CMCF Grant Program

Guidelines 2019

Applications open: 3 April 2019
Applications close: 6 May 2019

The CMCF Grant Program is managed by Hands Across Canberra. For any queries regarding the program please contact Hands Across Canberra.
Applications open at 9am on **3 April 2019** and close at midnight on **6 May 2019** (EST).

Applications are open to organisations registered with Hands Across Canberra. Please register with Hands Across Canberra at the following link before applying:


Registration will only take 5 minutes. Please read these guidelines carefully before completing your application form online. Information about how to submit your application can be found on page 8.

For any queries or assistance please contact julia@handsacrosscanberra.org.au.

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1. ABOUT THE FUND

In June 2018, the Chief Minister announced the creation of the Chief Minister’s Charitable Fund.

In announcing the initiative, the Chief Minister, Andrew Barr, said:

“The ACT Government is investing $5 million as seed funding to kick-start a long term commitment to our local charities and community sector to support their incredible work and also explore innovative solutions to meeting community needs.”

The objective of the Chief Minister’s Charitable Fund is to assist in meeting the social, economic, cultural, educational, environmental and other charitable needs of the community in the Australian Capital Territory (and the immediately surrounding region) for the public benefit. The Chief Minister’s Charitable Fund Grant Program is aimed at addressing the needs of vulnerable people by supporting and working with charitable organisations and social enterprises. The fund is managed by Hands Across Canberra.

2. THE GRANTS PROGRAM

The Chief Minister’s Charitable Fund Grant Program (CMCF Grant Program) is aimed at addressing the needs of vulnerable people by supporting and working with charitable organisations and social enterprises. In 2019, the grant program will support projects in the community that will make a positive contribution in specific areas of need. The aim of this program is to support organisations to deliver important and much needed services to the community.

Alignment to the priorities described in Section 5 is an important consideration for selection, however it will not preclude organisations submitting applications for other important initiatives where need is evidenced.

If you have any questions regarding your application, please do not hesitate to contact Hands Across Canberra.
3. AVAILABLE FUNDING

For the 2019 grant round approximately $400,000 will be distributed in grants. It is expected that funding requests be no more than $20,000. In exceptional cases two or three larger grant applications may be accepted.

The table below outlines the grant types available for this round:

<table>
<thead>
<tr>
<th>Grant Types</th>
<th>Grant Size ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Community Grants</td>
<td>Requests up to (and including) $5,000</td>
</tr>
<tr>
<td>Medium Community Grants</td>
<td>Requests from $5,000 to $20,000</td>
</tr>
<tr>
<td>Large Community Grants</td>
<td>Requests from $20,000 to $50,000</td>
</tr>
</tbody>
</table>

4. ELIGIBILITY & EXCLUSIONS

To be eligible for a grant your organisation must be registered with Hands Across Canberra and work with vulnerable people. To register with Hands Across Canberra, please fill out the registration form at the following link (it only takes 5 minutes):


In addition, the following eligibility criteria applies.

- Location: grants from the Chief Minister’s Charitable Fund are provided for projects delivered in Canberra and nearby region.
- Priority areas: it is recommended that projects demonstrate alignment to the priorities for 2019. Organisations may submit applications for projects outside of these priorities if there is evidence of need.
- Exclusions: funding will not be considered for vehicles, overseas study or travel, political activities, completed projects or for expenses that have already been acquitted. Multi-year grants will not be considered in 2019.
5. PRIORITIES 2019

Hands Across Canberra works with Canberra’s charitable organisations and social enterprises to improve the lives of disadvantaged and vulnerable people in our city. The following priority areas for 2019 have been defined by consultations with community members and organisations, subject matter experts, and the ACT government agencies working in the community sector. Priorities are intended to ensure they align to Canberra’s most acute needs and target the most vulnerable. Alignment to the priorities is an important consideration for selection, however it will not preclude organisations submitting applications for other important initiatives where need is evidenced.

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Impact Areas</th>
</tr>
</thead>
</table>
| Improve wellbeing and mental health of  
- Children and young people  
- Domestic violence survivors and perpetrator programs  
- Trans, gender diverse and intersex people | Mental Health and Wellbeing |
| Improve employment outcomes and equality for  
- Aboriginal and Torres Strait Islander Peoples  
- Persons living with disability  
- Precariously employed individuals  
- Refugees and migrants  
- Trans, gender diverse and inter-sex people | Education & Employment |
| Prevention and post-prison release support for young people (8-18 yrs) and their families.  
Quality of life improvements for all Canberrans with a focus on initiatives, services and activation in outer suburban areas  
Working with children, particularly Aboriginal and Torres Strait Islander children, young people and their families to strengthen engagement and belonging. | Belonging |
| Reducing the risk of older women becoming homeless  
Effective interventions for children and young people experiencing or at risk of homelessness  
Support for Aboriginal and Torres Strait Islander housing organisations | Homelessness |

Vital Signs Themes: Health, Housing, Belonging, Education & Employment
6. ASSESSMENT CRITERIA

To be considered for funding, eligible applicants should respond to all the questions listed in the application form. Grant proposals will be evaluated using the following criteria:

- Tackles one or more of the priority areas or provides clear evidence of need.
- Clarity of project description and project activities regarding steps to be taken to achieve desired outcomes.
- Achievable timeline corresponding to the key activities; realistic project budget.
- Meaningful benchmarks and indicators of success.
- Organisational capacity to deliver project
- Established track record in specific program content area or potential to achieve needed content expertise; alignment with organisation’s mission.
- Benefit to the community/needs addressed - evidence of needs.
- Consultation and/or collaboration with other community organisations, experts and other funders.

Other Considerations:

- Collaboration is highly valued. Community organisations that are proposing any kind of partnership should provide confirmation of the other partner or partners.
- It is desirable that a project’s impact on the environment is considered.
- The proposed project should not overlap with or replace government activities/projects/services, but rather complement these.
- Ability to leverage financial, human and technical resources leading to greater impact is desirable.

7. ASSESSMENT PROCESS

Applications open at 9 am on 3 April 2019 and close at midnight on 6 May 2019 (Eastern Standard Time). The Board of the Chief Minister’s Charitable Fund will take approximately 5 weeks to assess applications and inform applicants of the outcome in mid-June.

Subject matter experts may be invited to review proposals as necessary.

Applicants may receive a site visit, telephone call and/or other type of communication from Hands Across Canberra staff as part of the application review process.

Hands Across Canberra may consult with other funding bodies in seeking complimentary funding for a project.

Non-successful applicants will receive feedback on their submissions in order to support future grant applications.
8. GRANT APPROVED: NEXT STEPS

Once grantees have been selected, they will be notified via email containing a Grant Terms of Agreement and be invited to an awarding ceremony.

**Payment:** The following table details the payment process for each grant type.

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant Size ($)</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Community Grants</td>
<td>&gt; $5,000</td>
<td>Grants of $5,000 and less will be fully paid out within two weeks of Hands Across Canberra receiving the signed Grant Terms of Agreement.</td>
</tr>
<tr>
<td>Medium Community Grants</td>
<td>$5,000 - $20,000</td>
<td>Subject to need, grants between $5,000-$20,000 will be fully paid out within four weeks of Hands Across Canberra receiving the signed Grant Terms of Agreement.</td>
</tr>
<tr>
<td>Large Community Grants</td>
<td>$20,000 - $50,000</td>
<td>Grants between $20,000 - $50,000 will be paid out according to the process outlined in the Grant Terms of Agreement.</td>
</tr>
</tbody>
</table>

**Grant Contract:** Once a grant application is successful, Hands Across Canberra will email applicants the grant contract to be signed, stating the amount of the grant, the purpose and activities to be carried out with the funding, reporting and visibility requirements etc. If amendments to the project/contract are required during the project phase please contact Hands Across Canberra prior to implementing any changes.

9. GRANT REQUIREMENTS

Grantees will be expected to meet Hands Across Canberra requirements for visibility, a final financial and narrative acquittal report as well as a presentation to Hands Across Canberra staff and donors if requested.

**Visibility**

All grant recipients will be required to acknowledge the support of Chief Minister’s Charitable Fund and Hands Across Canberra during their project. Recognising their support, will help foster a philanthropic spirit in the community while promoting the fund, Hands Across Canberra, the project and the organisation carrying it out. Examples include: logo, newsletter mention, decal, social media, advertising, campaign, speaker, event. It is important that no budget is required for separate visibility activities, therefore visibility should be understood in terms of public recognition and only be carried out as appropriate. Grant recipients will be asked to communicate with Hands Across Canberra staff on visibility to ensure messaging consistency. Hands Across Canberra will provide all grant recipients with the logos.
10. MONITORING AND ACQUITTLAL REQUIREMENTS

A final narrative and financial acquittal report is a standard requirement for all grants and will be due within three months of project completion. Acquittal forms can be reviewed online.

The following outlines the acquittal process for the Chief Minister’s Charitable Fund Grants program.

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant Size ($)</th>
<th>Acquittal Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Community Grants</td>
<td>&gt; $5,000</td>
<td>Acquittal form for Small Community Grants via Smarty Grants due within one month of project completion Photos, examples of visibility material</td>
</tr>
<tr>
<td>Medium Community Grants</td>
<td>$5,000-$20,000</td>
<td>Acquittal form for Medium Community Grants via Smarty Grants due within three months of project completion Photos, examples of visibility material</td>
</tr>
<tr>
<td>Large Community Grants</td>
<td>$20,000-$50,000</td>
<td>Acquittal form for Large Community Grants via Smarty Grants due within three months of project completion Photos, examples of visibility material</td>
</tr>
</tbody>
</table>

Organisations must submit a final report on their previous grant before submitting a new grant application.

Grantees may receive a site visit, telephone call and/or other type of communication from Hands Across Canberra staff requesting updates as part of Hands Across Canberra’s compliance monitoring process.

Hands Across Canberra may periodically request impact stories and/or photographs of project progress/completion for possible inclusion on its website, social media outlets or annual report (photographs that feature faces require permission from all individuals or their guardians).
11. HOW TO SUBMIT YOUR APPLICATION

Hands Across Canberra uses Smarty Grants to manage applications. All applications must be submitted via the online CMCF Grant Program Application Forms.

Interested grant applicants are encouraged to contact Hands Across Canberra before making a submission.

- If you are requesting funds less than $5,000 please fill out the Small Community Grant Form at the following link:

- If you are requesting funds between $5,000 and $20,000 please fill out the Medium Community Grants Form at the following link:

- If you are requesting funds over $20,000 and up to $50,000 please fill out the Large Community Grants Form at the following link:

You will need to create a log in to begin your application and you may begin anywhere in the Application Form. Please ensure you save as you go. If an error occurs, please email julia@handsacrosscanberra.org.au.

Navigating (moving through) the application form

On the right hand side of every screen, there is a box which links directly to every page of the Application Form. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the Application Form.

Saving your draft Application Form and returning

You can press 'save' at any point and log out. When you log back in, your draft Application Form will be saved and you can start where you left off.

Submitting your Application Form

The submit button is on the final page. You will not be able to submit your Application Form until all the questions are completed.
Attachments and supporting documents

You may wish to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, on a zip drive, or similar.

Completing an application in a group/team

A number of people can work on an application using the same log in details provided that only one person is working on the application at any given time. Ensure you save as you go.

ALL SUPPORTING DOCUMENTATION MUST BE SUBMITTED WITH THE GRANT APPLICATION.

If your application does not include all required documentation it may be deemed ineligible. You can upload supporting documentation to your Application Form.

Smarty Grants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your Application Form. The help guide is accessible on the Smarty Grants website at


12. FEEDBACK & COMPLAINTS

Your feedback is important to us. We value and appreciate receiving your compliments and suggestions so that we can improve the Grant Program and optimise our collective impact.

For feedback, please send an email to julia@handsacrosscanberra.org.au
For formal complaints, please send an email to ceo@handsacrosscanberra.org.au

13. CONTACT US

Hands Across Canberra manages the Chief Minister’s Charitable Fund and encourages applicants to get in touch before submitting an application. For any questions you may have about the fund or grant round please contact:

Peter Gordon  
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ceo@handsacrosscanberra.org.au  
Tel.: 0417064767

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