

Redland Foundation

The Dan Holzapfel Entrepreneurial Program

Guidelines

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, donations and other fundraising activities.

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 grant support program.

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.

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 ENTREPRENEURIAL PROGRAM, THE REDLAND FOUNDATION SEEKS TO:

- Continue to enhance our reputation as Redlands 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 the ambitions of people in start-ups that benefit the Redlands community.
- Enrich diversity of recreational, cultural, industry, social and environmental opportunities to Redlands residents.

FUNDING

The Foundation's third grant funding program has been enabled by way of a generous donation from Dan Holzapfel. This specific funding program is known as the **Dan Holzapfel Entrepreneurial Program**.

The Dan Holzapfel Entrepreneurial Program provides access to financial assistance to equip start-up businesses to get a strong and positive start in the Redlands. Strong new business ventures that employ local people are of great benefit to the Redland community. If such businesses then support the Redland Foundation, then it is a win – win outcome.

It is encouraged that projects successful in gaining Entrepreneurial Funding have a desire to assist future applicants in the same success, and as such are encouraged to make an annual contribution to the Foundation towards future entrepreneurial projects should the business be successful. This in-turn will ensure the sustainability of the program and provide the same opportunity to those with a desire to strengthen business opportunities in the Redlands. Successful recipients will also be encouraged to participate in an alumni to encourage and support future applicants.

The maximum amount of funding for this grants program is \$25,000 per application for seed capital, training and asset purchase in the development of a business or project start-up. Matching financial contribution will be favorably looked upon by the Judging Panel. Individuals that meet the eligibility criteria and submit an application are considered for funding.

The Redland Foundation reserves the right to negotiate the funding amount in the event that applications exceed available funding and where it is possible to do so, without compromising the intent of the application.

THE OBJECTIVES OF THE DAN HOLZAPFEL ENTREPRENEURIAL PROGRAM INCLUDE:

- Redlands to be a centre for entrepreneurship.
- Increase awareness and participation of people in entrepreneurial activities, education and careers.
- Increase participation in parts of the entrepreneurship environment such as start-ups, innovative businesses and other entrepreneurial activities and careers.
- Stimulate an increase in the number of Redlanders in leadership and decision making positions in industry and business.

ELIGIBILITY

Successful applicants will have met the following eligibility guidelines:

- Applicant will be over the age of 18.
- While it is preferable that applicants reside in Redlands, the business must be situated in Redland City.
- Applicants must have an active ABN and valid Tax File number, or be in the application process and receive confirmation prior to any grant being provided.
- Business start-ups must contribute to the betterment of Redland City and demonstrate economic benefit to Redlands through growth, employment and generate opportunities for people.
- A Business Plan must be provided and not be in direct conflict with the objectives of the Redland Foundation.
- Applicants must hold an active bank account, spend the funds on approved items and acquit funding within 12 months of the funding being awarded.
- Applicants must complete their Application provided through www.redlandfoundation.org.au/Holzapfel A copy of the required document can be obtained from the Community Grants Coordinator on grants@redlandfoundation.org.au Applicants are encouraged to include a Business Plan and budget, forecasts and any additional documents that may strengthen the application.

How often can I apply?

Individuals who complete the Application may apply annually for entrepreneurial funding and are welcome to ask for feedback regarding an unsuccessful application by contacting grants@redlandfoundation.org.au A second application will need to provide quantified proof of the benefit of the first grant.

What projects may be eligible?

As the Redland Foundation aims to support Redlands-based initiatives, we welcome individuals to apply for business start-up costs that fit the eligibility guidelines and show strong business planning, innovative thinking and a benefit to Redland City. Generally, the Dan Holzapfel Entrepreneurial Program funds the following types of activities, or projects:

- Start-up capital, plant and equipment
- Legal administrative costs
- Research, development and consultancy costs
- Fees associated with completion of a prototype

Requested items must be associated with the business start-up and costed to the satisfaction of the Board and its auditors.

Applicants are encouraged to submit a Business Plan with their application. A Business Plan should focus on why your business is going to be successful, and assist you to develop your business idea, define direction and create strategies to

achieve set goals. This is an important document that you will need to pitch your business idea, your knowledge of the target market, and potential of success and intent of the financial contribution from the Redland Foundation.

The Business Plan requires information pertaining to:

- Business Plan Summary including Registration details (may be in progress), intended premises, key personnel.
- Mission, goals and Action Plan.
- Target market.
- Products and services.
- Risk management.
- Operations.
- S.W.O.T Analysis.
- Marketing, advertising and media plan.
- Financial information and sustainability.

You may submit a draft Application, Business Plan, Budget and any other additional documents up to a week before the closing date to grants@redlandfoundation.org.au for review and feedback. A Business Plan is an important document that must be protected. At the Redland Foundation we respect your confidentiality and as such, the documents you provide will be kept in confidence as per our Privacy Statement found on the Redland Foundation website.

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.
- 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
- Start-up projects that duplicate existing services or programs.
- Costs associated with a Launch event
- General business operating costs
- Staff salaries and prize money
- Insurance
- Travel

IMPORTANT DATES

15 September	Application opens
31 October	Application round closes
November	Judging
December	Announcement of successful projects
December following year	Successful projects to be fully acquitted
January	Presentations

ASSESSMENT CRITERIA:

Applications will be assessed on the following criteria:

- Delivers benefit to the Redland community.
- Innovative and developmental focus.
- Collaboration, building networks and connectivity
- Demonstrates project viability.
- Potential to achieve outcomes.

ASSESSMENT PROCESS:

Stage One:

Application will be assessed according to the eligibility guidelines.

Stage Two:

Applications will be assessed against set criteria that will include the overall benefit to the Redland City, level of pre-planning and capacity to achieve commercially viable and sustainable outcomes.

The Grants Assessment Board of the Redland Foundation will 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, Dan Holzapfel will be consulted prior to any funding approval and the Board will take into consideration his views.

Stage Three:

Successful projects will be announced and approved applicants will be required to attend an Official Presentation. The Dan Holzapfel Entrepreneurial Presentation Evening will host key members of the Redlands business community.

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 funding opportunities.

APPLICATION:

The Application and Guidelines are available for download at www.redlandfoundation.org.au/Holzapfel or by contacting the Redland Foundation Grants Coordinator at the Redlands Sporting Club on 3207 1133 or grants@redlandfoundation.org.au. Applications can be submitted by email to grants@redlandfoundation.org.au.

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

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, individuals will be responsible for such costs. **Applicants who do not abide by this condition may be barred from further applications.**

IMPORTANT INFORMATION ABOUT YOUR APPLICATION

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

Funding must be used for the purpose stated on the submitted grant application. Should the applicant no longer need the funding, for reasons such as the termination of the start-up, the funding will be withdrawn.

Should the funding found to be used for any other purpose(s) other than that stipulated in the approved Budget, 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.

The Redland Foundation accepts no liability in the success of any business start-ups as part of the Dan Holzapfel Entrepreneurial Program. You are encouraged to seek legal advice in the commencement of your business and follow advice.

Approved applicants 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 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 in the promotion of its success. Appropriate acknowledgement also extends to inviting at least two board members of the Redland Foundation Board to any launch or event resulting from the grant. 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.

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

ASSISTANCE:

Prior to lodging an application, applicants are welcome to seek support by contacting the Redland Foundation Community Grants Coordinator on grants@redlandfoundation.org.au