



Community Chest guidelines and application

Thank you for your interest in this year's Community Chest grants program.
Community Chest is an IGA program that contributes funds from the sale of specially marked 'Community Chest' products for projects undertaken by non-for-profit community groups.
Hastings Co-op's Wauchope, Timbertown, Sovereign Place and Port Macquarie IGA supermarkets wholeheartedly embrace this program as an opportunity to give back.

About Hastings Co-op

We are a thriving community-owned co-operative committed to building better communities through diverse and competitive services and retail solutions.

Employing more than 300 locals in businesses across the Hasting and Camden Haven, we have a number of distinct business units including: fuel, supermarkets, liquor stores, department store, hardware and rural supplies and car hire.

With a long and proud history, we continue to grow and diversify to benefit members, customers and employees. They are at the heart of everything we do - from rewarding members who are part of the Co-op family and giving back to local groups and charities, to being one of the largest employers of youth and showcasing local producers in our stores.

We are locals supporting locals.

For more information visit www.hastingscoop.com.au

Community Chest grant eligibility

To be eligible for a grant applicants must:

- Be a Hastings Co-op shareholder or Co-op 100 member – <http://www.hastingscoop.com.au/membership>
- Be an incorporated non for profit group
- Be based within the Port Macquarie Hastings Local Government Area
- Submit a detailed application for funding using the guidelines provided by Hastings Co-op
- Agree to terms and conditions as provided in this document.

Important dates for applications

Applications open: Monday 11th of September 2023

Applications close: Midnight on Sunday 29th October 2023 (No late applications will be accepted)

Funds distributed: At an event to be held in February 2024. No early payments can be made.

Application guidelines

1. Please provide the name of your organisation, contact details, incorporation status and your organisation's ABN
2. Outline the project your organisation will be undertaking if successful in receiving this grant. Please include the area of need that this project will be addressing
3. Provide a plan and timeline for your project's completion
4. Indicate the dollar value (inclusive of GST) of your project, thus the value of the grant you are applying for. Please note there is a maximum of \$2,000. We aim to provide the requested amount, up to the value of \$2,000, however, due to the nature of the Community Chest program, and the value of the total pool being dependant on the purchase of marked products, we may only be able to provide a proportion. You can help by encouraging your members to get behind Community Chest and purchase specially marked Community Chest products in Hastings Co-op supermarkets
5. Describe the intended outcome or planned results of this project
6. Explain how your project will benefit the local community
7. Outline the longevity of your project, eg. will this be a project that is ongoing and sustainable for years to come or will it provide immediate support?
8. Attach supporting information if applicable. eg. photographs, sketches, plans, drawings, letters of support, quotes, and designs.

Lodging your application

By email

Please submit your application to timw@hastingscoop.com.au

All applications that are received via email will be acknowledged with a confirmation email.

If you do not receive a confirmation email, please contact Hastings Co-op's Corporate Centre 02 6588 8999.

By post

Hastings Co-op Corporate Centre

Level 1, 9-13 High Street, Wauchope, NSW, 2446

It is recommended you send two applications, one by post and one by email.

Faxed applications will not be accepted.

Community Chest labels found in Hastings Co-op IGA supermarkets



Selection of recipients

Grant recipients will be selected by an advisory group that includes at least one independent representative and a Hastings Co-op staff member.

Applicants will be assessed based on the information provided in their submission and will be ranked according to their project and its value to the local community.

Terms and conditions for grant recipients

1. Project is to be completed within 12 months of receiving the grant
2. Recipients must complete a written evaluation within three months of the project's completion. In this report you will need to tell us how the grant money has been spent/allocated and whether your project has achieved the desired outcome. Please be aware that if your organisation does not submit an evaluation, it will not be eligible for further funding in the Community Chest Program.
3. If major aspects of the project, and usage of the funding, are going to change you must let Hastings Co-op know in writing before proceeding. We will make a judgement on whether the project still fits the aims of the grant and reserve the right to suspend the project.
4. Recipients must acknowledge Hastings Co-op funding support in any correspondence and marketing material that pertains to the project e.g. media, social media, newsletters, posters, fliers by displaying the approved Hastings Co-op logo. Please note that the cost of plaques, billboards, printed material, etc. are at the cost of the recipient. Artwork proofs should be sent to Hastings Co-op for approval.
5. Agree that Hastings Co-operative may reproduce pictures or written material from your project in the media or our own marketing material. We will acknowledge your community group in these.
6. Agree that Hastings Co-op promote the organisation as recipients of a Community Chest Grant and may request the organisation or a representative of the organisation be present at media events, Hastings Co-op events and the Hastings Co-operative Ltd Annual General Meeting.
7. Acknowledge that Hastings Co-op Board members or Corporate Centre staff may ask to visit your organisation to view your project.

Future funding for your organisation

Each year we receive a large number of applications for funding via Community Chest, sponsorships, and donations. While we would like to support every worthwhile cause, we must share the financial support amongst varied community groups.

Hastings Co-op allows community organisations to reapply for a second year of the Community Chest Program for either improvements to the initial project or for a new project. Please be aware that the program does not provide additional funding to enable ongoing projects to remain financially sustainable (by meeting ongoing costs associated with the project). Additional funding is at the discretion of the advisory group.

Ineligible projects and organisations

- Programs that support political organisations
- Programs that exclude or offend minority groups
- Programs that may be hazardous to the community, including environmental hazards
- Programs that uphold values that are different from our own
- Projects that do not take place in the Port Macquarie Hastings Local Government Area [LGA]
- Projects where funds are being used for staff and administrative costs (including wages, training, staff education, travel, and accommodation). This also includes newsletters, marketing and promotional material and design, printing and distribution services
- Projects where items have already been purchased
- Projects or items not reasonably costed
- Leasing and/or rentals/hire including office space, equipment, service charges, including additional or extended warranties, maintenance, and all labour costs
- Utilities such as insurance, registration, telephone, internet, broadband charges and website design
- Profit making projects where profit is retained by the organisation
- A cheque cannot be made out to individual persons, i.e. Robert Smith
- Individuals, companies, and service clubs who intend to supplement their fundraising for a third party's project including 'pooling' of grant funds between organisations to purchase an item/s
- Programs that focus on conferences, function costs (including hire costs of venues, transport and equipment costs), events or fundraising projects (including charity dinners, golf days, advertising and fundraising events), prizes or raffles and paid promotion of such events, functions or conferences

If your project fits within any of these categories, you should contact Tim Walker at timw@hastingscoop.com.au to discuss how we may assist you separately.

Privacy

Any personal information you provide is protected under the Privacy Act. It can only be disclosed to someone else if you have been given reasonable notice of the disclosure, where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law, if it will prevent or lessen a serious and imminent threat to a person's life or health, or if you have consented to the disclosure.

If you have questions or concerns about how your personal information is handled, you can phone Hastings Co-op's Corporate Centre on 02 6588 8999.

Are you a non-for-profit organisation?

A non-for-profit organisation is an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.

Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members personally.

We accept an organisation as non for profit where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people - both while it is operating and when it winds up. These documents should contain acceptable clauses showing the organisation's non-profit character.

For more information visit the ATO website:

www.ato.gov.au/Non-profit/Getting-started-for-non-profit-organisations/Is-your-organisation-non-profit/



Hastings Co-op

Community Chest application checklist

- ☐ I have provided an application, using the guidelines in this document, on behalf of _____ (organisation or Non for Profit name)
- ☐ I have read the terms and conditions associated with the Hastings Co-op Community Chest Program
- ☐ The information provided in my application is accurate and truthful
- ☐ I have attached this checklist to my application
- ☐ I have attached any other related material, ie. photos, designs and letters of support

Organisation / Non-for-profit name: _____

Address: _____

Contact name: _____

Contact phone number: _____

Postal address: _____

Organisation's email address: _____

Full name of contact person: _____ Signature: _____

Date: _____



OFFICE USE ONLY

Community Chest application received by: _____

Signature _____ Date _____

- ☐ **The application was successful**
- ☐ **The application was not successful**

1. Contact details

Name: _____ Position: _____

Phone: _____ Mobile: _____

Email address: _____

Does the organisation that will administer the funds pay GST?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation that will administer the funds have an ABN?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

ABN number: _____

2. Project information

Project _____ **title:** _____

Project summary:

Why is this project needed in our Hastings community?

Project goal and expected outcomes:

When will the project start?

Please take this into consideration when indicating a start date and allow time for other activities that can alter your project start date.

When will the project finish or will it be ongoing?

Research supporting your application

Include any research that supports the strategies you have chosen in your project

Any additional information

Primary target group _____

Age *(Please indicate in the boxes below which of the following age groups you expect to target with this project and an approximate percentage) -*

<input type="checkbox"/>	____%	Under 15 years of age
<input type="checkbox"/>	____%	16 - 24
<input type="checkbox"/>	____%	25 - 40
<input type="checkbox"/>	____%	41 - 65
<input type="checkbox"/>	____%	65 and over

3. Itemised budget

Exclusive of GST, as this is added after approval of grant applications

Amount of grant requested: \$ _____

PLUS, contributions in cash or kind: \$ _____

LESS expenses: \$ _____

Total cost of project: \$ _____

4. Project sustainability

A) Sustainability refers to longevity of the project, including the continued implementation of its activities and their lasting effect on the community

B) Please provide a description of how the project will continue after the initial funding period has ended and show any evidence you have that the activities being implemented will have a prolonged (sustained) effect on the target group

5. Project application declaration

I _____ declare that all of the above information that has been provided in relation to this application for a Hastings Co-op IGA Community Chest Grant is true and correct.

Position: _____

Signature: _____

Final checklist before your submission

<input type="checkbox"/>	GST is NOT included in the budget. GST will be added after grant approval
<input type="checkbox"/>	Every box is ticked, and signatures are present where the application asks
<input type="checkbox"/>	You have read the Declaration and acceptance of grant terms and conditions and signed above
<input type="checkbox"/>	You have read the acknowledgement of Hastings Co-op IGA Community Chest Grants document