



VICFORESTS COMMUNITY SUPPORT PROGRAM Terms and Conditions

PLEASE READ THE FOLLOWING PRIOR TO COMPLETING THE APPLICATION FORM

VicForests Community Support Program has been established to provide grants of up to \$2000 to assist local community groups deserving of financial assistance.

Applications will be assessed on the basis of pre-determined criteria by the VicForests Sponsorship Review Committee. The committee will make recommendations regarding the allocation of funding based on the proposal's capacity to meet the Assessment Criteria.

VicForests' emphasis will be in creating or pursuing activities that contribute the greatest benefits to their local communities and are aligned to VicForests' corporate objectives.

Who is eligible to apply?

VicForests welcomes applications from a wide range of local community groups, including the following:

- Community groups whose services and programs will directly benefit local community members
- Community groups and organisations based within at least one of the regions in which VicForests operates
- Community groups who support VicForests' operations and its aim of a sustainable native forestry industry

Examples of eligible groups which may apply:

- Local schools
- Sporting organisations
- Youth organisations
- Local charities
- Other local not-for-profit organisations

What applications will NOT be funded?

Sponsorship grants will NOT be provided for:

- Individuals
- Commercial businesses
- Community groups whose aims, objectives or beliefs are not in accord with VicForests' activities or VicForests' aim of contributing to a sustainable native forestry industry
- Projects not based in VicForests' Central Highlands or Gippsland regions
- Retrospective costs for project programs or events that have already taken place
- Travel or accommodation costs for interstate or overseas travel
- Staff salaries or the employment of consultants to deliver projects/services
- Political, religious or spiritual organisations where their key focus is to promote their beliefs.
- Community groups which already receive ongoing funding support from VicForests
- Applicants who have not completed all details of the application form
- Applications for funding which will not be spent within the 2011/12 financial year
- Applications which arrive after the closing date
- More than one application from a single community group

To obtain an Application Form

Online application forms can be downloaded from the VicForests website: www.vicforests.com.au

To receive an Application Form by mail or to obtain assistance with the completion of the Application Form contact:
Central Highlands Community Relationship Manager, Liz Langford on 5969 9006
East Gippsland Community Relationship Manager, Mick Sutton on 5161 1346

To complete an Application Form

An Application Form must be completed IN FULL as part of the application process and requires the following information:

- A concise outline and description of the event, project or initiative for which funding is sought
- A description of the benefits of the event, project or initiative to the target audience
- The timing in which the funding will be used (must be used by June 30th, 2012)

Processing of Applications

VicForests' Sponsorship Selection Committee will assess all applications based on the selection criteria, as outlined below. There can be no change to any approved application without VicForests' approval. Any request for variation must be submitted in writing.

Assessment Criteria

Applications will be assessed against the following criteria:

- Is this a genuine need?
- How will the project benefit the local community(ies)? How many people will it benefit?
- How will the project assist VicForests to educate and inform the community?
- Does the project provide potential for local and/or metropolitan media coverage?
- Does the event, project and/or organising body enjoy a good reputation in the local community?
- How does the application fit with other projects already supported by VicForests?
- Is additional support/resources required from VicForests for the event or project to be successful?
- Who else could provide support for this project?
- Does the application fit in with VicForests' corporate objectives?

Decisions will be made at the sole discretion of VicForests' Sponsorship Selection Committee. On making an application, each applicant agrees that VicForests' decision is final and will not be challenged.

VicForests will contact applicants if additional information or clarification is required.

VicForests maintains the ability to award a sum less than that requested by the applicant, or to reject the request entirely.

Successful & Unsuccessful Applicants

Successful and unsuccessful applicants will be notified in writing within 14 days of the application closing date.

Successful applicants will be invited to enter a Sponsorship Agreement with VicForests, which sets out the purposes for which the funding will be made and the conditions that apply. A copy of the sponsorship agreement is available on the VicForests website for your review. No funds will be provided to the successful applicant unless a Sponsorship Agreement has been signed by representatives of both organisations.

Funding not utilised within the current financial year (2011/12) will lapse and any remaining funding will be withdrawn.

Disbursement of Funds

To obtain funds, the amount of the grant will be transferred to the nominated bank account of the recipient in a single instalment. The recipient is responsible for preparing all necessary accounting documents.

A recipient will provide, at VicForests' request, evidence of the use of funding, including receipts and relevant accounts, as well as reasonable evidence demonstrating the use of such funding.

Acknowledgment of VicForests Support

Successful applicants will be required to credit VicForests in all announcements, publicity, and programs for the funded project.

Applications close 5pm Friday 24th June, 2011.