

### **About the Veolia Mulwaree Trust**

The Veolia Mulwaree Trust was established to manage and distribute funds for charitable purposes and worthwhile community projects to benefit communities within or surrounding the former Mulwaree Shire Council area in Southern NSW. The Trust's funding is provided by Veolia Australia and New Zealand which operates the Woodlawn Eco-Precinct near Tarago in Southern NSW.

### **Eligible Local Government Areas**

The Veolia Mulwaree Trust specifically covers the local government areas of:

- Goulburn Mulwaree Council
- Upper Lachlan Shire Council
- Oberon Council
- Wingecarribee Shire Council
- Wollondilly Shire Council
- Shoalhaven City Council
- former Palerang<sup>1</sup> Council area

### **Program Objectives**

The Veolia Mulwaree Trust aims to support our local community through funding projects and organisations which bring positive and sustainable benefits across the following areas:

- Health and Wellbeing
- Environment, Heritage and Culture
- Sport and Recreation
- Education and Scholarships
- Community Enhancement
- Emergency and Safety

### **Assessment Criteria**

The Veolia Mulwaree Trust will assess project applications against the following criteria:

1. Clearly defined, ongoing benefits to the community
2. Service to a broad section of the community
3. Demonstrated sustainability and increasing an organisation's capacity

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<sup>1</sup> Projects and applicants located within the former Palerang local government area prior to the 2016 council amalgamation are eligible to apply to the Veolia Mulwaree Trust.

In addition the Veolia Mulwaree Trust prioritises organisations and project applications which:

1. Include multiple stakeholders demonstrated by financial contributions from the applicant and other funding sources valued at more than 50% of the project cost
2. Demonstrate good 'value for money'
3. Have not previously received funding from the Veolia Mulwaree Trust

### **Eligible Organisations**

Applications will be accepted from incorporated, not-for-profit community groups or organisations, such as sporting and recreation groups, voluntary emergency service organisations, service clubs, local councils and 355 committees, community health services, schools and community child care centres, churches, community associations and registered charities.

### **Ineligible Organisations and Projects**

The Veolia Mulwaree Trust does not fund:

- Applications from organisations or project sites which have received any Veolia Mulwaree Trust funding within the same financial year or have an unacquitted Veolia Mulwaree Trust grant. Local Councils and organisations/locations identified within the Tarago Village Plan may undertake multiple projects at any time.
- 100 per cent of the cost of any project.
- Events, advertising, sponsorship, administration costs, wages, salaries, studies, development or planning fees, consulting fees, travel, accommodation, catering, organisational running costs, computer hardware, software or websites through the grant program. These projects may be eligible through the Veolia Mulwaree Trust donation program.
- Maintenance or replacement of items through normal wear and tear, eg painting, roof repairs.
- Services and operations that would normally be the responsibility of other government bodies, or which duplicate existing services.
- Projects that relate to a business or business group that generates a profit.
- Retrospective requests, i.e. funding for projects which have commenced or been completed.
- Applications for the purpose of fundraising for a secondary beneficiary, or grant-making program.
- Applications for projects in licenced clubs which are associated with gambling and/or alcohol.
- Projects or capital works on private land or property.

### **Submitting an Application**

Grant funding applications must be submitted via the Veolia Mulwaree Trust's Smartygrants website. All sections of the application form must be completed and all requested supporting documentation attached. Attachments received by the Veolia Mulwaree Trust office after the round closing date will not be accepted.

There are no minimum or maximum grant amounts an organisation may apply for as each application is assessed on its individual merits.

It is preferable that applicants have an ABN and provide this information in the application form. Organisations without an ABN may still apply if they are auspiced by an not-for-profit organisation which has an ABN. Grants are for a specific purpose and subject to GST.

Only one grant application or one donation application from an organisation will be accepted in any one funding round. An organisation can only be the recipient of one grant or one donation at any one time, excluding Local Councils and organisations/locations identified within the Tarago Village Plan.

Projects will be ideally completed within 12 months, however projects over a longer timeframe will be considered.

The Veolia Mulwaree Trust may request further information and/or an inspection of the project site during the assessment process.

Applications must be authorised by the organisation's senior office holder, i.e. the President/Chairperson/Principal/General Manager, as well as one other authorised office holder.

Applications which have been previously submitted to the Veolia Mulwaree Trust but were unsuccessful may be resubmitted providing the application is updated and current.

### **Required Supporting Documentation**

Quotations - A minimum of two current quotations for each item listed in the project budget must accompany the application. Quotations must be from different suppliers and must be comparable, i.e. for the same item or work. The preferred supplier for each item should be noted in the project budget and on the quotation. Applications submitted without current and relevant quotes will be deemed ineligible.

Funding from other sources - Written confirmation of co-funding, detailing the source, nature and amount of the contribution, must be attached. All contributing funds must be approved by the round closing date.

Development Applications - Applications for any construction or capital works projects must be accompanied by an approved Development Consent from Council, or written confirmation from Council that a DA is not required/is exempt.

Project approval – If the project is on land or premises not owned by the applicant organisation, the not-for-profit authority responsible for the land or premises must provide written support of the application. All projects on Council property must include a letter confirming support for the project from Council's General Manager.

Financial Statements – Organisations must provide their most recent financial statements, audited if available, or statement of financial position/treasurer's report.

Letters of support – A maximum of three letters of support for the application may be attached.

Schools – School Principals must sign any school funding application. Where applicable, public school funding recipients must provide written NSW Department of Education approval for the project with the application.

Supplementary information - Supplementary information such as photos, plans and diagrams may be attached.

## **Assessment Process**

### Stage one - Eligibility

On lodgement of application applicants will receive an email of receipt and application reference number.

Applications are initially assessed for eligibility in accordance with these guidelines. Applications will be deemed ineligible where they are incomplete or do not meet the eligibility criteria and ineligible applicants will be advised in writing.

### Stage two – Assessment

Eligible applications will be assessed by the Veolia Mulwaree Trust Board. This process may take up to four months after the funding round closing date. All applicants are advised in writing of the outcome of their application.

The Veolia Mulwaree Trust retains the discretion to fund projects as it sees fit and any decision will be final. No correspondence will be entered into. The Veolia Mulwaree Trust is unable to provide detailed individual feedback on unsuccessful applications but may be able to offer some general feedback about the application.

### **Grant Funding Process**

Successful grant applicants will be required to sign a funding agreement issued by the Veolia Mulwaree Trust to ensure that both parties are clear about how the money will be spent and outcomes to be achieved.

Projects must not commence until the Funding Agreement has been signed. Payment cannot be made for costs incurred prior to the date that the Funding Agreement has been signed.

Successful grant applicants are required to issue the Veolia Mulwaree Trust with an invoice for the full grant amount and to attend a grant presentation event to be held in Goulburn on a date to be advised.

Grant recipients are required to provide a grant acquittal to the Veolia Mulwaree Trust at the completion of the project.

Grant funding will be progress paid with 75% paid prior to project commencement and 25% on receipt of the grant acquittal submission confirming the project has been successfully completed as per the funding agreement.

It is the applicant's responsibility to check the accuracy of the contact information provided in the application and to maintain up to date Smartygrants account contact information. Any changes in an organisation's contact details should be forwarded in writing via email to [ymt@veolia.com](mailto:ymt@veolia.com)

## Frequently Asked Questions

### **How much of the project cost will the Veolia Mulwaree Trust fund?**

The Trust prioritises projects which have secured 50% or more of a project's cost, through either their own fundraising efforts and/or by successfully obtaining funding from other funding partners. The grant program is a competitive process and the Veolia Mulwaree Trust will not fund 100% of the cost of any project. Each application is assessed on its individual merits.

### **What is the average grant provided by the Veolia Mulwaree Trust?**

In 2022/23 the average grant amount allocated was approximately \$14,000. Most approved applications range between \$5,000 and \$20,000. However each project is considered on its individual merits and how it will benefit the local community.

### **What types of projects are likely to be successful?**

Projects which provide long-lasting, wide-reaching positive benefits to the community are most likely to be funded, primarily capital works, infrastructure and equipment projects, although other project types within the guidelines are considered. It is recommended that prospective applicants view previous successful Veolia Mulwaree Trust grants published on the Veolia Mulwaree Trust website as a guide to the organisations and projects which are likely to be successful.

### **How do we show in-kind contributions toward our project?**

Any in-kind contributions from your organisation or other organisations is taken into account in the assessment process. List all in-kind contributions in the relevant section of the application form.

### **What happens after I have submitted my application?**

You will receive an email notification that your application has been successfully submitted which contains your application reference number and a copy of the application. Applications are initially assessed for eligibility and eligible applications are then considered by the Trust Board.

### **When will I know if my application is successful or not?**

The process can take up to four months. The applicant will receive notification of the Board's decision in writing from the Chairman.

### **Our application was unsuccessful, can we reapply?**

Organisations which are unsuccessful may reapply in a future funding round providing the application is updated and current. Applications which have not been revised are unlikely to be reconsidered.

**Who can I speak to about our application?**

Prospective applicants are welcome to contact the Veolia Mulwaree Trust office to discuss their application prior to submission by phoning (02) 4822 2786.