

# FUNDING APPLICATION GUIDELINES

## Mt Burdett Rural and Regional Advancement Foundation

### BACKGROUND

The Mt Burdett Foundation was founded in 2019 by Esperance farmer Chris Reichstein, with the intention of establishing an organisation that would invest in initiatives and people to contribute to vibrant, resilient rural communities in Esperance and throughout Western Australia. The Rural and Regional Advancement Foundation (*the Foundation*) is a branch of the Mt Burdett Foundation, focusing on human capacity building initiatives around WA.

### FUNDING

#### What the Rural and Regional Advancement Foundation will fund?

Applications for funding can be made to the Foundation for activities that will help grow and empower people to make a significant difference to their rural and regional communities in WA, by building resilience and leadership. Applications may be an individual person, or an initiative for a group of people.

The funding must be focused on a person/people who are:

- 1) Based in rural and regional WA; AND
- 2) In the early to mid-stage of their career(s) – this is not restricted by age. (See Frequently Asked Questions section for definitions of early to mid-stage)

The Foundation prefers to fund projects with measurable outcomes that can demonstrate a lasting impact. If a project is seeking to address an issue, it should be seeking to address the root cause of the issue rather than to provide a temporary solution. This will need to be clearly outlined in the application.

The Foundation will consider applications that have multiple funding partners. There is a limit of \$20,000 per application from this Foundation.

In the application we will ask you to note your charitable status if you have one. This is because the Foundation can only give *directly* to entities that have Deductible Gift Recipient Type 1 (DGR1) status. If you don't have charitable status, we can work with you to go through an Auspicing Partner.

#### What we won't fund

The Foundation will assess each project on its merits and its alignment with the Foundation's objectives. Please be aware that there are certain types of applications that the Foundation will not consider, including:

- Replacement funding for existing projects
- Projects that duplicate existing services
- Projects of a political nature or purpose
- Funds being used for any form of infrastructure and capital
- Study that is part of a tertiary or vocational qualification
- Commercial activity (See FAQs for the definition of Commercial activity)

## APPLICATION PROCESS

Funding applications are made to the Rural and Regional Advancement Foundation Advisory Committee, a group of volunteers who are appointed by the Mt Burdett Foundation Board. It is the role of the Advisory Committee to review applications and provide recommendations for the Board's consideration.

### When to apply

Applications can be made all year round and will be reviewed bi-monthly for Individual Applications and quarterly for Group Project applications. Contact the Foundation to find out the upcoming submission deadlines.

### How to apply

Step 1) Is your project a fit?

Review these Funding Guidelines and check that your project fits within them. If it does, proceed to Step 2.

Step 2) Select an Application Form

Select the Application form that is right for you. Either:

- a) Individual Project Application Form, OR
- b) Group Project Application Form

(NOTE- Individual Applications refers to an individual seeking support to build their skills, confidence and/or networks in order to have a greater impact in their community. A Group Project Application refers to building the skills, education and confidence of a group of people.)

Step 3) Prepare and Complete the Application Form

Complete all questions on the Application Form, answering all questions fully. It is important that you provide a comprehensive application with all requested information. If you are an Individual Applicant, you are encouraged to utilise your proposed Community Mentor for assistance when filling out the application if you need it. Community Mentors will need to provide a letter of support for Individual Applicants.

(NOTE- If you are making an Individual Application, it is recommended to have a Community Mentor. This is someone who is willing and well placed through their experience and skills to mentor you and support you during your project. If you need help to find someone suitable, please get in touch, as we may be able to help.)

Step 4) Submit the Application Form

Complete and submit your application. (Note deadlines for each Application type above.) You will receive an email to notify you that your application has been received. If you do not receive this notification, please contact the Executive Officer, as your email may not have reached us.

### Process once Application has been received

The Advisory Committee will consider your application and make a recommendation to the Mt Burdett Foundation Board on whether to supply funding. The Mt Burdett Foundation Board will consider the Advisory Committee's recommendation and make a final determination on your application.

If your application is successful, you will receive an offer of funding. This offer will be conditional on you signing a Funding Agreement with the Foundation that outlines any conditions surrounding your use of the funds, including project reporting requirements. You can expect to be aware of the Board's decision within 3-6 weeks of the application submission deadline.

## CONTACT

If you have questions about the application process or completing the relevant forms, please contact the Mt Burdett Foundation Executive Officer, Ashleigh Thurn.

email: [executiveofficer@mtburdettfoundation.org.au](mailto:executiveofficer@mtburdettfoundation.org.au)

(Note: The Executive Officer will not offer advice on whether your application meets the funding criteria. It is up to the Applicant to review the information in these guidelines and decide whether to apply.)



# FREQUENTLY ASKED QUESTIONS

## Mt Burdett Rural and Regional Advancement Foundation

*Can someone from Mt Burdett Rural and Regional Advancement Foundation Committee help me with my application?*

The Executive Officer can answer basic queries, such as application deadlines or where to find application documents, but assistance in writing the application is not available.

*When can I apply for a grant?*

Applications can be made all year round. Individual Applications will be reviewed monthly and Group Applications quarterly. Contact the Foundation to find out the upcoming submission deadlines.

*What is meant by Human Capacity Building?*

Human Capacity Building, for the purposes of funding from the Mt Burdett Rural and Regional Advancement Foundation, is defined as the process of developing and strengthening the skills, instincts, abilities and processes that individuals, organisations and communities need to survive, adapt, and thrive in a fast-changing world, in order to help grow vibrant and resilient rural and regional communities.

*I'm not sure if I am in the 'early to mid-stage' of my career. What does this mean?*

In the early career stage of establishment, individuals begin to discover their niches. Whilst mid stage career is the stage in which you have earned experience and expertise but still have many years left in your career to gain more experience, advance your qualifications, and pursue leadership roles. Please note – this criterion is NOT restricted by age.

*What is a legacy effect?*

The Foundation only funds projects that can show they will have a lasting impact in the community/communities. An impact that will continue to exist or have an effect for many years in the community/communities after the project has finished.

*The Foundation won't fund 'Commercial Activity' – what does this mean?*

Commercial activity means any activity or service that produces an income for any person, group, business or entity.

*Will you contact me if there are problems/questions about my/our application?*

It is your responsibility to make sure that your application is complete, with all questions being answered and submitted. Do your best to include all the information and answer the questions clearly in the application, as the information you submit will be what it is assessed on.

*Can I apply for more than one grant?*

Mt Burdett Foundation only allows successful applicants to apply once per year, per grant type.

### *If I am unsuccessful this application, can I try again?*

Yes, you are welcome to submit a new application. The Executive Officer will provide feedback to applicants to highlight the reason(s) for funding not being provided and it is encouraged to read this feedback carefully before considering reapplying.

### *I'm new to writing grant applications. What hints can you give me? What makes a good application?*

The most important tip is to read the Guidelines and Selection Criteria before starting your application. Always ensure that you/your group is eligible to apply and that your funding request aligns with our purpose. A good application is short and to the point but gives all the information required. Ensure you have answered every question and attached the relevant supporting documentation.

Four general tips to help you write a good application are:

- Start your application now! Don't leave it to the last moment. Write a draft and ask someone else to review it.
- Make sure you answer the question that has been asked. Be clear, simple and focused in your answers.
- Demonstrate the lasting effect of your project and how it will benefit your community.
- Ask someone who is not familiar with your project/idea to read over your application and check that your answers make sense.

### *I have applied to other funding bodies for the same grant. Is this okay?*

If you are applying for funding from another source or have part-funding from a third party, you need to be able to demonstrate that you can't get the full funds from the other source. You can have multiple funding partners, but it needs to be clear that Mt Burdett Foundation is needed and why.

### *Funding for infrastructure and capital is not eligible. Can you clarify what is meant by this?*

We are focused on funding people to grow their skill base, not to buy infrastructure or capital. For example, we won't fund you to purchase a building, renovate, or to purchase equipment such as tools, computers, software, stationery, uniforms or machinery.

### *Will the Foundation fund expenses such as travel, meals and accommodation?*

Living in regional and rural areas often means that there are extra expenses like these to undertake training. If these funds are required in order to implement the project, such expenses will be considered provided they are not a large part of the total request for funding.

### *Can I apply for funding for room / venue hire to deliver my project?*

Yes, you can include funding for room/venue hire to deliver your project, provided it is not the majority of funding being requested.

### *What do I have to do to give back to the community?*

This will vary for each circumstance, as you know your community needs best. You therefore need to clearly communicate what it is that you will give back and how you will do so, and why it is important and will make an enduring difference.

### *How can I measure the outcomes of my project / idea?*

The Foundation is not prescriptive of how you need to measure outcomes. As long as what you measure and how you measure it shows that your project will have an impact in your community now and in the future

### *How do I record a video for the Individual application?*

A video done on your phone is all that you need. It's an opportunity to communicate in a non-written way so just be yourself and share your passion and project idea.