



APPLICATION GUIDELINES

The Application Guidelines (*the Guidelines*) outline the process that is to be used when applying for assistance through the New Acland Community Investment Fund (the Fund). Please read the Guidelines carefully in conjunction with the Fund Application Form. The information you provide in your application will be used to determine the eligibility of your organisation and your proposed initiative. The information will also be used to assess your organisation's suitability to undertake the project, and the project's merit against the assessment criteria. It will also be used to assess the value and sustainability of benefits your initiative will achieve.

COMPLETING THE APPLICATION

Application Forms and information about how to submit your application are available on the New Hope Group website or can be collected in person from the New Hope Community Information Centre in Campbell Street Oakey.

By submitting an application to the New Acland Community Investment Fund you confirm your understanding that:

- ▶ completion and submission of the Fund Application Form will not necessarily result in funding
- ▶ incomplete or ineligible applications cannot be processed
- ▶ you are able to supply evidence of current liability insurance of at least \$10 million
- ▶ application assessment deliberations remain confidential and funding decisions are final. There is no appeals process
- ▶ if your application is approved, a Funding Agreement will be developed, agreed and signed between the applicant and New Hope Group before any funds are released
- ▶ it is your responsibility to ensure the initiative is undertaken in accordance with all applicable laws and licensing requirements and all relevant permits and approvals for activities are secured
- ▶ the information you provide in your application is true and correct and that all the conditions of the funding will be complied with, should funding be approved
- ▶ you are an authorised person to apply for funds on behalf of the organisation.

INSTRUCTIONS

1. Organisation Details

Provide all requested details about your organisation. If you are being sponsored by another organisation, please also provide these details. In this case, the Sponsor Organisation will be the legal entity applying for the funding.

You will need to provide evidence of your organisation's legal entity status and Deductible Gift Recipient Status where relevant.

2. Contact Details

The contact person is the person who is legally authorised to negotiate and enter into contracts on behalf of your organisation.

The main contact must complete the declaration at the end of the Fund Application Form and will be required to sign a New Hope Group Funding Agreement if the application is recommended for funding.

The main contact person MUST be a legally authorised representative of the Organisation, or Sponsor Organisation.

3. Initiative Description

You will need to provide specific details about the initiative itself including the location, project title and expected outcomes.

You should provide a good understanding of the project to enable a fully informed decision to be made on funding by answering questions a) to k). This is your opportunity to demonstrate the benefits your project can bring to the local community.

4. Risk Management

The New Hope Group is committed to providing a safe and healthy work environment, and this commitment extends to our community partnerships. We believe all projects should be planned, implemented and delivered in a way that minimises project risk and manages potential impacts on health, safety and the environment. Identifying potential issues as part of your project allows you to effectively manage risk. This section helps organisations to consider project risks and encourages the development of suitable management and mitigation measures.



- ▶ Consider and include potential risks associated with the initiative. This may be related to the project's feasibility but also to health, safety and the environment. Consider what conflicts of interests may also emerge through the application submission and assessment process.
- ▶ Consider the probability of any risk occurring. For example, a project may be dependent on multiple sources of funding, some of which may not yet be secured. Consider the potential probability and consequences of this risk.
- ▶ Consider what actions you will implement to reduce the chance of the risk occurring.
- ▶ Provide details on any other management measures you will adopt to manage the project safely.

5. Initiative Timing

Provide an overview of the timing of your project. List the commencement and end dates, and specific steps that will be taken to complete the initiative and when they will be completed. List the dates of key milestones, such as events.

6. Budget Items

Submit a detailed budget for your project or initiative. List sources of income and the costs directly related to the project or initiative. Provide budget information for your entire initiative, not just the elements for which you are applying for funding.

In the Fund Application Form, provide a breakdown and description of each expense. You are welcome to include this information as an attachment to the Fund Application Form if you wish to provide greater detail.

Add the financial value of in-kind items you are seeking funding for. For example, provide information about salary rates, equipment costs, etc. List all income sources to the initiative, including your organisation's financial contribution.

You do not need to attach quotes for goods and services which will be supplied by you or your organisation, but you must detail how you calculated the value.

For example, provide information about salary rates and hours for any labour provided by your organisation.

You MUST attach 2 quotes for goods and services which you intend to purchase which are valued at \$1000 and over. Quotes should be on supplier letterhead, showing the supplier's ABN and the GST inclusive amount. Where possible, please include a quote from a local supplier.

7. Other Funding

The New Hope Group is happy to support collaboratively funded projects. Outline other sources from which you have obtained or applied for funding. Include project co-funders or organisations that will provide technical expertise or in-kind support.

8. Recurrent Funding Implications

Describe what ongoing funding your initiative will need in subsequent years. If you are applying to the New Acland Community Investment Fund for funding for a building, facility or equipment, you will need to demonstrate your organisation's plans for ongoing maintenance and associated operating costs.

9. Initiative Promotion

Successful applicants are required to recognise New Hope Group's contribution to the sponsored initiative.

Detail how and when you will promote the initiative and acknowledge the funding from the New Acland Community Investment Fund. Examples include using flyers, brochures and event programs, signage, printed merchandise, acknowledgement in speeches/formalities, etc.

10. Other Relevant Information

If you wish to provide additional information, please include it here. Keep this section concise.

11. Certification

You must complete the certification in the application form. It is important that an authorised representative from your organisation has read and signed your application.



12. Application Checklist

Complete the application checklist. Check that you:

- ▶ understand the New Acland Community Investment Fund application eligibility requirements
- ▶ have completed all sections of this Application Form
- ▶ have the Application Form signed by an authorised person
- ▶ have included all necessary supporting documentation including quotes for goods and services over \$1000.00, confirmation of your Sponsor Organisation's endorsement, letters of support (if applicable)
- ▶ provide evidence that your organisation is a legal entity
- ▶ provide a copy of Deductible Gift Recipient (DGR) Status (if applicable)
- ▶ provide a copy of certificates of currency.

CONDITIONS OF FUNDING

General Conditions – Applications

The following conditions apply to the application process:

- ▶ The Application Guidelines and Application Form do not create a legal or binding commitment, arrangement or understanding between New Hope Group and the recipient of these Guidelines. Any such commitment, arrangement or understanding will be the subject of further negotiation and documentation
- ▶ The Application Guidelines for application may be reviewed and amended at any time
- ▶ The applicants unconditionally agree to bear all expenses and costs associated with preparing the application
- ▶ New Hope Group reserves the right to:
 - ▶ seek clarification and additional information in relation to applications verbally, or in writing
 - ▶ vary the process or any part of the process at any time before or after receipt of an application
 - ▶ accept or reject any or all applications
 - ▶ suspend investment should activities be demonstrated as being outside agreed conditions

- ▶ New Hope Group may share the information received through the application process with internal team members, members of the CRG or other project partners if required.
- ▶ Eligible organisations may submit more than one application in each funding round. This includes Sponsor Organisations who may submit on their own behalf and on behalf of other organisations. However, only one submission is allowed for each Project.

General Conditions – Applicants

By submitting a completed Application Form to the Fund, the applicant confirms their understanding that:

- ▶ completion and submission of the Application Form will not necessarily result in funding
- ▶ incomplete or ineligible applications cannot be processed
- ▶ the Fund is discretionary
- ▶ the CRG and New Hope Group deliberations remain confidential and funding decisions are final
- ▶ there is no process for appeal
- ▶ if approved, a Funding Agreement will be agreed and signed between the applicant and New Hope Group before any funds are released
- ▶ all information provided in the application must be true and correct
- ▶ the applicant is a person authorised to apply for funds on behalf of the applying organisation

It is important to note that the legal entity applying for the funding is responsible for ensuring:

- ▶ projects are undertaken in accordance with all applicable laws and licensing requirements
- ▶ evidence of current liability insurance of at least \$10 million is provided
- ▶ all relevant permits and approvals for activities are secured
- ▶ all personnel involved in the delivery of the project are appropriately qualified and supervised
- ▶ applications must be accompanied by project quotes and supportive documentation.



General Conditions – Initiatives For Funding

The following conditions apply to initiatives for funding:

- ▶ New Hope Group may impose special conditions to an initiative or project
- ▶ any special conditions applied to the initiative or project will be agreed with the applicant and outlined in the Funding Agreement
- ▶ successful applicants will be paid by cheque or at the discretion of New Hope Group
- ▶ New Hope Group reserves the right to undertake quality assurance checks on all implementing partners to ensure funding is spent in accordance with the Funding Agreement
- ▶ successful applicants will have a maximum of 24 months, or as otherwise agreed, to complete projects and submit final reporting documents
- ▶ copies of the applicant's organisation's Annual Reports and audited financials, which include the funding from New Hope Group, should be supplied to the New Hope Group as soon as available.

For more details about the New Acland Community Investment Fund, please contact New Hope via:

Phone: 1800 882 142

Email: community@newhopegroup.com.au

In person: New Hope Group Community Information Centre,
Shop 90/88 Campbell Street, Oakey, QLD 4401