

# Seedling Fund Applicant Information Pack

## What is 'The Seedling Fund'?

The Seedling Fund (The Fund) is a community-led grant initiative that helps not-for-profit 'Local Community Groups' run initiatives, projects and activities to benefit the community at Calderwood Valley.

## How does it work?

Bean Roasted at Sprout Hub donates 10c from every dollar spent at the cafe. All space hire fees collected from the Sprout Hub Calderwood Valley are also donated to the Fund. The aim is to eventually have local businesses chipping in as well, so it will be money donated by the community, for the community. In a process similar to crowd funding, the community gets to decide how this 'top-up' is spent by voting for the projects they think are most worthwhile.

The Seedling Fund is administered by Community Enterprise Foundation™ and its Trustee, Sandhurst Trustee Limited and made possible by Sprout Hub Calderwood Valley and Lendlease.

## What is the process?

Applying for a grant is an exciting process but it can be confusing if you haven't applied before. Here is some information on the process and how to apply for The Fund.

1. Applications open – 'Local Community Groups' apply for their project online at <https://cia.communityenterprise.foundation.com.au/> outlining how their project will benefit Calderwood Valley.
2. Finalists selected - three finalists are selected by our Local Committee, made up of members of the Calderwood Valley community, each of these finalists gets a \$2000 base grant.
3. Voting time - the community decides how the 'top up' funds from the Hub and other contributors are allocated, by voting online via Facebook or in person at Sprout Hub. While each of the three



finalists has already secured a base level of \$2000, public voting determines how the extra grant money is split.

4. Votes tallied - votes are tallied, final grant amounts are announced, and each group completes the final paperwork.
5. Project time - within 13 months of receiving their grant 'Local Community Groups' will deliver their projects, and the community gets to see the initiatives they supported thrive.
6. Start again - it all happens again next year.

## Who can apply?

The Fund is open to any not-for-profit 'Local Community Group' that legitimately conducts one or more local community activities that benefits the wider Calderwood Valley community. Applicants must have an ABN – which ensures that an organisation is registered and adheres to reasonable standards of governance and compliance, or work with a project partner who does.

Local teams and individual participants [for large-scale charity fundraising events](#) are NOT considered "Local Community Groups" and therefore are NOT eligible to register. The Fund does not support individuals and their personal projects.

Companies, businesses and groups that are intended to generate a profit are NOT eligible to register.

The Local Committee reserves the right at its absolute discretion to decide if sufficient evidence is available to support the claim that an applicant is considered to be a 'Local Community Group'.

## What type of projects can be funded?

The Seedling Fund supports not-for-profit 'Local Community Groups' to achieve positive social outcomes for the Calderwood Valley community by:

- Encouraging a sense of belonging in the local community.
- Increasing social connection between residents of Calderwood Valley.
- Providing opportunities for a variety of stakeholders to contribute to the prosperity of the community.

It could be catering for an event, tickets for the community to attend a workshop, leadership training for members of your organisation, so long as it benefits the local community.

## Can I apply if I don't live in Calderwood Valley?

Yes, the Fund is not specifically limited to those living in a clear geographic area however preference will be given to activities that focus on Calderwood Valley. As part of the application process applicants



will be required to outline how their project contributes specifically to the Calderwood Valley community. Eligibility based on geographic focus will be at the absolute discretion of the Local Committee.

## What type of projects can't be funded?

The Fund will not support projects, clubs and/or groups that:

- Do not (*broadly*) benefit the community of Calderwood Valley.
- Apply to fund ongoing operating costs, wages or other organisational expenses.
- Have private benefits for members.
- Engage in illegal activities.
- Directly promote a particular religious or spiritual philosophy. Support to faith-based groups must be focused on welfare and community service activities that are not of a religious nature.
- Undertake projects or initiatives that the Local Committee deems to be dangerous or discriminatory in any way.
- Apply to fund activities that are only sporting, social or recreational – *see below for detail*.
- Are government projects or entities - *see below for detail*.
- Are for political purposes.
- Apply to fund retrospective requests – to repay costs already incurred.
- Allocate more than 25% of the total funding to prizes.
- Ask for cash grants, all items purchased or activities undertaken must be acquitted by the group and/or club should they be successful.

## Sporting, Social and Recreational Activities

While sport in general is listed as not meeting charitable requirements there are many instances where sports can be deemed eligible. Whilst the equipment or facilities that can only be used for sport for sports-sake are not charitable, the other aspects of a sports club – like pavilions / rooms / storage sheds that are also used by other, non-sporting groups in the community are often considered to deliver charitable benefits to the community.

Therefore, sports groups can apply for funding to support projects that go beyond the sport itself. Also, because sport can connect people in the community – where it delivers social outcomes, or helps to interconnect those who may be otherwise socially isolated, sporting activity can be considered charitable. For example, if the sporting project is to run a program for the disadvantaged, disabled or cultural minorities it is likely to be considered charitable and eligible for funding. Funding for equipment for these groups is also charitable.

## Government and Schools

Charity Law in Australia clearly outlines that charitable money cannot be used to fund things that are government's responsibility. Charities should not have to make up the shortfall in government policy delivery. To ensure against this, the law prevents charitable grant-makers from paying entities with a



government ABN. Community groups, like recreation reserves and community hall committees may operate under government ABNs. On their own these entities are not eligible for charitable funding however they can apply using a project partner.

## Project Partners

A project partner is an organisation who is eligible to receive charitable funding and that is also willing to work with the group to deliver their project. This can be a big positive in achieving the outcome of a project, especially in fledgling communities, as it encourages broader community engagement and collaboration.

A project partner is one who can:

- Receive the funds, and
- Help to deliver the project (through labor or expertise or other forms of support).

The partner should be able to confirm that they:

- Support the project, and
- Are willing to receive the funds and commit to pass them on to complete the project, and
- Will help in some way to deliver the project beyond simply passing on the funds.

For public schools their P&C association would be the applicant as they generally operate an ABN separate to the school.

## What will be required of me if my grant is successful?

You will be required to deliver a new budget based on your final funding amount, along with any justification on the spend. You will be required to deliver on your application within thirteen months of the application being deemed successful, and complete the 'Community Enterprise Foundation' acquittal process.

You will also be required to provide two photographs and contribute a quote to be used in promotion efforts by the Seedling Fund Committee. These images will be used by the Seedling Fund and it's major partners. Please note, we try to keep the acquittal application as friendly and quick as possible.

## How do I apply?

To apply for the Seedling Fund:

- Read all the handy information we have provided you in this pack.
- Build your application using the templates below.
- Apply via our grant link at Community Enterprise Foundation:  
<https://cia.communityenterprisefoundation.com.au/> (scroll down to find *2021 Calderwood Valley Seedling Fund Community Grant Program NSW*)



Once your application has been submitted successfully you will receive a confirmation email. Applicants will generally be advised of the outcome of their application within 8 – 12 weeks from the closing date. Groups may not submit more than one application at a time and therefore must wait for an existing application to be rejected or expire before applying again.

If you need to change an application after submittal applicants must email [calderwood@sprouthub.com.au](mailto:calderwood@sprouthub.com.au) to withdraw their original application and resubmit. Any resubmissions are accepted at the sole discretion of the Local Committee.

## FAQ

### Q – What makes a good application?

A good application is engaging and concise, but gives all the information required. Make sure you answer all question asked and attach the relevant supporting evidence. Read the program description carefully before applying and consider the eligibility criteria to understand what is being asked of you.

Last but not least, inspire us! Tell us why your project will make a difference to your organisation and community. We receive lots of applications and passion shines through.

### Q – Why are there restrictions on ‘Sporting Clubs’?

The advancement of sport is not considered a charitable activity by the ATO. While sport in general is listed as not meeting charitable requirements there are many instances where sports can be deemed eligible. Whilst the equipment or facilities that can only be used for sport for sports-sake are not charitable, the other aspects of a sports club – like pavilions / rooms/ storage sheds that are also used by other, non-sporting groups in the community are often considered to deliver charitable benefits to the community.

Therefore, sports groups can apply for funding to support projects that go beyond the sport itself. Also, because sport can connect people in the community – where it delivers social outcomes, or helps to interconnect those who may be otherwise socially isolated, sporting activity can be considered charitable. For example, if the sporting project is to run a program for the disadvantaged, disabled or cultural minorities it is likely to be considered charitable and eligible for funding. Funding for equipment for these groups is also charitable.

However, this does not restrict not-for-profit sporting clubs from applying for funding for projects that are non-sporting or clearly demonstrate a benefit to the wider community.

## Q- Why are there restrictions on ‘Governments & Schools’?

Charity Law in Australia clearly outlines that charitable money cannot be used to fund things that are government’s responsibility. Charities should not have to make up the shortfall in government policy delivery. To ensure against this, the law prevents charitable grant-makers from paying entities with a government ABN.

Community groups, like recreation reserves and community hall committees may operate under government ABNs. On their own these entities are not eligible for charitable funding however they can apply using a project partner.

A project partner is an organisations who is eligible to receive charitable funding and that is also willing to work with the group to deliver their project. This can be a big positive funding application especially in fledgling communities as it encourages broader community engagement and collaboration.

A project partner is one who can

- Receive the funds, and
- Help to deliver the project (through labor or expertise or other forms of support).

The partner should be able to confirm that they

- Support the project, and
- Are willing to receive the funds and commit to pass them on to complete the project, and
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For public schools their P&C association would be the applicant as they generally operate an ABN separate to the school.

## Q – Help! What information should I put in the budget?

It is important to be realistic and do your research ahead of time. In the expense table, include all items for your project and provide a reasonable level of detail. Don’t forget to include the total value of in-kind support as well.

Your grant request amount will automatically be populated into the budget but you will need to list all the other sources of income for your project. Support from other organisations is often a benefit and shows wider community support. Don’t forget to list the total value of in-kind support here too.

Do not list GST as a stand-alone item in your budget. If you are paying GST on goods and services, include it for that line item. If you are not paying GST on other items, do not include it.



Quotes and estimates for budget items are compulsory. We understand that getting written quotes can be difficult sometimes, so we're happy to accept email or online quotes, catalogue listings, position descriptions and a range of other documents that confirm the cost of your program. If you have conducted this project / program before copies of receipts / invoices that substantiate this request from previous expenditure may be acceptable together with a detailed budget.

### Q – What is in-kind support? Do I need to list the in-kind support we will receive?

In-kind support is any contribution made to a project that has a dollar value, but has been provided as goods or services instead of cash. Common examples are volunteer hours, equipment, services or discounts. In-kind support adds up and is often the only way grassroots organisations and projects can continue to exist. It is a clear demonstration that your project has community support.

Remember, when you're including in-kind contributions to the budget make sure it is represented as income and expenditure so your budget balances.

### Q – Can I request funding for more than one project?

No, groups may not submit more than one application at a time and therefore must wait for an existing application to be rejected or expire before applying again.

### Q – What is the purpose of community voting?

By allowing the community to weigh in on the funding process we not only get the people who live in the area to decide what they want to see in their community. We also help applicants gain exposure to the very people who they are trying to target.

### Q – I was successful in a past round, can I apply again?

Yes, the Seedling Fund in Calderwood Valley happens once a year and there is no restriction in applying for concurrent years.



Q – I have made a mistake, can I resubmit my application?

In order to change an application after submittal applicants must email [calderwood@sprouthub.com.au](mailto:calderwood@sprouthub.com.au) to withdraw their original application and resubmit. Any resubmissions are accepted at the discretion of the Local Committee.

Q - When will I find out if I'm successful?

Applicants will be advised of the outcome of their application within 8 – 12 weeks from the closing date. Finalist are usually selected within 4 weeks of the closing date. From that point we maintain ongoing communication throughout the community voting and final fund distribution. Finalists may be required to amend their application in line with the final amount of funds allocated to their initiative through community voting.

## Contact Us

We are here to help! If you have any further questions or enquiries about your application please contact us at [calderwood@sprouthub.com.au](mailto:calderwood@sprouthub.com.au)