



# We Join - Motoring Event Grant

## Guidelines Community NSW/ACT

### Motoring Grants

Variety NSW/ACT promotes inclusivity for all Australian children and our motoring events are a main source of fundraising. As part of the motoring events, Schools, NFP organisations and community groups are invited to apply for an equipment grant. Funds from this grant can be used to purchase equipment that will promote access and inclusivity in the community.

### Eligibility

- Schools, NFP organisations and Community groups must be invited to apply by a member of the Variety staff
- School, NFP organisation and community groups must directly service children aged 0-18 years in one or more of the following areas:
  - Children living with a disability
  - Children living under financial hardship
  - Children living with chronic illness
  - Children living in remote/rural areas
- Items being requested must directly benefit the children and provide inclusivity within the organisation
- Previous recipients will not be considered for another Community grant until 2 years after the date listed on their outcome letter
- Unsuccessful applicants may be eligible to reapply for a Community grant 12 months after the date listed on their outcome letter

### Example of Grant requests

The Applicant can apply for one or more items as part of their grant request. The items must directly benefit the children and promote inclusivity as per the eligibility criteria above. The applicant will be allocated an amount to which they can apply for e.g. \$5,000. Requests over and above the amount allocated can be submitted and will be reviewed by the Grants Committee on a case by case basis.

The following are examples only; we recommend the applicant contact the Kids Support team before completing an application to ensure their requests are suitable for consideration.

- Supplies, e.g. Garden supplies (e.g. raised garden beds), bubblers, library supplies, musical instruments etc
- Equipment, e.g. inclusive play equipment, adaptive toys, inclusive sporting equipment, canteen equipment etc
- Technology: e.g. Coding supplies, 3D printers, smart boards, hearing loops etc

### Examples of Grant requests not eligible

The following are examples of what will not be considered

- Retrospective funding – only items purchased **after** the approval date will be eligible to claim as part of the grant
- Capital works
- Installation costs
- Insurance
- Employment/contract staff
- Servicing or maintenance
- Programs
- Administrative costs
- Laptops/Computers
- iPads/Tablets

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### Application

- Applications will be open all year round, applications are required to be submitted at least two months before the applicable motoring event visiting your location.
- Applications can be made on behalf of the organisation by an authorised representative.
- Applicants will be expected to submit a truthful and factual application & attach relevant documentation as evidence, addressing but not limited to the following points:
  - Contact details of authorised representative and organisation
  - Details of the children who will benefit
  - Details of the requested item(s) including supplier information and how the requested items will promote inclusivity
  - Information related to expected outcomes and measurements

*Applicants need to ensure the application addresses all criteria and addresses all the information required or risk the application process being delayed or in some cases, denied.*

### Quote/s

The application will require a quote directly related to the requested item(s) from your preferred supplier. This must be no older than 3 months at the time of submission and remain valid through the assessment process. Please keep in mind that the assessment process may take up to 6 weeks before you receive an outcome from Variety once you apply.

### Funding

An applicant will be required to stipulate why they are requesting support from Variety NSW/ACT and where applicable, any other sources of funding.

### Post-Submission and Assessment

- Submissions are assessed by the Variety Kids Support Team
- Eligible submissions are presented to the Kids Support Committee for approval

### Decision

Outcome letters are emailed to applicants approximately 4-6 weeks after their initial submission

#### Unsuccessful Applicants

- Reasons pertaining to unsuccessful applications are at the discretion of the Kids Support Committee
- Unsuccessful applicants may be eligible to reapply in 12 months from the date listed on the letter

#### Successful Applicants

- Successful Applicants have 12 months from the date of approval on their letter to use their grant
- No retrospective funding is eligible
- Successful applicants are directed to provide their outcome letter to the supplier associated with their approved granted item
- The supplier must provide a tax invoice for the approved item/s and for the approved amount (please note, Variety NSW does not provide money directly to applicants money is paid directly to suppliers). Instructions for invoice submission will be provided to applicants in their outcome letter.
- It is the responsibility of the applicant to action all appropriate steps after receiving the outcome letter (as directed)
- Any unused and/or unspent funds will be forfeited after the expiry date of the grant



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## Outcome Reporting

Variety will provide the successful applicant with an official report template before the grant expiry date. The recipient will have 4 weeks to complete the report and return to Variety.

## Application Steps/Process



If you require further information, please don't hesitate to contact the Kids Support Team at [kidssupport@varietynewsw.org.au](mailto:kidssupport@varietynewsw.org.au)