



## **“BEST IN THE COMMUNITY” Program**

### **GUIDELINES**

These Guidelines are designed to provide information about the BEST Employment Ltd (BEST) **BEST in the Community** program and to assist applicants in developing their submission. Please read these Guidelines carefully before submitting your application. If you have any further questions please contact Scott Saunders (Marketing Coordinator) [marketing@best.com.au](mailto:marketing@best.com.au) or phone 02 6721 3222.

#### **INTRODUCTION**

BEST Employment Ltd (BEST) is a not for profit, community organisation providing a range of employment, training and community services and programs that benefit disadvantaged members of the community in the New England, Northwest NSW and Southern Qld regions. The programs and services delivered to our stakeholders (members of the community, business and industry) allow BEST to fund and support a range of positive community initiatives.

#### **GENERAL INFORMATION**

- Late applications will not be accepted / considered within this round. They will be carried over to the next round.
- Whilst local area assessment panels will provide recommendations to BEST Management regarding allocation of grant funds, all decisions made by the BEST CEO will be final.
- The personal information on the application form is collected to assist with processing your Grant Application and will not be used for any other purposes or made available to any other person or entity not associated with the **BEST in the Community** program.

#### **WHO CAN APPLY?**

You are eligible to apply for **BEST in the Community** funding if;

- You are an incorporated, not-for-profit organisation or association
- Your project / activity is auspiced by an incorporated, not-for-profit organisation or association
- Applications from schools will be considered if the proposed project or activity strengthens links to or provides benefit to the broader community.

#### **WHO CANNOT APPLY?**

Those ineligible to apply include;

- Individuals
- Projects that have received **BEST in the Community** funding in the last funding round
- For-profit organisations

#### **FUNDING AVAILABLE 2011-2012**

BEST is making a total of \$15,000 (exc. GST) available in the 2011-12 period.

There will be two opportunities annually for organisations to apply for funding.

For the 2011-2012 year:

**Round 1 applications close 5.00pm 30<sup>th</sup> September 2011**

**Round 2 applications close 5.00pm 30<sup>th</sup> March 2012**

The regions covered in the **BEST in the Community** Initiative include:

- New England – Inverell, Armidale, Glen Innes and Tenterfield
- Northwest – Moree, Narrabri, Walgett and Lightning Ridge
- Southern Qld – Warwick, Stanthorpe and Goondiwindi

Applications are also welcome from the smaller communities within these regions.

#### **WHAT ARE THE FUNDING CATEGORIES?**

**Community (General)** – projects, events or activities that address social inclusion or promote multiple group involvement and interaction

**Community (Youth)** – projects, events or activities that promote involvement and inclusion of young people that address or promote issues specific to young people in their community

**Community (Environmental)** – projects, events or activities that promote sustainable environmental practices or initiatives or that address a specific environmental issue faced by the community

**Community (Sport/ Health/ Recreation and/or Well-being)** – projects, events or activities that promote physical and psychological well-being within the community through direct or indirect involvement of participants

**Community (Education or Arts)** – may include projects, events or activities that promote or increase awareness and understanding of the arts or cultural participation within the community

#### **WHAT WILL NOT BE FUNDED?**

The following projects, events or activities will not be funded under the **BEST in the Community** program;

- Capital or ongoing maintenance works
- General administrative or ongoing wages
- Projects that have already commenced or already occurred
- Projects that are part of curriculum-based activities in schools
- Projects that are fundraising in nature

#### **HOW DO I APPLY FOR BEST IN THE COMMUNITY FUNDING?**

To apply for **BEST in the Community** funding you will need to: Obtain an application form – Scott Saunders (BEST Employment Ltd Marketing Coordinator–02 6721 3222) or email [marketing@best.com.au](mailto:marketing@best.com.au)

Ensure that you read all sections of the Guidelines document and the Application Form carefully.

You can submit your application either by email, post or hand delivery to any BEST Employment Ltd Office

Email – [marketing@best.com.au](mailto:marketing@best.com.au)

Post – BEST in the Community  
C/- Marketing Coordinator  
BEST Employment Ltd  
P.O. Box 175 Inverell NSW 2360

**HOW WILL THE APPLICATIONS BE ASSESSED?**

Applications are assessed by BEST staff from each defined area and final decisions formally endorsed by the CEO.

**REQUIREMENTS**

For your application to be eligible for assessment, you must ensure that:

- ALL sections of the Application Form are completed
- Your application is received on or prior to the due date
- Your application fits within one of the Funding Categories listed above
- Your group or organisation can contribute to the project through cash or voluntary in-kind services

**SELECTION CRITERIA**

If your application meets the above requirements, it will then be assessed according to the following selection criteria:

- Your application demonstrates that the proposed project /activity addresses a community need
- Your application demonstrates that the proposed project/activity will promote collaboration between groups, programs or projects within your community
- There is evidence of community involvement in your proposed project/activity planning and implementation
- Your application demonstrates that the aims of the proposed project /activity are achievable
- Your application demonstrates that the aims of the proposed project /activity benefit the broader community
- There is evidence that your proposed project /activity will be promoted to the broader community

**WHAT ARE THE “BEST in the Community” PROGRAM CONDITIONS?**

If your application is successful you must;

- Allow BEST to promote and communicate your involvement in the **BEST in the Community** program. This may be through BEST’s website, marketing material and funding applications.
- Recognise BEST in all marketing and promotional activities associated with the project / activity.
- Ensure the project is managed through a legal entity such as an incorporated association or company limited by guarantee.
- Expend funds within 12 months of receiving the grant.
- Use funds for the intended purpose outlined in your application.
- Report on project/activity progress to BEST in the manner specified as requested.
- Release and indemnify BEST, its officers or agents, against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisation or agents in consequence of the funding Agreement except where the claim, demand, liability, costs or action are caused by BEST’s officers or agents.

**PLEASE NOTE:**

- **BEST does not guarantee to fund any applicant.**
- **BEST does not guarantee to fund any applicant to the full amount requested.**
- **BEST is not responsible for meeting any funding shortfall if the project runs over budget.**
- **BEST, its officers or agents will not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation’s responsibilities.**