

## About the Veolia Mulwaree Trust

The Veolia Mulwaree Trust was established to manage and distribute funds for charitable purposes and worthwhile community projects to benefit communities within or surrounding the former Mulwaree Shire Council area in Southern NSW. The Trust's funding is provided by Veolia Australia and New Zealand which operates the Woodlawn Eco-Precinct near Tarago in Southern NSW.

## Eligible Local Government Areas

The Veolia Mulwaree Trust specifically covers the local government areas of:

- Goulburn Mulwaree Council
- Upper Lachlan Shire Council
- Oberon Council
- Wingecarribee Shire Council
- Wollondilly Shire Council
- Shoalhaven City Council
- former Palerang<sup>1</sup> Council area

## Program Criteria

The Veolia Mulwaree Trust will assess project applications against the following criteria:

1. Clearly defined, ongoing benefits to the community
2. Service to a broad section of the community
3. Demonstrated sustainability and increasing an organisation's capacity

In addition the Veolia Mulwaree Trust will take into account and prioritise organisations and project applications which:

1. Include multiple stakeholders demonstrated by financial contributions from the applicant and other funding sources valued at more than 50% of the project cost
2. Demonstrate good 'value for money'
3. Have not previously received funding from the Veolia Mulwaree Trust

## Eligible Organisations

Applications will be accepted from incorporated, not-for-profit community groups or organisations, such as:

- Sporting and Recreation Groups
- Voluntary Emergency Service Organisations
- Service Clubs
- Local Councils and 355 Committees
- Community Health Services
- Schools and Community Child Care Centres
- Churches

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<sup>1</sup> Projects and applicants located within the former Palerang local government area prior to the 2016 council amalgamation are eligible to apply to the Veolia Mulwaree Trust.

- Community Associations
- Registered Charities

### **Ineligible Organisations and Projects**

The Veolia Mulwaree Trust does not fund:

- 100 per cent of the cost of any project.
- Projects or capital works on private land or property.
- Maintenance or replacement of items through normal wear and tear, eg painting, roof repairs.
- Events, advertising, sponsorship, wages, salaries, studies, development or planning fees, consulting fees, travel, accommodation, catering, organisational running costs, computer hardware, software or websites.
- Services and operations that would normally be the responsibility of other government bodies, or which duplicate existing services.
- Projects that relate to a business or business group that generates a profit.
- Retrospective requests, i.e. funding for projects which have commenced or been completed.
- Applications for the purpose of fundraising for a secondary beneficiary, or grant-making program.
- Applications for projects in licenced clubs which are associated with gambling and/or alcohol.
- Applications from organisations or project sites which have received grant funding from the Veolia Mulwaree Trust in the previous two years.

### **Submitting an Application**

Two funding rounds are held per year.

Grant applications may cover a wide range of projects which comply with the Veolia Mulwaree Trust's grant guidelines.

Grant funding applications must be submitted via the Veolia Mulwaree Trust website. All sections of the application form must be completed and all requested supporting documentation attached. Attachments received by the Veolia Mulwaree Trust office after the close of round will not be accepted.

There are no minimum or maximum grant amounts an organisation may apply for as each application is assessed on its individual merits.

It is preferable that applicants have an ABN and provide this information in the application form. Organisations without an ABN may still apply if they have an Incorporation Number and if the application is successful they will be required to provide a Statement by Supplier Form (refer to the ATO website) to receive the grant. Grants are for a specific purpose and subject to GST.

Only one grant application or one donation application from an organisation will be accepted in any one funding round. An organisation can only be the recipient of one grant or one donation at any one time.

Ideally projects will be completed with 12 months, however projects over a longer timeframe will be considered.

The Veolia Mulwaree Trust may request further information and/or an inspection of the project site during the assessment process.

Applications must be authorised by the organisation's senior office holder, i.e. the President/Chairperson/Principal/General Manager, as well as one other authorised office holder.

### **Required Supporting Documentation**

Quotations - A minimum of two current quotations for each item listed in the project budget must accompany the application. Quotations must be from different suppliers and must be comparable, i.e. for the same item or work. The preferred supplier for each item should be noted in the project budget and on the quotation. Applications submitted without current and relevant quotes will be deemed ineligible.

Funding from other sources - Written confirmation of co-funding, detailing the source, nature and amount of the contribution, must be attached. All contributing funds must be approved at the time of close of grant round.

Development Applications - Applications for capital works projects must be accompanied by an approved Development Consent from Council, or written confirmation from Council that a DA is not required.

Project approval – If the project is on land or premises not owned by applicant organisation, the not-for-profit authority responsible for the land or premises must provide written support of the application.

Financial Statements – Organisations must provide their most recent financial statements

Insurance – Your organisation must provide evidence of adequate public liability insurance cover and other insurances relevant to your organisation and project.

Letters of support – A maximum of three letters of support from organisations which will benefit from or support the project may be attached.

Schools – Applications from schools must be signed by both the School Principal and P and C Committee representation. Public schools must also provide written approval for the project from the NSW Department of Education Asset Management Unit.

Supplementary information - Supplementary information such as photos, plans etc may be attached.

### **Assessment Process**

#### Stage one - Eligibility

On lodgement of application applicants will receive an email of receipt and application reference number.

Applications are initially assessed for eligibility in accordance with these guidelines. Applications will be deemed ineligible where they are incomplete or do not meet the eligibility criteria and ineligible applicants will be advised in writing.

#### Stage two – Assessment

Eligible applications will be tabled at a Veolia Mulwaree Trust meeting for consideration.

This process may take up to four months after the grant closing date. All applicants are advised in writing of the outcome of their application.

The Veolia Mulwaree Trust retains the discretion to fund projects as it sees fit and any decision will be final. No correspondence will be entered into. The Veolia Mulwaree Trust is unable to provide individual feedback on unsuccessful applications.

#### **Grant Funding Process**

Successful grant applicants will be required to sign a Funding Agreement issued by the Veolia Mulwaree Trust to ensure that both parties are clear about how the money will be spent and outcomes to be achieved.

Projects must not commence until the Funding Agreement has been signed. Payment cannot be made for costs incurred prior to the date that the Funding Agreement has been signed.

Grants will be progress paid according to agreed milestones.

Successful grant applicants are required to issue the Veolia Mulwaree Trust with an invoice for the full grant amount and to attend a cheque presentation to be held in Goulburn on a date to be advised.

Grant recipients are required to provide a grant acquittal to the Veolia Mulwaree Trust at the completion of the project.

It is the applicant's responsibility to check the accuracy of the contact information provided in the application and to maintain up to date Smartygrants account contact information. Any changes in an organisation's contact details should be forwarded in writing via email to [vmt@veolia.com](mailto:vmt@veolia.com)

Successful grant recipients will be ineligible to apply to the Veolia Mulwaree Trust for a period of 24 months from the date of the final payment of a previous project funding agreement. Successful donation recipients will be ineligible to apply for funding for one year.