



CVGT EMPLOYMENT & TRAINING SPECIALISTS

ACN 006 178 641

ABN 4606 178 641

CVGT COMMUNITY GRANTS PROGRAM

CVGT respects the environment and community in which it works and encourages both Directors and Employees to become involved in their local communities

CVGT provides grants to individuals or community groups for projects or activities that benefit the communities in areas where CVGT operate. The aim is to enhance the overall social, educational, recreational and environmental aspects of the community.

Grants will be made to projects or activities under one of the following areas;

EDUCATIONAL ENVIRONMENT RECREATION GENERAL

HOW TO APPLY

CVGT calls applications in March each year for financial support from a wide range of community groups and individuals.

Applications must be made in writing on the official CVGT Grants Program Application Form

Additional supporting material may be attached to your application

CONDITIONS OF APPLICATION

- A detailed budget must be submitted with the application
- The project must demonstrate forward planning, be well organized and include ongoing support from the group.
- Applications for retrospective funding will not be considered
- Any unspent grants must be returned to the Program at the end of the grant period unless prior approval has been sought.
- Offer of grant by the Program in no way implies any ongoing funding commitment or obligation.
- No information will be divulged regarding progress of applications prior to grant announcements.
- The Board and or staff will be entitled to engage with successful grant recipients to discuss the project.

SPECIAL CONDITIONS

The following criteria will be applied when evaluating the eligibility of grant applications

All applicants/applications must

- Not be for commercial purposes
- Is your organisation incorporated? If your answer is NO, you may be able to organise for another incorporated organisation to apply for, or auspice, the grant on your behalf. This means that the other organisation would agree to act as a 'banker' for the grant.
The auspicings body would agree to take on the responsibility to acquit the grant on behalf of your group. They will need to attach a letter of support on official letter head, confirming that they are happy to act as the auspice for your project and that the grant will be used for the purpose that you have stated on the application form.
- Include direct benefits to the community
- Be able to demonstrate their own contribution in the form of funds, services or in kind support
- Be based in an area serviced by CVGT
- Agree to expend monies only in accordance with the successful project application
- Obtain all planning, building permits and any other authorizations including public liability insurance
- The project must comply with all Federal, State and Local Government regulations.
- Acknowledge the contribution of CVGT in all media and promotional materials regarding the project. A copy of the Company logo can be provided for your usage.
- Complete the project within 1 calendar year Extensions may be granted in consultation with the CEO
- Limit application for grant to \$1,500 per application.

ON COMPLETION OF THE PROJECT: Reporting

- A short report identifying how grant funds have been expended in accordance with the approved grant.
- Relevant financial records detailing project expenditure
- Supply copies of any publicity materials or media coverage. Assistance with acknowledgement of funding will be given (eg. Help with press releases and Company logo etc)

LIMITATIONS OF GRANTS

The grants Program will **not** consider funding applications from:

- Religious organizations for religious purposes
- Projects which in the opinion of the Company are the responsibility of Federal, State or Local Government
- Appeals on behalf of auxiliaries or foundations undertaking capital appeals of a general nature
- Organizations that are in direct competition with CVGT
- Political organizations or campaigns

Funding is approved at the discretion of the Company.

Where support is declined, the Company does not advise the reasons for individual decisions.

Application forms are available from the Company Head Office, Jackson Street, Long Gully

**C.V.G.T. Employment & Training Specialists
Jackson Street, Long Gully, Victoria 3550
Phone (03) 5449 2000 Fax (03) 5441 1212**

CVGT Community Grants Application Form

Name of applicant/organization

**Postal
Address**

**Telephone
No**

Facsimile

Key Contact Person

Telephone No

Facsimile No

Email

IS THE ORGANISATION INCORPORATED

Yes

No

Incorporation Details

GRANT PROGRAM (PLEASE TICK ONE)

Educational

Environment

Recreation

General

TITLE OF PROGRAM

AMOUNT OF GRANT SOUGHT \$

.....

SUMMARY OF PROJECT

What other financial support or donations has this project received?

What in-kind and/or voluntary support is offered to this project?

Do you think that your group might need some support undertaking this project?

YES NO

If yes, what support do you require and how will you obtain it

***Please submit a BUDGET of expected Expenditure for the Project
(Include all sources of income for this project as well as itemizing expenses)***

EXAMPLE

INCOME		EXPENDITURE	
Source	Amount	Item	Cost
Eg Groups own fundraising	575 00	Fencing	750
Maryann’s foundation	3,000	etc	

Total

Total

Amount being sought from the CVGT Grants Program

\$

Declaration of Applicant

I have read the guidelines for the CVGT Community Grants Program and certify to the best of my knowledge the information provided in this application is correct and discloses a full and accurate statement

..... (Name of organisation)
shall at all times indemnify and hold harmless CVGT, its officers, employees and agents, from and against any loss (including legal costs and expenses on a solicitor/ own client basis), or liability, reasonably incurred or suffered by those indemnified where such loss or liability was caused by any unlawful or negligent act or omission.

Signature.....Date.....

Applications are received once a year;

Applications close

31st March

Send applications to

The Executive Assistant
CVGT Employment & Training Specialists
Jackson St
Long Gully
Victoria 3550

Or by emailing

gfitt@cvgt.com.au

Inquiries: Phone 03 5449 2000