



Portarlington Golf Club Community Contribution Fund Guidelines 2024

The Portarlington Golf Club Community Contribution Fund (PGCCCF) has been established to support not-for-profit community or sporting organisations to make positive improvements to further develop their association which will in turn benefit the wider community.

Applications for grants will need to demonstrate that the PGCCCF would be used to implement or support and extend existing programs for members of our community who also contribute to connecting the wider community and their families.

Funding Priorities

Funding will be awarded to projects that contribute to the following:

- Engagement with community and encouragement of volunteering.
- Increasing the engagement of participants within their community organisation.
- Increasing the levels of participation of the community organisation members.
- Enhancing the overall potential of the community organisation.
- Meeting reasonable expectations of not-for-profit community or sporting organisations participants.

The projects we fund will be innovative, well executed, planned and delivered in partnership with people who are involved as participants within organisations. Successful projects will act on the factors affecting the development of the community as well as the developmental need itself.

Who Can Apply?

Applicants for the PGCCCF must be not-for-profit community or sporting organisations and must be located in the Northern Bellarine or the City of Greater Geelong.

Eligible Groups and Activities

For your application to be eligible for assessment you must ensure that:

- The application must be signed and submitted by April 29, 2024 by an appropriate appointee of the applying eligible not-for-profit organisation.
- All sections of the application form are completed, and supporting evidence supplied.
- Activities arising from grant applications must take place within the Northern Bellarine or the City of Greater Geelong.
- The application fits within the funding priorities identified.
- Projects do not provide a financial gain or advantage to the individuals.

How much can be applied for?

Up to \$12,000.00

What we are looking for in an application?

The PGCCCF is open to ideas and priorities that not-for-profit community or sporting organisations generate through their submissions. There are key elements that the Portarlinton Golf Club will assess your proposal on. Designated members of the PGCCCF Committee will assess applications and their funding recommendations will be formally endorsed by the Portarlinton Golf Club's board of directors. Applications will be assessed on the following criteria:

- A. **Addresses an important need** – We respect that within a local community, good ideas of what is needed and what will work often vary. Applications that provide evidence and sound arguments in support of stated needs may be more favourably considered. Such evidence includes research or studies previously undertaken underlining the stated need. Applications may also make reference to examples of where similar programs have resulted in positive outcomes. Applications should also explain the consequences of not pursuing the proposed program and expected downstream impact if the program is funded.
- B. **Target Group** – We know your target group will be your not-for-profit community or sporting organisation, so a priority is to direct funding towards projects that work within these populations. Explain why they are important to be targeted, the experience of your organisation in attracting and working with the audience and the prevalence of that target group in the Northern Bellarine or City of Greater Geelong population. Grant applications should consider how they ensure their project is accessible and inclusive for all people within their not-for-profit organisation. This includes consideration of physical access to activities or venues, as well as considering how people from diverse cultures and ages can be engaged to participate.
- C. **Capacity** – We will assess your project on your ability to do what you are proposing and how to manage the funding effectively. We would be looking at your experience or ability to undertake this type of activity, especially to attract and work with the types of participants you have identified. Supportive evidence could include testimonials from other partners and reports on achievements of previous projects.
- D. **Value and Timeliness** – Projects that have developed partnerships or have strong contributions by the organisation (even voluntary) are favoured. The detail in the Project Schedule in the application form show us that you are taking a planned approach to the project, how well you are organised, what you are contributing and how advanced the project planning is. These details are considered in the assessment.

Conditions of Funding

In submitting an application to the PGCCCF you are indicating your acceptance of following funding conditions:

- Funds made available through the PGCCCF must be spent on activities and within the timelines defined in the application. Funded groups must seek advice from the PGCCCF Committee before making changes to budgeted items or timelines.
- Funded not-for-profit organisations are required to meet relevant government legislative requirements (e.g. OH&S, equal opportunity, Workcover, planning and building permits) and demonstrate that they hold appropriate insurance policies for employees, volunteers, participants and activities.
- Portarlington Golf Club shall not be responsible for liabilities incurred or entered into by the recipient organisation as a result of or arising out of that organisation's activities based on their application.
- The decisions of the PGCCCF committee are final and no correspondence will be entered into.

Developing your application

1. Determine if your organisation is eligible to apply by reading the Funding Guidelines. Seek help from the listed PGCCCF Committee by emailing ceo@port.golf or Ph: 5259 2492 if you have questions about your eligibility.
2. Draft your application. Remember to directly answer the questions. Dot points are fine. Collect, scan and save supporting documents – e.g. letters of endorsement.
3. Document your Project Schedule paying close attention to what items the PGCCCF will support. The project schedule is an itemisation of activities and the funding associated with each. The project schedule needs to be in sufficient detail to support the assessor to best understand the intent and delivery of your project.
4. Attach your application and supporting documents and submit by the application closing date to:

Email: ceo@port.golf

In person: Attention to - PGCCCF committee, Portarlington Golf Club, 130 Hood Road, Portarlington, 3223

Applications close: 29th April 2024

How will you be notified

All applications will receive an acknowledgement letter/email within one week of their receipt by the club.

Applicants may be contacted or asked to meet with the PGCCCF committee to clarify information if required.

All successful applicants will be notified of the outcome of their application on or by May 3, 2024.

Further Information or assistance

If you have questions regarding the PGCCCF or would like advice around developing your submission, please contact Michael Phillips on:

P: 5259 2492

Email: ceo@port.golf

Dates to remember	Need assistance?
Applications open: 3rd April 2024 Applications close: 29th April 2024 Successful applicants advised: 3rd May 2024	Please contact Michael Phillips Ph.: 5259 2492 E: ceo@port.golf

About Portarlington Golf Club

Portarlington Golf Club engages in direct fundraising activities and is involved with many community organisations, events and business backed ventures. Portarlington Golf Club is one of the largest employers on the Northern Bellarine Peninsula, with more than 60 employees. There are currently more 5000 members of Portarlington Golf Club, including more than 700 golfers.

Portarlington Golf Club donates its golf course for use and clubhouse facility to many not-for-profit organisations throughout the year.

Community support from Portarlington Golf Club currently includes - but is not limited to - the following groups and organisations:

- Portarlington Football and Netball Club
- Portarlington Cricket Club
- Portarlington Bowls Club
- Portarlington-Drysdale Lions Club
- Portarlington Business Development Association
- Portarlington Neighbourhood House
- Red Cross Lifeblood
- St Leonards Bowling Club
- Bellarine North Rotary
- Bellarine Women's network
- Portarlington Mussel Festival
- Feed Me Bellarine
- Food Assist 3223