



Neighbourhood Centres of Bellingen Shire Inc

ABN: 46 636 213 835

Incorporation no: INC1901679

Based on Gumbaynggirr Country in the Bellingen Shire

Community-based Suicide Prevention – Bellingen Shire Community Grants



Guidelines

We invite you to apply for a grant to improve mental health and community wellbeing in our Shire.

Community Grants are now available for:

- individuals
- community groups
- sports clubs
- artist collectives
- specialist interest groups
- local not-for-profit organisations

The grants program is provided by the Dorrigo Urunga Bellingen Suicide Prevention Action Network (DUBSPAN). This is a network of local service providers, specialists and people with lived experience of suicide. We work together to ensure the Project is local and relevant for Shire residents.

The Community-based Suicide Prevention - Bellingen Shire Project is managed by Neighbourhood Centres of Bellingen Shire Inc and is funded by Healthy North Coast through the Primary Health Network. The Project is linked to the Commonwealth Department of Health National Suicide Prevention Trial. 'LifeSpan', developed by the Black Dog Institute, is an approach to suicide prevention that highlights the importance of community engagement and ownership to be part of the change.

Aim of the Community Grants

The Project is encouraging community involvement to improve mental health and community wellbeing. Community Grants are available for activities that show positive change in these areas. The activity must be delivered within the Bellingen Shire. Applicants must be 18+ years old.

Grants of between \$1,000 and \$15,000 may be awarded to projects that aim to show lasting effects in:

- Improving mental health and wellbeing of locals
- Increasing awareness and understanding of mental illness
- Reducing stigma and promoting access to supports

Activities that will have lasting positive effects in the community beyond the grants will be looked at favourably. Please consider the longevity and sustainability of the impacts of your activities and explain this in your application.

Focus of the Community Grants

The grant funding will focus on supporting activities that encourage participation from the following four priority groups and their support networks:

- Men (aged 25 - 45)
- Aboriginal People
- Young People (aged 12 - 24)
- Veterans

Applications for activities targeted to other groups in the community will also be accepted for assessment.

What are Support Networks?

Support Networks are the individuals or groups that people feel safe and comfortable to approach for help, growth and support. Some examples of support networks include:

- friends
- family
- kinship relations
- carers
- Elders
- mentors
- sports coaches, etc.

The Application Form asks you to explain how your activity will engage these focus groups and their support networks. Your response could describe how your activity will impact on the focus group(s) and what that outcome will be.

For example: This activity will assist in reducing stigma and improving access to help by increasing young people's knowledge of local mentors and mental health services. The young people's support networks will also become more aware of local support services and other help available through this activity. This will assist them to support a young person to seek help.

Applicant Requirements

Applicants must either have a current ABN and be an incorporated organisation OR arrange for an incorporated organisation to sponsor your application and auspice your activity.

If you are an incorporated organisation you must email a copy of the following documents to communitygrants@bnc.org.au just prior to submitting your application:

- Your organisation's Incorporation Certificate
- Your organisation's Public Liability Insurance with cover of up to at least \$10 million

If you or your group are **not** incorporated you must email a copy of the following documents to communitygrants@bnc.org.au just prior to submitting your application:

- A signed copy of the Auspice organisation's written agreement that it supports this grant application and will auspice your activity if grant funds are received
- The Auspice organisation's Incorporation Certificate
- The Auspice organisation's Public Liability Insurance with cover of up to at least \$10 million

What is an Auspice?

In a funding context, an Auspice is the organisation that signs the grant application and can legally enter into a contract to receive and manage grant funding on an unincorporated applicant's behalf. The unincorporated community group undertakes the actual project work.

Generally, an Auspice:

- receives and pays out the grant funds,
- covers the project and any staff, volunteers and participants under its insurance,
- checks in on how the project is going
- makes sure the grant is acquitted.

For example: a local community group has a project that fits within the Community Grants guidelines. The group is not incorporated and asks XYZ Inc to auspice their project. XYZ Inc agrees to be the legal Auspice for the project. The Auspice organisation provides a letter that is uploaded with the grant application. If successful in gaining the grant, a formal agreement setting out the responsibility of each party is signed by the group and XYZ Inc. The Funding Agreement for the grant is signed by a representative/s of XYZ Inc.

The Auspice organisation may ask for an auspice fee to be included in the grant application budget to offset added costs for insurance and administration. Between 5% and 10% of the grant amount requested can be allocated for this purpose.

There are a number of local organisations that may be willing to be the Auspice for your project.

Some of these are:

- Bellingen Community Arts Council
- Chamber of Commerce – Bellingen, Urunga Mylestom, Dorrigo
- Service Organisations e.g. Rotary, Lions, CWA etc
- OzGREEN
- Neighbourhood Centres of Bellingen Shire

How much are the grants for?

Community grants of between \$1,000 and \$15,000 are available via application. Indicate the amount of funding you are requesting for your activity in the Application Form plus a breakdown of costs in the Budget section.

Partial funding may be granted when some aspects of a project align with the aims of the Community Grants, while other aspects do not.

For example, an application may request \$5,000, but only half of the project costs are related to the aims of these Community Grants. In this case, only \$2,500 should be requested from the grants fund. The other aspects of the grant can be funded by other means, or the project can be altered to fit a \$2,500 budget.

Community Grants will not fund:

- Businesses and for-profit organisations
- Applications from individuals and unincorporated groups that do not have an Auspice
- Activities that do not occur within the Bellingen Shire
- Staffing costs for paid workers already delivering the activity
- Activities that do not address at least one of the Aims of the Community Grants

How to apply

There are two methods for applying for the Community Grants:

1. A Written Application
2. A Yarning Video

➤ 1. Written Application – follow these steps:

- Click this link <https://www.ncobs.org.au/suicide-prevention/community-grants/> to access the online application form
- Partially completed applications cannot be saved to be finished at another time
- We suggest you copy the application questions into a word document and write your responses in the word document
- Once your application is complete and ready to submit, copy and paste each response into the online Application Form
- Answer every question on the Application Form
- Proofread your responses before submitting your application
- To submit the Application Form press 'SUBMIT' at the end of the online form

➤ 2. Yarning Video Application – ***“Call us to talk it through: 0438 750 637”***

- Make a video of you speaking about your activity, less than 10 minutes
- In your video, only answer the questions in these sections of the Application Form:
 - A. Applicant Details
 - B. Activity Details
 - C. Activity Timeline
 - D. Financial Information
- Save this video onto at least two devices to ensure you have backups
- Submit the Yarning Video via email to: communitygrants@bnc.org.au OR
- Save your Yarning Video on a USB to be placed in an envelope:
 - On the front of the envelope write: Suicide Prevention Community Grants
 - On the back of the envelope write: Your name, phone and email
- Leave the USB in the sealed envelope in the specially marked collection boxes at one of these 3 Centres:
 - Urunga Neighbourhood Centre: 34 Bonville St, Urunga
Monday to Thursday 9:30am to 2:30pm

- Bellinghen Neighbourhood Centre: 29-31 Hyde St, Bellinghen
Monday to Friday 9:30am to 12:30pm : 1:00pm to 3:30pm
- Dorrigo Youth Centre: underneath the Dorrigo Community Centre
Wednesdays 10am to 5pm
- Once we receive your Yarning Video, a Community Grants member will call you to speak through the remaining sections of the Application Form with you.
- Please have planned responses ready for sections:
 - E. Incorporation Details
 - F. Auspice Organisation's Details
 - G. Check List

Activity Budget

The amounts you enter into the Budget section of the Application Form are not set in stone; they are a guide. Be as accurate as possible with costings. Grantees will have to gain approval to revise activity budget items costing more than 15% of the budgeted amount in the application.

Up to 10% of the total grant amount may be used for paid staffing. Staffing costs will not be funded for a worker already employed to deliver this same activity.

NOTE: If grant funds are being requested to pay staffing costs and the grant application is successful, the organisation will have to provide a copy of their Workers Compensation Insurance certificate of currency with the Funding Agreement.

COVID-19 Safety Plan

Your application must specify the measures that will be in place to ensure that your activity meets COVID-19 Department of Health safety requirements. Applicants can include the amount of grant funding required for COVID-19 safety equipment and supplies in the grant application budget.

Successful Applicants

After the successful applications are selected, a Letter of Acceptance and Funding Agreement will be sent to the sponsoring organisation. Both must be completed, signed and returned with other required documentation before grant money is released.

We require evaluations of all activities that we provide grants to. We will discuss this with successful applicants and assist the evaluation process.

Throughout the Community Grants timeframe, successful applicants will have to provide:

- Updates regarding key dates to allow for promotion and participation opportunities
- Any developed resources and information to the Project prior to distribution
- Images of any activities, where appropriate, for use in the Project promotional material
- Completed Grantee and Participant Evaluation Forms after each activity
- A mid-project report for grants over \$5,000 Monday 15 February 2021

- A Final Evaluation of the activity once completed
- An acquitted financial statement with details of the expenditure by 30 May 2021

Important Dates:

- Applications Open: 2 October 2020
- Information Sessions: 7 October 2020 (via zoom)
- Applications Close: 19 October 2020
- Activities Commence: 16 November 2020
- Midway Report: 15 February 2021
- Activities Completed: 30 April 2021
- Final Report and Acquittal: 30 May 2021

Information Session

On Wednesday 7 October 2020 between 3pm and 4:30pm, an Information Session about the Community Grants will be available via Zoom. This Zoom session will address questions about the Community Grants in general, the application process and any other specific questions you may have. This Information Session will be recorded and made available on the Neighbourhood Centres of Bellingen Shire website - <https://www.ncobs.org.au>

To join the Information Session, please click this link:

<https://us02web.zoom.us/j/82268397298?pwd=N0szSTNKZGp5LzVJS2h4RUsvN2FnZz09>

For more information contact the Community Grants Coordinator on:

Mobile: 0438 750 637 (Mon – Thurs)

Email: communitywellbeing@bnc.org.au