

2018 GRANTS ROUND

APPLICATION GUIDELINES for the *NON-PROFIT ORGANISATION AWARD*

AIM OF THE *NON-PROFIT ORGANISATION AWARD*

In 2018, the Endeavour Foundation Endowment Challenge Fund has a **total pool** of \$25,000 available for the Non-Profit Organisation Award. Organisations from **Queensland, New South Wales** and **Victoria** are invited to apply for up to maximum amount of \$25,000.

This award targets non-profit organisations such as artistic, sporting, cultural, or music organisations. The aim of this award is to encourage non-profit organisations to consider how they could **directly include** people with a disability (especially people with an intellectual disability) within their current work and practice.

Non-profit organisations may request a grant to develop and/or run a project that would enable them to **expand** their current activities to **better engage** with people with a disability, or to fund the purchase of **specialist equipment** that will allow them to include people with a disability.

Disability-specific non-profit organisations may also apply for innovative projects that aim to enhance **social inclusion** for people with a disability, but **existing, ongoing programs** of service delivery will not be funded.

HOW DO I APPLY FOR THE *NON-PROFIT ORGANISATION AWARD*?

Please visit the Endeavour Foundation Endowment Challenge Fund **Apply** webpage to download the Non-Profit Organisation Award application form: <https://www.endowmentchallengefund.com.au/apply>.

Completed application forms along with any supporting documentation must be submitted using the **online submission form** (also located on the **Apply** webpage).

- The complete application (including any supporting documentation) must be uploaded as one file (preferably as a PDF file, however Word files are also acceptable). File size cannot exceed 5MB.

Applications **must** be uploaded via the online submission form by **5pm (AEST) on Friday 20 April, 2018**. No applications will be accepted after this time.

KEY DATES FOR 2018 GRANTS ROUND:

- Round **opens** on *Monday 12 March, 2018*.
- Round **closes** at *5pm (AEST) on Friday 20 April, 2018*.
- All applicants will be **notified** of the outcome of their application **via email** no later than *Monday 28 May, 2018*.
- Funding for approved grants will **commence** on *Monday 18 June, 2018*.

WHAT CRITERIA WILL BE USED TO ASSESS APPLICATIONS?

The Endeavour Foundation Endowment Challenge Fund will give preference to proposals that:

- Specifically **target** people with an intellectual disability, and are **focused** on arts, culture, music, sporting, and other forms of community engagement.
- Projects that **expand** the current work of an existing organisation to **include** people with a disability (especially intellectual disability). *Proposals that request funding to expand a current project that already involves people with a disability will not be funded.*
- Projects that are **sustainable** in future, and not reliant on continuous funding to continue in the long-term.
- Projects that aim to **maximise** positive outcomes for as many people with a disability possible.

Proposals will be assessed against the following **three criteria**:

- *Impact* (the project will allow the organisation to better engage with people with a disability, and/or support people with a disability to participate in the community, and lead an ordinary life).
- *Maximal benefit* (sustainability of the project in the long-term, benefit for as many people with a disability possible).
- *Productivity* (justification of resources, likelihood of successful delivery).

WHAT EXPENSES CAN BE COVERED AND WHAT IS EXCLUDED?

Applicants may use Non-Profit Organisation Award funding to cover expenses directly related to the **cost of project development and delivery**. *Applicants who propose to use funding to fund part of a major project with multiple sponsors, or projects started and/or completed by the time funding is approved will not receive funding.* The following costs are not covered by the Non-Profit Organisation Award:

- Ongoing service delivery.
- One-off events.
- Recurrent costs (including salaries/wages of a regular nature).
- Overheads and administration costs.
- Loan repayments.
- Sponsorship.
- Airfares, accommodation and meals.

An example Non-Profit Organisation Award budget is attached to inform the level of detail required in your own budget description. The actual costs and items requested will vary according to your own project.

GOODS AND SERVICES (GST) TAX – INCLUDE OR EXCLUDE?

Including or excluding GST in your budget description will depend on whether your non-profit organisation is **registered** for GST. The following information is provided to guide your decision regarding whether to include or exclude GST from your budget description:

- **Registered for GST**
If your organisation is **registered** for GST, and can provide the Endeavour Foundation Endowment Challenge Fund with a GST invoice for the grant amount plus 10% for GST, then the grant amount applied for in your budget description **can exclude GST**. In that, the applicant can apply for up to \$25,000 (excluding GST) for the Non-Profit Organisation Award.
- **Not Registered for GST**
If your organisation is **not registered** for GST, then your grant application budget **should include GST**. In that, the applicant can apply for up to \$25,000 (including GST) for the Non-Profit Organisation Award.

WHAT DO I NEED TO DO IF I AM AWARDED A *NON-PROFIT ORGANISATION AWARD*?

Recipients of the Non-Profit Organisation Award will receive an **Acceptance Letter** containing a **Grant Agreement Form**, which will need to be signed by the organisational contact listed on the application. The signed form will need to be returned to the Endeavour Foundation Endowment Challenge Fund. The organisational contact listed on the application will then be required to send an invoice to the Endeavour Foundation Endowment Challenge Fund to request a release of approved funds.

Part of an organisation's responsibility in accepting the Non-Profit Organisation Award includes **reporting** on progress. Non-profit organisations will be asked to provide an **Impact Report** within six months following project conclusion. Reporting for organisation grants aims to assess the impact of the grant awarded for people with a disability.

The Endeavour Foundation Endowment Challenge Fund may ask for a **brief update** from time to time after your grant term is completed. The purpose of this request will be to collect information about the long-term outcomes of your project.

WHAT CAN I DO IF MY APPLICATION IS NOT SUCCESSFUL?

All decisions of the Endeavour Foundation Endowment Challenge Fund Board are considered **final**. The Endeavour Foundation Endowment Challenge Fund receives many more requests than it is able to fund at any given time. Unsuccessful applicants are encouraged to contact us for **feedback** about their application.

WHO CAN I CONTACT FOR MORE INFORMATION?

If you have any further questions that have not been clarified in these guidelines, please contact us for more information using the online enquiry form: <https://www.endowmentchallengefund.com.au/contact>

EXAMPLE BUDGET FOR THE *NON-PROFIT ORGANISATION AWARD*

Please note that this is an example budget only, designed to provide guidelines regarding the level of detail required in your own budget description. Costs and/or items requested will vary according to your own project.

SECTION C: FUNDING AND EXPENDITURE

C2: Outline the project's budget (i.e., funding and expenditure) in the tables below.

- Please list all amounts in Australian dollars
- Make sure that the budget balances, i.e., total funding is equal to total expenditure.
- Please add further lines as required.

FUNDING			
Amount requested in this application <i>(must be less than \$25,000)</i>			\$ 25,000.00
Is your organisation providing any funding for this project?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
If YES, enter the funding amount from your organisation here			\$ 22,755.00
Have you received funding from other bodies or organisations for this project?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES, list each body/organisation and the amount of funding provided below			
			\$
			\$
TOTAL FUNDING			\$ 47,755.00

EXPENDITURE <i>(Breakdown of individual line items such as salaries, equipment, administration, travel and transport costs, etc.)</i>	
Salary Employing a project coordinator for 12 months on a 0.4 FTE basis	\$ 40,680.00
Workshops (expenses to run the workshops) Presenter expenses, printing materials	\$ 1,875.00
Promotional materials Development and printing of flyers, posters and invitations (see quote attached)	\$ 3,200.00
Other promotional activities Advertising in local media and website modification	\$ 2,000.00
TOTAL EXPENDITURE	\$ 47,775.00

IN-KIND CONTRIBUTIONS <i>(Include an estimated value for non-cash contributions such as services, equipment, time and materials contributed by your organisation)</i>	
Venue hire and catering for workshops	\$ 2,500.00
Travel costs for project coordinator	\$ 1,000.00
TOTAL IN-KIND CONTRIBUTIONS	\$ 3,500.00

C3: Does this budget include or exclude goods and services tax (GST)? Refer to the Application Guidelines for guidance in relation to including or excluding GST in your budget calculations.

INCLUDE

EXCLUDE