



Making wishes come true

THE 4K ANNUAL GRANTS



A P P L I C A T I O N G U I D E L I N E S

The 4K raises money and provides support for disadvantaged and disabled kids and their families within the Wingecarribee Shire only. **The 4K Annual Grants** are provided by the 4K specifically for those within the Shire. We invite applications from interested organisations for Project Grants that will assist the applicant organisation to deliver programs of support.

GENERAL OVERVIEW

The grants provide for direct costs toward delivery of the applicant's project or needs. All funding is aimed at value adding to the delivery of worthwhile projects and not for core operational purposes or to fund ongoing projects. There are three levels of grants available...



SMALL GRANTS

awarded for projects or support between
\$2,000 & \$5,000

LARGE GRANTS

awarded for support & projects to a max. of
\$20,000

EMERGENCY GRANTS

for individuals and families who have
an immediate need for support.



EMERGENCY GRANTS

Emergency grants are for individuals and their families only. They remain focused on disadvantaged or disabled kids and their families in the Wingecarribee Shire and will be considered on merit at any time. These grants are aimed at individual need and to fill gaps in support at different stages to assist applicants deal with unexpected, unforeseen and/or emergency issues and are targeted to provide assistance not readily available elsewhere in an emergency.

Please note that any applicant for an emergency grant will be required to clearly demonstrate their special need and the unforeseen emergency circumstance when making the application. This is best managed through a one-on-one interview with a board member of the 4K.



MULTI YEAR PROJECTS

Consideration may be given to multi-year projects on a seed funding basis; however, the applicant will need to show how this seed funding will enable the project to sustain itself at the completion of the funding cycle. Seed funding of this kind will be limited to two consecutive years.

The simple completion of the small grants application form on the 4K website will be sufficient to trigger the 4K's immediate consideration of the individual's need for an emergency grant.

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HOW IT WORKS

All applications will be considered on merit in line with the 4K charitable objectives, by a panel of 5 people to include both representatives of the 4K and others appointed by the 4K for the purpose of considering the applications. The panel reserves the right to offer part funding of any submission.

THE APPLICATION PROCESS

An application form must be completed. These are available from the 4K website at: the4k.com/grantapplication.

- All applications must provide answers in sufficient depth for the assessing panel to make an informed decision.
- Some applicants may be invited to an interview by the panel to clarify any aspects of the application at a mutually convenient time.
- Applicants having difficulty with the interpretation of these guidelines or in filling out the forms are invited to contact the Secretary of the 4K.

TO BE ELIGIBLE FOR A GRANT

To be eligible for a grant all applicants must:

- ...be incorporated, have an ABN, be supported, or be auspiced by an organisation that is incorporated or has an ABN
- ...be not-for-profit
- ...be located within the Wingecarribee Shire LGA
- ...be capable of running the project to completion and/or not trading insolvently
- ...be committed to providing significant contributions of their own toward the project whether financial, in kind or voluntary hours contribution.
- ...have already obtained all necessary licences, approvals or legal authority for projects requiring approvals
- ...provide a firm quote for major purchases and, where purchases are more than \$5,000, at least two competitive quotes are to be supplied.

There are strict limitations on what the funding may be used on/for. For a full list of these, please visit: the4k.com.au/grantguidelines

SUCCESSFUL APPLICANTS

Successful applicants will be advised in writing, and the committee's decision will be final, and no correspondence will be entered into.

Each successful applicant will be required to enter into a formal Memorandum of Understanding with the 4K outlining the terms of the grant and setting out project and reporting timelines.

Successful applicants will be required to:

- Acknowledge the source of funding for your project in any publicity inclusive of social media, websites, press releases and all other publications and display the 4K logo (available from the 4K)

Provide articles and or digital photos or videos to the 4K that can be used to demonstrate the 4K role in your project to potential sponsors, donors and the wider community. Permission from parents or guardians should be obtained before providing photos of children or young people. Provision of the

- photos and videos will be deemed that the necessary permission has been obtained in advance.

RULES & TIMELINES

SMALL & LARGE GRANTS

Applications open on **Friday 1 July 2022** and close at **5pm** on **Wednesday 31 August 2022**.

Late applications will not be considered.

Applicants may only submit one application a year.

EMERGENCY GRANTS

Applications for **Emergency Grants** will be accepted **at any time** during the year.

SUBMISSION PROCEDURE

Applications must be received by the due date, and mailed to:

The Secretary 4K

PO Box 344 Bowral NSW 2576

or emailed to: secretary@the4k.com.au

NOTE: Difficulties with technology will not be accepted as a reason for late submission and therefore the 4K must be notified of any issues that arise during the submission of an application via email.