

# Funding Guidelines - Community Project Funding

## Introduction

The Australian Chinese Charity Foundation Inc. (ACCF) was established as a non-political, non-profit and charitable organisation. The aims and objectives of ACCF are:

- a. To provide welfare services and financial assistance to people in need including poor people, the aged and the disabled;
- b. To fund or otherwise provide support to charitable projects or non-profit organisations in Australia;
- c. To facilitate understanding between the Chinese community and the wider Australian community;
- d. To raise funds by appropriate means including the organisation of social, recreational and cultural activities.

## Community Project Funding

### 1. PURPOSE OF THE GUIDELINES

ACCF recognises the important contribution that community organisations make to the social, cultural, economic and environmental aspects that are in parallel with the aims and objectives of ACCF. The Guidelines attempts to provide a framework to assist the recipient organisations to utilise the financial resources in a planned, consistent, sustainable and transparent manner. Applications may be made on the basis of the following categories:

- Youth
- Aged
- Special needs

### 2. WHO IS ELIGIBLE TO APPLY FOR COMMUNITY PROJECT FUNDING?

- A registered non-profit organisation;
- A registered charitable organisation;
- A group auspiced by a non-profit organisation.

### 3. ASSESSMENT CRITERIA FOR THE APPLICATIONS

The Project must

- be related to charity and/or welfare activities;
- align with the aims and objectives of ACCF;
- support individuals and communities during their development/crisis;
- enhance opportunities for individuals and families to gain access to services, resilience and capacity building;
- benefit the Australian community at large;
- have a realistic budget and appropriate resourcing;
- be well-planned and achievable within the proposed timeframe;
- be a one-off or set-up program which does not require any recurrent ongoing funding;

- declare partnerships with other funding sources that contribute to this project, e.g. Government agencies, business or community organisations;
- have adequate governance;
- be able to demonstrate the need for the project in the community, proposed outcomes and means of measuring the outcomes.

The amount of assistance for any application in this category can be up to a maximum of \$7,000.

#### 4. WHAT IS INELIGIBLE FOR COMMUNITY PROJECT FUNDING?

- Project applicants that have outstanding acquittals with ACCF;
- Projects or activities that are completed before the grant is approved;
- Projects promoting religious or party political views;
- Projects already receiving full funding from a different source;
- Projects that do not align with ACCF's aims and objectives;
- Projects that have expenses that are not related to, or necessary for the project;
- Ongoing staff salaries, administration, maintenance or operating costs;
- Recurrent projects, activities, programmes and events that have previously been funded by ACCF;
- Capital expenditure, including tools and equipment.

#### 5. DOCUMENTATION REQUIRED

Applicants must submit the following documents in the application:

- Applicants being auspiced by another non-profit organisation must provide documents of the auspice organisation;
- *Certificate of Currency* for public liability insurance - This is to protect the applicant against legal liability for third party injury and/or death in connection with the applicant's project.;
- *Certification of Incorporation* - all community groups and organisations applying for funding must be incorporated or hold another legal entity status;
- *Latest Annual Report*;
- *Latest Financial Statement*.

#### 7. APPLICATION TERMS AND CONDITIONS

- Late or incomplete applications will not be accepted. Closing date and time are listed at ACCF's website: [www.accfnsw.org](http://www.accfnsw.org);
- All applications must be made via the online application form **only** at ACCF's website: [www.accfnsw.org](http://www.accfnsw.org);
- The decision of ACCF in the provision of project funding is final and is not subject to any appeal;
- Funded organisation is required to use funds for the purpose stated in the application;
- Successful applicants will be required to complete an **acquittal report** within 2 months of the completion of their programme or as stated in the final letter (whichever is sooner). The acquittal

report outlines the achievements of your project, obstacles faced and reports on how the funding was spent. It also provides ACCF with feedback about your experiences and helps us measure the outcomes and impact of the Community Project Funding Programme. The acquittal report can **only** be submitted online at ACCF's website: [www.accfnsw.org](http://www.accfnsw.org);

- Any funds not expended before the completion of the project must be returned to ACCF within 28 days of completion of the project;
- Where the delivery of the project is contingent upon fundraising or the receipt of other grants, sponsors or donations, proof of receipt may be required before funds are released.