1.

PROGRAM GUIDELINES
ABOUT THE PROGRAM

The Forestville Community Grants Program provides motivated local groups a kick-start, or well-deserved encouragement for their great work. Community grants are provided to encourage sustainable, local programs and initiatives that benefit our community in the following ways:

More community services, activities, facilities and programs

Improved community governance structures

Opportunities to meet neighbours and form social connections

Improvements to health and wellbeing

Local educational opportunities

A sustainable environment

Youth development programs

Arts and cultural programs

Increased community capacity

2. GUIDELINES FOR APPLICANTS
APPLICANTS SHOULD CONSIDER THE FOLLOWING GUIDELINES WHEN MAKING A GRANT APPLICATION.

Who can apply?

Anyone can apply. However, preferences will be given to not-for-profit community groups and organisations, or individuals whose initiatives directly benefit the local community.

The project should present clear value and benefit to the local community.

The project should align with Forestville's values which include:

• Enriching lives.

• Operating with integrity and the highest ethical standards.

• Creating vibrant, liveable, sustainable communities.

• Protecting the environment at all stages of the development for current and future generations.

• Providing equal opportunity employment – embracing diversification.

The project should present clear value and benefit to the local community.

3. CRITERIA

The project should contribute to community sustainability outcomes within the Forestville area, meaning the project should benefit the community in any of the following ways:

Active, inclusive and safe	Well run	Well connected	Well served	Environmentally serviced	Fair for everyone	Thriving	Well designed and built

The project should engage with, and involve, appropriate stakeholders through increased community participation. The project deliverables should be realistic and achievable in the timeframe indicated. Applicants must demonstrate the project being funded can be delivered within six months of receiving funding.

The proposed benefits should be appropriate to the level of investment requested
• Community groups and individuals can apply for a maximum amount of
  up to $3000.00 per grants round.

It should be clear how the grant funds will be spent
• Funds should be directed toward tangible items or to support an event/initiative
  that delivers significant measurable benefits to the local community.

Terms and Conditions
• All applicants must comply with the terms and conditions issued by Forestville, which are
  subject to change from previous rounds and subject to change at Forestville's discretion.

Assessment
• Each grant request is carefully assessed and judged on its own merits, based on these
  guidelines.

Project Evaluation
• Funded groups will be required to complete a simple project outcomes evaluation on a template
  provided by Forestville within four weeks of completion of the sponsored project.

Marketing
• Forestville's marketing team may elect to promote the sponsored activity through its marketing
program. Successful applicants will be required to provide information to, and work with,
Forestville's marketing team when requested.

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4. APPLICATION
COMMUNITY SPONSORSHIP APPLICATION FORM

To request a community grant or sponsorship from the Forestville development, please complete this application form to assist us in assessing your application. The Forestville Team may also request that further information be provided by the applicant during the assessment process.

Contact information

Full name of organisation

Contact name

Position

Phone

Email

Organisation Street Address

Postal address (if different)

ABN (if applicable)

4. APPLICATION
COMMUNITY SPONSORSHIP APPLICATION FORM

Sponsorship request

Amount requested (exclusive of GST): ☐ $3,000 ☐ $2,000 ☐ $1,000

Timeframe (period of time project will run). Please outline how your organisation plans to continue the project (if applicable) after the sponsorship period has ceased.

_____

_____

Project summary

Please provide a brief summary of the project for which you are seeking sponsorship (i.e. specifically how and when the funds would be used and any anticipated project outcomes).

_____

_____

_____

_____

Budget

Please briefly outline or attach the total budget of the project for which you are seeking sponsorship (indicating what percentage will be covered by the requested funds).

Does your organisation receive sponsorship from other sources? If yes, please list other sponsors.

_____

_____

_____

_____

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4. APPLICATION
COMMUNITY SPONSORSHIP APPLICATION FORM

Background information

Please provide a brief background of your organisation (e.g. how long it has been in operation, your objectives and purpose, your membership profile, as applicable).

Please include relevant dates (e.g. project timeframes and milestones) that would apply to the sponsorship proposal (e.g. event date or start of season or activity date/s).

_____

_____

_____

_____

Background information

Please list the benefits to Forestville of sponsoring the project (e.g. logo recognition, signage, member database access, media exposure, publicity and other promotional opportunities), addressing the criteria outlined in the guidelines.

_____

_____

_____

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4. APPLICATION
COMMUNITY SPONSORSHIP APPLICATION FORM

Sponsorship request

Evaluating each community sponsorship activity is important to the ongoing success of the Forestville Community Grants Program. Successful applicants will be asked to complete an evaluation form within four weeks of the completion of the sponsored project.

Declaration

I _____ am authorised

on behalf of _____

_____

to apply for and administer sponsorship funds for the _____

_____

Signed _____   Date _____

To submit applications or for more information contact:

Alexandra van Kessel

Email: alexandra.vankessel@peet.com.au

Phone: 0478 896 702

Thank you for your application.

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