

Northern Rivers Grants Program 2024

Application Guidelines

If you have any queries or questions in relation to the application process, please don't hesitate to contact us at: hello@ingrainedfoundation.com.au

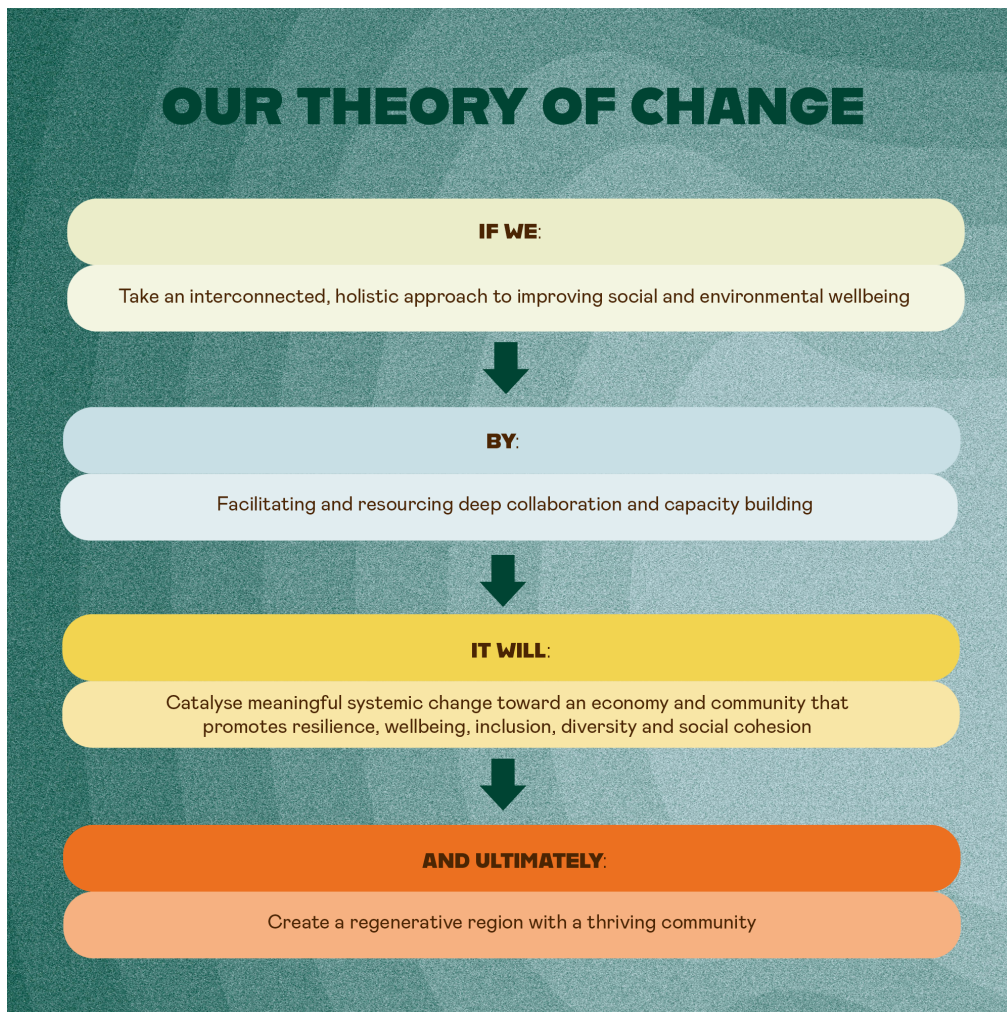
About Ingrained Foundation:

Ingrained Foundation exists to facilitate and resource deep collaboration and capacity building, by investing in, walking alongside, and promoting initiatives and organisations that are improving social and environmental wellbeing in the Northern Rivers region.

In 2023, we re-visited our Impact model. Through a three month process of workshops and stakeholder consultation, we clarified the focus for the foundation going forward and the importance of deepening our impact in our Northern Rivers region.

Social wellbeing isn't possible without environmental wellbeing. That is why we take an interconnected, holistic approach, guided by our Theory of Change, to supporting the unique systemic transformation required to achieve a ***regenerative region with thriving communities.***

For more information or to read out 2023 Impact Report, head to our website:
www.ingrainedfoundation.com.au



About our Northern Rivers Large Grants Program:

Our local grants program is an important initiative of the foundation that aims to create sustained positive change by directing funds to support our community where and when it's needed.

In 2024 and beyond, we will be focussing on projects based in the Northern Rivers region, under the following impact areas:

- **Community Capacity Building**
Develop and strengthen the skills, instincts, abilities, processes and resources of individuals and organisations.
- **Ecological Resilience and climate action**
Enable environmental regeneration, preservation, and resilience. Support education and advocate.
- **Social Cohesion**
Promote and support cooperation and inclusion, develop opportunities and capabilities for social wellbeing.

- **Systems Change and Social Innovation**

Engage in consultation and collaboration while catalysing innovative solutions, along with working with alternative economic/ impact models.

Applicants will be asked to detail which category their project addresses.

To reflect the diverse range of work in our community, **grants are available between \$10,000 to \$30,000**. We will ask applicants to not only outline how the funding will be spent, but also how the impact will be enduring or sustained beyond this investment.

About the Guidelines:

This guideline document has been created to assist with the grant application process. It sets out eligibility, submission steps and requirements, key dates, the assessment process, and contact details for further information.

Please ensure that you have read and understood these guidelines before applying.

Eligibility:

For 2024, applicants must:

- Be a not-for-profit with DGR status, or be in partnership with a DGR status organisation with an auspicing agreement with the applicant.
- Implement the project in the Northern Rivers region - **please refer to map below**.
- Address one of four impact areas listed above
- Develop a distinct project with milestones and outcomes. Project completion must be before **30th of June 2025**.
- Complete and submit the application and accompanying documentation by **5pm, 17th April 2024**.



The Northern Rivers Region stretches from the Queensland border to south of the Clarence River, encompassing seven local government areas: Tweed Shire, Byron Shire, Ballina Shire, Kyogle, Lismore, Richmond Valley and Clarence Valley councils.

source: rdanorthernrivers.org.au

Submission Steps:

1. Read and understand these application guidelines.
2. Prepare all relevant and required documentation (see below **Submission Requirements**).
3. Read through the online application form.
4. Compile all supporting documents in pdf format.
5. Complete and submit the online form and documents.
6. The applicant will receive a confirmation of submission email.

Note – for any applicants having difficulty with completing the online form, please email hello@ingrainedfoundation.com.au, and you can complete a pdf version of the form.

Key Dates:

Grant applications opening - **Wednesday 20th March**

Information Session – **Tuesday 26 March**

Grant applications closing - **Wednesday 17th April**

Grant applications reviewed and presented to Board - **Wednesday 15th of May**

Informing successful/unsuccessful applicants by - **Wednesday 29th of May**

Announcement - **Tuesday 25th of June**

Congratulatory Event in **late June**

Submission Requirements:

Applicants will be asked to submit information about their organisation, as well as detail what project they are planning to run, and requested funding amount. Applicants are recommended to **include as much supporting information that is relevant to their application as possible.**

There are three parts to the application form:

PART A – Organisation Details

- Name of organisation
- Ingrained Measurement & Evaluation Indicators
- Physical & postal addresses
- Contact person & position
- Phone & email
- ABN and/or ACN
- Brief description of the organisation
- Sponsoring organisation details (if applicant is sponsored by a DGR-status organisation)

PART B – Project / Initiative Details

- Name of project
- Start & end dates of project
- Which category the project addresses
- Brief description and aims of project
- Main activities and beneficiaries of project

PART C – Measurement and Evaluation

- Key measurables and outcomes
- Key milestones and timeframes
- Amount of funding requested, including summary budget
- Detail about other sources of funding required/confirmed
- Ongoing sustainability of project

PART D – Supporting Information

- Please provide the following information (where applicable) in pdf format to support your application:
 - Evidence of DGR status, or letter of support from sponsor

- Summary budget and any quotes received
- Summary timeline
- Evidence of delivery of previous projects
- Letters of support / endorsement
- Latest set of financial statements including balance sheet and income and expenditure statement

PART E – Certification / Sign-off

- Name of person completing application, Position & Date
- Signature

Note – all application details will be kept strictly confidential

Assessment Process:

Applications will be assessed by Ingrained Foundation’s Grants Committee, who will score the application on four key themes:

Impact

- Is there a clear link between the aims of the project and the beneficiaries in need?
- Does the project address an area of need within the Northern Rivers?
- Does the project address one or more key impact areas?

Timeline

- Does the project have clearly defined milestones and an achievable timeline?

Feasibility & Financials

- Does the organisation have the capability and resources to complete the project?

Sustainability

- Will the project’s benefits continue on after grant funding has been spent?

If the Grants Committee feels that more information is required, the contact person for the application may be contacted after the closing date to provide further information.

The Grants Committee will meet in May to make a recommendation on funding recipients, with the successful applicants notified by 7th May 2024.

INGRAINED FOUNDATION

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Further Information:

Please note, this year we are seeking grant applications for projects that focus on activities and implementation directly within our communities. Consequently, we are not looking to fund white papers, books, films or documentaries this time around. We love our creative Northern Rivers community however, so we look forward to being able to support these types of projects in different ways in the future where we can.

For further information about the Ingrained Foundation or about the application process, please email hello@ingrainedfoundation.com.au