

**GREENBANK RSL SERVICES CLUB**  
**COMMUNITY BENEFIT FOUNDATION**



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**COMMUNITY BENEFIT FOUNDATION**

## **Mission**

To provide an appropriate level of support to Not for Profit organisations who, without this support, would find it difficult to achieve their organisational goals.

## **Purpose**

The Greenbank RSL Community Benefit Foundation has been established to provide support to the local community in which we operate.

The Greenbank RSL Community Benefit Foundation will provide direct grants for community welfare through charitable organisations to help make our local communities a better place to live, work and play. To that end, the Greenbank RSL Community Benefit Foundation supports the efforts of charitable organisations, particularly those with limited resources.

We welcome and invite applications from eligible Not-for-Profit organisations that provide vital local services within the Brisbane Southside Suburbs, in the areas of childhood/youth, people with disabilities, environmental care and social/community welfare.

## **Eligibility**

Applicants must demonstrate that they fall within the following eligibility guidelines:

- The applicant is a community based not-for-profit organisation, small community based organisation, community support group, community based sporting organisation, charitable organisation or state school.
- The organisation that does apply must reside/be based within Brisbane Southside community.

## **Ineligible organisations:**

- Businesses
- Political or secretarial organisations
- Trade Unions
- Professional Associations (e.g. Law Society)
- Organisations registered as companies incorporated for profit making purposes
- Non Deductible Gift Recipients

## **Ineligible projects include:**

- Projects outside the Brisbane Southside area
- General Fundraising Appeals
- Overseas travel
- Funding for individuals

## **Assessment**

Applicants will be required to submit both an Application Form and written Funding Submission. The Funding Guidelines will assist you to determine your organisation's eligibility for a Greenbank RSL Community Benefit Foundation grant.

The written Funding Submission should include an outline of the proposal stating the specific details of funding required and how it will be used. Your submission must not exceed 300 words in length.

This information will be assessed by the Greenbank RSL Community Support Committee who will take into account the applicant's current financial position to assist in establishing a priority of need.

## **Amount and Duration of Funding**

An amount of up to \$75,000 in total is available from the Greenbank RSL Community Benefit Foundation yearly. Individual grants range from \$1,000 to \$10,000 per application except where it can be proven that meaningful impact will result from the community grant in which case the funds allocated may be greater.

## Funding Guidelines for receiving a grant:

- Application is eligible to receive funding.
- Application meets a significant and demonstrable need in the local Brisbane Southside 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 to the funding, this should be noted in your Application.
- Keep a copy of your Application Form and written Funding Submission for your own records and in case of request.

## Preparing the written Funding Submission application:

Provide details about your application in a maximum of 300 words or less including:

- A brief history/profile of your organisation, including its objectives and the activities it conducts;
- The number of volunteers and/or paid employees in your organisation;
- Why you need this funding
- What benefit will be gained from the funding, including who it will benefit, the number of people and how the local community will benefit from the project;
- Provide information that will outline and support your organisation's achievements to date; and
- Provide details of any other financial support your organisation receives.

## How to Apply:

An application may only be made in writing on the Application Form, which is available online at [www.greenbankrsl.com.au](http://www.greenbankrsl.com.au) or is available for collection from Reception at the Greenbank RSL Services Club, 54 Anzac Avenue, Hillcrest Qld 4118.

We require three (3) printed copies of your application and all must have original signatures. If your application is incomplete, it will not be assessed. If time constraints apply to the funding, this should be noted in the grant Application Form. Keep a copy of your Application Form and written Funding Submission for your own records.

**Funding Dates: Round One:** Opens - 1<sup>st</sup> January  
Closes - 31<sup>st</sup> May  
Presentation – July

**Round Two:** Opens - 1<sup>st</sup> June  
Closes - 30<sup>th</sup> September  
Presentation – November

## Evaluation

- Each grant application will be considered in its merit along with all other applications.
- Grant recipients undertake to ensure a final report is provided within six (6) months of the completion of the project.

## Successful Applications

- Successful applicants will be notified within thirty (30) days of the closing date for applications.
- Successful applicants will be published in external publications, media and listed on the Greenbank RSL Services Club website for public information.
- Grants will be deposited via EFT to your nominated bank account. Please allow 7 to 14 days for processing from the Presentation date.
- Successful applications may not apply for further grants for a 12 month period.

## Other Conditions

- Representatives of the Greenbank RSL Community Benefit Foundation may visit any applicant at times and on conditions agreed between the parties.
- Grant recipients will be required to attend a Presentation Ceremony at the Greenbank RSL Services Club Inc.
- Not more than 10% of the awarded grant may be spent on administration costs.
- The decision of the Greenbank RSL Community Support Committee regarding successful applicants will be final and no correspondence will be entered into.
- Where support is declined the Board of Directors does not normally advise the reasons for individual decisions.
- Any unsuccessful applicant may apply again for subsequent funding opportunities, under the same conditions of application.



**GREENBANK RSL SERVICES CLUB**  
**COMMUNITY BENEFIT FOUNDATION**

An initiative of the Greenbank RSL Services Club

Applicants should read the Funding Guidelines carefully before completing this Application Form. For full details please refer to the website [www.greenbankrsl.com.au](http://www.greenbankrsl.com.au). Answer each question fully and submit three (3) copies of requested documents with the Application Form. This original Application Form must be fully completed, signed and submitted with your written Funding Submission and any other required documentation to:

The Community Support Committee  
Greenbank RSL Services Club Community Benefit Foundation  
PO Box 700  
BROWNS PLAINS, QLD 4118.

Incomplete or faxed copies will not be considered for funding.

**APPLICATION DEADLINE BY 31<sup>st</sup> MAY/30<sup>th</sup> SEPTEMBER**

**ORGANISATION DETAILS (applicant)**

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Name of Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

ABN: \_\_\_\_\_

GST Registered:  Yes  No      Income Tax Exempt:  Yes  No

**CONTACT PERSON (For enquiries during business hours regarding this application)**

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Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone – Business Hours: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**ACCOUNTABLE OFFICER**

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Name: \_\_\_\_\_ Position in Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone – Business Hours: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**PURPOSE FOR WHICH YOU ARE SEEKING FUNDS -**

**Maximum three hundred (300) words  
to be attached on a separate sheet**

**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 (\$)
<b>Total Funding Required \$</b>	<b>Total Grant Requested \$</b>

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 Community Support Committee and I authorise the Community Support Committee make further enquiries where necessary. In addition, I agree to include details of this project to be utilised in external marketing or publications eg. Media releases and website.

Date: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

**FINANCIAL AND LEGAL DOCUMENTS**

Please attach three (3) copies of the document in this order.

- Application Form – all copies to have original signatures
- Funding Submission – Maximum three hundred (300) words as a separate attachment
- Certificate of Incorporation / Verification of charitable status (If applicable)
- List of Current Management Committee, Board or similar
- Latest Audited Financial Statement for the organisation
- Quotations for project costs (if applicable)
- Copy of plans/drawings (if applicable)

**BANK ACCOUNT DETAILS (Please allow 7 to 14 days from Presentation Ceremony for processing of grants)**

Name of Bank: \_\_\_\_\_

BSB No: \_\_\_\_\_

Account No: \_\_\_\_\_

Account Name: \_\_\_\_\_