



Strategem
ACCOUNTANTS • ADVISORS • WEALTH MANAGEMENT



GRANT APPLICATION GUIDELINES

IMPORTANT INFORMATION

Applications must be prepared in accordance with these Application Guidelines and only online applications will be accepted.

Applications close at 5.00pm AEST on 31 July 2017

Applications will be acknowledged by email. If you do not receive an acknowledgement within 2 days, please contact this office immediately on 03 5445 4777.

All applicants will be notified of the outcome as soon as possible.

SELECTION PROCESS:

1. OVERVIEW OF THE STRATEGEM COMMUNITY FOUNDATION

The Strategem Community Foundation has been established for the purpose of supporting charitable organisations within our community. This grant has been made possible with the assistance of The Cubit Family Foundation (ABN 57 231 894 716).

2. STATEMENT OF REQUIREMENT

1. **Eligible Organisations**
The grant is available to charitable organisations with Deductible Gift Recipient status within the Bendigo region.
2. **Amount of Funds Available**
Up to \$5,000 is available to eligible organisation/s to undertake specific activities within twelve months from the provision of grant monies.
3. **Use of Grant funding**
Grant funding may only be used to support expenses associated with a specific project. Funding will not be made available for/to the following:
 - On-going costs associated with the daily operation of the organisation such as staff wages, rent utility and general administration expenses.
 - Retrospective expenses such as costs incurred during the preparation of your application or costs associated with a project that is already underway
4. **Performance Reporting**
As part of the grant process, the recipient will be required to submit a final project report at the completion of the project or at end of the 12 month period, whichever is earlier.

3. SELECTION CRITERIA & SELECTION PROCESS

1. Principal
The overriding principal guiding the selection process is the value in delivery of the project within the Bendigo region.
2. Process
The process will be an open competitive selection process.
3. Selection Criteria
 - Demonstrate how the proposal will be of benefit to the Bendigo community
 - List the outcomes the project is expected to achieve
 - Demonstrate that these outcomes address an existing need and are achievable
 - The application must demonstrate an ability to plan, manage, monitor and evaluate the project
4. Supporting Information
Applicants may be asked to provide supporting information about their organisation's aims and objectives.
5. Stages in the Assessment Process
Applications will be assessed in accordance with the selection criteria and the assessment process below.
 - Stage 1 Receipt and registration of applications and initial screening for compliance and eligibility of applicants
 - Stage 2 Assessment against selection criteria
 - Stage 3 Selection and notification of successful applicant/s. The decision of the Directors of Strategem Financial Group is final.
 - Stage 4 Details of successful applicant/s to be posted on web-site.

4. TERMS AND CONDITIONS OF APPLICATIONS

1. Application conditions
Your application is not an agreement or contract. Meeting the Selection Criteria does not guarantee funding. Applicants will be assessed and prioritized according to the extent to which they meet the Selection Criteria.
2. Checks of Applicants
As part of the Selection Process Strategem **may** undertake further checks of applicant/s to ensure their eligibility.
3. Applicants Responsibilities
It is the responsibility of the applicant to ensure that the application is complete and accurate.
4. Conflict of Interest
Applicants must notify Strategem immediately of any actual or potential conflict of interest that may arise during the preparation of the application.
5. Promotion
The successful applicant/s must be willing to participate in mutually agreed promotional activities at the request of the Strategem.