

# ANNUAL GRANTS PROGRAM

## GUIDELINES AND APPLICATION FORM

### 2023 Key Dates for Applicants

30 April 2023	Close of Applicants
1 June 2023	Successful organisations contracted
15 June 2023	Grant Acceptance Form to be Received by HSF Board
31 March 2024	Evaluation Reports due

## GUIDELINES

### 1. INTRODUCTION

The Help Street Foundation (HSF) is a local initiative of the Willoughby and Northbridge Uniting Church. The Help Street Foundation was established following the sale of the site of the former Chatswood Central Uniting Church at the corner of Help Street and the Pacific Highway. As an expression of our Christian commitment to be good stewards, to use our resources wisely and to strengthen our local community and assist people in need, a portion of the sales proceeds were allocated to support local charities and initiatives in the community under the name of the Help Street Foundation. Chatswood Central had been built up by the faithful congregation of the area, and we wanted to spread some of our blessings to those outside our church community – to give back.

The Foundation aims to support the provision of community services to or for people within the Willoughby Local Government Area, irrespective of age, gender, race, sexual orientation, creed, religion or any other status.

Each year, the Help Street Foundation allocates a proportion of its income to assist organizations and community groups principally from within the Chatswood–Willoughby region. Typical HSF grants range from \$1,000 – \$15,000, although applications outside this range will be considered. This year, a total of \$50,000 has been allocated for the grants program.

Help Street Foundation also seeks to raise additional or matching funds for specific services from the private sector and individual donors. Donations to Help Street Foundation are tax deductible.

### 2. ELIGIBILITY CRITERIA

- Suitable initiatives may include, but will not be limited to, services and activities which address the needs of the elderly, disabled and young people as well as activities which support families balancing the demands of work and family-life and those which promote the diversity and strength of our multi-cultural community.
- Applicants must be non-profit, non-government organizations, which generally provide services and programs in the Willoughby Local Government Area. Help Street Foundation funding will only be provided to organisations and will not be available to individuals or individual families
- Applicants will be expected to reflect in their policies and practices the values of inclusiveness, a non-judgmental approach and a commitment to social justice and community building.

- Applicants must document how they will use the resources for which they apply to meet demonstrated community needs within the Willoughby LGA and their experience and capacity to develop and deliver relevant services or programs.
- Applicants must clearly identify the service(s) and/or program(s) to be delivered and the resources required to deliver such service(s) and/or program(s). The applicant must also demonstrate the direct benefit to be provided to the target population by the proposed service(s) and/or program(s). Applicants should also indicate how they would link with other service providers or organizations.
- Applicants must include a copy of their latest audited financial statement and balance sheet. Substantial unused financial reserves may impact Help Street Foundation grants.
- It is anticipated that most applications will be one-off funding. However, applications for limited program or part-program funding will also be considered as long as the applicant identifies sources of on-going funding or how cessation of the service or program will be managed. Applications for recurrent funding will only be considered on an exception basis.
- 'Top up' funding, which enhances an existing service may be considered.
- Where funds are sought for capital works or purchase of equipment, etc. a minimum of two quotes must be included with the application.
- Factors considered when assessing applications will include availability of alternative funding, the extent to which the proposed service/activity fills identified service gaps, integration into the existing service network, local management and consumer participation/accountability.

### 3. APPLICATION PROCESS

The Grant Application form attached to this document must be completed and submitted electronically to [enquiries@helpstreetfoundation.org.au](mailto:enquiries@helpstreetfoundation.org.au) Key due dates are listed on the cover page.

Question relating to the preparation of applications may be discussed in advance with a member of the Board of Help Street Foundation by telephoning 9415 2100. Eligible applicants may be asked to discuss their proposal with members of the Help Street Foundation Board before a final decision is reached.

### 4. CONDITIONS OF GRANTS/ACCOUNTABILITY REQUIREMENTS

Successful applicants will be required to undertake the following:

- Accept the conditions of the grant by the due date.
- Provide a written evaluation report to Help Street Foundation by March 31st at the latest, which details expenditure and evidence of relevant community benefit.
- Provide certified copies of receipts for purchase of equipment or capital works where grants have been made available for these purposes. Should the applicant organization or the funded service/program cease to exist, all equipment and title thereto is to be transferred to the Help Street Foundation.
- Grant money must be expended within the time periods agreed unless otherwise approved by the Help Street Foundation Board, and any unexpended money must be returned to Help Street Foundation.
- Supply in a timely manner copies of promotional materials, which acknowledge the support of Help Street Foundation, including the logo of Help Street Foundation.

# APPLICATION FORM

Please submit this application to [enquiries@helpstreetfoundation.org.au](mailto:enquiries@helpstreetfoundation.org.au) and attach all supporting information including:

- 2 Quotes obtained within the previous 3 months for capital items
- Copy of latest audited financial statement and balance sheet

<b>Applicant Details</b> <i>Group or organisation seeking funding</i>	
Name of the applicant	
Address	
Website	
ABN	
<b>Status</b> <i>Select any of the following which are applicable to the applicant</i>	
Public Benevolent Institution Status	Yes      No
Deductible Gift Recipient Status	Yes      No
Registered for GST	Yes      No
Registered with the ACNC as a charity	Yes      No
<b>Bank Account Details</b> <i>Account into which funds are to be paid</i>	
Account Name	
Financial Institution	
BSB	
Account Number	
<b>Contact Person</b>	
Name	
Position	
Telephone	
Email address	

<b>Referees</b> <i>Please provide details of two referees for the applicant</i>			
Referee 1		Referee 2	
Name		Name	
Title		Title	
Telephone		Telephone	
Email		Email	
<b>Proposal</b> <i>Please attach any further relevant supporting material to this application</i>			
Brief Description of the Proposal			

Target Group within the Willoughby Local Government Area
Expected Benefits/Outcomes.
If the service or activity is linked to any existing services of the applicant or those of other community groups, please provide an explanation of those existing services or other activities
Description of the experience and capacity of the applicant to develop and provide the proposed services or activity

<b>Funding</b> <i>Items on which funding will be expended</i>		
Salaries/wages and related costs <i>Please specify the number of staff and expected time to be spent on the delivery of the project</i>	\$	
Capital items <i>Two quotes received within the preceding three months must be provided in any application for funding for capital items</i>	\$	
Other <i>Please specify</i>	\$	
Total amount requested	\$	
Have you sought funding for this proposal from any other source?	Yes	No
If yes, please specify those other sources and indicate whether you consent to the Help Street Foundation consulting with those other sources to maximise grant effectiveness		
<b>Conditions of funding</b>		
Does the applicant agree to be bound by the Conditions of Grants/Accountability requirements as specified at section 4 of the Annual Grants Program Guidelines?	Yes	No
<b>Details of the person making the application</b>		
Name		
Title		
Signature		
Date		