



UNITED WAY GLENELG FUNDING GUIDELINES 2018

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GUIDELINES FOR FUNDING

Funding is available only to registered Community Partners

Organisations who are not Community Partners but wish to apply for funding must first complete a Community Partner Registration form.

If you are unsure if your organisation is registered please contact United Way Glenelg: mail@unitedwayglenelg.com.au or Nicole Carr on 0410 513 305

Please Note:

Applications MUST be received by email.

A representative from your organisation will be required to attend an interview with our independent allocations panel to further discuss the aims and objectives of your project.

This interview will take place on Friday 21 September 2018 at Portland Business Hub, 33 Percy Street (opposite IGA Supermarket), Portland 3305 and take approximately 15 minutes. You will be notified of the time closer to the date.

UNITED WAY GLENELG

BACKGROUND

In 1887 in Denver, Colorado, a diverse group of community leaders – a woman, a priest, two ministers and a rabbi – came together to improve community conditions. Their idea was to create one unified effort to raise and distribute funds to local non-profit charities, eliminating the need for multiple appeals to the public for help.

The campaign they created, which joined ten local health and welfare agencies to a common goal, became one of the most important social inventions in history. The first organisation was to serve as an agent to collect funds for local charities, as well as to coordinate relief services, counsel and refer clients to cooperating agencies, and make emergency assistance grants in cases which could not be referred. That year, Denver raised \$21,700 and sparked an entire movement.

Today, those actions have grown into United Way, a worldwide call to action to advance the common good. There are more than 1,800 local, community-based United Ways in 41 countries and territories across the globe working with volunteers, businesses, and partner organizations.

Each United Way is governed by a local board of directors comprising individuals from that community. In addition, each United Way serves its community based on local needs.

LOCAL HISTORY

The idea that a United Way would work in the Glenelg Shire came through the employees of Portland Aluminium. In 1997 they organised a “crop a crew” fundraiser to raise funds to buy satellite TV for the children’s ward of Portland District Health. The success of this prompted the employees to look for further fundraising activities and they were introduced to the United Way concept. Since its conception over \$1,000,000 has returned to the local community.

Our funds to support community projects come from local people who choose to make a regular donation through our Workplace Giving program. We have no religious or political affiliations and are accredited by the ATO as a Deductible Gift Recipient organisation.

WHERE DO THE FUNDS COME FROM?

Community Fund/Community Impact Fund – Monies for the Community Fund and Community Impact Fund come from Workplace Giving campaigns, individual donations and donations from companies throughout the Glenelg Shire.

Lewis Court Fund - The legacy of Lewis Court Home for the Aged continues with UWG selected as custodians of the division of funds from the sale of the Lewis Court facility in 2013.

In accordance with the wishes of the Lewis Court Board the capital amount is preserved for future generations with UWG investing the money safely and responsibly with the assistance of Allwood & Ryan.

Each year the original amount plus CPI is reinvested with the amount remaining available to community groups working on projects to benefit older people.

If your organisation would like more information on how it can support the work of United Way Glenelg through our Work Place Giving program please contact Nicole Carr on 0410 513 305

OUR FUNDS

UNITED WAY GLENELG HAS 3 FUNDS TO SELECT FROM in 2018:

1. **COMMUNITY FUND (Total amount available \$24,727)**
2. **COMMUNITY IMPACT FUND (Total amount available \$8,200)**
3. **LEWIS COURT FUND (Total amount available \$41,685)**

PLEASE READ THE FOLLOWING CRITERIA CAREFULLY AND SELECT THE MOST APPROPRIATE FUND FOR YOUR NEEDS.

ENSURE YOU SELECT THE CORRECT CATEGORY ON THE APPLICATION FORM.

1. COMMUNITY FUND

United Way Glenelg believes Education, Health and Income are the 3 building blocks to a good life.

EDUCATION: Helping people achieve their potential.

INCOME: Strengthening the capacity of the community to gain independence.

HEALTH: Improving people's health.

Within these three (3) broad impact areas, funds will be directed but not limited to projects which target priority needs in the Glenelg Shire.

- Poverty, food security & homelessness
- Early years
- At risk youth
- Disability
- Alcohol & other drugs
- Mental health
- Aged & social Isolation
- High needs & disadvantage
- Promoting healthy lifestyles

Applications must not be in excess of \$5,000

OUR FUNDS (cont.)

2. COMMUNITY IMPACT

Our vision: That all people living in the Glenelg Shire have access to appropriate and timely services in order to lead healthy and risk-adverse lives.

United Way Glenelg is looking to partner with an organisation that is working in the area of **Health** to assist local people in the Glenelg Shire to improve their lives and reach their potential.

Applications must:

- Demonstrate prevention and **early intervention**;
- Provide evidence to support the problem or issue in the Glenelg Shire.
- Be innovative.
- Demonstrate sustainability.
- Be able to commence the program in 2019.

There is the possibility of extending the funding beyond 12 months if there is evidence of successful outcomes.

Applications must not be in excess of \$8,200

3. LEWIS COURT FUND

The Lewis Court funds are to be directed to support Senior Citizens in the Glenelg Shire. These funds will go to projects where the participants are predominately over 60 years of age. Funds will still be directed to United Way Glenelg's three broad impact areas; Education, Health and Income and could include projects that:

- Help address disadvantage caused by remoteness & isolation;
- Enhance care to the aged;
- Build community capacity for age friendly communities to confidently engage older people in community through active living programs;
- Provide community based recreational, social, and physical activities that support good health and alleviate social isolation;
- Improve community leadership and volunteering opportunities that promote the skills and knowledge of senior citizens;
- Deliver inter-generational activities fostering community development by increasing the social and economic participation and lifelong learning opportunities for older people in local communities throughout the Glenelg Shire; or
- Encourage positive ageing, community health and wellbeing, and education programs.

Applications must not be in excess of \$10,000

WHO CAN APPLY

1. Be registered as a United Way Glenelg Community Partner
Contact Nicole Carr at United Way Glenelg on 0410 513 305 or mail@unitedwayglenelg.com.au to confirm;
2. Have an ABN
3. Be incorporated or auspiced by an **eligible** incorporated organisation;
4. Be a Not For Profit organisation providing opportunities for local people by either;
advancing health;
advancing education; or
advancing income opportunities.
5. Have successfully completed an Evaluation Report for any previous funding received from United Way Glenelg. Failure to do so automatically makes your organisation ineligible;
6. Be operational in the Glenelg Shire.

HOW TO APPLY

Application Forms are available by contacting Nicole Carr on 0410 513 305 or mail@unitedwayglenelg.com.au

It is highly recommended you contact United Way Glenelg to discuss your application prior to submitting.

Funds will open on Wednesday 1 August 2018 and closing on Friday 31 August 2018.

WHAT UNITED WAY WILL NOT FUND

1. Anything illegal or ethically questionable that may reflect badly on United Way Glenelg or its donors and supporters;
2. Major capital expenditure or works;
3. Funds for investment or organisational reserves;
4. Religious activity – United Way Glenelg accepts that many of the community partners are religious groups who must remain true to their mission and beliefs **HOWEVER** the projects should not be specifically religious in nature as this is not the intent of the donation to United Way Glenelg from the original donor;
5. Annual salary and day to day administration costs;
6. Individuals;
7. For profit organisations;
8. Groups who are primarily political in nature;
9. Projects that don't improve health and wellbeing of the community;
10. Projects that have already commenced; or
11. Projects outside of the Glenelg Shire

ALLOCATIONS TIMELINE

THIS INTENDED TIMELINE MAY BE SUBJECT TO CHANGE

Community Partner Funding Applications Open:	Wednesday 1 August 2018
Community Partner Funding Applications Close:	Friday 31 August 2018
Presentation to Volunteer Allocations Committee:..... (Mandatory)	Friday 21 September 2018
Meeting of UWG Community Partners Sub-Committee:.....	Wednesday 31 October 2018
Ratification by Board of United Way Glenelg:.....	Wednesday 14 November 2018
Notification of Community Partners:	Friday 23 November 2018

ALLOCATIONS PROCESS

COMMUNITY FUND, COMMUNITY IMPACT FUND & LEWIS COURT FUND

1. Applications are initially assessed by United Way Glenelg Community Partners sub-committee to ensure criteria are met.
2. Applications for the Community Fund, Community Impact Fund and Lewis Court Fund will be assessed by an Independent Volunteer Allocations Committee.
3. Assessment and prioritisation is completed against the following:
 - What are you proposing to do, how and why?
 - Is there a need for the project in the community?
 - How will the project make a difference in the community?
 - How many people will benefit?
 - What is the overall cost of the project?
 - Who are the other confirmed or intended contributors - financial and in-kind?
 - Where else have you applied for funding for the project?
 - Satisfaction of previous funding and evaluation reporting.

EVALUATION REPORTING REQUIREMENTS

All successful applicants must complete the United Way Glenelg Evaluation Report at the completion of the project. The evaluation must be received within 30 days of the completion date as specified in the project application.

Any surplus funds must be returned to United Way Glenelg. Where applicable, organisations can request to roll over the funds to the following year. This however requires consultation with the Executive Officer, followed by a formal letter of request. The Evaluation Report requires evidence of expenditure of all funds through the provision of receipts, ledger reports, etc.

Successful applicants must undertake to credit United Way Glenelg in all reports, media releases, launches and any other communication relating to the successful program. Materials, including logos, will be made available for this purpose. The Evaluation Report requires evidence of this in the form of newspaper articles, media release, flyers or promotional material.

Where projects vary from the original application a request for variation to contract must occur. This requires consultation with the Executive Officer and Community Partners Sub Committee. If successful a formal letter of request is essential. The Evaluation Report requires evidence that the project satisfies the intent of the original application.

The Evaluation Reporting template is provided by United Way Glenelg.

Completed Evaluation Reports to be sent to:

Nicole Carr
United Way Glenelg
PO Box 1032
23-25 Kunara Crescent
PORTLAND 3305
mail@unitedwayglenelg.com.au

FREQUENTLY ASKED QUESTIONS

1. WHEN WILL THE FUNDING BE PROVIDED?

Funding will be provided once United Way Glenelg is satisfied all documentation is submitted and the Conditions of Funding form have been received. Monies will be directly paid into the nominated account on your application form once we have received your ***Acknowledgement of money and acceptance of conditions.***

2. HOW MUCH IS AVAILABLE?

United Way Glenelg Community Fund \$24,727
United Way Glenelg Community Impact Fund \$8,200
The Lewis Court Fund \$41,685

3. WE RECEIVED FUNDS IN THE PAST CAN WE APPLY AGAIN?

Yes you are welcome to apply if United Way Glenelg has received and accepted your Evaluation Report for previously funded projects.

4. WE HAVE NOT SUBMITTED OUR EVALUATION FOR FUNDS RECEIVED IN PREVIOUS YEARS, CAN WE APPLY AGAIN?

No. Community Partners who have not reported on previous allocations will not be considered.

5. CAN I GET HELP WITH THE APPLICATION FORM?

Yes! United Way Glenelg Executive Officer Nicole Carr will be more than happy to help. mail@unitedwayglenelg.com.au or phone 0410 513 305.

6. APPLICATIONS HAVE CLOSED AND I WOULD LIKE TO CHANGE SOMETHING ON OUR APPLICATION CAN I DO THIS?

Please contact United Way Glenelg to discuss the nature of the change.

7. WHY DOES YOUR CEO/SENIOR MANAGER HAVE TO ACKNOWLEDGE OF YOUR APPLICATION?

The CEO or Senior Manager must be fully aware, and provide acknowledgement of your application in order that duplication and competitiveness within the same organisation is avoided.

The CEO or Senior Manager must be able to complete the Evaluation Form at the conclusion of the program if the person applying for the grant in your organisation is no longer employed.

8. WHY DO I NEED TWO WRITTEN QUOTES?

United Way Glenelg is fully funded by local people living in the Glenelg Shire. Getting two quotes ensures the best price is obtained and the community's money will support more programs in the future.

EXAMPLE OF A PROJECT BUDGET

PROJECT INCOME		PROJECT EXPENDITURE	
	\$		\$
United Way Grant Sought	\$1175	Administration costs	
		-	
Other Confirmed Grants		-	
Company A	\$500	Transport	
		-Bus hire	\$350
		-	
		Advertising and promotion	
		-Media Release	\$90
		-	
		Venue/meeting room Hire	\$300
		Capital purchase	
		-	
Other Income		-	
In-kind Activity coordinators 20 students x 3 hours @\$30 per hour	\$1800	Resources/Materials (<u>itemise</u>)	
In-kind existing resources	\$250	-Activity resources	\$750
In-kind media release preparation (3 hours)	\$90	-Books	\$525
In-kind project coordinator (16 hours)	\$480		
		Other (<u>itemise</u>)	
		-Project coordinator (16 hours)	\$480
		-Activity coordinators	\$1800
		-	
		-	
TOTAL INCOME	\$4295	TOTAL EXPENDITURE	\$4295

