

## FUNDING GUIDELINES

The following guidelines offer information to assist grant seekers in determining whether their request is compatible with the funding priorities of VFFF.

**We recommend that all organisations considering applying to VFFF contact our team on (02) 9291 2727 before completing the application.**

### Funding themes

VFFF considers requests under four themes, seeking to support organisations whose work benefits:

- 1) Education
- 2) Agriculture
- 3) Christianity
- 4) Community wellbeing

### Funding priorities

Within these four themes, VFFF supports initiatives that meet specific priority outcomes for particular beneficiaries, as noted below:

<b>Theme</b>	<i>Philanthropic objective</i>	<i>Beneficiaries</i>	<i>Priority outcomes</i>
<b>Education</b>	To provide opportunities for disadvantaged young people (0-25 years) to reach their educational and social potential.	<ul style="list-style-type: none"> <li>- Indigenous young people</li> <li>- Young people with disabilities</li> <li>- Young people in rural and regional areas</li> <li>- Young people in disadvantaged areas of Greater Sydney</li> </ul>	<ul style="list-style-type: none"> <li>- School readiness</li> <li>- Retention in education or training</li> <li>- Access and opportunity</li> </ul>
<b>Agriculture</b>	To support the viability of the Australian agriculture sector.	<ul style="list-style-type: none"> <li>- Australian agricultural industries</li> <li>- Rural communities</li> <li>- Young people</li> </ul>	<ul style="list-style-type: none"> <li>- Increased awareness about the national importance of agriculture</li> <li>- Agriculture is a career of choice</li> <li>- Adoption of innovative science and practice on farms</li> </ul>
<b>Christianity</b>	To encourage interest and participation in Christianity.	<ul style="list-style-type: none"> <li>- Young people</li> <li>- Anglican Dioceses</li> <li>- Early stage Anglican churches</li> </ul>	<ul style="list-style-type: none"> <li>- Pastoral care</li> <li>- Leadership development</li> <li>- Increased interest in Christianity</li> </ul>
<b>Community wellbeing</b>	To contribute to a stronger and brighter future for Australians, particularly those experiencing significant disadvantage.	<ul style="list-style-type: none"> <li>- Rural and regional populations</li> <li>- Refugees and people seeking asylum</li> <li>- Older Australians</li> <li>- Future Australians</li> </ul>	<ul style="list-style-type: none"> <li>- Economic development</li> <li>- Opportunity and participation</li> <li>- Innovation</li> </ul>

## Funding principles

Within these priorities, VFFF provides support that falls under the following three categories:

### 1. Core operations

This refers to organisational and administrative costs such as salaries and overheads that maintain the everyday operation of an organisation. VFFF primarily makes core operations grants for small to medium-sized organisations at a critical time of transition or development.

*eg. Towards seed funding for CareerSeekers to establish the New Australian Internship Program. (\$200,000 over 3 years)*

### 2. Capacity Building

Capacity building grants aim to strengthen organisations by investing in core competencies such as business or operational planning, board development and governance, management capacity, staff training, leadership development and infrastructure. This support intends to enhance the ability of an organisation to operate more effectively beyond the conclusion of the grant.

*eg. Employ a grant writer at Sydney Story Factory to assist with raising funds to facilitate their expansion into Western Sydney. (\$106,666 over 2 years)*

### 3. Programs

This refers to costs that are directly related to the development, implementation, delivery and evaluation of a specific program or activity. Most VFFF grants under \$50,000 tend to be for programs as well as some larger grants.

*eg. For Birrang to establish the Maranguka Driving Licensing Initiative to reduce social and economic limitations for Indigenous people in Bourke, NSW. (\$223,832 over three years)*

VFFF particularly seeks to support organisations that are unable to rely on high profile fundraising. As such, an important part of our assessment is whether the activity is likely to be funded through other sources (i.e. Government, corporate, community or other).

VFFF also takes into account whether an organisation:

- has sufficient capacity to carry out the proposed activity
- has other financial support or will leverage VFFF support to obtain further funding
- uses innovative or ground breaking concepts or methodologies
- collaborates with others in their field
- is committed to evaluation and dissemination, with a view to replication
- will be able to sustain results into the future.

## Eligibility

### Charitable status

VFFF considers requests from organisations registered with the Australian Charities and Not-for-profits Commission (ACNC). VFFF does not make grants to auspiced entities. Auspicing is the practice whereby an organisation applies for funding through another organisation which is a registered charity.

### Geographical focus

VFFF makes distributions within Australia, with priority given to those in NSW, remote areas of northern Australia or, in some cases, to national level programs.

*Organisations based outside NSW should contact VFFF before submitting an application for funding.*



## Funding conditions

With a few exceptions, VFFF does not provide ongoing funding or make grants that constitute the sole funding of an initiative. VFFF does not consider applications for grants of less than \$20,000.

VFFF does not provide funding for the following: <sup>1</sup>

- Generic public fundraising appeals
- Capital or endowment funds established to provide a corpus for institutions
- Conferences, seminars, forums, festivals and workshops
- Emergency requests or disaster appeals
- Individuals (including travel and accommodation costs)
- Projects which obviously duplicate existing services
- Political projects and/or lobby groups
- Fundraising costs

## Application process

***For requests between \$20,000 and \$50,000 VFFF has a single-step grant application process***

VFFF accepts small grant applications submitted via email at any time throughout the year. It is important that grant seekers use the format supplied and complete each section. We are unable to consider incomplete applications. Apart from the completed application, VFFF requires copies of organisations' latest audited financial statements which should also be submitted by email.

If you have any questions regarding your eligibility or the application, please email VFFF at [foundation@vfff.org.au](mailto:foundation@vfff.org.au) or call (02) 9291 2727.

Receipt of applications is acknowledged by email and VFFF endeavours to notify grant seekers whether their request will be progressed within 21 working days. In some cases, VFFF will request further information. Please be mindful that VFFF reserves the right to seek assistance from external experts in examining and assessing applications.

***For requests over \$50,000 VFFF has a two-step application process***

### 1) Preliminary enquiry

A preliminary enquiry is designed to provide an outline of the funding request without being onerous to complete. In most cases it provides sufficient information to determine whether the request is one that VFFF can progress to a submission for Directors' consideration.

VFFF accepts preliminary enquiries submitted online or via email at any time throughout the year. It is important that grant seekers use the format supplied and complete each section. We are unable to consider incomplete enquiries. Please limit your preliminary enquiry to **two pages** in length.

If you have any questions regarding your eligibility or the preliminary enquiry, please email VFFF at [foundation@vfff.org.au](mailto:foundation@vfff.org.au) or call (02) 9291 2727.

Receipt of preliminary enquiries is acknowledged by email and VFFF endeavours to notify grant seekers of the outcome of their enquiry within 21 working days. In some cases, VFFF will request further information. Please be mindful that VFFF reserves the right to seek assistance from external experts in examining and assessing preliminary enquiries.

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<sup>1</sup> VFFF reserves the right, from time to time, to approve initiatives within the exclusions list, at the discretion of Directors.



## 2) Submission

Following a preliminary enquiry, some organisations will be requested to complete a more detailed submission (by invitation only). VFFF will provide a submission form. We require that grant seekers use this format and complete each section. Apart from the completed submission, VFFF requires copies of the latest annual report and audited financial statements. All documents should be submitted by email. We understand that in some cases annual reports will need to be posted.

We aim to be of assistance to grant seekers during the preparation of the submission and encourage organisations to contact us with any queries that arise during this process.

In conducting due diligence and preparing requests for consideration by the Board, VFFF will contact grant seekers to work through any concerns or questions and may also request meetings or site visits. We are grateful for grant seekers' cooperation and patience and appreciate open communication throughout this process. Please be mindful that VFFF reserves the right to seek assistance from external experts in examining and assessing submissions.

Submissions are considered quarterly by the VFFF Board and grant seekers will be advised of the outcome in writing within a fortnight of the relevant meeting.