



SEEDLING FUND APPLICANT INFORMATION PACK

What is 'The Seedling Fund'?

The Seedling Fund (The Fund) is a community-led grant initiative that helps not-for-profit 'Local Community Groups' run initiatives, projects and activities to benefit the community at Aurora.

How does it work?

Aurora Project Partners, Lendlease contribute to the Fund and then Sprout Hub, 'tops-up' this grant with 10c from every dollar spent at the hub. The aim is to eventually have local businesses chipping in as well, so it will be money donated by the community, for the community. In a process similar to crowd funding, the community gets to decide how this 'top-up' is spent by voting for the projects they think are most worthwhile.

The Seedling Fund is administered by Community Enterprise Foundation™ and its Trustee, Sandhurst Trustee Limited and made possible by the generous support of the Aurora project partners Lendlease, as well as Sprout Hub Aurora.

What is the process?

Applying for a grant is an exciting process but it can be confusing if you haven't applied before. Here is some information on the process and how to apply for The Fund.

- Applications open – 'Local Community Groups' apply for their project online at seedlingfund.com.au outlining how their project will benefit Aurora.
- Finalists selected - two finalists are selected by our Local Committee, made up of members of the Aurora community, each of these finalists gets a \$1000 base grant
- Voting time - the community decides how the 'top up' funds from Sprout Hub and other contributors are allocated, by voting online at seedlingfund.com.au or in person at Sprout Hub. While each of the two finalists has already secured a base level of \$1000, public voting determines how the extra grant money is split.
- Votes tallied - votes are tallied, final grant amounts are announced, and each groups completes the final paper work.
- Project time - within 13 months of receiving their grant 'Local Community Groups' will deliver their projects, and the community gets to see the initiatives they supported thrive.

Who can apply?





The Fund is open to any not-for profit 'Local Community Group' that legitimately conducts one or more local community activity that benefits the wider Aurora community.

Applicants must have an ABN – which ensures that an organisation is registered and adheres to reasonable standards of governance and compliance. Or work with a project partner who does.

Local teams or individual participants for large-scale charity fundraising events are NOT considered "Local Community Groups" and therefore are NOT eligible to register. Companies, businesses and groups that are intended to generate a profit are NOT eligible to register. The Fund does not support individuals and their personal projects. The Local Committee reserves the right at its absolute discretion to decide if sufficient evidence is available to support the claim that an applicant is considered to be a 'Local Community Group'.

What type of projects can be funded?

The Seedling Fund supports not-for-profit 'Local Community Groups' to achieve positive social outcomes for the Aurora community by:

- Encouraging a sense of belonging in the local community.
- Increasing social connection between residents of Aurora.
- Providing opportunities for a variety of stakeholders to contribute to the prosperity of the community.

Can I apply if I don't live in Aurora?

While the Fund is not specifically limited to a clear geographic area, preference will be given to activities that focus on Aurora. As part of the application process applicants will be required to outline how their project contributes specifically to the Aurora community. Eligibility based on geographic focus will be at the absolute discretion of the Local Committee.

What type of projects can't be funded?

The Fund will not support projects, clubs and/or groups that:

- Do not (*broadly*) benefit the community of Aurora.
- Apply to fund ongoing operating costs, wages or other organizational expenses.
- Have private benefits for members.
- Engage in illegal activities.

- Directly promote a particular religious or spiritual philosophy. Support to faith-based groups must be focused on welfare and community service activities that are not of a religious nature.
- Undertake projects or initiatives that the Local Committee deems to be dangerous or discriminatory in any way.
- Apply to fund activities that are only sporting, social or recreational – *see below for detail*.
- Are government projects or entities - *see below for detail*.



- Are for political purposes.
- Apply to fund retrospective requests – to repay costs already incurred.
- Allocate more than 25% of the total funding to prizes.
- Ask for cash grants, all items will be purchased for the group and/or club by the Local Committee should they be successful.

Sporting, Social and Recreational Activities

While sport in general is listed as not meeting charitable requirements there are many instances where sports can be deemed eligible. Whilst the equipment or facilities that can only be used for sport for sports sake are not charitable, the other aspects of a sports club – like pavilions / rooms/ storage sheds that are also used by other, non-sporting groups in the community are often considered to deliver charitable benefits to the community.

Therefore, sports groups can apply for funding to support projects that go beyond the sport itself. Also, because sport can connect people in the community – where it delivers social outcomes, or helps to interconnect those who may be otherwise socially isolated, sporting activity can be considered charitable.

For example, if the sporting project is to run a program for the disadvantaged, disabled or cultural minorities it is likely to be considered charitable and eligible for funding. Funding for equipment for these groups is also chartable.

Government and Schools

Charity Law in Australia clearly outlines that charitable money cannot be used to fund things that are government's responsibility. Charities should not have to make up the shortfall of what is government's policy delivery. To ensure against this, the law prevents charitable grant-makers from paying entities with a government ABN.

Community groups, like recreation reserves and community hall committees may operate under government ABNs. On their own these entities are not eligible for charitable funding however they can apply using a project partner.

Project Partners

A project partner is an organisation who is eligible to receive charitable funding and that is also willing to work with the group to deliver their project.

This can be a big positive in achieving the outcome of a project, especially in fledgling communities, as it encourages broader community engagement and collaboration.



A project partner is one who can:

- Receive the funds, and
- Help to deliver the project (through labor or expertise or other forms of support)

The partner should be able to confirm that they:

- Support the project, and
- Are willing to receive the funds and commit to pass them on to complete the project, and
- Will help in some way to deliver the project beyond simply passing on the funds.

For public schools their P&C association would be the applicant as they generally operate an ABN separate to the school.

What will be required of me if my grant is successful?

You will be required to deliver a new budget based on your final funding amount, along with any justification on the spend. You will be required to deliver on your application within thirteen months of the application being deemed successful, and complete Community Enterprise Foundation's acquittal process. You will also be required to provide two photographs and contribute a quote to be used in promotion efforts by the Seedling Fund Committee. These images will be used by the Seedling Fund and it's major partners. Please note, we try to keep the acquittal application as friendly and quick as possible.

How do I apply?

To apply for the Seedling Fund:

- Read all the handy information we have provided you in this pack.
- Build your application using the templates below.
- Visit aurora.sprouthub.com.au to submit your application.

Once your application has been submitted successfully you will receive a confirmation email. Applicants will generally be advised of the outcome of their application within 8 – 12 weeks from the closing date.

Successful applicants will be ineligible for further funding applications for a period of 12 months (2 funding rounds). Unsuccessful applicants will be invited to reapply for further funding rounds in accordance with recommendations from the Governance Committee.

Groups may not submit more than one application at a time and therefore must wait for an existing application to be rejected or expire before applying again.

If you need to change an application after submittal applicants must email aurora@sprouthub.com.au to withdraw their original application and resubmit. Any resubmissions are accepted at the sole discretion of the Local Committee.





APPLICATION EXAMPLE

IMPORTANT: Please note all applications must be submitted online at seedlingfund.com.au via an online form, please use this as a guide for preparing your application ONLY.

Applicant	
Name of organisation	
Registered Business Name (if different to above)	
Accepted abbreviation for payments (28 characters max)	
Australian Business Number (ABN)	
Does your organisation have DGR (Deductible gift recipient) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation a not for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have TCC (Tax concession charity) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorised person's full name	

Street Address	
Suburb	
State	Post Code

Postal Address (if different to above)	
Suburb	
State	Post Code

Primary Contact Details (Organisational Head) Secondary Contact Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Surname		Surname	
Daytime Phone		Daytime Phone	





Mobile		Mobile	
Email		Email	

Will you be working with a project partner for this grant request?

Yes No

Important Note: A letter of support from your project partner must be included with your application. If your organisation does not have an ABN or is not eligible for funding in its own right a project partner may assist you with your project and receive the funds.

Project Partner Information

Name of organisation	
Registered Business Name (if different to above)	
Accepted abbreviation for Payments (28 characters max)	
Australian Business Number (ABN)	
Does your organisation have DGR (Deductable gift recipient) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation a not for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have TCC (Tax concession charity) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorised person's full name	

Project Partner Address

Street Address	
Suburb	
State	Post Code

Postal Address (if different to above)	
Suburb	
State	Post Code

Primary Contact Details (Organisational Head)

Secondary Contact Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Surname		Surname	





Daytime Phone		Daytime Phone	
Mobile		Mobile	
Email		Email	
Authorised person's full name			
What will the project partner do to add value to your project (50 words)			

Organisation Information

Please provide further information about your organisation and its mission within the community.

What year was your organisation established	
How many paid employees?	
How many volunteers contribute time to your organisation?	
What is your organisation's annual turnover?	\$
Approximately how many people receive services or benefit from your organisation each year?	

Please Note: A copy of your audited financial statements will need to be attached to this application.

What is your organisation's mission statement?

(If you don't have a mission statement, what does your organisation aim to do within the community?)

Project Information

The following information is about the project for your grant request.

Project Title / Name

Project Description * (What do you want the money for? Please describe your project.)

Outline the primary objectives of the project and the needs of the community to be targeted.





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Outline the community groups and/or community members that will benefit from your project.

Approximately how many people will benefit from your project? (E.g. 5, 20, 50)	
Age group affected by the application	Everyone <input type="checkbox"/> 0-20 <input type="checkbox"/> 20-40 <input type="checkbox"/> 40-60 <input type="checkbox"/> 60+ <input type="checkbox"/>
Project start date	(Project start date should ideally be at least four weeks from today, this ensures that we have enough time to get approval)

Project end date	
Grant Amount Requested	\$

What will make your project a success? (E.g. more participants, community involvement, further funding)

What area of the community best represents where your project's funding will be allocated	Emergency Services <input type="checkbox"/> Aged care <input type="checkbox"/> Arts <input type="checkbox"/> Civic <input type="checkbox"/> Social Inclusion <input type="checkbox"/> Service clubs <input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> Poverty <input type="checkbox"/> Sport <input type="checkbox"/> Transport <input type="checkbox"/>
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Project Budget

Please provide project budget details, ensuring all applicable fields are completed.

Expenses

Administration Costs	\$	How many hours?	Rate per hour?	\$
Equipment	\$	<i>(Brief description of expense item)</i>		
Materials	\$			
Promotions	\$			
Consumables	\$			
Labour	\$			
Other	\$			
Other	\$			





Other	\$	
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Total Expenses	\$	
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Income

Other Grants received	\$	<i>(Brief description of who funds received from)</i>
Other Grants requested	\$	
Other Funding	\$	
Own contribution	\$	<i>(e.g. fundraising)</i>
In-Kind support	\$	<i>(e.g. Donation of goods /services)</i>
Other	\$	
Other	\$	
Other	\$	

Total Income	\$	
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Important Note: You must attach a copy of all quotes and supporting documentation with your application.

Supporting Documentation Checklist

Please check you have attached the following required supporting evidence.

- Financial statements (audited if available)
- Project partner financial statements – if applicable (audited if available)
- Project quotes
- Copy of ABN registration or your endorsements
- Any other relevant information (e.g. annual reports, promotional materials, letters of support)
- Copy of letter of support from project partner (if applicable)





LETTER OF SUPPORT EXAMPLE

If you do have a Project Partner here is a template letter of support to use for your application.

<<Date>>

Community Enterprise Foundation™
PO Box 480
Bendigo VIC 3552

RE: Project Partner Letter of Support - <<Project Name>>

Dear Community Enterprise Foundation™,

Following discussions with <<Applicant Organisation Name>>, <<Project Partner Organisation>> commits to work with <<Applicant Organisation Name>> to facilitate their grant request and deliver the <<Project>>.

Our Australian Business Number (ABN) is <<Insert Project Partner ABN Here>> and we can confirm assistance and support of this project is within our organisations purposes and charitable endorsements.

We confirm that the overall support we will be providing <<Applicant Organisation>> in the completion of <<Project>> will be as follows <<Dot Point Involvement beyond receipt of funding>>

Should <<Applicant Organisation>> be successful in their grant application <<Project Partner Organisation>> also agrees to receive any grant funding from Community Enterprise Foundation™ and apply it directly to <<Project Name>>.

Yours sincerely,

<<Name>>

<<Position / Role>>

<<Project Partner Organisation>>

*****Please ensure that this letter is on the signing organisations letterhead*****





FAQ's

Q – What makes a good application?

A good application is engaging and concise, but gives all the information required. Make sure you answer every question asked and attach the relevant supporting evidence. Read the program description carefully before applying and consider the eligibility criteria to understand what is being asked of you.

Last but not least, inspire us! Tell us why your project will make a difference to your organisation and community. We receive lots of applications and passion shines through.

Q – Why are there restrictions on 'Sporting Clubs'?

As discussed previously, the advancement of sport is not considered a charitable activity by the ATO. While sport in general is listed as not meeting charitable requirements there are many instances where sports can be deemed eligible. Whilst the equipment or facilities that can only be used for sport for sports sake are not charitable, the other aspects of a sports club – like pavilions / rooms/ storage sheds that are also used by other, non-sporting groups in the community are often considered to deliver charitable benefits to the community.

Therefore, sports groups can apply for funding to support projects that go beyond the sport itself. Also, because sport can connect people in the community – where it delivers social outcomes, or helps to interconnect those who may be otherwise socially isolated, sporting activity can be considered charitable. For example, if the sporting project is to run a program for the disadvantaged, disabled or cultural minorities it is likely to be considered charitable and eligible for funding. Funding for equipment for these groups is also chartable.

However, this does not restrict not-for-profit sporting clubs from applying for funding for projects that are non-sporting or clearly demonstrate a benefit to the wider community.

Q- Why are there restrictions on 'Governments & Schools'?

Charity Law in Australia clearly outlines that charitable money cannot be used to fund things that are government's responsibility. Charities should not have to make up the shortfall of what is government's policy delivery. To ensure against this, the law prevents charitable grant-makers from paying entities with a government ABN.

Community groups, like recreation reserves and community hall committees may operate under government ABNs. On their own these entities are not eligible for charitable funding however they can apply using a project partner.





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For public schools their P&C association would be the applicant as they generally operate an ABN separate to the school.

Q – Help! What information should I put in the budget?

It's important to be realistic and do your research ahead of time. In the expense table, include all items for your project and provide a reasonable level of detail. Don't forget to include the total value of in-kind support as well.

Your grant request amount will automatically be populated into the budget but you will need to list all the other sources of income for your project. Support from other organisations is often a benefit and shows wider community support. Don't forget to list the total value of in-kind support here too. Do not list GST as a stand-alone item in your budget. If you are paying GST on goods and services, include it for that line item. If you are not paying GST on other items, do not include it.

Quotes and estimates for budget items are compulsory. We understand that getting written quotes can be difficult sometimes, so we're happy to accept email or online quotes, catalogue listings, position descriptions and a range of other documents that confirm the cost of your program. If you have conducted this project / program before copies of receipts / invoices that substantiate this request from previous expenditure may be acceptable together with a detailed budget.

Q – What is in-kind support? Do I need to list the in-kind support we will receive?

In-kind support is any contribution made to a project that has a dollar value, but has been provided as goods or services instead of cash. Common examples are volunteer hours, equipment, services or discounts. In-kind support adds up and is often the only way grassroots organisations and projects can continue to exist. It is a clear demonstration that your project has community support. Remember, when you're including in-kind contributions to the budget make sure it is represented as income and expenditure so your budget balances.





Q – Can I request funding for more than one project?

No, groups may not submit more than one application at a time and therefore must wait for an existing application to be rejected or expire before applying again. Successful applicants will be ineligible for further funding applications for a period of 12 months (3 funding rounds). Unsuccessful applicants will be invited to reapply for further funding rounds in accordance with recommendations from the Governance Committee.

Q – What is the purpose of community voting?

By allowing the community to weigh in on the funding process we not only get the people who live in the area to decide what they want to see in their community. We also help applicants gain exposure to the very people who they are trying to target.

Q – I was successful in a past round, can I apply again?

No, not for 12 months (or 2 funding rounds). Unsuccessful applicants will be invited to reapply for further funding rounds in accordance with recommendations from the Local Committee.

Q – Can I submit more than one application?

No, groups may not submit more than one application at a time and therefore must wait for an existing application to be rejected or expire before applying again.

Q – I have made a mistake, can I resubmit my application?

In order to change an application after submittal applicants must email aurora@sprouthub.com.au withdraw their original application and resubmit. Any resubmissions are accepted at the discretion of the Local Committee.

Q - When will I find out if I'm successful?

Each grant program has its own opening and closing dates. Applicants will generally be advised of the outcome of their application within 8 – 12 weeks from the closing date.

CONTACT US

If you have any further questions or enquiries about your application please contact us at aurora@sprouthub.com.au

