



Friends of the Fields

ESSENDON FIELDS COMMUNITY GRANTS PROGRAM



Guidelines 2021



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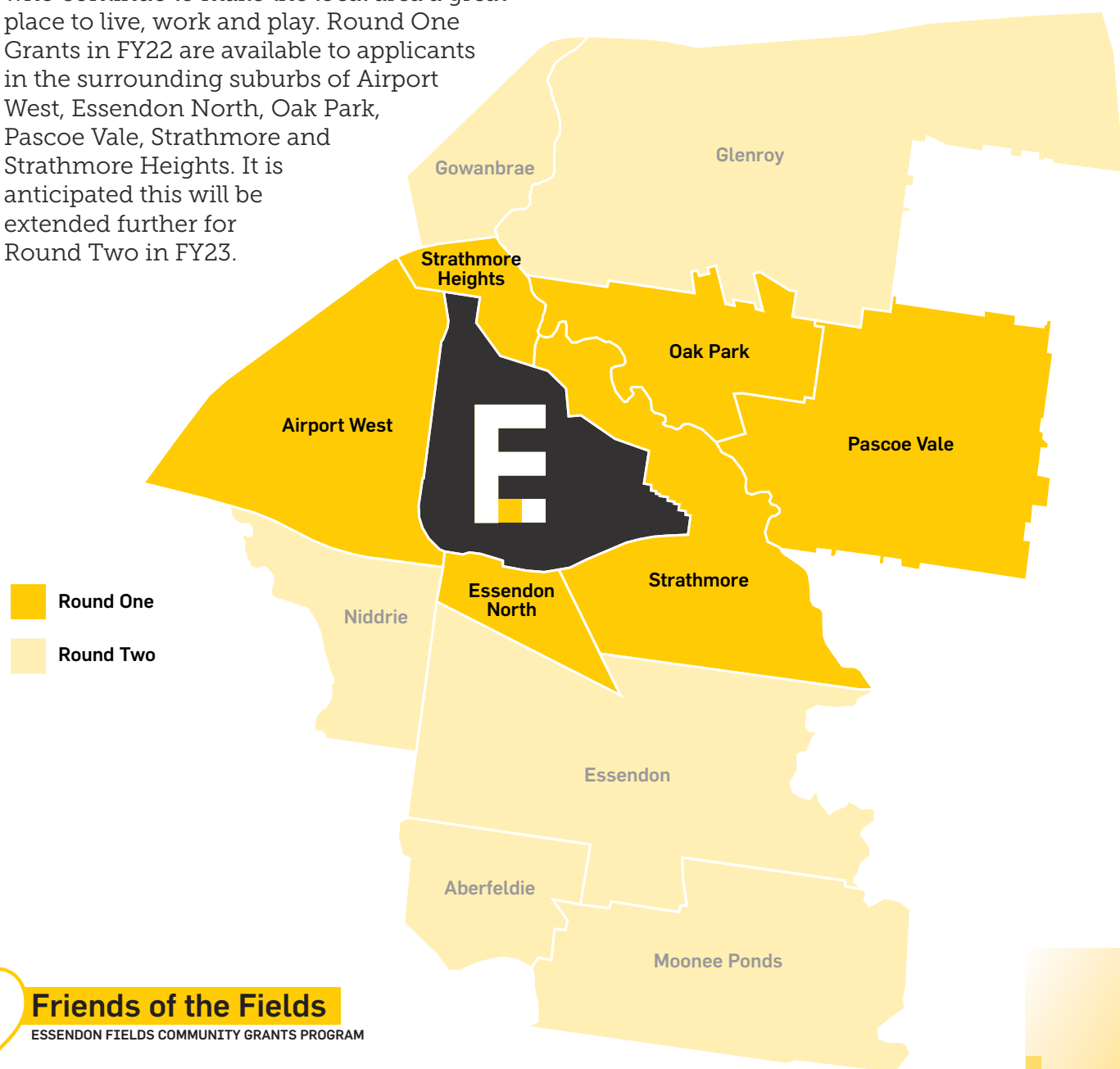
ABOUT THE PROGRAM

The Essendon Fields Communities Grant program provides grants to not-for-profit organisations to improve interaction and further develop ongoing relationships between Essendon Fields, Essendon Airport and the local neighbouring suburbs.

The objectives of the program are to assist not for profit community organisations to :

- Upgrade equipment essential to carry out roles/activities of the organisation
- Upgrade and improve site environments
- Provide opportunities for further youth development activities
- Enhance student knowledge and growth of the airport activities

We've developed the program to support people who continue to make the local area a great place to live, work and play. Round One Grants in FY22 are available to applicants in the surrounding suburbs of Airport West, Essendon North, Oak Park, Pascoe Vale, Strathmore and Strathmore Heights. It is anticipated this will be extended further for Round Two in FY23.



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EXPECTED TIMING FOR GRANT APPLICATIONS

ACTIVITY	TIMEFRAME
Organisations invited to apply for a Round One Grant	13 October 2021
Round One Applications close	13 December 2021
Assessment of Round One applications	December 2021 - January 2022
Notification of successful applications	Late January 2022
Round One Grant Payments made	February 2022
End date of Round One grant and remittance of funds	October 2022
Round Two Opens	October 2022



GRANT AMOUNT AND GRANT PERIOD

AMOUNT

Essendon Fields has a total of \$40,000 for first round of community grants or in-kind support to be allocated to successful not-for-profit applications.

The grant amounts will be:

Up to **\$2,000** for smaller projects and activities

Up to **\$5,000** for larger projects

PROJECT PERIOD

The maximum project completion period is for one year

ELIGIBILITY CRITERIA

- Applicants must have an ABN
- Applicants must be a not-for-profit organisation
- Joint applications will be accepted, provided a lead applicant is the main driver of the project



WHAT THE MONEY CAN BE USED FOR

TO BE ELIGIBLE YOUR PROJECT MUST:

- Provide a community benefit
- Be completed by October 2022
- Enhance and promote youth activities or developments
- Help organisations support the efforts of volunteers activities
- Be based in the neighboring suburbs of Essendon Fields

HOW TO APPLY

BEFORE APPLYING, READ AND UNDERSTAND THE GUIDELINES

Only one application per organisation may be submitted

- Complete the application form, available to download via ef.com.au/communityengagement
- Provide all information requested
- Address all eligibility criteria
- Include any attachments/outlines of the project
- Substantiate your project costs
- Email your completed application to **communitygrants@ef.com.au**

Ensure your application is complete and accurate. Giving false or misleading information is a serious offence.

If you require assistance with your application please call the EF Community Grants Liaison Jan Chantry on 0411 704 625 or email **communitygrants@ef.com.au**.

GRANT SELECTION APPLICATION

Apply for any one of the category areas for funding and submit the online application form.

Each application will be assessed for completeness. To be recommended for funding, projects must provide value for money and be considered a proper use for a community activity.

The selection process is discretionary and judged by a selection committee, which includes members of the Essendon Fields Management Team and a community representative.

NOTIFICATION OF APPLICATION OUTCOME

All application outcomes will be advised by email. Each submitted application will also be entered in a Christmas raffle with prizes to be advised by email.

SUCCESSFUL GRANT APPLICATIONS

An agreement letter will be issued to successful applicants who need to sign and return to Essendon Fields as verification of your acceptance within 30 days of the letter date or the offer may lapse.



ANNOUNCEMENT OF GRANTS

Non sensitive details of successful projects will be published in the Essendon Fields website, social media channels and email newsletter listing organisations and the title and description of your project.

HOW WE MONITOR YOUR GRANT ACTIVITY

Applicants must advise Essendon Fields if anything is likely to affect your project or organisation ie. any key changes to your organisation must be shared with the committee, particularly if they affect your ability to complete a project.

PROBITY

Essendon Fields will ensure the grant process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities or any other inappropriate conduct. Applicant details will be kept confidential and not be disclosed to any unauthorised persons or external organisations.





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TO APPLY VISIT

ef.com.au/communitygrants