



Guidelines

Table of Contents

1.	Purpose	3
2.	Timeframe.....	3
3.	Funding Range	3
4.	Funding Availability.....	3
5.	Eligibility Criteria	4
6.	Eligibility for Purpose of Application	4
7.	Ineligible Items.....	5
8.	Application Process.....	5
9.	Approval Process	7
10.	Terms and Conditions	7
11.	Notification of Funding Approval.....	7

1. Purpose

Brothers Leagues Club Ipswich acknowledges the significant contribution community focused organisations, schools and sporting groups provide to the Ipswich Community. The Brothers Helping Others \$100,000 Community Grant provides direct funding to support not-for-profit and charitable organisations in delivering valuable services to our community.

2. Timeframe

Applications open on Tuesday 1 August 2023.

Applications close on Thursday 31 August 2023.

Funding decision made by Friday 15 September 2023

Purpose of application to be completed by 30th September 2024

3. Funding Range

A total funding pool of \$100,000 (GST exclusive) has been made available for distribution across eligible organisations. A maximum of \$5,000 is available to Brothers Leagues Club Ipswich Kindred Clubs, Ipswich-based and operating charities, community not-for-profit organisations and schools for programs or initiatives that support training and capacity building, purchase of equipment, volunteer training, education and other eligible costs that meet the program objectives.

The total project cost can exceed \$5,000, however the funding will be capped at the maximum level of \$5,000. The organisation is responsible for the payment of any amount over \$5,000 through other sources.

Each organisation can only make one (1) application for up to \$5,000 under the Brothers Helping Others Community Grant 2023.

4. Funding Availability

Brothers Leagues Club Ipswich has made available a total of \$100,000 for the Brothers Helping Others \$100,000 Community Grant 2023. This Community Grant is made possible through the valued support and custom of our Members and Guests at Brothers Leagues Club Ipswich.

5. Eligibility Criteria

Organisations eligible to apply for funding must:

- Be a not-for-profit community organisation; or
- Be an existing Kindred Club of Brothers Leagues Club Ipswich; or
- Be a charity organisation; or
- Be a local school;
- Be within the Ipswich region;
- Hold adequate public liability insurance;
- Have no debt owing to Brothers Leagues Club Ipswich;
- Have no outstanding acquittal from a past application;
- If successful, attend an award presentation at Brothers Leagues Club Ipswich held during the week of 18-23 September).

6. Eligibility for Purpose of Application

Eligible applications are those that meet the program objectives including, however not limited to:

Categories (primary focus)	Examples
Training and education	Coach, official, instructor education and accreditations, governance, financial or volunteer management training/courses/conferences.
Volunteer & Staff Recognition	Travel & accommodation reimbursement, volunteer membership, nomination fee subsidy, capacity building of volunteers & staff.
Female Participation	Implementing a program that encourages and supports women's involvement (such as in traditionally male-dominated fields or activities).
Equipment - on field	Communal on field equipment retained by the organisation including bats, balls, racquets, safety pads, nets, bibs, coaching apps and subscriptions.
Equipment - off field	Communal off field equipment retained by the organisation including software, IT equipment, hardware and first aid.
Sun Safety Initiatives	Sun protection to reduce the risk of skin cancer and other sun-related health issues (e.g. providing shade shelters etc).
Accessibility and Inclusivity Initiatives	Development and implementation of inclusive assistive features and technologies for people with impairments (e.g. ramps and text to speech conversion).

Participation Activities and Events	Costs associated with planning and delivery of activities and events e.g. presenters fees, welcome to country, insurance, first aid, venue hire, equipment hire.
Programs	Costs to deliver new programs, modified programs, social participation programs, e.g. providing inclusion, diversity and well-being.

7. Ineligible Items

Ineligible Projects/Items:

- General operational expenses e.g. insurance, maintenance, venue hire, rent, electricity unless specifically related to a one-off event;
- Administration expenses e.g. stationery, postage and office supplies;
- Consumable items e.g. food, petrol;
- Donations or prizes (e.g. money, vouchers etc for fundraising or gifts);
- Accounting programs;
- Wages;
- Repayment of debt or loans;
- Funding for staff social events.

Ineligible Organisations:

- Corporates or Businesses that are for profit making purposes;
- Non-deductible gift recipients;
- Government entities or statutory authorities;
- Organisations that are not based or operate within the Ipswich area.

8. Application Process

Submitting an application does not guarantee that the application will be approved.

Brothers Leagues Club Ipswich Board of Directors reserve the right to refuse an application, not assess an application or not approve funding for any reason, irrespective of whether the eligibility and assessment criteria have been met. The Board of Directors decision in relation to an application is final.

The Board of Directors reserve the right, at any time, whether before or after, the closing date to:

- Cancel or vary the assessment process;
- Close early, suspend, stop or extend the operation of the program or the application process;

- Amend dates including extending the closing date;
- Vary the program, including the proposed terms and conditions of funding and/or these guidelines;
- Consider or reject an application received after the closing date and time;
- Consider an application submitted other than in accordance with the requirements of the application process, including accepting a non-conforming application;
- Determine whether a purpose of application meets the eligibility criteria, requirements and other requirements set out in these guidelines and should be deemed ineligible;
- Change the allocation of funding available under the program, the eligibility criteria or the types of applications that will be considered.

Any action taken to close early, suspend, stop or extend the program will be notified by email.

The Board of Directors may seek clarification or further information from an applicant, where the provision of such further information may assist in assessment.

Applications for funding must be submitted using the application form on the website and submitted on-line or collected from and delivered to the Reception Desk at Brothers Leagues Club Ipswich.

Applicants are responsible for obtaining all appropriate permits, approvals etc. relating to the purpose of application.

Applications must include copies of quotes for all goods and services the funds will be used towards. Wherever possible, goods and services should be purchased from Ipswich-based suppliers.

Incomplete applications will not be considered. This includes applications which have failed to provide relevant information.

Once the application form has been submitted, applicants will receive a confirmation notice.

9. Approval Process

Successful applicants will be notified by email after the closing date for applications.

Eligible applications will be considered and approved at the discretion of the Brothers Leagues Club Ipswich Board of Directors. Payment of approved funding will be made by electronic transfer to the organisations nominated bank account as outlined in the application form.

10. Terms and Conditions

All successful applicants will receive approved funding from Brothers Leagues Club Ipswich to the following terms and conditions:

- Applicants must use funds for the purpose of application for which the funding was awarded by 30 September 2024;
- Funds must be acquitted within four (4) weeks of purpose of application or expenditure completion;
- To ensure appropriate accountability by recipients with regard to the use of funding, all funding provided by Brothers Leagues Club Ipswich will require a financial acquittal, outlining the use of the funds (including proof of expenditure i.e. invoices or receipts) within four (4) weeks of the expenditure of the funds;
- Applicants will be provided an acquittal form to complete upon being notified as a successful applicant;
- If the funds are not fully spent, all remaining funds must be returned to Brothers Leagues Club Ipswich;
- Brothers Leagues Club Ipswich are provided with an opportunity of acknowledgement through club websites, social marketing and other suitable advertising avenues.

11. Notification of Funding Approval

Once an application has been decided the applicant will be provided with written advice of the outcome. Where an application is approved the applicant will be provided with details of any conditions of the approval and any specific requirements which are a prerequisite to the payment of the funding.

Organisations that are registered for GST will be issued with a Recipient Created Tax Invoice for the funding payment. Where the approved organisation is not registered for GST, the GST amount will not be added, and a remittance advice will be provided for the approved funding payment.