

# NORTEC EMPLOYMENT AND TRAINING LIMITED

## COMMUNITY GRANTS

### GUIDELINES

These Guidelines are designed to provide information about the NORTEC Employment and Training Limited Community Grants program and to assist applicants in developing their submission. Please read these Guidelines carefully before submitting an application and direct any questions to Martyn Mills, Business Manager – Community Programs & Company Development ([Martyn.Mills@nortecld.com.au](mailto:Martyn.Mills@nortecld.com.au)) or Michelle Dowding – NORTEC Marketing Officer ([Michelle.Dowding@nortecld.com.au](mailto:Michelle.Dowding@nortecld.com.au)) or phone 0755 241222.

### **INTRODUCTION**

NORTEC Employment and Training Limited (NORTEC) is a not for profit, community organisation providing a range of employment, training and community services and programs that benefit disadvantaged members of the community in the mid and far north coast regions of NSW. The programs and services delivered to our stakeholders (members of the community, business and industry) allow NORTEC to fund and support a range of positive community initiatives including NORTEC Youth Services, NORTEC Business Incubators and NORTEC Volunteering.

### **GENERAL INFORMATION**

- Late applications will not be accepted / considered.
- Whilst local area assessment panels will provide recommendations to the NORTEC Board of Directors regarding allocation of grant funds, all decisions made by the NORTEC Board of Directors will be final.
- Successful applicants will be required to complete a Community Grants Project Report at the completion of the project.
- Only one successful grant will available to each organisation in any 12-month period.
- The personal information on the application form is collected to assist with processing your Grant Application and will not be used for any other purposes or made available to any other person or entity not associated with the NORTEC Community Grants program.

### **WHO CAN APPLY?**

You are eligible to apply for a NORTEC Community Grant if;

- You are an incorporated, not-for-profit organisation or association
- Your project / event / activity is auspiced by an incorporated, not-for-profit organisation or association
- Applications from schools will only be considered if the proposed project or activity strengthens links to the broader community.

## **WHO CANNOT APPLY?**

Those ineligible to apply include;

- Individuals
- Organisations who have received a NORTEC Community Grant in the last grant round
- Organisations who have not completed a Project Report for a previous NORTEC Community Grant
- For-profit organisations

## **FUNDING AVAILABLE – 2009 – 2010**

NORTEC is making a total of \$25,000 (exc. GST) available in the 2009-10 period, allocating \$5,000 per area.

The regions covered in the Community Grants Initiative are;

- Tweed Heads
- Byron / Ballina
- Lismore / Casino
- Grafton Yamba
- Coffs Harbour

The maximum allocation per project / activity / event will be \$5,000 per region; therefore a minimum of five projects / activities / events will receive NORTEC Community Grants in this period.

However NORTEC reserves the right to apportion the grant funds in smaller allocations based on the quality of applications received.

## **WHAT ARE THE FUNDING PRIORITIES?**

Priority will be given to projects or activities that;

- Increase community involvement and/or;
- Develop or strengthen links between groups, programs or projects and/or;
- Encourage new opportunities for community capacity building by members of the community

## **WHAT ARE THE FUNDING CATEGORIES?**

- **Community (General)** – projects, events or activities that address social inclusion or promote multiple group involvement and inter-action
- **Community (Youth)** – projects, events or activities that promote involvement and inclusion of young people that address or promote issues specific to young people in their community
- **Community (Environmental)** – projects, events or activities that promote sustainable environmental practices or initiatives or that address a specific environmental issue faced by the community

- **Community (Sport / Health / Recreation and/or Well-being)** – projects, events or activities that promote physical and psychological well-being within the community through direct or indirect involvement of participants
- **Community (Education or Arts)** – may include projects, events or activities that promote or create awareness and understanding of the arts or cultural participation within the community

### **WHAT WILL NOT BE FUNDED?**

The following projects, events or activities will not be funded under the NORTEC Community Grants program;

- Capital or ongoing maintenance works
- General administrative or ongoing wages
- Projects funded under other programs supported by NORTEC
- Projects that have already commenced or already occurred
- Projects that are part of curriculum-based activities in schools
- Projects that are fund raising in nature

### **HOW DO I APPLY FOR A NORTEC COMMUNITY GRANT?**

If applying for a NORTEC Community Grant you will need to:

Obtain an application form – call Michelle Dowding (NORTEC Marketing Officer – 0755 241222) or download an application form from

[http://www.nortecld.com.au/about/comun\\_ben.html](http://www.nortecld.com.au/about/comun_ben.html)

Ensure that you read all sections of the Guidelines and Application form carefully

You can submit your application either by email, post or hand delivered at any NORTEC Office

Email – [norteccommunitygrants@nortecld.com.au](mailto:norteccommunitygrants@nortecld.com.au)

Post – Community Grants Program

C/- Chief Executive Officer

Nortec Employment and Training Limited

P.O. Box 6305

Tweed Heads South NSW 2486

### **HOW WILL THE APPLICATIONS BE ASSESSED?**

Applications will be assessed by the NORTEC Community Grants panels from each defined area and final decisions are formally endorsed by the NORTEC Board of Directors.

### **REQUIREMENTS**

For your application to be eligible for assessment, you must ensure that:

- ALL sections of the Application Form are completed
- Your application is received on or prior to the due date (5.00pm, Friday 24<sup>th</sup> July 2009)

- You have attached your most recent financial statement
- You have developed and attached a project budget
- Your application fits within one of the Funding Categories listed above and in Section 2.3 of the Application Form
- Your group or organisation can contribute to the project through cash or voluntary in-kind services

### ***SELECTION CRITERIA***

If your application meets the above requirements, it will then be assessed according to the following selection criteria;

- Your application demonstrates that the proposed project / event / activity addresses a community need and/or promotes community involvement in a specific community issue
- Your application demonstrates that the proposed project/ event/ activity will promote collaboration between groups, programs or projects within your community
- There is evidence of community involvement in your proposed project / event / activity planning and implementation
- Your application demonstrates that the aims of the proposed project / event / activity are achievable
- Your application demonstrates that the aims of the proposed project / event / activity benefit the broader community
- There is evidence that your proposed project / event /activity will be promoted to the broader community

### ***WHAT ARE THE COMMUNITY GRANT CONDITIONS?***

If your application is successful you must;

- Allow NORTEC to promote and communicate your involvement in the NORTEC Community Grants Initiative through any local media coverage and NORTEC website or marketing material
- Recognise NORTEC Employment and Training Limited in all marketing and promotional activities associated with the project / event / activity
- Ensure the project is managed through a legal entity such as an incorporated association or company limited by guarantee
- Complete a Grant Report on finalisation of project
- Funds must be spent within 12 months
- No significant changes to budget without NORTEC approval
- Meet regularly with NORTEC Officers as requested to up-date NORTEC on project progress
- NORTEC is not responsible for meeting any funding short fall if the project runs over budget
- NORTEC, nor any of its officers or agents, shall not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the Funding Agreement
- The recipient organisation shall release and indemnify NORTEC Employment and Training Limited, its officers or agents, against any claim, demand, liability suit costs, expenses, action arising out of or in any way

connected with the activities of the organisation or agents in consequence of the funding Agreement except where the claim, demand, liability, costs or action are caused by NORTEC's officers or agents