

## **I. Company Objective**

The Sandown Community Support Fund has been created by Greyhounds Entertainment & SGRC in order to ensure we are serving our community and our members in any possible way. The fund will help develop positive perceptions in the community surrounding our clubs which can be maintained into the future. This is to ensure our marketing opportunities remain competitive and sustainable.

## **II. Purpose**

The Sandown Community Support Fund's purpose is:

1. To contribute to the enhancement of the Greater Dandenong LGA community.
2. Support non-profit organizations to complete and deliver projects and services that will enhance the Greater Dandenong LGA
3. Provide assistance to eligible groups and individuals that need support in order to enhance community in the Greater Dandenong LGA.

## **III. Fund Guidelines**

### **What the funds are for:**

The Sandown Community Support Fund has been created to assist eligible groups in completing projects and delivering services in the Greater Dandenong LGA that enhance the local community.

### **Who can apply:**

A non-profit organisation who:

1. Benefits the community in the City of Greater Dandenong in the areas of health, arts, education, sport, recreation and community enhancement or a combination of these.
2. Ensures that 100% of the grant funding is used for the purposes outlined in the grant request.
3. Has a record of outstanding service in effectively delivering programs and services to people in the City of Greater Dandenong or can show evidence of proposing to do this.

### **What it's not for:**

1. Debt retirement or operating deficits.
2. Endowments or other reserve funds.
3. Annual memberships or affiliation campaigns, conferences, symposiums, workshops, group trips or individual trips.
4. Organizations that further political doctrine.
5. Retrospective applications for projects already completed.
6. Applications or services normally funded by State, Federal or Local Government.
7. Applications from large professionally staffed community service agencies.

8. Ongoing core activities of groups, such as regular football training for a football club or hall hire for regular seniors group meetings.
9. Activities that are promoting a religious belief.
10. Activities that are normally user pays, such as playing sport, music lessons etc.
11. Commercial undertakings.

#### IV. **Application process**

##### a. **Forms**

Application questions have been included as a separate document.

The form will be available via the following platforms

1. Online via the website
2. Downloadable via PDF
3. In paper from Greyhounds Entertainment upon request

##### b. **Submission**

The form must be submitted the following ways:

1. Online submission after form has been filled out
2. Emailed directly to [marketing@greyhoundsentertainment.com.au](mailto:marketing@greyhoundsentertainment.com.au)
3. Posted directly to Greyhounds Entertainment at PO BOX 13, Springvale, Victoria, 3171
4. In person to the Community Fund Officer or Greyhounds Entertainment Administration

##### c. **Deadline**

1. Submissions will be assessed based on the framework, if a group submits their application early in the release period it may not be eligible for review until the submission deadline.
2. Submissions to the support fund will be accepted up until the 1st Wednesday in the following months – October, February & June. This allows funds to be distributed by the end of each month.

### **Release of Funds Framework**

1. The closing dates for applications for each release of funds will be by the 1<sup>st</sup> Wednesday of October, February & June.
2. The committee will meet to assess all submitted applications and determine the distribution of funds. These minutes will be presented to the Greyhounds Entertainment Board of Directors for final approval of successful applicants immediately.
3. Should fund submissions gain final approval from the Board of Directors, these funds will be released by the end of each respective month provided appropriate invoicing has been received.

### **V. Approval**

#### Fund Grant Guidelines

1. The Committee will meet in October, February & June to assess the release of funds, based on the previous framework.
2. The Sandown Support Fund Officer or a representative will respond to all applicants within 28 days after receiving an application to update of its status.
3. The Sandown Support Fund Officer may request to meet with your organization in person to fully assess the scope of the project.
4. An organisation may only be granted funding once in a financial year, however unsuccessful applications may be resubmitted in subsequent quarters if the organisation so chooses.
5. An organisation may only submit one request for funding consideration each quarter. 6. The Sandown Support Fund typically issues grants in varying amounts from \$250 up to \$10,000.
7. Organisations applying for funding are asked and encouraged to stay within these financial parameters.
8. All successful applicants will be required to sign an agreement with the Sandown Support Funds and must report back to the Committee immediately after the event. A report document will be sent to all successful applicants.
9. Organisations will not be considered for further funding in future years if previous reports have not been received.

### **Committee**

The Committee for the approval process of the fund will consist of the following:

1. Two members of the Senior Management Team from Greyhounds Entertainment
2. The Sandown Community Support Fund Officer
3. One representative from SGRC
4. One independent community representative

### **Board Directors**

1. The Board of Directors of the fund will consist of the Board of Directors for Greyhounds Entertainment.
2. All proposed fund applications will be subject to final approval from the Board of Directors before grants are released to approved groups.

### **VI. Board Reporting – End of Financial Year**

1. All successful applications that receive funding from the Sandown Support Fund must provide reporting and invoicing records for how funds were spent once received.
2. These records will be presented to the Greyhounds Entertainment Board of Directors in July.
3. Assessment of how funds were spent and used over the last financial year will be undertaken
4. Greyhounds Entertainment, SGRC & the Board of Directors will then determine the amount of funding that will be available in the next year
5. Applicants will then be invited to apply for the new year of Community Support Fund grants.