

GRANTING GUIDELINES

Aussie Farmers Foundation welcomes applications from eligible organisations aiming to run projects which benefit rural and regional communities in Australia.

You are required to read the Eligibility and Exclusions document to ensure that your organisation and project meets all eligibility criteria. Please do not apply for this grant if your organisation and project do not meet all criteria as we will not be able to consider your application.

Criteria

Applicant Organisations

Aussie Farmers Foundation is bound by a Trust Deed and to be eligible for a grant an organisation must have the following status as endorsed by the Australian Tax Office (ATO):

1. Deductible Gift Recipient (DGR) Item 1; and
2. Tax Concession Charity (TCC).

All organisations applying to the Foundation must advise their Australian Business Number (ABN).

Organisations which do not meet both DGR Item 1 and TCC status may be auspiced by an organisation that does meet these criteria. Please confirm with the Aussie Farmers Foundation prior to submission of the application. There is a separate application form for organisations applying under this process.

Projects

1. Projects must meet one or more of the following five key Foundation focus areas:
 - Economic and environmental sustainability (farm sustainability)
 - Disaster relief and recovery for farming communities
 - Kids health and healthy eating
 - Food waste, food relief and food provenance
 - Access to health services including mental health
2. Projects must be based in the following States/Territories only: VIC, NSW/ACT, QLD, SA, WA; or projects that operate Nationally. We do not fund projects in Tasmania or the Northern Territory.
3. Projects must directly benefit rural and regional communities in Australia.
4. Grant applications must be project-based, underpinned by local community engagement and/or involvement.

Key assessment considerations

The Aussie Farmers Foundation takes into consideration the following when assessing projects:

- Innovative and/or relevant solutions to solve issues impacting rural and regional communities.
- Groups that are collaborating in search of solutions to problems. These collaborations may be with agencies or groups within a specific field of work, or with agencies or groups that bring essential complementary skills to a project.

- The communication and dissemination of results to be important where such dissemination influences adoption of enhanced practices, stimulates new approaches, or signals that alternatives may be more useful.
- Where projects are outside the scope of the allocated funding range, the Foundation welcomes partnership opportunities and encourages grantees to seek partnerships where there are shared values and aspirations across Australia.
- Funding post-project evaluation, usually only when projects have been initiated with the support of the Foundation.

Funding

Funding Ranges

- The Aussie Farmers Foundation will not consider applications for funding of less than \$5,000.
- State based programs: grants are typically in the range of \$5,000 - \$30,000 per annum.
- National programs: grants are in the range of \$20,000 - \$50,000 per annum.

In some exceptional circumstances grants may be made outside this range, please discuss with the Executive Officer of the Aussie Farmers Foundation prior to applying.

Period of funding available

Typically, grants are awarded for projects of up to 1 year. Generally, Aussie Farmers Foundation does not seek to provide recurrent funding to organisations that apply via the annual grants process. However, we will consider multi-year proposals (2 years maximum) where there is a proven ongoing need beyond the current year and a demonstrable ability to increase the benefits to the community through a longer funding arrangement. Please note that this relates to the project length, not to multiple years of funding.

Grant Application Overview

How to apply for a grant

The Aussie Farmers Foundation has a one-step application process via the Foundation's website <http://www.aussiefarmersfoundation.org.au/grants/>.

The online grant application is via Smartygrants, developed by Our Community.

Applicants should ensure that they have followed all five (5) steps in the application process:

Step 1: Read our [Eligibility and Exclusions](#) to ensure that your organisation and project are eligible to be considered.

Step 2: Read our [Granting Guidelines](#) (the document that you are currently reviewing).

Step 3: Refer to our [Grant Conditions](#) for an understanding of some of the obligations involved when a grant is made and to ascertain whether your project meets these conditions.

Step 4: [Contact](#) Aussie Farmers Foundation's Executive Officer to ensure eligibility and for advice on the application process.

Step 5: Complete and submit the online Grassroots Grant Application Form.

Grant Application Form

1. Grassroots Grant 2018 Application Form

The application form is accessible via the Grants page of the Aussie Farmers Foundation website, at <http://www.aussiefarmersfoundation.org.au/grants/>.

Please note: there are two versions of the application form:

1. the Standard Form for organisations that have both DGR Item 1 and TCC status.
2. the Auspice Form is for organisations that are being auspiced by an organisation which has both DGR Item 1 and TCC status.

The following is an overview of the type of information required in the Application Form:

- Evidence of your organisation's eligibility to apply for an Aussie Farmers Foundation grant
- Information about your organisation including history, area of expertise, who benefits from your operations.
- Outline of the project such as objectives, needs addressed, activities and outputs, anticipated outcomes; evaluation.
- Project costs/timeline and key personnel for project delivery
- Full contact details of person submitting the Application Form and approval of relevant authority.

Please ensure that the following required items have been included in your Grant Application:

- A copy of your organisation's most recent audited financial statements and Annual Report (if available)
- A copy of list of members of the Board or Management Committee (if not included in your Annual Report or if you do not have an Annual report)
- Your ABN
- A copy of your organisation's ATO endorsement for Charity Tax Concessions
- A copy of organisation's "Endorsement as a Deductible Gift Recipient" issued by the ATO, OR the item number in which the applicant organisation is named in Subdivision 30-B of the Income Tax Assessment Act 1997;

2. Further Information by Invitation

Organisations which are eligible and have had their application form accepted may be invited to provide further information.

Invitations for further information will be sent via email to the contact person provided for the applicant organisation.

Aussie Farmers Foundation reserves the right to seek assistance from external experts in examining and assessing submissions.

When to Apply

Timelines are published on the Aussie Farmers Foundation website at:

<http://www.aussiefarmersfoundation.org.au/grants/>.

Lodgement

Lodgement of Applications is via www.aussiefarmersfoundation.org.au/grants/.

The following submissions will not be considered:

- Incomplete submissions
- Late submissions
- Faxed, posted or emailed copies

The online grant application is via Smartygrants, developed by Our Community. If you have technical questions about the application form please contact:

- SmartyGrants Technical Assistance
- Phone: (03) 9320 6888
- Email: service@smartygrants.com.au

If you have any concerns regarding Grassroots grant program and the information requested in the form, please contact

- Executive Officer, Aussie Farmers Foundation
- Phone: (03) 9041 9599
- Email: info@aussiefarmersfoundation.org.au

Please note: if your organisation does not have access to a website and / or email, contact the Executive Officer of the Aussie Farmers Foundation to discuss options.

Successful Applicants

Grant Acquittal

All recipients of past grants are required to acquit the grant within 12 months of receipt of the grant.

If a grant is awarded for a period longer than 1 year, then an interim report must be submitted within 12 months of receipt of the grant and a final Acquittal Report within 2 months of the end of the nominated grant period.

As a guide, a Grant Acquittal Report template can be accessed from this website. Please note an important requirement of the Acquittal Report is that it be signed by the Recipient Organisation's CEO or CFO attesting to the full expenditure of the granted sum.

Grant Acquittal Reports

There are several requirements that you will need to be aware of as a recipient of a grant from Aussie Farmers Foundation.

The outlined Grant Conditions require all successful grantees to satisfactorily acquit the grant by completing a financial acquittal and a final report.

This information is used:

- to ensure the financial accountability of both the foundation and the grant recipient
- for internal assessment and review
- to identify any important learning's or models from the project
- to disseminate experiences and outcomes to others where appropriate
- to guide future grant-making decisions.

Grant recipients must inform the foundation of any changes to, or delays in the completion of the project throughout its duration.

All partners must complete a Grant Acquittal Report upon completion of their program. A copy of the form must be sent to the attention of the Aussie Farmers Foundation Executive Officer at the email address noted above. This report is expected within two months of the project completion.

Grants awarded via alternative processes

Aussie Farmers Foundation may choose to open alternative and additional grant rounds that adopt a different approach to the process outlined in these guidelines. This will be publicised via the Aussie Farmers Foundation website when applicable.

The Foundation holds in reserve funds for allocation to relief needs from natural disasters (such as flood or fire).

Further information

If you have any questions or require further information please contact the Executive Officer of the Aussie Farmers Foundation at info@AussieFarmersFoundation.org.au or call (03) 9041 9599.