

Community Benefit Fund

“Club Helensvale is dedicated and committed to supporting our local community and providing excellence in service and facilities”.

Mission

To provide a level of support to local sporting groups, charities, and other organisations who, without this support, would find it difficult to achieve their organisational goals.

Purpose

The Club Helensvale Community Benefit Fund has been established to provide support to the local community.

The Club Helensvale Community Benefit Fund will provide sponsorship and donations for the community through charitable organisations, local sports clubs and educational groups in two cycles within a financial year.

We welcome requests for assistance from eligible organisations that provide local services in the areas of childhood/youth, people with disabilities, environmental care, social/community welfare, sports facilities.

Eligibility

Applicants must demonstrate they fall within the following categories:

- Community based; or
- Sporting Group: or
- Provides services to the Helensvale/Pacific Pines/Gaven/Coomera/Upper Coomera/Oxenford/Hope Island/Pimpama/Ormeau/Maudsland/Tamborine Mountain areas.

Ineligible Organisations

- Corporate Companies

Ineligible Projects

- General fundraising appeals
- Overseas travel
- Projects suited to corporate sponsorship
- Projects suited to government funding
- Funding for individuals
- Projects that do not adhere to Government COVID-19 Guidelines and Industry Safe plans

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Assessment

Applicants are required to submit the application form and written submission. The Funding Guidelines will assist you to determine your organisation’s eligibility for Club Helensvale’s funding.

The written submission should include an outline of the proposal stating the specific details of the funding required and how it will be used.

Funding

Funding is generally committed up to a maximum of \$10,000 per application except where it can be proven that meaningful impact will result from the community funding in which case the funds allocated may be greater. An approximate figure of \$25,000 is on offer each round.

Funding Guidelines

- Application is eligible to receive funding
- Application meets a significant and demonstrable need in the local community
- Application is based on sound research and has a strong likelihood of meeting its objectives
- Incomplete applications will not be assessed
- If time constraints apply, this should be noted in application
- Keep a copy of your application and written submission for your own records and in case of request.

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How to Apply

An application may only be made in writing on the application form, which is available online at <http://www.clubhelensvale.com.au> or is available for collection from Reception at Club Helensvale, 20-28 Discovery Drive, Helensvale. Applications close COB **December 15th 2023**.

Evaluation

Each application for funding will be considered on its merit against all other applications by our selection committee, consisting of, but not limited to, local MP's, Local Councillors, Club Helensvale Board of Directors and Senior Management.

Successful Applicants

- Successful applicants will be notified by January 19th 2024 with money transferred by January 25th 2024.
- Successful applicants must provide photographs showing where the funding has been used, general photographs of their organisation/group and relevant logos. If unable to do so, successful applicants must make themselves available for a photo shoot with the Club Helensvale marketing team.
- Successful applicants will be published on internal Club Helensvale publications, external publications such as press releases, and will be listed on the Club Helensvale website for public information.
- Successful applicants will be invited to a Community Barefoot Bowls Day where it will be expected that members of your organisation will attend and network with our Board of Directors, Staff and bowling members, local politicians and media. Barefoot bowls hire will be free of charge. This will occur on **Thursday March 28th from 5:00pm**
- Successful applicants can make a secondary application to Club Helensvale to conduct a Fundraising barefoot bowls day where Club Helensvale will donate green fees collected on the day back to the organisation/ sporting group/community group. More information can be found on our website or by emailing community@clubhelensvale.com.au

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Other Conditions

- Representatives of Club Helensvale may visit any applicant at times and on conditions agreed between the parties
- Where funding is declined the Club Helensvale Board does not advise the reasons for the decision
- Any unsuccessful applicant may reapply under the same conditions of the application in the next funding round (approx. 6 months later).
- Collaborate with Club Helensvale’s Community and Marketing Manager to help each party gain exposure/new members for their organisation through mutually beneficial projects and advertising.

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APPLICATION FORM

Applicants should read the guidelines carefully before completing this Application Form.

Answer each question fully and submit requested documents with the Application Form. This original Application Form must be fully completed, signed and submitted with your Written Submission.

ORGANISATIONAL DETAILS (applicant)

Name of Organisation: _____

Address: _____

Postcode: _____

Telephone: _____ ABN: _____

Email: _____

GST Registered: 0 YES 0 NO Income Tax exempt: 0 YES 0 NO

CONTACT PERSON (for enquiries during business hours regarding this application)

Full Name: _____

Address: _____

Postcode: _____

Telephone – Business Hours: _____

Email: _____

ACCOUNTABLE OFFICER

Full Name: _____

Position in Organisation: _____

Postal Address: _____

Postcode: _____

Telephone – Business Hours: _____

Email: _____

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WRITTEN SUBMISSION- PURPOSE FOR FUNDS- Please provide a separate attachment stating what you intend to use the Community Benefit Fund for. Please keep this to a maximum of two (2) A4 pages. Address the following questions-

- What is your organisations objectives and activities?
- How many members/volunteers/paid employees are in your organisation?
- How will the community benefit from the sponsorship?
- When do you intend to implement your project?
- How will you recognize Club Helensvale and the Community Benefit Fund?
- Does your organisation receive any other financial support?

BUDGET

Please list items in priority order, each item should be listed and costed individually. A copy of the selected quotation for each item listed must be attached.

Budget Item

Total Cost ex GST (\$)

Total Funding Required

Total Funding Sought

I certify that the information provided in this application is, to the best of my knowledge, true and complete, and that it accurately reflects the financial position of the applicant organisation. I authorise the release of the information contained herein to the appropriate Committee being the Board of Directors and I authorise the Board of Directors to make further enquiries where necessary. In addition, I agree to include details of this project to be utilised in internal and external marketing or publications eg. social media and website.

Date:

Applicant's Signature:

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FINANCIAL AND LEGAL DOCUMENTS- Please attach documents in this order:

Application Form – original signature

Written Submission – Max two (2) A4 pages

Certificate of Incorporation

List of Current Management Committee, Board or Similar

Latest Audited Financial Statement

Quotations for Project Costs

Copy of plans/drawings (if applicable) Verification of charitable status (if applicable)

Please send the above documents to-

Community and Marketing Manager
Club Helensvale Community Benefit Fund
PO Box 92
HELENSVALE 4212
QLD

**please note- incomplete, faxed or emailed copies will not be considered for funding.*

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OFFICE USE ONLY

Name of Recipient: _____

Previous Recipient ☐ YES ☐ NO

Previous Funding Amount: _____

Board Meeting Date: _____ Approved ☐ YES ☐ NO

Approved Funding Amount: _____

Notification to Recipient ☐ ACTIONED Date: _____

Paid to Recipient Date: _____ ☐ Cheque ☐ EFT ☐ CASH

Recipient's logos provided _____

Promotional Photo Date Scheduled _____ ☐ Completed