

Community Grants Program Guidelines

Mission

To provide an appropriate level of support to Not for Profit organisations who, without this support, would find it difficult to achieve their organisational goals.

Purpose

SOPO Community Benefit Grants has been established to provide support to the local community in which we operate.

SOPO Community Benefit Grants will provide direct grants for community, service, sporting and welfare through eligible organisations to help make our local communities a better place to live.

We welcome and invite applications from eligible Not-for-Profit organisations that provide vital local services within the Gold Coast Northern Suburbs, in the areas of childhood/youth, people with disabilities, environmental care and social/community welfare.

Eligible Applicants must demonstrate that they fall within the following eligibility guidelines:

The applicant is a community based not-for-profit organisation, small community based organisation, community support group, community based sporting organisation, charitable organisation or state school.

The organisation that does apply must reside/be based within the Northern Gold Coast community.

Ineligible Organisations:

- Businesses
- Political or secretarial organisations
- Trade Unions
- Professional Associations (e.g. Law Society)
- Organisations registered as companies incorporated for profit making purposes

- Non-Deductible Gift Recipients Ineligible projects include:
 - Projects outside the SOPO Service area
 - General Fundraising Appeals
 - Overseas travel

Funding for individuals Assessment Applicants will be required to submit both an Application Form and written Funding Submission.

The Funding Guidelines will assist you to determine your organisation's eligibility for a The SOPO Community Benefit Grants. The written Funding Submission should include an outline of the proposal stating the specific details of funding required and how it will be used. Your submission must not be less than 300 words in length.

This information will be assessed by the Committee who will consider the applicant's current financial position to assist in establishing a priority of need.

Amount and Duration of Funding

An amount of up to \$30,000 in total per annum is available from SOPO Community Benefit Grants. Individual grants range from \$1,000 to \$10,000 per application except where it can be proven that meaningful impact will result from the community grant in which case the funds allocated may be greater.

Funding Guidelines for Receiving a Grant:

- Application is eligible to receive funding.
- Application meets a significant and demonstrable need in the local community.
- Application is based on sound research and has a strong likelihood of meeting its objectives.
- Incomplete applications will not be assessed.
- If time constraints apply to the funding, this should be noted in your Application.
- Keep a copy of your Application Form and written Funding Submission for your own records and in case of request. Preparing the written Funding Submission application:

Provide details about your application in a minimum of 300 words or less including:

- A brief history/profile of your organisation, including its objectives and the activities it conducts;
- The number of volunteers and/or paid employees in your organisation;
- Why you need this funding • What benefit will be gained from the funding, including who it will benefit, the number of people and how the local community will benefit from the project;
- Provide information that will outline and support your organisation's achievements to date; and
- Provide details of any other financial support your organisation receives.

How to Apply:

An application may only be made in writing on the Application Form, which is available online at www.sopo.com.au or is available for collection from Reception at SOPO, 36 Scarborough Street, Southport.

We require three (3) printed copies of your application and all must have original signatures. If your application is incomplete, it will not be assessed.

If time constraints apply to the funding, this should be noted in the grant Application Form.

Keep a copy of your Application Form and written Funding Submission for your own records.

Funding Dates:

Round One: Opens - 1st January - 31st May

Round Two: Opens - 1st June - 30th September

Presentation – July

Presentation – November

Evaluation

- Each grant application will be considered in its merit along with all other applications.
- Grant recipients undertake to ensure a final report is provided within six (6) months of the completion of the project. Successful Applications undertake that to accept a grant, their organization must provide direct support to permit their members to become members of SOPO and allow SOPO to provide marketing material to their members via the organisations own communications to its members. Marketing Material will be limited to services and entertainment available at SOPO and for no other purpose.
- Successful applicants will be notified within thirty (30) days of the closing date for applications.
- Successful applicants will be published in external publications, media and listed on the SOPO website for public information including photographs.
- Grants will be deposited via EFT to your nominated bank account. Please allow 7 to 14 days for processing from the Presentation date.
- Successful applications may receive for further grants from points acquired by their members (over 18 years) who purchase goods and services at SOPO after a 12-month period, provided such members cards and points are linked to the Organisations master SOPO Member Card.

This Period and the Other Conditions

- Representatives of SOPO may visit any applicant at times and on conditions agreed between the parties.
- Grant recipients will be required to attend a Presentation Ceremony at SOPO.
- Not more than 10% of the awarded grant may be spent on administration costs.
- The decision of the SOPO Committee regarding successful applicants will be final and no correspondence will be entered into.
- Where support is declined the Board of Directors does not normally advise the reasons for individual decisions, however all applicants may wish to obtain a Master Membership Card and start the process of obtaining points for conversion into cash for itself, via their members who become members at SOPO. Membership points program terms and conditions as per www.sopo.com.au.
- Any unsuccessful applicant may apply again for subsequent funding opportunities, under the same conditions of application. An initiative of SOPO.