2025 COMMUNITY GRANTS PROGRAM

GRANT GUIDELINES

Opening Date: Monday 24 February 2025

Closing Date & Time: Friday 28 March 2025 at 5pm ACDT

Enquiries: If you have any questions, please contact the Community Grants team:

communitygrants@adelaiderotary.com.au

Questions: should be sent no later than Monday 21 March 2025.

Grants offered by the Rotary Club of Adelaide are competitive and successful grant recipients will be notified end May 2025.

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1. ROTARY CLUB OF ADELAIDE – Community Grants Program

About Us: The Rotary Club of Adelaide is a service organisation whose purpose is to bring together leaders in order to provide understanding, humanitarian service and peace. We are a non-political and non-religious organisation open to all.

In all, there are over 35,000 Rotary clubs worldwide, with a membership of 1.2 million. whose purpose is to bring together leaders in order to provide understanding, humanitarian service and peace. We are a non-political and non-religious organisation open to all.

Rotarians are neighbours, friends, leaders and problem-solvers who see a world where people unite and take action to create lasting change.

We take action on our world's most persistent issues across seven key causes:

- Promoting peace
- Fighting disease
- Providing clean water, sanitation, and hygiene
- Saving mothers and children
- Supporting education
- Growing local economies
- Protecting the environment

Our mission is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders.

In 2025, the Rotary Club of Adelaide, through our Charitable Trust Foundation (RCA-CTF) will release funds through a competitive annual grant program for the benefit of the 'for purpose' sector for organisations holding DGR1 status.

How will it work…

- The RCA-CTF Committee will work with potential community recipients who develop the projects put up for selection.
- Selected projects will be approved by end of May 2025.
- The projects are mostly expected to be completed within the July 2025 – June 2026 Rotary year.

Together, we see a world where people unite and take action to create lasting change, across the globe, in our communities, and in ourselves.

1.1 Introduction

The following guidelines are to assist applicants as they consider an application for funds.

These guidelines outline the criteria and other considerations relevant to making an application, along with the implementation of a grant for successful applicants. It is essential that you read these guidelines before making an application.

This document sets out:

- The purpose of the Rotary Club of Adelaide - Community Grant Program
- The eligibility and assessment criteria
- How grant applications are assessed and selected
- How successful applications are notified and receive grant payments
- How grantees will be monitored and evaluated
- Responsibilities and expectations in relation to the Program.

2. Community Grants Program Goals

The Rotary Club of Adelaide Community Grants Program aims to help us achieve our Community Service objectives by working with and through 'for purpose' organisations that impact the communities of South Australia.

We prioritise projects that create a positive and lasting impact for individuals in the South Australian community, with a focus on:

- People experiencing socioeconomic hardship or displacement
- Aboriginal and Torres Strait Islander peoples
- People from culturally diverse backgrounds
- Youth at risk
- People living with disabilities.

3. Grant Amount and Grant Period

3.1 Grants available

The Rotary Club of Adelaide offers project grants of between $5,000 and $20,000 (GST exclusive).

3.2 Project period

The project period will commence after the creation of a MOU (expected to be finalised by early June 2025).

It is expected that MOU execution and grant funding will be paid to successful organisations in mid-June 2025 or as outlined in the MOU. Projects will not exceed the agreed end date specified in the MOU. Following the project completion period, a three-month evaluation period will commence, during which you must submit a final evaluation report.

4. Eligibility Criteria

To be eligible, projects must satisfy all the eligibility criteria.

Applications must have a 'for purpose' focus for the associated project activities. It is the responsibility of the applicant to determine their eligibility to apply for grants.

4.1 Who is eligible to apply for a community grant?

To be eligible, you must:

- Outline/define a project aligned with the service goals of the Rotary Club of Adelaide and Rotary International causes.
- Have an Australian Business Number (ABN), and importantly have DGR1 Tax-deductible status.
- Be registered for the purposes of GST
- Demonstrate financial sustainability and have all necessary and relevant insurances
- Have an account with an Australian financial institution and be one of the following entity types
    - A company incorporated in Australia
    - An office located in South Australia
    - An incorporated association

4.2 Eligible expenditure

If successful, grant monies can only be spent on agreed purposes. Monies expended must be directed to achieving agreed project activities.

Eligible expenditure items may include operating and administrative costs directly related to the provision of the project activity.

If your application is successful, we may ask you to verify the project costs that you provided in your application. You may need to provide evidence such as competitive quotes for major expenses.

Not all expenditure on your project activities may be eligible for grant funding. The Rotary Club of Adelaide makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

All expenditure on your project/program activities must take place between the commencement date and completion date for your MOU.

4.3 Community grant money exclusions

Rotary Club of Adelaide - Community Grant monies cannot be used for the following activities:

- Purchase of land
- Wages and on-costs not directly attributed to the provision of the project activities
- Capital expenditure unrelated to the project goals
- Retrospective costs
- Costs incurred in the preparation of a grant application or related documentation

- Subsidy of ongoing general administration of an organisation such as electricity, phone and rent
- Vehicles
- Overseas travel
- Activities for which the Commonwealth, state, territory, or local government bodies have primary responsibility.

5. Grant Assessment Criteria

There are four assessment criteria for proposed projects, and all assessment criteria in the application form must be addressed. All criteria are equally weighted.

The amount of detail and supporting evidence you provided should be relevant to the extent, complexity and funding amount requested.

The application form includes strict word limits. Applications in excess of the word limit will not be accepted.

The Rotary Club of Adelaide is looking to reward applications of Good quality (see Section 7.1) or better against the criteria.

Criterion One: Project Description and Activities (up to 500 words)

In addressing this criterion, strong responses will:

- Include project rationale and the need for your project
- Describe the activities to be undertaken
- Describe if the project is a new initiative or continuation of an existing project.

Criterion Two: Community Need and Awareness (up to 500 words)

In addressing this criterion, strong responses will:

- Describe your target group/s
- Describe how your project activities support, enhance, and benefit your target community group and/or clients

Criterion Three: Project Outcomes (up to 500 words)

In addressing this criterion, strong responses will:

- describe your project outcomes
- outline your key performance indicators (max.5)
- explain how you are going to measure these indicator

Criterion Four: Capacity and Capability to Deliver the Project (up to 300 words)

In addressing this criterion, strong responses will:

- outline your organisation's capability to deliver your project activity, including reference to prior experience, resource skills, expertise, and project management
- demonstrate your organisation's experience in the successful delivery of community programs/projects

6. How to Apply

Before applying, you must read and understand these guidelines.

To apply, you must:

- Complete the grant application form – word document
- Provide all the information requested
- Address all eligibility criteria and assessment criteria
- Include all necessary attachments

Submit your application in a zip file with filename **RCAGrant-*your charity name*-25** via the email address **communitygrants@adelaiderotary.com.au**

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code of 1995,* and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately. We do not have to accept any additional information or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge we have received your application.

If you need further information, you can contact us at **communitygrants@adelaiderotary.com.au**

6.1 Attachment to the application

You should only attach documents specifically requested as part of the application process. Any documents not specifically requested may not be assessed as part of your application.

As part of your application, if relevant, you must provide:

- Return to Work SA proof of registration
- Public liability insurance certificate
- Professional indemnity insurance certificate

You must attach supporting documentation to the application form in line with the instructions provided within the application form. Applications that do not meet this requirement will not be considered further.

6.2 Joint (consortia) application

We recognise that some organisations may want to join as a group to deliver a grant project.

In these circumstances, you must appoint a 'lead organisation'. The lead organisation must be eligible to apply for funding. Only the lead organisation will enter into an MOU with the Rotary

Club of Adelaide Inc. and will be responsible for the grant. The lead organisation must complete the Application Form, identifying all other members of the proposed consortium in the application and include a letter of support from each of the partners.

Each letter of support should include:

- List of the partner organisation
- An overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant project
- An outline of the relevant experience and/or expertise the partner organisation will bring to the group
- The roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- Details of a nominated management level contact officer.

You must have a formal arrangement in place with all partner organisations prior to the execution of the MOU with the Rotary Club of Adelaide.

Eligible organisations can form a consortium with ineligible organisations.

6.3 Timing of grant selection process

Applications must be submitted between the published opening and closing dates. In the interests of fairness, we will not accept late applications.

Successful applicants will sign an MOU end May / early June.

Table 1 Expected timeline

Activity	Timeframe
Open on Rotary Club of Adelaide website	Monday 24 February 2025
Applications accepted close	Friday 28 March 2025
Notification to the successful applicants that are being recommended for approval and signing of MOU	End May 2025
Funds disbursed	Mid June 2025
Notification of unsuccessful applicants	Early June 2025
Earliest start date of the grant project	July 1st 2025
End date of grant activity	As per executed MOU

6.4 Questions during the application process

If you have questions relating to clarification of information or process of the available grant, please contact **communitygrants@adelaiderotary.com.au**

We will respond to emailed questions within three working days.

We cannot assist you to address assessment criteria, determine eligibility or complete your application.

7. The Grant Selection Process

This grant opportunity is an open competitive grant process. The Rotary Club of Adelaide will assess your application against the assessment criteria.

7.1 Assessment of grant applications

We review your application against the eligibility criteria (Section 4). We will then assess compliant and eligible applications against the assessment criteria as outlined in (Section 5) using a 5-point numerical scoring scale. Comparatively, we consider all applications on merit and against other applications, based on:

- How well your application meets the criteria
- How it compares to other applications
- Whether your application provides value with relevant money
- How it meets the outcomes and objectives of the Program
- The impact of the Project and potential for sustainable outcomes
- How will your project/program strengthen both organisations?

Table 2 Assessment criteria and scoring metric

Rating (for each criterion)	Score
Excellent – response to this criterion, include all sub-criteria, exceeds expectations	5
Good – response to this criterion addresses all or most sub-criteria to a higher-than-average standard	4
Average – response against this criterion meets most sub-criteria to an average but acceptable standard	3
Poor – poor claims against this criterion but may meet some sub-criteria	2
Does not meet criterion at all – response to this criterion does not meet expectations or insufficient or no information to assess this criterion	1

In assessing the extent to which the application represents value with relevant money, we will have regard to:

- The overall objective/s to be achieved in providing the grant
- The relative value of the grant sought and the indicative activity budget
- The extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives, and
- How the grant activities will target key audiences.

7.2 Who will assess applications?

Rotary Club of Adelaide volunteers will form an assessment committee to assess eligible and compliant applications.

Following a set of assessment criteria, the committee will review applications on their merits to select the shortlisted applicants and advise the Rotary Club of Adelaide members. Rotary Club of Adelaide member feedback will then be used in making the final recommendation.

The assessment committee may seek additional information about you or your application. They may do this from within the Rotary Club of Adelaide, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The assessment committee recommends to the Board of Rotary Club of Adelaide which applications should be approved for a grant.

7.3 Who will approve grants?

The Board of the Rotary Club of Adelaide has the final say on which grants to approve, usually at its June meeting, taking into account the recommendations of the assessment committee and the availability of grant funds for the purposed of the grant program.

Their decision is final in all matters, including:

- The approval of the grant
- The grant funding amount to be awarded
- The terms and conditions of the grant

There is no appeal mechanism for decisions to approve or not approve a grant.

8. Notification of Application Outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

8.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within two weeks of being advised of the outcome. We will arrange a phone call/teleconference to provide verbal feedback within one month of your request.

9. Successful Applications

9.1 The MOU

Successful applicants will enter into a legally binding MOU with the Rotary Club of Adelaide. The MOU will include general terms and conditions that cannot be changed. We base the approval of your grant on the information you provide in your application.

We must execute a MOU with you before we can make any payments. We are not responsible for any of your expenditure until a MOU is executed, and you must not start any project activities until a MOU is executed.

Your MOU may have specific conditions determined by the assessment process or other considerations made during the final selection process. We will identify these in the MOU.

You will have 14 days from the date of a written offer to execute this MOU with the Rotary Club of Adelaide. During this time, we will work with you to finalise the details.

The offer may lapse if both parties do not sign the MOU within the required timeline. Under certain circumstances, we may extend this period.

You may request a change to the MOU and the Rotary Club of Adelaide reserve the right to disapprove any changes to the project details to ensure they do not impact the grant as approved.

9.2 How we pay the grant

The MOU will state the:

- Grant amount and payment schedule
- Eligible expenditure covered by the grant
- Any in-kind contributions you will make
- Activity components
- Reporting requirement

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

The Rotary Club of Adelaide will arrange for payment of 100% of the grant as per the MOU. You will be required to report how you spent the grant funds at the competition of the project activity.

9.3 Grants Payments and GST

Payments will be GST inclusive. If you are registered for GST where applicable, we will add GST to your grant payment. A Tax Invoice will be required for payment.

10. Promotion

If successful, your grant will be announced via the Rotary Club of Adelaide website within 30 days of the signed MOU.

There may be a public announcement of the project via the media. These announcements may include details on an individual basis of the applicant, the value of the grant, the purpose of the grant and details of the project partners.

11. Monitoring your Project

A Rotary Club of Adelaide Project Manager will be assigned to all successful projects and is expected to have close contact with you as you implement project-related activities. Projects will be monitored via reports submitted and other feedback to the RCA in line with the MOU reporting.

We will expect you to report on:

- Progress against agreed grant activity goals, including milestones, outputs, and outcomes
- Contributions of participants directly related to the project activity
- Expenditure of the grant.

Members of the Rotary Club of Adelaide will visit your offices on occasion for discussions and to view the Program in action (notwithstanding any privacy issues).

11.1 Keeping us informed

It is your responsibility to notify the Project Manager about significant events relating to the Project and provide an opportunity for a Rotary Club of Adelaide member to be in attendance as appropriate. We also ask that you make the Project Manager aware of emerging unforeseen or risk factors that may affect the project activity or organisation, including any breach of terms and conditions under the MOU.

You must also inform us of any changes to your:

- Name
- Addresses
- Nominated contact details
- Bank account details

Additionally, the Rotary Club of Adelaide may invite you to make a presentation at one of the Club's meetings.

11.2 Reporting

Regular progress reports are expected in line with the MOU.

The amount of detail we expect should be relative to the size, complexity, and grant amount.

We will monitor project progress by assessing the reports you submit and may request further information to confirm the details of your reports. Occasionally we may need to re-examine claims, seek further information, or request an independent auditor of claims and payments.

Progress reports must:

- Include evidence of your progress towards completion or agreed on project activities, outcomes, and outputs. Photographic evidence is especially valued.
- Show the total eligible expenditure incurred to date
- Be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

If reporting delays occur, you must communicate with us as soon as you become aware of them.

Final Report

When you complete the project activity, you must submit a final evaluation report.

Final reports must:

- Identify if and how outcomes and outputs have been achieved using data and analytics where possible
- Include the agreed evidence as specified in the MOU
- Identify the total eligible expenditure incurred
- Be submitted within 30 days of completion in the format provided in the MOU.

11.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the MOU and to report on any underspends of the grant money

11.4 MOU variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your MOU.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the MOU and the likely impact on achieving outcomes.

11.5 Evaluation

We will evaluate the grant program to measure how all the outcomes, outputs and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you or ask you for more information to better help us understand how the grant impacted you and to evaluate how effective the Program was in achieving our outcomes and outputs.

11.6 Acknowledgement

Successful applicants will be asked to acknowledge and promote the Rotary Club of Adelaide. We expect to discuss this with you and develop an agreed plan for the Rotary Club of Adelaide co-branding.

12. Probity & Conflict of Interest

The Rotary Club of Adelaide commits to a grant selection process that is fair, incorporating appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct.

Conflicts of interest is a probity issue that may distort the Program and affect the outcome for a grant application. The Rotary Club of Adelaide aims to ensure that there no conflict of interest exists for selected projects. Rotarians, any member of a committee or advisory and/or you or any of your personnel:

- Has a professional, commercial, or personal relationship with a party who is able to influence the application selection process, such, and a member of the Rotary Club of Adelaide
- Has a relationship with or interest in an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- Has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation received a grant under the grant program/

As part of your application, you are asked to declare any existing or perceived conflict of interests. If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Rotary Club of Adelaide in writing immediately.

Conflicts of interest for Rotary Club members will be identified through our internal processes.

13. Enquiries and feedback

Any and all communications about the grant process and outcomes should be provided in writing via **communitygrants@adelaiderotary.com.au**