

# COMMUNITY GRANT APPLICANT INFORMATION PACK

## 2022 KEY DATES

- Applications Open: 7 Mar
- Application Close: 1 Apr
- Applicants Notified of Outcomes: 23 May – 3 Jun
- Successful Application Payments: 6 Jun – 17 Jun

### What are Lendlease Foundation Community Grants?

Lendlease Foundation Community Grants Program, is an initiative to aid not-for profit community organisations and charities. Organisations that wish to apply must address a community need in one or more of the following Lendlease Sustainability Framework focus areas:



### How does it work?

Lendlease Foundation partners with Bendigo Bank’s Community Enterprise Foundation™ to administer the community grants program. Lendlease Foundation will provide total funding of \$100,000 to be awarded to ten community organisations.

### What is the process?

Applications are lodged online through the Community Enterprise Foundation™ website. The following provides an outline of the process.

- Applications open – Lendlease Employees are asked to contact community groups which meet the eligibility requirements (see below) and encourage them to apply.
- Applications are reviewed by the Community Enterprise Foundation™ (CEF) and the Lendlease Foundation Community Grants Advisory Committee to select the a shortlist of applications.
- Lendlease employees will have the opportunity to vote for the top ten community projects as part of the selection process.

- Final grant recipients are announced, and each community group completes the final paper work.
- Projects must be delivered within 12 months following a successful application.
- Acquittal – Successful applicants are required to provide a report to the CEF on the project including a financial accounting of how the funds have been spent.

### What community organisations are eligible for a Community Grant?

A community organisation is an entity that exists for public benefit and whose primary objective is something other than the generation of profit. Examples of community organisations include charities, not-for-profits, community groups or social enterprises which have a Not for Profit structure. Applicants are required to have a valid ABN and be able to produce financial statements. If they do not have an ABN they will be required to work with a project partner. See further information below.

### What is the maximum amount of each Community Grant? How many Community Grants will be awarded?

There will be ten Community Grants awarded at the value of \$10,000 each.

### How does Lendlease Foundation select which Community Organisations will receive funding?

There are three steps in the selection process.

1. Applications will be reviewed for eligibility by the CEF.
2. Applications that meet the initial criteria will then be reviewed by the Lendlease Foundation Advisory Committee, consisting of Lendlease Foundation employees and other key Lendlease business stakeholders to create a short list. The selection criteria includes, but are not limited, to:

- The organisation addresses a community need in one or more of the following Lendlease Sustainability Framework focus areas:
  - Resources and Materials
  - Climate Action
  - Nature and Pollution
  - Economic Prosperity
  - Community Inclusion
  - Wellbeing
 (See Appendix A for examples)
- Level to which the grant will be used for community programs/activities, rather than 'one-off' purchases of equipment/items.
- What difference the grant will make to the organisation and the people/community it supports, with emphasis on the broad reach and longevity of the programs.

3. Shortlisted applications will then be listed for Lendlease employees to vote for the top projects.

The outcome of the selection process listed above will identify the top 10 applications who will be awarded \$10,000 each.

### What types of projects can't be funded?

A Lendlease Community Grant will not support projects, clubs and/or groups that:

- Engage in illegal activities
- Have private benefits for members
- Apply to fund ongoing operating costs, ongoing wages or other organisational expenses
- Directly promote a particular religious or spiritual philosophy. Support to faith-based groups must be focus on welfare and community service activities that are not of a religious nature.
- Undertake projects or initiatives that are dangerous or discriminatory in any way.
- Apply to fund activities that are only sporting, social or recreational – see below for detail
- Are government projects or entities – see below for detail.
- Are for political purposes.
- Apply to fund retrospective requests – to repay costs already incurred.

## **Sporting, Social and Recreational Activities**

While sport in general is listed as not meeting charitable requirements, there are many instances where sport can be deemed eligible. Whilst equipment or facilities that can only be used for sport sake are not charitable, the other aspects of a sports club – like multipurpose pavilions / rooms / storage sheds that are also used by other, non-sporting groups in the community are often considered to deliver charitable benefits to the community. If you are applying for projects such as these, you may be asked to provide letters of support from two non-sporting groups stating how the project will be of benefit to them.

Sports groups can apply for funding to support projects that go beyond the sport itself. Sport can connect people in the community - where it delivers social outcomes or helps to interconnect those who may be otherwise socially isolated, sporting activity can be considered charitable.

For example, if the sporting project is to run a program for the disadvantaged, disabled or cultural minorities it is likely to be considered charitable and eligible for funding. Funding for equipment for these groups is also charitable.

## **Government and Schools**

Charity Law in Australia clearly outlines that charitable money cannot be used to fund projects or programs that are the government's responsibility. Charities should not have to make up the shortfall of what is government's policy delivery. To ensure against this, the law prevents charitable grant-makers from paying entities with a government ABN.

Community groups like recreation reserves and community hall committees may operate under government ABN's. On their own these entities are not eligible for charitable funding however they can apply using a project partner. This also applies to public schools whom operate under a government ABN.

## **Project Partners**

A project partner is an organisation who is eligible to receive charitable funding and is also willing to work with the group to deliver their project.

A project partner is one who can:

- Receive the funds, and
- Help to deliver the project (through labour or expertise or other forms of support)

The partner should be able to confirm that they:

- Support the project, and
- Are willing to receive the funds and commit to pass them on to complete the project, and
- Will help in some way to deliver the project beyond simply passing on the funds.

For public schools their P&C / P&F Association would be the applicant as they generally operate an ABN separate to the school (this applies to most states except Victoria).

**To be considered, each application must include the following supporting documentation:**

1. Financials

- Current signed Audited Financial Statements for the Applicant Organisation and Project Partner (where applicable).
- If your organisation is not required to audit your financials, please provide a profit and loss statement as a minimum and a balance sheet if available. Please also include a current bank statement.

2. Quotes

- Quotes are required for all budget items
- If you have conducted this project/program before, copies of receipts / invoices that substantiate this request from previous expenditure may be acceptable together with a detailed budget

3. Project Budget

Please ensure that your budget and/or supporting documentation clearly shows how the funds requested will be spent. Do not forget to include your contribution to the project and any in-kind support.

**What will be required of me if my grant is successful?**

You will be required to deliver on your application within 12 months of the application being deemed successful and receiving payment. You will then complete the CEF's acquittal process. You will also be required to provide photographs and a brief summary about your project and its outcomes. These images will be used to promote the Lendlease Community Grants in the following year. You may be contacted by a Social Return on Investment consultant to give feedback on how the grant has assisted your organisation and/or participants.

**How do I apply?**

To apply:

- Read all the information we have provided you in this pack
- Use the [ONLINE APPLICATION FORM](#) (available from 7 March 2022) to submit your application

Once your application has been submitted successfully, you will receive a confirmation email. Applicants will generally be advised of the outcome of their application within 8 – 12 weeks from the closing date.

Groups may not submit more than one application at a time.

**FAQ's**

**I am doing a fundraising event: can Lendlease Foundation sponsor me?**

Lendlease Foundation is unable to offer sponsorship donations.

**Does Lendlease Foundation provide grants towards team sports trips or buying uniforms?**

Community Grants will not be awarded to fund sports trips or buying uniforms, as there tends to be a limited number of people who benefit and a limited life span on the investment. Please consider how else the funds could support your community organisation, for example utilising the Grant for activities that focus on developing community programs/activities and align to the Lendlease Sustainability Framework.

**Where can I receive additional information?**

Please contact Helen De Wolfe [helen.dewolfe@lendlease.com](mailto:helen.dewolfe@lendlease.com)

## Application Planning Form

Please note that this is a planning form only - all applications must be submitted through our online platform. [Apply Here](#)  
**Online Application Form will be available to complete online from 7 March 2022**

**Applicant Information:** The following information concerns the organisation that is applying for the grant.

Applicant	
Name of organisation	
Registered Business Name (if different to above)	
Accepted abbreviation for payments (28 characters max)	
Australian Business Number (ABN)	
Does your organisation have DGR (Deductable gift recipient) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation a not for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have TCC (Tax concession charity) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered for GST	
Authorised person's full name	

Street Address	
Suburb	
State	Post Code

Postal Address ( if different to above)	
Suburb	
State	Post Code

**Primary Contact Details (Organisational Head)**      **Secondary Contact Details**

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Surname		Surname	
Daytime Phone		Daytime Phone	
Mobile		Mobile	
Email		Email	

Will you be working with a project partner for this grant request? Yes/No

**Important Note: A letter of support from your project partner must be included with your application.**

**If your organisation does not have an ABN or is not eligible for funding in its own right a project partner may assist you with your project and receive the funds.**

**Project Partner Information**

Name of organisation	
Registered Business Name (if different to above)	
Accepted abbreviation for Payments (28 characters max)	
Australian Business Number (ABN)	
Does your organisation have DGR (Deductable gift recipient) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation a not for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have TCC (Tax concession charity) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorised person's full name	

**Project Partner Address**

Street Address	
Suburb	
State	Post Code

Postal Address (if different to above)	
Suburb	
State	Post Code

**Primary Contact Details (Organisational Head)**

**Secondary Contact Details**

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Surname		Surname	
Daytime Phone		Daytime Phone	
Mobile		Mobile	
Email		Email	
Authorised person's full name			

What will the project partner do to add value to your project (50 words)	
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**Organisation Information**

Please provide further information about your organisation and its mission within the community.

What year was your organisation established	
How many paid employees?	
How many volunteers contribute time to your organisation?	
What is your organisation's annual turnover?	\$
Approximately how many people receive services or benefit from your organisation each year?	

**Please Note:** A copy of your audited financial statements will need to be attached to this application.

What is your organisation's mission statement?

(If you don't have a mission statement, what does your organisation aim to do within the community?)


**Project Information**

The following information is about the project for your grant request.

Project Title / Name
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Project Description \* (What do you want the money for? Please describe your project.)

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Outline the primary objectives of the project and the needs of the community to be targeted.

How does your project address a community need in one or more of Lendlease Sustainability Framework Focus Areas:

- Resources and Materials
- Climate Action
- Nature and Pollution
- Economic Prosperity
- Community Inclusion
- Wellbeing

How will your project create long term benefits for the community or group which it supports?

Does your organisation have a connection with a Lendlease Employee or Lendlease Business or project site?

Lendlease Employee name:	
Lendlease Employee Email	
What is the nature of your connection?	



Outline the community groups and/or community members that will benefit from your project.

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Approximately how many people will benefit from your project? (E.g. 5, 20, 50)	
Age group affected by the application	
Project start date	

(Project start date should ideally be at least four weeks from today, this ensures that we have enough time to get approval)

Project end date	
Grant Amount Requested	

If you receive funding, what does project success look like? *Inspire us!*

What area of the community best represents where your project's funding will be allocated	Emergency Services <input type="checkbox"/> Civic <input type="checkbox"/> Poverty <input type="checkbox"/> Social Inclusion <input type="checkbox"/> Aged Care <input type="checkbox"/> Health <input type="checkbox"/> Service Clubs <input type="checkbox"/> Education <input type="checkbox"/> Arts <input type="checkbox"/> Sport <input type="checkbox"/> Transport <input type="checkbox"/>

Will the project proceed if we cannot fund the requested amount? *Explain how the delivery of the project may be affected by a reduced grant.*

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**Project Budget**

Please provide project budget details, ensuring all applicable fields are completed.

**Expenses**

Administration Costs	\$	How many hours?		Rate per hour?	\$
Equipment	\$	<i>(Brief description of expense item)</i>			
Materials	\$				
Promotions	\$				
Consumables	\$				
Labour	\$				
Other	\$				
Other	\$				
Other	\$				

Total Expenses	\$
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**Income**

Other Grants received	\$	<i>(Brief description of who funds received from)</i>
Other Grants requested	\$	

Other Funding	\$	
Own contribution	\$	<i>(e.g. fundraising)</i>
In-Kind support	\$	<i>(e.g. Donation of goods /services)</i>
Other	\$	
Other	\$	
Other	\$	

Total Income	\$
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**Important Note:** You must attach a copy of all quotes and supporting documentation with your application.




**Supporting Documentation Checklist**



Please check you have attached the following required supporting evidence.



- Financial statements (audited if available)
- Project partner financial statements – if applicable (audited if available)
- Project quotes
- Any other relevant information  
(e.g. annual reports, promotional materials, letters of support)
- Copy of letter of support from project partner (if applicable)


## Appendix A


Economic Prosperity – reduce barriers, create pathways, and upskill communities seeking self-sustaining employment opportunities		
Potential Social Outcomes	Examples	Sustainability Imperatives
<ul style="list-style-type: none"> <li>Obtained employment</li> <li>Increased skills</li> <li>Increased confidence</li> </ul>	<p><b>Workforce Development</b> – programs that promote women, minorities and other untapped communities interested in pursuing careers in the construction trades with a focus on comprehensive strategies that provide support services, training, job placement, retention, mentoring, and advancement.</p>	
<ul style="list-style-type: none"> <li>Obtained employment</li> <li>Increased skills</li> <li>Increased confidence</li> </ul>	<p><b>Green Jobs</b> – programs that prepare, upskill and train marginalized communities for jobs in the green economy with a focus on creating resilient communities and promoting inclusive economies.</p>	


Community Inclusion – community-driven solutions to promote resilience and connectivity, strengthen community cohesion, and foster active participation in neighborhoods		
Potential Social Outcomes	Project Examples	Sustainability Imperatives
<ul style="list-style-type: none"> <li>Increased social interaction with the community</li> <li>Increased access to food</li> <li>Increased economic business activity</li> </ul>	<p><b>Community Activation Programs</b> – place activation efforts that empower and strengthen communities. For example, public markets that encourage social integration, local entrepreneurship, and community food systems.</p>	
<ul style="list-style-type: none"> <li>Increased knowledge of preparedness in case of an emergency</li> <li>Number of volunteers who received preparedness training</li> </ul>	<p><b>Disaster Preparedness and Response Programs</b> – develop community plan to address major disruptions and disasters that responds to emergencies and facilitates rapid recovery.</p>	
<ul style="list-style-type: none"> <li>Homelessness to secure housing</li> <li>Increased wellbeing</li> <li>Increased connectivity</li> </ul>	<p><b>Affordable/Supportive Housing/Homelessness</b> – create long-term accommodation opportunities for communities at risk of homelessness or in need of poverty alleviation, combined with supportive services to maintain housing stability.</p>	

Wellbeing – support physical and mental wellbeing		
Potential Social Outcomes	Examples	Sustainability Imperatives
<ul style="list-style-type: none"> <li>Number of participants or trainers benefiting</li> <li>Increased skills to address someone at risk of suicide</li> <li>Increased hope for the future</li> </ul>	<b>Mental Health and Suicide Prevention (MHSP)</b> – programs reducing the stigma of mental health, raising awareness on suicide prevention and providing training on MHSP with a specific focus on building capacity and networks of MHSP advocates and trainers.	
<ul style="list-style-type: none"> <li>Accessed free meals</li> <li>Amount of emissions diverted from landfills</li> <li>Improved wellbeing</li> </ul>	<b>Food Security</b> – sustainable solutions to address food recovery, food insecure communities, food sovereignty and food justice.	

Resources and Materials – conserve natural resources and promote use of sustainable materials		
Potential Social Outcomes	Examples	Sustainability Imperatives
<ul style="list-style-type: none"> <li>Increased wellbeing</li> <li>Reduced carbon footprint</li> <li>Decreased landfill waste</li> <li>Total cost-savings utilizing energy solutions</li> </ul>	<b>Circularity</b> – advance circularity, upcycling, waste reduction, cradle-to-cradle, or bio-based solutions	
<ul style="list-style-type: none"> <li>Reduced carbon footprint</li> <li>Increased hope for the future</li> </ul>	<b>Conservation of Natural Resources</b> – programs that promote the protection and use of sustainable sources of materials	

Climate Action – create communities that are resilient to the impact of climate change		
Potential Social Outcomes	Examples	Sustainability Imperatives
<ul style="list-style-type: none"> <li>Increased wellbeing</li> <li>Reduced carbon footprint</li> <li>Decreased waste in landfills</li> </ul>	<b>Renewable Energy</b> – programs that increase the wellbeing of communities through energy efficiency solutions and the use of renewable energy	

<ul style="list-style-type: none"> <li>• Total cost-savings utilizing energy solutions</li> <li>• Increased hope for the future</li> </ul>	<p><b>Environmental Justice</b> – programs that promote inclusive economies by providing marginalized communities with adequate access to clean water and air quality, cost-savings clean energy solutions, and climate resilience efforts</p>	
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Nature and Pollution – protect and restore natural environments		
Potential Social Outcomes	Examples	Sustainability Imperatives
<ul style="list-style-type: none"> <li>• Increased wellbeing</li> <li>• Increased hope for the future</li> </ul>	<p><b>Nature-based Solutions</b> – solutions that work with nature to tackle climate effects</p>	
<ul style="list-style-type: none"> <li>• Increased wellbeing</li> <li>• Increased hope for the future</li> </ul>	<p><b>Biodiversity</b> – programs that enhance flora and fauna while increasing the connection between people and nature</p>	