

# Jeffrey and Geraldine Underhill

## Community Grants Program



**The Jeffrey and Geraldine Underhill Trust account has been established with a very generous donation for Community Grant purposes.**

The Redland Foundation acknowledges this continuing support to the Redlands Community over the past 10 years. Jeffrey was honoured with the Redland Citizen of the Year in 2013 and in 2015 with his OAM for service and support of the local community. Geraldine has been the rock behind the scenes and we will proudly promote them both with this Grants Program.



**Community Grants Program  
For Redland City**



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## **OVERVIEW**

The Redland Foundation is a Redlands-based philanthropic organisation and one of a growing number of similar enterprises across Australia.

The Foundation raises funds through bequests and other fundraising activities such as cause-related marketing.

All funds raised are retained in trust and income and/or capital, depending on the nature of the Trust, is dispersed for the benefit of the Redlands community including by way of this formal grants giving program. This Jeffrey and Geraldine Underhill Grants Program will be a permanent, independent and flexible source of funding for local projects and programs, capable of responding to the changing needs of people living in the Redlands.

The Redland Foundation is registered under the Commonwealth Corporations Act 2001 and operates within the constraints of relevant tax and company legislation.

Its Public Trust has been granted Deductible Gift Recipient (DGR) status by the Australian Tax Office. This means donations can be tax-deductible. The Open Trust has been registered as a charity.

Applications are processed and assessed by the voluntary Board of Directors.

There will be one funding round annually closing 30<sup>th</sup> June.

### **THE ROLE OF THE FOUNDATION IS TO:**

- Receive donations and bequests (money in)
- Invest the funds to generate money (money managed)
- Provide grants for community benefit and projects (money out)

### **OUR MISSION IS TO ENSURE REDLAND CITY HAS ITS OWN CAPACITY TO ENHANCE THE REDLAND COMMUNITY**

### **THROUGH ITS COMMUNITY GRANTS PROGRAM, THE REDLAND FOUNDATION SEEKS TO:**

- Be Redland's leading philanthropic organisation.
- Continue to build our local community and strive to ensure our quality of life now and into the future.
- Encourage all community members – individuals, families, companies, trusts and institutions to invest in the future of the Redlands.
- Support projects that benefit the Redlands community.
- Enrich diversity of recreational, cultural, social and environmental opportunities to Redlands residents.
- Provide relief to those who may be affected in the event of the declaration of a natural disaster in Redland City.

- Support a range of service areas, including
  - Community development.
  - Arts and culture.
  - Community housing and safe places.
  - Recreation and leisure.
  - Youth engagement initiatives.

## **FUNDING**

The Foundation's second grant funding program has been enabled by way of a generous donation from Jeffrey and Geraldine Underhill.

This specific funding program is known as the **Jeffrey and Geraldine Underhill Grants Program**.

The maximum amount of funding for this grants program is \$10,000 per application for assets, facility improvements and minor infrastructure projects benefiting the Redland City. This is a perpetual grants program of \$70,000 annually.

Organisations that meet the eligibility criteria and submit an application are considered for funding.

The Redland Foundation may provide a maximum of \$10,000 per financial year for projects by community organisations that improve the well-being, quality of life, community participation and life skills of local residents and which develop and / or strengthen community networks throughout the Redland City. The Redland Foundation reserves the right to partly fund applications in the event that applications exceed available funding and where it is possible to do so, without compromising the intent of the application.

### **PROPOSALS MUST ADDRESS PROJECTS THAT DELIVER ONE OR MORE OF THE FOLLOWING OBJECTIVES:**

- Acquisitions of assets that support community projects and the active engagement of residents in quality community experiences.
- Assets and facility improvements that enhance the opportunity for community access and programs that celebrate local historic and/or contemporary arts and cultural values and that foster greater cultural and social cohesion.
- Assets and facility improvements that assist with community education and skills development projects.
- Facility improvements and minor infrastructure that assist in the expansion of community development programs or that encourage and support residents' participation in social, cultural or sport and recreational programs and activities.
- Assets that contribute to the development of programs facilitating increased safety, health and wellbeing within the community.

## **ELIGIBILITY**

Successful applicants will have met the following eligibility guidelines:

- Organisations must be an Incorporated not for profit community organisation, or be auspiced by an Incorporated not for profit organisation, or be in the process of becoming Incorporated. If an organisation is applying through an auspice who agrees to take on the legal and financial responsibility of the application, an Auspice Agreement Template is available by contacting the Redland Foundation Grants Team on [grants@redlandfoundation.org.au](mailto:grants@redlandfoundation.org.au)
- Organisations must have a purpose to serve the community and contribute to the greater good of Redland City.
- Organisations must hold an active bank account and be able to provide a current bank statement upon request to confirm bank details if successful.
- Approved projects must spend funds on approved items and acquit funding within 12 months of the funding being awarded.
- The application must be submitted on the official Redland Foundation Community Grants Jeffrey and Geraldine Underhill 2018 application form. A copy of the form can be obtained from the Community Grants Coordinator on [grants@redlandfoundation.org.au](mailto:grants@redlandfoundation.org.au) or through our website [www.redlandfoundation.org.au](http://www.redlandfoundation.org.au)

### **HOW OFTEN CAN OUR ORGANISATION APPLY?**

Organisations can apply yearly for annual funding opportunities and are always welcome to ask for feedback regarding an unsuccessful application by contacting [grants@redlandfoundation.org.au](mailto:grants@redlandfoundation.org.au)

The Redland Foundation host other funding programs which may better suit the needs of your organisation, please see [www.redlandfoundation.org.au/grants](http://www.redlandfoundation.org.au/grants) for more information.

### ***What projects may be eligible?***

As the Redland Foundation aims to support Redlands-based initiatives, we welcome community groups to apply for all initiatives that fit the eligibility guidelines and show widespread community engagement and benefit. Generally, the Jeffrey and Geraldine Underhill Community Grants Program funds the following types of activities, or projects:

- Minor facility improvements that fit the Program Objectives:
  - *including furniture fit-outs and other building upgrades that lead to greater use of a community facility.*
- Assets that enhance an organisations service delivery capacity as per the Program Objectives:
  - *including specialised equipment, display material, musical, sporting or safety equipment.*
- Part-funding towards major infrastructure:
  - *including an extension of current facilities, lighting etc.*

Projects must be an improvement on current infrastructure and equipment.

Projects applying for facility funding must be a new or upgraded facility development that supports community engagement. Schools and education institutions are welcome to apply provided they fit the eligibility and can demonstrate the project will promote access and partnership with community organisations.

Organisations can apply for one project or apply for one project and auspice another organisation. Please ensure if your organisation chooses to auspice another group that both parties have an understanding of the legal and financial responsibilities and complete the Auspice Agreement Template available on the Redland Foundation website.

If applicable to your project, eligible organisations must be able to provide the following upon request:

- Land Owners permission to build (this is very important for projects on Council land).
- Evidence of tenure documentation (Lease or License to Occupy)
- Sketched plans, if applicable.
- Projects costs that have been properly budgeted.

Organisations unsure of their Council building requirements are encouraged to contact Redland City Council on 3829 8999.

#### **INELIGIBLE APPLICATIONS:**

The Redland Foundation Community Grants Program will not provide funding for the following:

- Projects that are in direct conflict with activities or initiatives of the Redland Foundation.
- Funding for government departments, for-profit groups or groups whose primary role does not deliver an identifiable benefit to the Redlands community.
- Projects that are not properly budgeted or which are not costed to the satisfaction of the Board and its auditors.
- Retrospective funding for items that have already been purchased or deposits placed.
- Gifts from the organisation or prize money for a third party.
- Projects that duplicate existing services or programs.
- Projects that do not engage the wider community.
- General administration and insurance costs.
- Events and catering.
- Salaries, wages and consultancy fees.
- Travel costs including airfares, bus and barge fees.

*We encourage applicants to fund shipping and delivery costs as their Organisations Contribution.*

## **IMPORTANT DATES**

21 May 2018	Funding round opens
30 June 2017	Funding round closes
Mid August 2018	Announcement of successful projects
July 2019	Successful projects to be fully acquitted

## **ASSESSMENT CRITERIA:**

Applications will be assessed on the following criteria:

- Delivers widespread benefit to the Redland community.
- Innovative and developmental focus.
- Demonstrates project viability.
- Potential to achieve outcomes.

## **ASSESSMENT PROCESS:**

### *Stage One:*

Applications will be assessed according to the eligibility guidelines. Please note that any overdue acquittals from previous rounds of the Jeffrey and Geraldine Underhill Community Grants Program will render your application ineligible. If you are unsure if your organisation has any overdue acquittals, please contact the Redland Foundation on [grants@redlandfoundation.org.au](mailto:grants@redlandfoundation.org.au) .

### *Stage Two:*

Eligible applications will be assessed against the overall need in the community and its ability to deliver the project.

The Grants Assessment Board of the Redland Foundation will meet to discuss which projects meet the needs of the community and assess the applications accordingly.

Applicants may be required to submit additional information to the Board prior to funding being approved. If this is required, you will be contacted by a member of the Grants Assessment Board via email.

The funding provider, Geraldine Underhill, will be consulted prior to any grant approval and the Board will take into consideration her views.

Once successful applications have been selected, the Redland Foundation's decisions are final and no further negotiation will be entered into. Unsuccessful applicants are welcome to seek feedback and encouraged to reapply in future rounds.

### **APPLICATION:**

An application form is available for download at [www.redlandfoundation.org.au](http://www.redlandfoundation.org.au) or by contacting the Redland Foundation Grants Coordinator at the Redlands Sporting Club on 3207 1133 or [grants@redlandfoundation.org.au](mailto:grants@redlandfoundation.org.au). Applications can be submitted by email to [grants@redlandfoundation.org.au](mailto:grants@redlandfoundation.org.au) or by fax to 3822 2216.

Applicants will be notified in writing when an application is received and again for the outcome.

Groups are encouraged to seek feedback should an application be unsuccessful and are welcome to apply in future rounds of the Jeffrey and Geraldine Underhill Community Grants Program.

Please note: No items requested through the Redland Foundation funding can be purchased (or deposits placed) before an organisation is notified in writing of a successful outcome. Retrospective funding is not eligible and if items are found to have been purchased before funding has been awarded, organisations will be responsible for such costs. **Applications who do not abide by this condition may be barred from further applications.**

### **IMPORTANT INFORMATION ABOUT YOUR APPLICATION**

Applying for funding means that the organisation agrees to follow the published Guidelines when making the application, and abide by all conditions and requirements if an application is approved.

Grants must be used for the purpose stated on the submitted grant application. Should the organisation no longer need the funding, for reasons such as the termination of a project, the funding will be withdrawn.

Should the funding found to be used for any other purpose(s) other than that stipulated in the original application, the Redland Foundation reserves the right to demand the return of all funds that may have been paid.

It is a condition of allocation of funds that money provided is used for the purpose stipulated in the application.

Approved applications must meet the terms and conditions of the funding, which will be provided to the organisation once funding is approved. All funding must be spent and applications acquitted within 12 months of receipt. If an extension is required, please contact the Redland Foundations Grants Team.

## **ACKNOWLEDGEMENT OF ASSISTANCE**

Successful applicants will be required to acknowledge the Redland Foundation through the use of the Redland Foundations logo on all printed materials, advertising, signage and other promotional material as appropriate. Appropriate acknowledgement also extends to inviting key members of the Redland Foundation Executive Board to the events, launches and other activities.

A copy of the Redland Foundation's logo can be emailed to your organisation by contacting the Community Grants Coordinator on [grants@redlandfoundation.org.au](mailto:grants@redlandfoundation.org.au)

## **ACQUITTAL**

Successful applicants will be required to submit the project acquittal form within 12 months of the date the funding is awarded. If successful, a copy of the funding acquittal document will be emailed to you and can also be found on the Redland Foundation website [www.redlandfoundation.org.au/grants](http://www.redlandfoundation.org.au/grants)

## **ASSISTANCE:**

Prior to lodging an application, applicants are welcome to seek support by contacting the Redland Foundation Community Grants Coordinator on 3207 1133 or [grants@redlandfoundation.org.au](mailto:grants@redlandfoundation.org.au)