



# **COMMUNITY GRANTS PROGRAM APPLICATION FORM**

## Central Victoria Livestock Exchange (CVLX) Community Grants Program

Regional Livestock Exchanges (RLX) are committed to operating a responsible, sustainable business. Across our portfolio, we support local communities by funding quality local initiatives and programs that reflect our key priorities.

Funding for community groups is assessed on a case-by-case basis on receipt of a completed Application Form. To enable us to properly assess your application, it is requested applications are made a minimum of ten weeks prior to any event.

### Selection Criteria

Community funding is directed to three areas of high importance to our customers, neighbours and stakeholders. **To be considered for funding, applications must directly address one or more of the following priorities:**

#### **Quality Food Production and Agriculture**

Promotion of local food and agriculture providers and locally produced premium, safe food & agriculture products. *Example: agricultural shows or competitions, food festivals, award programs, food industry marketing initiatives.*

#### **Community Safety and Participation**

Programs that seek to deliver improved health, safety and wellbeing thereby increasing the rate of participation of local people in community activities or groups. *Example: first aid provisions, rural health and safety promotions, harm reduction training, mental health, men's health, road safety awareness initiatives, GP Health Check caravans.*

#### **Environmental Improvement**

Programs that support community-led efforts to improve and protect the local environment and/or that reflect existing environmental principles followed at RLX sites. *Example: biodiversity programs, local tree planting schemes, flood mitigation, local bushfire prevention awareness/supplies, water conservation, indigenous environmental programs.*

### Assessment

Funding applications will first be assessed by the relevant RLX Manager. Selected applications will then be forwarded to Regional Infrastructure Pty Ltd (RIPL) to ensure suitability and fit with our key priority areas. In the case of large funding requests, the RIPL General Manager will also assess these applications.

To be successful, applications must provide evidence of:

- **Organisational goals** – the applicant has a clear purpose, understands who it targets and can demonstrate how it is working successfully with its target audience.
- **Social Issue** – the applicant intends to deliver a program or initiative directly relating to one or more of the priority areas outlined above.
- **Positioning** – the event or program will raise RLX's public profile through positive exposure and/or engagement opportunities with target audiences.
- **Funding** - the proposal clearly outlines how funds will be utilised.
- **Performance and delivery** - there are measures and resources in place to deliver and evaluate project success.

If your application is unsuccessful, RLX will notify you within 4-6 weeks of your application being lodged.

### General Rules

We do not support:

- Individuals or students
- Any programs linked with smoking or gambling
- Religious, political or other lobby groups
- Purchase of lands, buildings or motor vehicles
- General operating costs, except where these are part of an approved project
- Commercial or advertising requests
- Applications that have been previously been rejected
- Applications from outside each asset's geographical area (approx. (50km)

Requests for *charitable donations* are **not** accepted by RLX livestock assets.

### Applying for funding

Community funding is offered annually via the CVLX Community Grants Program. Up to \$30,000 will be allocated to successful applicants each year.

Applications may be submitted at any time.

Please submit applications– including a completed Community Grants Program Application Form, below – to:

Jonathan Crilly  
CVLX Manager  
manager@cvlx.com.au  
1020 LaTrobe Street  
Ballarat VIC 3350

## CVLX Community Grants Program Application Form

### Applicant details

Organisation Name:

ABN / ACN:

Contact Person:

Address:

Contact Phone:

Email:

Does your organisation have an association with the CVLX (e.g. employee)?

### Project details (attach further documents if required)

Name of project or program:

Project overview and target market:

Project location. Please specify where you are located and the region in which your project or program will take place:



Please outline how this project or program directly relates to one or more of our key priority areas:

What are the expected outcomes? How will you measure these?

What opportunities are there for the involvement of RLX employees?

What opportunities are there to promote the RLX brand?

Are there any risks that you have identified? How will these be managed?



### Project funding

What is the total value of funding you are applying for?

How will this money be spent? (please provide evidence of any quotes for supplies, previous program costs or program budget breakdowns if available)

Are there other funding sources available to support this project or have you applied for other grant funding? Please outline.

### Timeline

What is the estimated timing for delivery/completion of your project or program?

### Evaluation

What resources are available to evaluate the success of your project or program?

*I acknowledge and agree to the Terms and Conditions of the RLX Community Grants Program:*

Signed: .....

Name:

Date:

## Terms and conditions

These Terms and Conditions are to be read in conjunction with the Community Grants Program application form. For any questions regarding these Terms and Conditions contact us.

### ***Who is eligible to apply?***

Applications will only be accepted from organisations and not individuals.

### ***How and when to apply***

Applications must be made using the relevant Application Form and be made directly by the organisation (applications on behalf of third parties will not be accepted).

Only one application may be submitted from each organisation for each annual round of funds.

Applicants are advised not to include original documents, videos or models with their application. Where relevant however, further supporting materials, reports or other publicity may be included with the application. RIPL will not be responsible for loss or damage to any documents, information or items which are included in or as part of an application.

Applications must be in writing and either emailed or posted.

### ***Assessment of your application***

Assessment of applications will be based on those programs which best match funding and eligibility criteria and meet these terms and conditions.

RLX will endeavour to notify successful applicants within 4-6 weeks of applications being lodged. Successful applicants will be notified by email.

### ***Funding***

Funding will be distributed to successful applicants in accordance with their initial proposed budget plan and will be provided either as a one-off payment at the start of the project or as ongoing payments subject to certain milestones being met to the satisfaction of RLX.

If the Recipient is registered for GST, the total amount of awarded funding will include the GST amount, once a tax invoice is provided.

Expenditure of the funds granted must be completed within six months of the grant, unless otherwise arranged and approved.

The Recipient must keep accurate and complete written records relating to the expenditure of the funding granted for the project. Recipients may be asked to also provide written reports on the progress and results of the funded project, including details of funding expenditure.

The Recipient must repay any amounts which are not expended unless otherwise agreed with RLX.

The Recipient must complete and provide to RLX a detailed summary of the outcomes of the project (Evaluation Form). This must be provided within four weeks of the end date of the project. Failure to supply the Evaluation Form will automatically disqualify the Recipient from applying for funding in future grants program periods.



### ***Disputes***

RLX reserves the right to withdraw funding, in its sole and absolute discretion, if funding criteria are not met by the Recipient.

If, at any time, the stated purpose of the project is no longer possible or cannot be completed in the manner described in the application, the Recipient must advise RLX and must return any remaining unspent amount of the funding provided within two weeks of this becoming apparent.

RLX will not be responsible for any additional project costs to ensure the successful delivery of the agreed program.

### ***Promotion***

RLX's funding to the Recipient's project must be acknowledged, regardless of the amount of funding. The Recipient must display the RLX logo, and state in writing that RLX has funded the project.

All advertising, signage, media releases and other promotional material that contains the RLX logo must be submitted and approved by RLX prior to its production and release.

RLX may promote the Grants Program and any organisation that is awarded funds. Successful applicants agree to be included in various promotional, media and marketing material and will cooperate with RLX in promoting the Grants Program.

### ***General Conditions***

The Recipient must keep and maintain adequate insurance (including public liability insurance) for activities carried out as part of the project that has received funding.