

FUNDING AND APPLICATION GUIDELINES**OFFICE FOR VOLUNTEERS****SUBMISSION DETAILS**

NAME OF FUND:	<i>Community Voices Program</i>
OPENING DATE:	<i>Monday 13 October 2008</i>
CLOSING DATE:	<i>Friday 28 November 2008</i>
SUCCESSFUL NOTIFICATION DATE:	<i>January 2009</i>
MAXIMUM FUNDS AVAILABLE FOR EACH PROJECT:	<i>In-kind services supplied by the Screen Studies Department of Flinders University and possible option to purchase air-time on commercial media</i>
MAXIMUM AMOUNT OF FUNDS AVAILABLE FOR THIS ROUND:	<i>\$50,000</i>
TYPE OF FUNDING:	<i>One-off funding for in-kind services</i>
LIABILITY:	<i>The Office for Volunteers, the South Australian Government and the Flinders University will not be responsible for any loss or damage incurred by the volunteer organisations as a result of using the media products developed in the Community Voices Program</i>
INTELLECTUAL OWNERSHIP AND COPYRIGHT:	<i>Successful applicants will retain the intellectual property rights to the product deliverables while the Office for Volunteers will retain copyright and the Flinders University retains the right to use media products for their own purposes</i>
LODGEMENT REQUIREMENTS	<i>Documents must be lodged in person or postmarked by the specified date and time.</i>
POST TO: Applications postmarked until 5pm on the closing date will be accepted.	<i>Community Voices Program</i> <i>Office for Volunteers Level 9, 50 Pirie Street ADELAIDE SA 5000</i>
HAND DELIVER TO:	<i>Office for Volunteers Level 9 50 Pirie Street ADELAIDE SA 5000</i>
DOCUMENT REQUIREMENTS	<i>Hard-copy of the Community Voices Program application form, signed correctly, and all required documentation as listed in the Guidelines</i>

**YOUR APPLICATION MUST BE LODGED IN HARD COPY
E-MAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED
ONLY ONE APPLICATION PER ORGANISATION WILL BE ACCEPTED**

1. BEFORE YOU START

Before completing the Application Form please read the Funding Application Guidelines.

Copies of the Guidelines and Application Forms are available from the Office for Volunteers via:

Website: www.ofv.sa.gov.au/grants
E-mail: ofv@saugov.sa.gov.au
Telephone: (08) 8463 4490

2. WHAT FORMS DO YOU NEED?

In order to complete your application you will need to obtain a copy of:

FORM A - Funding Application Guidelines

FORM B - Application Form

IF SUCCESSFUL you will receive a copy of the following forms:

FORM C - Project Evaluation Form

3. WHO IS ELIGIBLE TO APPLY?

A) INCORPORATED ASSOCIATIONS

To be eligible, applicants must be recognised as a community based, not-for-profit organisation with a recognised volunteer base, and be Incorporated under the Associations Incorporation Act, 1985.

For more information about becoming Incorporated contact the Office for Business and Consumer Affairs on 1300 138 918 or www.ocba.sa.gov.au

Organisations must have an Australian Business Number (ABN) to be eligible to receive funding. Information regarding the ABN can be obtained from the Australian Taxation Office on 13 24 78.

B) UNINCORPORATED COMMUNITY GROUPS APPLYING THROUGH A SPONSORING ORGANISATION

If your community group is not a legal entity, then you must arrange for another legal entity (for example, your local government or an Incorporated organisation) to accept and administer funding on your behalf. In this case, you can nominate this entity as your "sponsoring organisation" in the Application Form. Make sure, you have your sponsoring organisation's support in writing before you apply. This written agreement allows an Incorporated body to assist Unincorporated groups to access funding that would not otherwise be available to them.

4. WHO IS NOT ELIGIBLE TO APPLY?

- Government agencies
- Organisations who received this grant in the previous year
- Organisations whose main purpose is to support personal interest pursuits or hobbies e.g. sporting & recreational clubs

5. WHAT PROJECTS MAY BE FUNDED

The Program provides in-kind services supplied by Flinders University for video production activities, to assist the promotion of the volunteer involving organisation to attract, grow and increase participation. The grant will fund:

- community documentaries and television commercial community service announcements
- production of multiple copies on DVD and associated packaging
- distribution advice and complementary funding for the purchase of airtime on television, as well as other relevant distribution activities

6. WHAT ARE THE FUNDING PRIORITIES?

Special consideration will be given to:

- innovative ideas that promote and market volunteer involving community organisations, volunteers and volunteer programs
- organisations requesting the development of TV Commercials that identify a funding commitment to purchasing TV airtime
- organisations that do not receive other Government funding
- the extent of the benefit to the volunteer involving organisation and the community
- impact to attract and retain volunteers in South Australia

7. POINT OF CONTACT FOR THE PROJECT

Community Organisations are required to provide one liaison person to be the central contact for students. This representative should have a strong understanding of the organisation's workings and be able to facilitate client/volunteer meetings, answer general questions about the organisation's needs for the TVC or short film and help students in problem solving in terms of the community organisations.

8. APPLICATION CHECKLIST

For your application to be considered:

- answer each question in the original Application Form
- complete the Application Checklist at the back of the Application Form
- nominate a person for single point of contact to liaise with Flinders University
- ensure the Application Form is signed by Authorised Officer(s)* of your organisation
- attach all requested documents e.g.:
 - Certificate of Incorporation

*An Authorised Officer is a person who is authorised in writing by the Management Committee to undertake specific actions on behalf of the Incorporated or auspiced organisation.

9. HOW WILL YOUR APPLICATION BE ASSESSED?

An independent selection panel will assess your application. Each application will be assessed against

- the eligibility criteria stated in sections 6 & 7.
- extent of positive contribution to the organisations' volunteer program
- the merit of other applications received.

10. IF YOUR APPLICATION IS SUCCESSFUL

If your application is successful, you will be advised by the end of January 2009.

No monies are payable to volunteer involving organisations for this program. Services to the value of the grant will be provided by the Flinders University of South Australia, Screen Studies Department.

Please return your signed contract as quickly as possible.

NB: the Grantee must acknowledge the Government of South Australia's support on all promotional materials and publications relating to the project. When acknowledging this Grant it is mandatory to use the words *"This project is supported by a grant from the Government of South Australia, Office For Volunteers."*

11. WHAT FORMS DO YOU NEED TO PROVIDE TO COMPLETE THE PROJECT?

Office for Volunteers will provide the following form to successful applicants:

- Project Evaluation Form

This form is to be returned to the Office for Volunteers within one month of project completion. The project must be completed within 12 months from the date of commencement.

12. IF YOUR APPLICATION IS UNSUCCESSFUL

You will be advised in writing if your application is unsuccessful. We encourage you to seek feedback from the Office for Volunteers if your application is unsuccessful.

13. ADDITIONAL INFORMATION

Additional information can be obtained by telephoning the Office for Volunteers on 8463-4490.

Further information about how to apply for grants can be found on www.service.sa.gov.au

The Office for Volunteers *e-news bulletin* is released fortnightly and also provides information on a range of volunteer opportunities. To subscribe to the Office for Volunteers e-news bulletin, email ofv@saugov.sa.gov.au, or visit www.ofv.sa.gov



**Government
of South Australia**

Office for Volunteers

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