

# Minara Community Foundation

## Grant Guidelines and Application Form

### Grant Guidelines

Minara Resources established the Minara Community Foundation in 2007 for the long-term benefit of the people in the northern Goldfields community, where Murrin Murrin Operations is situated.

Minara Community Foundation seeks funding applications from local groups for charitable projects and initiatives to assist communities and future generations in the northern Goldfields. Projects that provide economic, health, education and other social benefits are prioritised.

#### Capacity Building

We support capacity building in these areas:

- Education / training;
- Health and other social benefits;
- Economic development;
- Environment;
- Programs and initiatives for youth and future generations; and
- Culture and heritage, including the protection of Indigenous culture.

#### Community Focus

Projects and initiatives should:

- Incorporate community consultation, participation and support;
- Offer a demonstrable benefit to the community; and/or
- Result in a clear vision or strategy for benefiting the community in the long term.

#### Contact Us

Phone  
Minara Resources  
(08) 9212 8400

Email  
[mcf@minara.com.au](mailto:mcf@minara.com.au)

#### Eligibility

Community groups and organisations with activities and purposes that benefit local communities within the Shires of Laverton, Leonora and Menzies are prioritized during the review and approvals process.

Grant applications from \$1,000 to \$100,000 are invited for consideration.

#### Timing and Evaluation

**Applications should be submitted by Friday 10 May 2019.**

Ideally, projects should commence by 31 December 2019.

Applications will be assessed by the Minara Community Foundation Local Advisory Committee and Equity Trustees. We may seek more information and meet with you to discuss the application in more detail. We may also consult with the local community concerning your application.

Applicants will be notified regarding the progress of applications prior to 10 July 2019.

If your application is unsuccessful, you will be advised in writing.

Not all applications will be funded, even where they meet the selection criteria.

#### Grants management

Grant recipients are required to abide by conditions of grant as outlined in a Minara Community Foundation Grant Agreement.

The Grant Agreement covers areas such as reporting and acquittal, acknowledgement of grant and photographic consent.

#### Compliance

Payment of grant funds are subject to Minara Resources Third Party Due Diligence and Global Anti-Corruption Policy compliance in regard to charitable contributions.

#### What we do not support

In line with MCF charitable guidelines and project standards, applications that may be ineligible for consideration include those:

- solely benefitting individuals, including support for activities such as academic studies, sporting events, travel or third party fundraising;
- from political parties, political organisations, politicians or candidates for public office;
- for touring teams or sports activities;
- restricted to private or exclusive participation including religious activities;
- that are unable to demonstrate support from the owner of a facility;
- that have not addressed or received appropriate planning approvals;
- from private or public companies or individuals with the sole intention of making a profit;
- Minara Community Foundation considers to be high risk;
- submitted by organisations which have failed to meet acquittal standards of previous grants; and
- seeking retrospective funding.

***We welcome the opportunity to discuss your grant application, please contact us for assistance.***



# Application Form

1. APPLICANT DETAILS			
Organisation Name / Trading Name			
Legal Entity Name (if different to the above):			
Postal Address		Street Address	
Phone	Fax	ACN	
E-Mail	Website	ABN	
CONTACTS	Contact Person	Accountable Person	
Name			
Position/Title			
Telephone			
Email			
Name of person filling out this application form: (if different to the above)			
Organisation Description	<input type="checkbox"/> Incorporated Association	<input type="checkbox"/> Government/local agency	
	<input type="checkbox"/> Community Group	<input type="checkbox"/> Charitable organisation	
		<input type="checkbox"/> Other _____	
Does your organisation have a registration document and/or a charity registration number? (If yes, please attach)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organisation have a Memorandum and Articles of Association or equivalent constitutional documents? (If yes, please attach)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an annual report or other reporting document relevant to your organisation? (If yes, please attach)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your Organisation / Group registered for GST? (Goods & Services Tax)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have these Australian Tax Office endorsements? (please attach documentation of endorsements)	TCC (Tax Concession Charity)		<input type="checkbox"/> Yes <input type="checkbox"/> No
	DGR (Deductible Gift Recipient)		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long has your organisation / group been operating?		Number of employees:	
What are your organisation / group's main activities?			
Who manages your organisation? (describe the reporting and ownership structure)			

## 2. PROJECT DETAILS

### Project Name

If funding is requested for a **component** of a larger project or strategy, name the component for which you require the funding.

**Project Start Date:**

**Project End Date:**

**FUNDING**

**Net Amount Requested** \$

**GST** \$

**Total Amount Requested** \$

### Total Project Value

Where amount requested is not the total project value, include total project value here.

\$

### Bank Account details

Please provide the name, address and currency of your organisation's primary bank and any bank that will be used for the engagement with Minara Resources / Murrin Murrin Operations.

### Where will the project be undertaken?

State the location

### Brief Project Description

State what the funding is for.

### Detailed Project Description

Add more information about your project. If your project is part of a wider project or strategy, provide details here.

### Project Purpose

Outline the objectives of your project (what you hope to achieve).

Ensure you identify how your project will benefit the community / build community capacity.

**Can you demonstrate community support for your project?**

Please attach letters of support where relevant.

**Project Outcomes**

Detail target outcomes and how impact will be measured. (e.g. participation numbers, completion numbers, ongoing benefit to the community etc.)

**Which priority focus area does your project address?** (Tick all that apply)

<input type="checkbox"/>	Arts	<input type="checkbox"/>	Environment	<input type="checkbox"/>	Unemployment
<input type="checkbox"/>	Community development	<input type="checkbox"/>	Health	<input type="checkbox"/>	Youth
<input type="checkbox"/>	Culture / Preservation	<input type="checkbox"/>	Indigenous	<input type="checkbox"/>	Other; list below
<input type="checkbox"/>	Economic Development	<input type="checkbox"/>	Research		
<input type="checkbox"/>	Education	<input type="checkbox"/>	Training & Development		

**3. PROJECT PERSONNEL****Which key personnel from your organisation will undertake the project or deal with the grant funds?**

NAME	ROLE/TITLE	EMAIL	STATUS
			<input type="checkbox"/> Employee
			<input type="checkbox"/> Employee
			<input type="checkbox"/> Employee

**Subcontractors**

Please provide the names of any outside entities or individuals you intend to work with using the grant funds. This includes subcontractors, consultants, external providers, affiliates, partners and others not your own employees:

NAME	Details
	Please include ACN/ABN where relevant.

## 4. PROJECT BUDGET

### BUDGET ITEMS - How will you spend the funds?

Please complete the budget table and attach copies of quotations/estimates for any goods or services being sought.

*(A minimum of two written quotations is required, however an exception may be made in consideration of remote locations. Please include information to explain why only one quotation is included.)*

ITEM/SERVICE	Net Cost \$	GST \$	Total Cost \$
<b>Grand Total \$</b>			

### OTHER FUNDING OR IN-KIND SUPPORT

List here. Includes your own contribution, if any.

Supporting information, including current progress and timings.

Attach additional information where relevant, for example copy of application and grant confirmation.

Funding Body	Value \$
<b>Total In-Kind Support \$</b>	

### Details of Other Funding or In-Kind Support

## 5. OTHER INFORMATION

**Has your organisation/group received funding from Minara Resources/Murrin Murrin Operations previously?**

(If yes, please provide details below)

Yes  No

**Has your organisation/group received charitable contributions or sponsorships from other funders previously?**

(If yes, please provide an example/details below)

Yes  No

### Conflicts of Interest

(Please provide details of any actual, apparent or potential conflicts of interest including any current or former Minara/Murrin Murrin employees that are involved in your organisation)

### Professional Reference

Please provide the contact details for one professional reference of a party with which you work closely as part of your group or business operations, such as a bank, accounting firm, government agency, local government or principal supplier.

**Name of reference organisation and contact**

**Address**

**Telephone number and email address**

### Public Officials

**Are any of the personnel involved in the project a Public Official?**

Yes  No

If yes, please provide details:

**Is any organisation involved in the project a government body?**

Yes  No

If yes, please provide details:

### Legal Proceedings

**Is your organisation or any of the personnel involved in the project accused of illegal activity or involved in legal proceedings relating to compliance issues such as fraud, bribery, corruption or international trade sanctions?**

Yes  No

If yes, please provide details:

## 6. APPLICATION CHECKLIST

- I have read the Minara Community Foundation grant guidelines before completing this application.
- I understand any grant is subject to a Minara Community Foundation Grant Agreement outlining conditions of grant, including requirements for acquittal, acknowledgement and use of photographic images and other media.
- Budget figures in application have been checked and are correct
- I have completed all relevant sections of the application form
- Copy of Certificate of Incorporation as applicable
- Copy of Memorandum or Articles of Association or Constitution as applicable to organisation
- Copy of Deductible Gift Recipient Certificate as applicable
- Copy of Tax Concession Charity endorsement as applicable
- Copy of quotations/estimates for goods and services
- Detailed/additional budget information attached where relevant
- Other supporting documentation as relevant, e.g. letters of community consultation and support

## 7. SUBMITTING YOUR APPLICATION

Signed and completed applications, marked to the attention of Minara Community Foundation should be submitted by **Friday 10 May 2019** by email to [mcf@minara.com.au](mailto:mcf@minara.com.au) or by post to PO Box Z5523, St Georges Terrace, Perth WA 6831.

### Support Materials

Please ensure you submit the relevant information to support your application. Materials sent in support of your application cannot be returned, please submit copies only, not originals.

## 8. DECLARATION

**The accountable person should sign this declaration. The accountable person should have the appropriate authority in the organisation to make this declaration.**

I have read the Minara Community Foundation grant guidelines. I certify that all information provided in this grant application is current and correct to the best of my knowledge and that I have performed such procedures and inquiries as necessary to verify the answers.

I certify that the proposed use of the intended contribution or sponsorship complies with all applicable laws.

I certify that the organisation holds any applicable licences required by law to make use of the proposed grant funds.

I certify that this application is consistent with the aims and objectives of the organisation/group.

I understand that false statements or incorrect or misleading information may result in termination of the relationship with Minara Community Foundation.

I give permission to Minara Community Foundation to contact any relevant persons or organisations in the consideration and processing of this application, including for background screening purposes.

<b>SIGNED:</b>	
<b>NAME:</b>	
<b>POSITION:</b>	
<b>DATE:</b>	