



Grant Distribution Policy 2025

Objectives

General

This policy outlines the Cardinia Community Foundation's criteria for distribution of grants. Grants shall be made to qualified applicants for the funding of well-defined projects that benefit residents of Cardinia Shire, taking into consideration a broad spectrum of community priorities in line with the Cardinia Shire Liveability Plan.

Eligible Projects

The Cardinia Community Foundation Community Grants Program supports applications that are beneficial to the community of the Cardinia Shire region. The projects should be categorised under one of the following:

- Health and wellbeing
- Social cohesion
- Crisis support
- Education
- The environment
- The Arts
- Men's Health and Well Being

The project should:

- Enable the community organisation to respond to local needs;
- Target disadvantaged communities or current areas of high need;
- Build and improve skills within the community;
- Create opportunities within the region for residents;
- Provide innovative solutions to identified and evidenced needs;
- Seek to change or positively influence poor behaviours and lifestyle;
- Assist the social, community and general welfare of residents;
- Support the growing needs of the Cardinia communities, now and into the future;
- Contribute to community development;
- Commence within 3 months of receipt of the grant funds.

Projects Not Eligible for Funding

- Projects which are considered the responsibility of governments;
- Projects for private benefit;
- Projects that are political in nature;
- Projects that have already commenced;
- Applications benefiting Individuals;
- Endowment Funds;
- Fundraising;
- Funds covering wages, employee salary, contractors including marketing activities;
- Retrospective or duplicated funding;
- Programs that discriminate or create community conflicts;
- Projects that are not located in the Cardinia Region.

Conditions of Funding

Grants offered to successful applicants are subject to the following

conditions:

- The organisation is a not-for-profit;

- If the applicant chooses to use a principal organisation to auspice the grant, the principal organisation then receives, holds, and administers the funding to the auspiced group so that the auspiced group can complete the funded project or activities. A letter of approval from the principal organisation needs to be included in the application. This may be used if the principal organisation holds a DGR1 status.
- Projects will commence within 3 months of the allocation of funds;
- The Cardinia Community Foundation will be invited to review the project within 6 months of receiving the funds with the expectation to publish a story on the progress of the project.
- Funds must be acquitted on the project as described in the application, 12 months after receipt of funds. Including financial reporting, evidence and three photographs for marketing purposes;
- Should projects be delayed, it is a requirement that the recipient organisation agrees a revised acquittal date with The Cardinia Community Foundation
- Projects will acknowledge the support of The Cardinia Community Foundation Community Grants Program in their project communications, where possible i.e. newsletters, social media, websites;
- Projects that fail to provide adequate acquittal information may be asked to forfeit funds

Key Selection Criteria

- The Applicant organisation is eligible;
- The Applicant organisation demonstrates capacity to deliver the project and meet the grant conditions;
- The project provides significant community benefit within the Cardinia Region;
- The project identifies other sources of financial/in-kind support;
- The application states clear aims and objectives;
- The application shows evidence of understanding, planning, resources, safety and relevant permits.

Terms of Application

- The Cardinia Community Foundation's decision is final;
- The Cardinia Community Foundation may offer full funding, part funding or make a contribution to a project at their discretion;
- Applicants must not spend money on their proposed project before funding is announced or provided. This is considered retrospective funding, which is not eligible for support;
- The Community Grants Program is a competitive process, application does not automatically qualify for funding, and previous success does not guarantee subsequent funding. Unsuccessful applicants are encouraged to reapply each year.
- The grant recipient must inform The Cardinia Community Foundation in writing of any circumstances which may result in the event or project not being completed as described in the application. If an event/project is disrupted as a result that is beyond control of the organisation such as a pandemic or extreme weather event, The Cardinia Community Foundation will work with the recipient to explore options. This

may include grant variations, changes to reporting timeframes, cancelling, or postponing events, location changes. Requests for variations will be considered on a case-by-case basis.

Application Process and Evaluation

Once the grants round is closed the application review process is evaluated by the grant distribution subcommittee and scored against the funding criteria. The Cardinia Community Foundation reserves the right to fund or partly fund any project at its sole discretion. The recommendation from the assessment process will be presented to the board and the board will approve the recommendations.

Once the board has approved, applicants will be contacted to be advised of the outcome and payments will be made to successful applicants. Successful applications will be sent an agreement prior to funds being distributed.

Acquittal and project review information will be required from each applicant and approved and recorded by staff within 12 months of the grant application unless agreed by prior arrangement with the Cardinia Community Foundation.

For further information please contact us on email at admin@cardiniafoundation.org