

COMMUNITY GRANTS POLICY

2021 - 2022



COMMUNITY GRANTS FUNDING GUIDELINES

As a Community Club and a Community Employer, Pakenham Racing Club with the Cardinia Club and Club Officer are committed to the ongoing improvement and enhancement of our local community.

The goal of the Clubs Community Grants program is to provide funds for community-based programs, projects and initiatives that contribute towards improving the overall community wellbeing for the residents of the Cardinia Shire.

There are three key categories of funding:

1. Major Grants – Applications in excess of \$2,500.
2. Minor Grants – Applications less than \$2,500.
3. Prize Donation Requests: Delivered in the form of dining vouchers, race meeting entry tickets and complimentary board room hire at the Cardinia Club.

APPLICATIONS WILL BE REVIEWED TWICE YEARLY.

Round 1: Applications close 15 September each year.

Round 2: Applications close 28 February each year.

PRIZE DONATIONS

The PRC is proud to support a range of schools, kindergartens, sporting and community groups within the Cardinia Shire with their fundraising efforts, through the provision of prizes which can be raffled or auctioned. These prizes are typically dining vouchers which can be redeemed at the Cardinia Club and Club Officer and for general admission tickets for race meetings at Sportsbet Pakenham in Tynong.

1. Applications are reviewed and donations distributed monthly.
2. Funding pool is \$12,000 per annum.

To allow for processing time, applications are required at least 30 days prior to an event.

Applications must be made on the designated PRC Community Grants Application Forms and must demonstrate alignment to the Cardinia Shires Liveability Plan 2017-2029. These forms are located on the Pakenham Racing Clubs website or can be obtained from the Community Grants boards located in all of the Clubs venues or by calling 5940 6600 to have a copy emailed to you.

For more information, including eligibility and to apply, visit the Community Grants page on the PRC website at <https://country.racing.com/pakenham/community/community-grants>

If you are unsure whether your project or initiative is eligible for funding, please contact the Pakenham Racing Clubs Community Liaison team prior to commencing your application on 5940 6600.

YOUR KEY TEAM MEMBERS ARE:

Tanya Ritson General Manager People & Community
Katie Holley Community Liaison Officer



420 Nar Nar Goon-Longwarry Road, Tynong, VIC 3813
☎ 03 5940 6600 @ grants@pakenhamracing.com.au
🌐 www.pakenhamracing.com.au

CRITERIA FOR APPROVAL OF FUNDING REQUESTS

Approval for funding requests will be decided based on the following criteria:

- Any charitable, philanthropic, educational, cultural or sporting purpose that provides a benefit to the local community may apply for a grant. Organisations applying should be registered charities, not for profits, clubs and associations.
- Individuals may apply for funding.
- Applications have alignment to the outcomes of the Cardinia Shire's Liveability Plan.
- Cardinia Shire based requests will be the priority and preference of the Panel. Generally speaking, all requests outside of the shire of Cardinia will be denied.
- There is no guarantee applicants will receive funding in future rounds or years.
- The Panel may choose to part fund applications.
- Any activities or transactions that have already occurred are known as retrospective and cannot be funded.
- Recurrent expenditure will not be funded.
- The panel will consider the benefit of the grant throughout the community.

The following expenses may be supported in your grant application:

- Cost of presenters or facilitators for community information sessions;
- Building of community infrastructure at Clubs and other public used property;
- Hall or room hire to conduct an information session or hold a forum/event;
- Purchase of personal equipment, sporting equipment or items that support, promotes or improves community wellbeing;
- Purchase of small household or electronic equipment that supports, promotes or improves community wellbeing;
- Printing or advertising costs to promote the initiative or project.

The following are unlikely to be funded:

- Salaries or wages;
- Administration expenses such as stationary, postage, office supplies etc.;
- Rent and lease costs; and
- Consumable items.
- Private Enterprise expenses.

FUNDING

Applicants must substantiate the grant amount requested by attaching a current quote. Local suppliers are preferred.

ASSESSMENT PROCESS

Applications received will be assessed by the Panel consisting of representatives from Pakenham Racing Club, Cardinia Shire Council and a Community representative.

Applications that do not demonstrate they align with key priorities of the Cardinia Shire Liveability Plan will not be considered.

Applications that do not provide sufficient documentation (copies of quotes or cost justifications) will not be considered.

All applicants will receive notification of an outcome, whether successful, unsuccessful or ineligible, after the Panel has met.

FUNDING ACKNOWLEDGEMENT

All supported grants must acknowledge the Pakenham Racing Club and/or Cardinia Club and/or Club Officer as a funding provider in any promotion or publication relating to the project or initiative. Please include the words: 'This initiative was proudly supported by Pakenham Racing Club Community Grants program'. Pakenham Racing Club will supply any social media branding content. All supported grants must provide a sufficient evaluation and acquittal within two months of the project's completion.

PUBLIC RELATIONS AND MEDIA

Applicants who have received donations may be advertised by way of a media release prepared by the Club for general release to local newspapers. Submission of a photo(s) that best represent your organisation or cause, are encouraged with your application and/or acquittal.

The Pakenham Racing Club may promote its Community Grants outcomes and recipients on its website, social media channels, via email communications, printed PRC Annual Report and in-house displays at the Pakenham Racecourse, Cardinia Club and Club Officer.