Community Grants program association, all promotional material, advertising, media releases and other material containing the Our Neighbourhood logo or reference to the funding via the Our Neighbourhood Community Grants program must be submitted to and approved by Australia Post's Our Neighbourhood team prior to production or release. Australia Post's Our Neighbourhood team reserves the right to make amendments prior to the release. Our Neighbourhood Community Grants program, Australia Post or Our Neighbourhood Trust may not be referred to for any purposes outside of the project.

Grant recipients agree that Australia Post may promote and report on the projects and grant recipients from the Our Neighbourhood Community Grants program using information in the applications, information and media (including photos and quotes) obtained from the grant recipients or available publically, and information in Acquittal Reports, to its partners, customers, employees, Australia Post representatives and networks, and the community through internal and external communication channels, including but not limited to the media, in advertising or promotional materials.

Australia Post's Our Neighbourhood team may request to use photos and quotes from grant recipients which will become the property of Australia Post, who may use them for our own Australia Post marketing and promotional purposes.

The grant recipient must provide Australia Post's Our Neighbourhood team or a specified Organisation (if applicable) with an Acquittal Report within 1 month of the project completion date detailing how the grant money was spent. Australia Post or the specified Organisation will monitor and follow up grant recipients regarding completion reports. Recipients that fail to complete the acquittal process will be noted and may be declined for future applications.

The funding of grants awarded will only be deposited into a bank account held by the nominated charity or community organisation.

Neither Australia Post nor Our Neighbourhood Trust is liable or obliged to pay any monies or interest to the nominated grant account.

Neither Australia Post nor Our Neighbourhood Trust is liable for any loss, damage or personal injury suffered or sustained as a result of the 2016 Our Neighbourhood Community Grants program, use of a grant, or participation in a program.

The grant recipient agrees to indemnify (and keep indemnified) Australia Post including its officers, employees and agents the grant from Our Neighbourhood Community Grants Trust against any loss or liability incurred by Australia Post or Our Neighbourhood Trust (including any loss or damage to their property, or loss or expense incurred by them in dealing with any claim against them) arising from any acts or omissions by the grant recipient or its employees or agents in connection with these Terms and Conditions.

The grant recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out in relation to this project, against any claims for loss or damage to property and injury or death to persons.

An authorised Australia Post representative may, where appropriate, visit the project site before, throughout and after the funding period, at times as reasonably agreed by both parties.

The grant recipient must repay the full or relevant part of the grant amount as directed by Australia Post's Our Neighbourhood team within thirty (30) business days after it receives a formal notice from Australia Post's Our Neighbourhood team in any of the below circumstances:

• Incorrect payment or overpayment to the grant recipient; or
• An amount of the funding is unspent at the Project completion date; or
• Payment to the grant recipient of an amount that it is unable to spend in accordance with the Application; or
• The grant recipient mis-uses the funding amount by paying for a purpose that is not the project objective stated in the Application.

The 2016 Our Neighbourhood Community Grants program can be suspended or terminated at any time without notice. These Terms and Conditions may be amended or withdrawn at the discretion of Australia Post and Our Neighbourhood Trust. Australia Post will publish any revised conditions at www.australia.gov.au and amend the website from time to time to review the current and effective Terms and Conditions.
Further information is available at:

ourneighbourhood.com.au

If you need further assistance with your grant application please contact:

grants@ourneighbourhood.com.au

1300 765 772
(Monday to Friday, 9am - 5pm AEST)