

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 to mail@unitedwayglenelg.com.au

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 virtually on Wednesday 7 October 2020, using the Zoom platform and will take approximately 15 minutes. You will be notified of your interview 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. 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. 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– Monies for the Community Fund come from Workplace Giving campaigns, individual donations and donations from companies throughout the Glenelg Shire community.

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.

Following 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 Workplace Giving program please contact Nicole Carr on 0410 513 305

OUR FUNDS

UNITED WAY GLENELG HAS 3 FUNDS TO SELECT FROM in 2020;

1. **COMMUNITY FUND (Total amount available \$20,000) Limited to amounts of \$5000 per project.**
2. **LEWIS COURT FUND (Total amount available TBC) limited to amounts of \$5,000 per project.**

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.

All United Way Glenelg funds are distributed according to our three priority areas listed below;

HEALTH: IMPROVING PEOPLE'S HEALTH

The health of individuals is a strong indicator of the health of a community. Achieving and maintaining good health is important during all stages of life, from conception through childhood, into adulthood and through older age. To improve the health of our community, we must all become more aware of health risks, starting from before birth.

EDUCATION: HELPING CHILDREN AND YOUTH ACHIEVE THEIR POTENTIAL

Education is the cornerstone of individual and community success. Strong, productive communities are dependent upon a skilled workforce that can compete in a global economy. It is critical to reach children early—even before they start school. Once a young person falls behind it can be very difficult to catch up. Parents who have support from early on can build great futures for their children. United Way Glenelg works with schools, parents, and partners to ensure that every child is equipped for success in school, work, and life by investing in programs that produce results.

INCOME STABILITY: PROMOTING FINANCIAL STABILITY AND INDEPENDENCE

Our community will only prosper and grow if all families are financially stable. Fewer financial stresses lead to healthier lives, improved work performance, and better education outcomes. United Way invests in programs that help adults improve their education level and create a more financially secure future for themselves and their families. United Way Glenelg's work in financial stability is focused on ensuring all families and individuals achieve independence.

1. **COMMUNITY FUND - One-time funding for Community Partners**
Limited to amounts of \$5000 per project.
2. **LEWIS COURT FUND – One-time funding for Community Partners**
Limited to amounts of \$5,000 per project.

The Lewis Court Funds is directed to supporting older people in the Glenelg Shire. These funds will go to projects where the participants are predominately over 60 years of age. Funds must be directed to support United Way Glenelg's three priority areas; Education, Health and Income Stability 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 the 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 older people;
- 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.

WHO CAN APPLY?

- 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;
- Have an ABN
- Be incorporated or auspiced by an **eligible** incorporated organisation;
- Be a Not-for-Profit organisation providing opportunities for local people by either;
 - advancing health;
 - advancing education; or
 - advancing income opportunities.
- Have completed an Evaluation Report for any previous funding received from United Way Glenelg. Failure to do so automatically makes your organisation ineligible;
- 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 www.unitedwayglenelg.com.au

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

Funds will open on Saturday 1 August 2020 and closing on Monday 31 August 2020.

WHAT UNITED WAY WILL NOT FUND

- Anything illegal or ethically questionable that may reflect badly on United Way Glenelg or its donors and supporters;
- Major capital expenditure or works;
- Funds for investment or organisational reserves;
- 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 as this is not the intent of the donation to United Way Glenelg from the original donor;
- Annual salary and day to day administration costs;
- Individuals;
- For-profit organisations;
- Groups who are primarily political;
- Projects that don't improve the health and wellbeing of the community;
- Projects that have already commenced; or
- Projects outside of the Glenelg Shire

ALLOCATIONS TIMELINE

THIS INTENDED TIMELINE MAY BE SUBJECT TO CHANGE

Community Partner Funding Applications Open:.....	Saturday 1 August 2020
Community Partner Funding Applications Close:	Monday 31 August 2020
Presentation to Volunteer Allocations Committee:.....	Wednesday 7 October 2020
Meeting of UWG Community Partners Sub-Committee:	Wednesday 28 October 2020
Ratification by Board of United Way Glenelg:.....	Wednesday 11 November 2020
Notification of grants to Community Partners:	Tuesday 17 November 2020

ALLOCATIONS PROCESS

COMMUNITY 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 will be assessed by an Independent Volunteer Allocations Committee. Lewis Court fund will be assessed by United Way Glenelg Community Partners sub-committee.
 - 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?
 - The satisfaction of previous funding and evaluation reporting.

LEWIS COURT FUND

Applications are assessed and prioritised by United Way Glenelg Community Partners subcommittee against the following;

- Assessment and prioritisation are 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?
 - The satisfaction of previous funding and evaluation reporting.

EVALUATION REPORTING REQUIREMENTS

All successful applicants must complete the United Way Glenelg Evaluation Report after the project. The evaluation must be received **BEFORE THE DUE DATE** set by United Way Glenelg. If an extension is required, please contact United Way Glenelg on 0410 513 305 or mail@unitedwayglenelg.com.au.

Any surplus funds must be returned to United Way Glenelg. Where applicable, organisations may request surplus be used to support the project, 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 the 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 **Acknowledgement of money and acceptance of conditions** have been received. Monies will be directly paid into the nominated account on your application form once we have received your

2. HOW MUCH IS AVAILABLE?

United Way Glenelg Community Fund \$20,000
The Lewis Court Fund \$TBC

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 so that duplication and competitiveness within the same organisation is avoided.

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

EXAMPLE OF A PROJECT BUDGET

Community Fund/Lewis Court Fund Budget

Project Name:



EXPENSE	AMOUNT	NOTES
Expense 1 Purchase of equipment	\$1,000	2 quotes are attached
Expense 2 Advertisement	\$500	Radio advertisement – quote is attached
Expense 3 Catering	\$250	Soup and rolls for 30 people – quote attached
Expense 4 Program co-ordination	\$500	Provided in-kind by Community Partner ABC
Expense 5 Transport	\$200	Provided in-kind by Organisation XYZ
Expense 6	\$	
Expense 7	\$	
Expense 8	\$	
Expense 9	\$	
Expense 10	\$	
Total:	\$2,450	
Amount contributed by your organisation:	\$500	
Amount contributed from other sources:	\$200	
Grant Amount requested:	\$1,750	Please note: Budget Figures are to be GST Exclusive if you are registered for GST