



Unworry.

Community Grants Information Booklet

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NRMA Insurance Community Grants

We're working with local communities to make them safer and more sustainable. If you work with, or know of, a community group that's proactively working in one of our four funding areas – crime prevention, road safety, emergency readiness and response, and environment, they could be eligible to receive funding of up to \$5,000 (including GST).

Before you start applying, we think it's important you understand our program, so please make sure you've read through our grants guidelines, category descriptions, application questions and terms and conditions. If you have any questions, feel free to call us on **1300 306 496**.

Applicant Grant Guidelines

Eligibility

It's vital that funds are given to projects that seek to achieve the best possible outcome for local communities. Therefore we're unable to provide funding for:

- IT equipment and/or hardware, including laptops, data projectors, scanners, printers, photocopiers, whiteboards, computer software, etc
- Equipment needing regular replacement or upgrading including portable radio communications, GPS equipment, mobile phones, display boards, tables, chairs, etc
- Security equipment, including security cameras, lighting, fences, alarms and monitoring equipment
- General maintenance and building works, including fencing and gates, road signs, road works, bicycle tracks, walkways, concreting, asphalt, line marking, sheds, pergolas, awnings, garden landscaping, etc
- Vehicles, including motor vehicles, boats, caravans or trailers
- Learner driver instruction fees/sessions and defensive driver training
- Ordinary running costs, including electricity, lease, rent, telephone, salaries, insurance costs, etc
- Individuals looking for support or raising money
- School or community fetes, golf days or charity dinners
- Indirect fundraising activities
- Public appeals
- Retrospective or deficit funding requests, including funding of past activities, loan repayments, operational deficits
- Religious organisations for religious activities
- Political organisations or charities with political policies

Grant amount

Community Grants are available for a minimum of \$500 and a maximum of \$5,000 including GST.

Applying for a Community Grant

All applications should be submitted online at www.nrmaqld.com.au/grants by 5pm Wednesday 31 March 2010. Below are the 11 application questions you will be asked to answer in your application.

1. Describe the primary role of your organisation (70 words)
2. Provide a short description of your project (30 words)
3. In bullet points, outline your project objectives (100 words)
4. Outline the qualitative and quantitative research to support why this project is needed in the community (200 words)
5. Outline how your project aligns with the selected category description and how it will create a safer local community (200 words)
6. Outline who will be involved in your project
 - Project Coordinator/s (25 words)
 - Participants (25 words)
 - Community Groups (25 words)
7. How will your project outcomes be evaluated and by whom? (75 words)
8. What is the total cost for your project, please INCLUDE GST in your amount
9. Provide a breakdown of how the community grant project funding will be spent (please be as detailed as possible) (50 words)
10. Outline if this is an existing project and/or has received additional funding (50 words)
11. If your project is successful in receiving a community grant, how would you promote this and involve our employees in your project? (50 words)

Number of Applicants

We will consider one application per project.

Closing date for Applications

Applications should be submitted online at www.nrmaqld.com.au/grants by 5pm Wednesday 31 March 2010.

Assessment of your Application

We ask all groups to complete a series of questions so we can assess all applications against each other. Applications are initially assessed by an NRMA Insurance Manager and the Community Grants team. Applications are then forwarded to a panel of internal organisational representatives and community representatives to review and make the final decision.

The NRMA Insurance Community Grants program gives preference to applications that:

- Are based on a sound strategy
- Display original and innovative concepts
- Demonstrate skills and commitment to accomplishing the proposed work

- Have a detailed project budget
- Contribute to community needs
- Have realistic, measurable and achievable project goals and outcomes planned
- Identify opportunities for NRMA Insurance employee involvement

As you prepare your application, we encourage you to read our applicant tips, hints and sample application.

Notification

We will notify all applicants about the outcome of their application by email on or before Monday 31 May 2010. NRMA Insurance employees who have nominated projects will also be notified of the outcome by email. It's important to note that as resources are limited, not every application that meets the criteria will necessarily receive a grant.

Period of Funding

We ask that all projects, for which funds are granted to the community organisation, be completed by 30 June 2011.

Successful Applications

We will email all successful grant recipients on or before 31 May 2010 with full information about their NRMA Insurance Community Grant, including (\$) amount of funding received, tax invoice and program reporting requirements and, terms and conditions.

Tax Invoice

We ask that all successful applicants who are GST registered complete a Recipient Created Tax Invoice (RCTI) form prior to any payment of funding. By completing the RCTI form you are agreeing to NRMA Insurance raising a tax invoice on your behalf for the (\$) amount of your successful grant. An RCTI form will be provided to all successful applicants with their email of notification. Successful applicants **who are not GST registered are not required to complete an RCTI form.**

Confidentiality

We respect the confidentiality of any information that directly relates to the business activities of a community organisation.

For Further Information

We can assist you, so why not contact your local office's community representative or the NRMA Insurance Community Grants team on 1300 306 496.

Category Descriptions

We provide funding in four different categories, so it's important to make sure your application is suited to one of our four category descriptions.



01. Crime Prevention

Initiatives suitable for this category include programs that increase safety and security in local communities by reducing the opportunity for crime, or by targeting persons at risk of becoming criminal offenders. Initiatives also considered are ones that change attitudes and practices of people around the protection of property, people and workplace. Examples include early intervention programs that target youth 'at risk', educational initiatives aimed at increasing safety and reducing vulnerability to crime.



02. Road Safety

Initiatives considered will be programs that seek to change behaviours on the road and reduce the likelihood and severity of road incidents. Preferred initiatives are programs that are based on evidence either from a previous program or have a sound theory which aims to create a positive safety impact and will most likely lead to behavioural changes. Examples include education programs, that based on evidence, are contributing to changing driver behaviour in 'at risk' groups and initiatives that increase awareness of the importance of road safety customised for specific road users.



03. Emergency Readiness and Response

Initiatives suitable for this category will focus on creating awareness about the importance of preparation and response in relation to minimising the likelihood or severity of incidences in and around the home. Preparation, prevention and hazard minimisation programs, that aim to reduce the incidence of damage to property and/or people during storms, fires or other hazardous situations, as well as programs that focus on disaster or emergency response and/or recovery activities will be considered.



04. Environment

NRMA Insurance acknowledges that human induced climate change is a reality. Initiatives considered for funding will raise awareness and/or promote actions to combat climate change, such as reducing emissions from vehicles, households or businesses, as well as programs which focus on areas such as renewable energy and carbon reduction. Energy efficiency initiatives will also be considered.

Tips and Hints



In this booklet we provide some tips and hints as well as an assessment guide to help your application stand out from the rest.

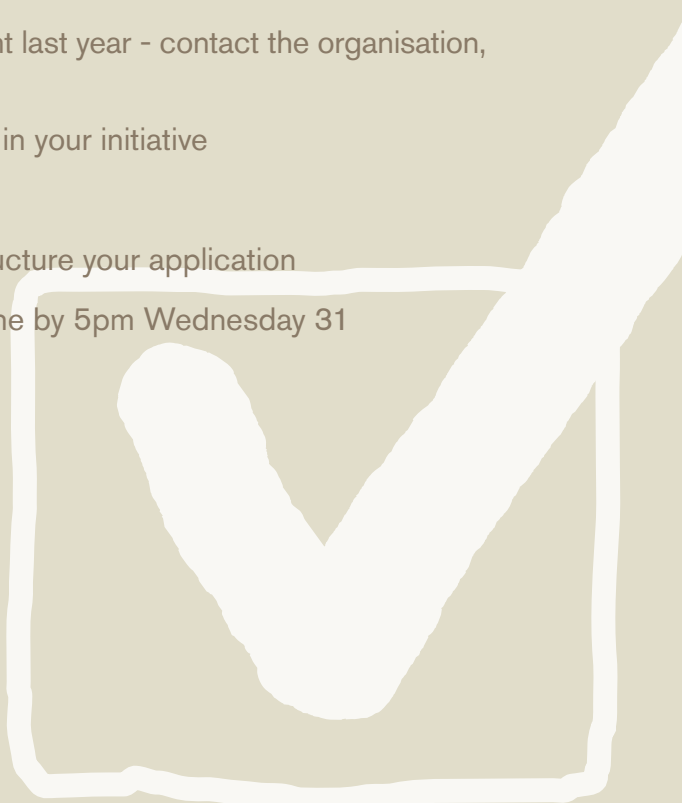
Preparation is the key – some questions to ask yourself when preparing your application...

- Have I read the guidelines carefully?
- Does my project fit with one of the category descriptions?
- Can I answer each question?
- What similar projects are happening in my community and how is my project different?
- Do I have evidence to back-up my project?
- Can I deliver my project within the funding timeframe?



Now you're ready to begin your application – here's some tips to help you start...

- Make sure you answer all questions, as uncompleted applications will not be considered
- In answering the questions, where you can, provide an overview of your community, what is happening and how this initiative will make an impact
- Be accurate, concise and relevant in your response
- Provide a detailed and deliverable budget
- Use clear language - avoid jargon, clichés and abbreviations
- Ask someone unrelated to your initiative to read your application; they will be invaluable in providing good feedback
- Look at what organisations in your area received a grant last year - contact the organisation, they may be able to assist you with some advice
- Provide information if our employees can get involved in your initiative
- Keep your application within the word limits
- Read the sample application for advice on how to structure your application
- Remember – your application must be submitted online by 5pm Wednesday 31 March 2010.



Sample Application

Emergency Readiness and Response Category Homeville Community Resource Centre ‘When there’s smoke’

1. Describe the primary role of your organisation (70 words)

Homeville Community Resource Centre provides support to local residents in the areas of safety, health, education and recreational activities. The resource centre works in conjunction with the local council, Police and emergency workers to facilitate various programs. The centre reaches out to 65% of the local community through its support services which help to provide social networks and build a sense of community amongst the local residents.

2. Provide a short description of your project (30 words)

The project will consist of a series of six information sessions for local community members that will focus on prevention and preparedness measures in the event of a home fire or bushfire.

3. In bullet points, outline your project objectives (100 words)

- To educate the local community about the potential effects of a fire (both home and bushfires) and to provide them with practical tips they can adopt in their own home.
- To build relationships amongst Homeville residents and local emergency workers.
- To reduce the level of fire damage to homes in the Homeville area by 25% over the next 12 months.
- Encourage attendees at the sessions to become advocates for home fire safety amongst other Homeville residents with the aim to reach 50% of overall community.

4. Outline the qualitative and quantitative research to support why this project is needed in the community (200 words)

Weather trends and statistics gathered by the Bureau of Meteorology have demonstrated that Homeville is susceptible to severe weather conditions which have resulted in greater reliance on our local emergency services.

Because the area surrounding Homeville is dense bushland, bushfires are of great concern to the community during the hotter, dryer months. There is also an increased risk of house fires during the winter months when the temperature can reach -5 degrees and heating devices need to be used in the home.

During 2009, Homeville emergency service workers received notification of 275 fire related incidents this is an increase of 50 call outs compared to 2008.

New national Emergency Management standards encourage residents to prepare themselves and their homes in the event of severe weather conditions in order to reduce the amount of damage caused, therefore it is important to provide information and tools to minimise risk.

5. Outline how your project aligns with the selected category description and how it will create a safer local community (200 words)

This project aims to change behaviours of the local community by educating residents on how to minimise personal harm and damage to their property and homes. Through six informative workshops and take-home advice, we will equip residents with the tools to be able to identify hazards and take measures to remove or reduce these.

Workshop sessions will be held over a six-month period in a number of locations within the greater Homeville area, to ensure the centre can offer this to as many residents as possible. Homeville has a growing population of young families in the area, so the centre will incorporate the local youth service to provide activities for children during the sessions. The youth activity will include colouring competitions and games that will also concentrate on home fire safety. Each session will be followed by a BBQ to enable local residents to connect in a more social setting.

6. Outline who will be involved in your project

Project Coordinator/s (25 words)

Community Safety Advisor at Homeville Community Resource Centre – will coordinate and promote workshops

Participants (25 words)

Homeville residents and youth – will attend workshops

Community Groups (25 words)

- Homeville Emergency Service workers – facilitator
- Homeville Fire Brigade representatives – facilitator
- Homeville Youth Service workers – facilitate youth activity

7. How will the project outcomes be evaluated and by whom? (75 words)

Surveys will be completed at the end of each workshop, to gauge effectiveness of the information and tools provided. A follow up survey will be sent to attendees six months after the workshops, to see what actions have been put in place. Data will also be gathered from local emergency services to measure if there has been a reduction in the number of call-outs per year and to the damage in the area after an event. This will be measured by the Project Coordinator in conjunction with local emergency services.

8. What is the total cost for your project – please INCLUDE GST in your amount

\$5,000

9. Provide a breakdown of how the community grant project funding will be spent (please be as detailed as possible) (75 words)

- Workshop materials (presentation material, handouts, colouring competition, surveys etc) - \$300
- Postage for follow up surveys - \$200
- 1,000 x take-home kits consisting of fridge magnet, safety checklist & brochure - \$4,000
- Promotional material (posters and ads in local paper) - \$500
- Food and drinks for BBQ – in kind donation from local businesses
- TOTAL - \$5,000

10. Outline if this is an existing project and/or has received additional funding (50 words)

No, this is not an existing project. In kind donations of time and food are being provided for this project by local business and community organisations.

11. If your project is successful in receiving a community grant, how would you promote this and involve our employees in your project? (50 words)

The Homeville Community Resource Centre would be happy for NRMA Insurance employees to present at the workshops. Employees could also participate in the BBQs following the workshops. We would include the NRMA Insurance logo on all printed material and provide a mention of the support in any media interviews our organisation does.

Terms and Conditions

The following conditions apply to the NRMA Insurance Community Grant:

1. Insurance Australia Limited trading as NRMA Insurance ("NRMA Insurance") will provide the successful applicant(s) ('the Grantee') with a one-off grant in the amount determined by NRMA Insurance in its sole and absolute discretion. NRMA Insurance shall not be required to provide reasons for refusal to make a grant or the amount that is agreed to be granted.
2. The grant amount must be used and applied solely for the purpose of the project stated in the application.
3. If, at any time, the stated purpose of the project is no longer possible and cannot be completed in the manner described in the application submitted to NRMA Insurance, the Grantee must advise NRMA Insurance of the inability to complete the stated purpose and any remaining unspent amount of the grant shall be returned to NRMA Insurance within two weeks of this becoming apparent. However, NRMA Insurance may agree to a variation in the purpose and project provided that the variation of the project still meets the initial funding criteria of making our communities safer and more sustainable in the areas of crime prevention, road safety, emergency readiness and response and environment, and the grant monies are spent on a program that benefits the community, improves public safety, and any other purpose referred to in the selection criteria.
4. The term of the grant is one year or less.
5. Expenditure of the funds so granted shall be completed by 30 June 2011.
6. The Grantee will provide to NRMA Insurance a project report outlining the outcomes of the project. This report shall be provided to NRMA Insurance within 6 weeks of the end date of the project or no later than 30 June 2011.
7. Should the actual total project costs be more than the proposed project costs, NRMA Insurance will not be responsible nor obliged to pay any monies additional to the notified grant amount.
8. The Grantee will keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Grantee in relation to the project, against any claims for loss or damage to property and injury or death to persons.
9. The Grantee shall not do or say anything or cause anyone to do or say anything that may prejudice or cause damage to the name and reputation of NRMA Insurance or its related entities.
10. NRMA Insurance's financial assistance to the Grantee's project must be acknowledged, regardless of the amount of funding. This is a condition of the Grantee's funding. To acknowledge NRMA Insurance's financial assistance, the Grantee must display the NRMA Insurance logo, or state in writing that NRMA Insurance has funded the project. NRMA Insurance must be acknowledged for the duration of the project. NRMA Insurance may not be referred to for any purposes outside of the project. NRMA Insurance reserves the right to refuse requests for permission to use NRMA Insurance logos or written acknowledgement of NRMA Insurance. Acknowledgement guidelines and logos will be supplied by NRMA Insurance.
11. All advertising, signage, media releases and other promotional material that contains the NRMA Insurance logo must be submitted to and approved by NRMA Insurance prior to its production and release.
12. These Terms and Conditions are to be read together with the application, the guidelines and the Letter of Offer for grant from NRMA Insurance. They will all form the terms of the agreement for the grant.
13. All monies include GST except where the Grantee is not registered for GST in which case the payment is reduced by the amount that would have been the GST component. Where the Grantee is registered for GST it must provide NRMA Insurance with a completed Recipient Created Tax Invoice Form before NRMA Insurance will pay the funding to the Grantee.
14. During the term of the grant the Grantee undertakes not to accept funding from or promote an Insurance Competitor where Insurance Competitor means any organisation or body (as defined in the Corporations Act 2001) which:
 - (a) itself provides;
 - (b) has a related entity (as defined in the Corporations Act 2001) which provides; or
 - (c) provides through a third party, general insurance products in Australia.