

FRRR Pratt Foundation Visy Community Grants 2009 to 2011 - Report

A community partnership of the Community Foundation for Tumut Region, Foundation for Rural & Regional Renewal, Pratt Foundation and Visy Tumut.



2011 - Celebration at the Visy Mill Tumut: Community grant recipients share their community initiatives with representatives from the Pratt Foundation, FRRR, Visy Tumut and the Community Foundation for Tumut Region.



2009



2010

Celebrations - Creating a Vibrant Community

The Visy Community Grants Program brings together communities from across the shire.

The Community Celebration, initiated in 2006, is an annual event looked forward to by community groups.

There is conversation - an exchange of ideas, sharing of experiences and talk of dreams.

A chance to find out what's going on in their own backyard.

A sense of community responsibility and courtesy - acknowledging the programs' donors.

Photos: Tumut & Adelong Times Newspaper

Bringing communities together

A COMMUNITY PARTNERSHIP - WHAT WE DO

The Community Foundation for Tumut Region coordinates a three year program of Community Grants in partnership with FRRR, the Pratt Foundation and Visy Tumut.

- A \$50,000 grant is allocated annually to conduct a small grants program for the benefit of the Tumut region through the Community Foundation for Tumut Region with the assistance of the Pratt Foundation and FRRR.
- A fee of 5% (\$2500) is deducted as a contribution to the Community Foundation's costs for administration of the program.
- An annual amount of \$47,500 is available for distribution to community organisations within the Tumut shire for projects of community building and renewal. Over the course of the grants' program the allocated annual amount of funds has varied subject to the number of applications, amounts sought for individual projects and the quality of submissions

The role of the Community Foundation includes:

- preparing guidelines and application forms.
- answering queries from potential applicants.
- preparing and placing advertisements and media releases in the Tumut & Adelong Times newspaper.
- on air interviews with local radio station Sounds of the Mountains.
- coordinating the display of the promotional banner in the main streets of Tumut and Adelong.
- coordinating the selection panels and selection process including documenting the process and results.
- coordinating the receipt of applications and return when assessment s complete.
- liaising and corresponding with successful and unsuccessful applicants.
- coordinating the community celebration for the grant recipients.
- preparing, distributing and collating Grant Agreements.
- distributing grant monies.
- coordinating grant acquittals from recipients.
- attending project launches and community events.
- liaising with FRRR and Visy Tumut.
- participating in Visy leadership programs and community consultation programs - including arranging meetings in Tumut for Visy managers and consultants to discuss with key community members the role of corporations in rural and regional towns. Attending the above meetings.
- preparing and circulating all correspondence material for each stage of the project .
- preparing program reports.

Community building results from ongoing program coordination

MAKING A DIFFERENCE WHERE WE LIVE

- 54 community building projects
- 39 community organisations supported - each with their own members and stakeholders
- \$142,911 distributed over 3 years
- Grants range from \$400 to \$8140
- Average Community Grant of \$2507
- Partnered volunteer community groups and other funding contributors for 57 community building projects seeking total project funding of \$574,503
- All projects were completed in the Tumut shire with 75% of projects directly injecting funds to local providers of goods and services,

Limited number of Deductible Gift Recipient (DGR) organisations in the Tumut Shire

Only 24 DGRs are listed in the Registrar of Australian Business including the Community Foundation, 7 bush fire/search & rescue organisations, 2 school building funds, 3 organisations with a disability focus and 3 religious entities.

The FRRR 'Tumut Model' provides the opportunity for funding support for a variety of community groups to meet the broader needs of community organizations that are not DGR registered.

Of the 39 community organisations awarded grants, only 4 (10%) have DGR status.

Close to the Community

The Community Foundation knows the local community with Board members and supporters from across the shire giving a depth and diversity of experience, wisdom and community connections

Tumut Model - greater access to strengthening communities by supporting non-DGR organisations

A DIVERSITY OF PROJECTS ACROSS THE REGION

Community Grants - Areas of Interest		
Focus	09-11	
Arts & Culture	13	24.1%
Welfare and Families	3	5.5%
Heritage	5	9.3%
Community amenities	5	9.3%
Environment	4	7.4%
Health	6	11.1%
Literacy	2	3.7%
Pre-schools	3	5.5%
Youth	7	13.0%
Aged	2	3.7%
Disabilities	3	5.5%
Indigenous	1	1.9%
Total	54	100.0%

Note: 9 grants to schools in the shire have been allocated to the project's area of interest. Some projects supporting the aboriginal community have been allocated to health and arts.

Distribution of Grants		
Town	09-11	
Adelong	8	14.8%
Batlow	10	18.5%
Brungle	3	5.6%
Talbingo	1	1.9%
Tumut	19	35.1%
Tumut (shire wide reach)	13	24.1%
Total	54	100.0%

Estimated population of each town and surrounding district:
 Adelong 1000 (9%), Batlow 1300 (12%), Talbingo 300 (3%), Tumut 8250 (75%) Brungle 150 (1.4%) Total Shire 11,000

In the three year period 2009 to 2011:

- Eighty five applications for grants were submitted, seeking funding support of \$534,000.
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- The Visy Community Grants' Funds supported 54 projects (64%) of those seeking assistance.
- The Visy Community Grants' Funds generously contributed \$142,500 (27%) of the value applied for by community organisations.

All towns benefit across a variety of project areas

INTERESTING FACTS**2009 to 2011**

Community building relies on non DGR community groups. Close to 85% of projects awarded to non DGR organisations.

Of the 54 projects only 8 or 15% were submitted by organisations with Deductible Gift Recipient status (DGR) or with the potential to be auspiced by a DGR such as NSW Hospital Auxiliary. The remaining 46 or 85% of projects were coordinated by community bodies without DGR status.

The FRRR Tumut Model provides a transparent means for DGR gifts to be allocated to the many non DGR groups critical to community building in rural and regional Australia.

An increase in community awareness of the grants

Following the initial round in 2006 - 2008 when 44 organisations applied :

- In 2009 13 organisations applied for the first time of 21 organisations applying.
- In 2010 15 organisations applied for the first time of 25 organisations applying
- In 2011 10 organisations applied for the first time of 33 organisations applying

56 different community organisations applied for a Visy Community Grant during 2009 to 2011

The number of Applications received increased over the three year period from 27 in 2009, 29 in 2010 to 34 in 2011.

Of the 90 applications received 54 or 60% received a grant.

Grants were awarded to 10 community groups as first time recipients in 2009, 8 first time recipients in 2010 and to 3 community groups as new recipients in 2011. (Some of these groups may have applied unsuccessfully in previous rounds).

A majority of full funding support for projects

Of the 54 grants 32 (60%) received the full amount sought and 22 (40%) received part funding.

2006 to 2011

A high percentage of completed projects over 6 years. ie 94.5% of grants awarded.

In the six year period 2006 to 2011 of 103 grants awarded only 6 projects (5.5%) with grants totaling \$10,175 did not commence due to a variety of reasons eg decline in volunteer resources, change of group's priorities.

Each year any unused funds from the previous year were available for allocation in the next granting round, with for example \$57,412 allocated in 2011, the final year of the 2008 - 2011 program..

Ongoing commitment to community grants

Administrative Support.

The Community Foundation takes pride coordinating the Visy Community Grants program in an equitable, efficient, effective, respectful and transparent manner.

With 90 applications submitted in the period 2009 to 2011 a significant amount of resources were required to communicate with community stakeholders and manage the grants' process from start to finish.

The Grant agreement provides for an administration fee of 5% (\$2500) per annum for the Community Foundation.

The administration fee contributes to for example costs for a series of advertisements in the local media advertising the opening of the grant round; a promotional banner refurbished annually; phone calls, postage, printing of correspondence and grant agreements for community groups and funding partners; coordinator's time for ongoing administration of the program; visiting all towns to invite applications; meeting with Visy staff participating in the Visy leadership program; meeting with consultants engaged by the Pratt Foundation; coordinating the community celebration morning tea for around 50 guests.

Note: For the twelve months 2010/11 a cost of \$7466 was incurred by the CFTR when administering the Visy Community Grants program. This represents 14.9% of grant funds of \$50,000 and comprises:

153 x Coordinator's hours @ \$25 / hr = \$3825; Advertising = \$274; Banner = \$1155; Catering for community celebration = \$315; Catering for Visy Leadership Program visit = \$118; Share of office overheads (phone, electricity, rent, postage) = \$1779

For a summary of activities refer to page 3 above - 'the role of the Community Foundation' in the round of grants.

An annual cost to the Foundation of around \$7000 was also reflected in other years of the grants' program. In general the coordination of a small grants program comprising each year 23 (2009), 20 (2010) and 14 (2011) projects requires more resources than a program with fewer, large grants. This will be taken into account when assessing submissions received for any future grant rounds.

It is also important to acknowledge and document the volunteer hours willingly contributed by Board members to the grants' program. All Board members enthusiastically participate and receive satisfaction from being a part of the community grants' program. They respect the importance of the evaluation and administration process and know first-hand the difference the grants make to community groups and the community.

Six Board members volunteer to participate in the grant evaluation process. Two Board members are part of the Advisory Panel. The chairman volunteers many hours, travel and phone expenses overseeing the grants' process. Board members attend project launches and celebrations and when necessary contribute to discussion about the progress of a particular project. An estimated 120 hours at say \$20 /hour provides for in-kind assistance from the Board, valued at \$2400. Given the experience, community insight and wisdom of the Foundation's Board, this estimate to developing social capital is understated.

COMMUNITY BENEFITS - SOME EXAMPLES

- **Networking / Partnerships with other funding sources** - The *Adelong Men's Shed* grants to commence a Community Garden and install a Rainwater tank “provided leverage to secure further funding from Riverina First Community Fund” for irrigation of the Community Garden.
A matching grant challenge to the *Tumut Community Garden* committee provided an incentive and confidence, so the group became proactive in engaging with community and fund raising. This higher profile saw the funds target reached and engagement with other garden projects such as *McAuley School's new garden* (another VCG project).



Tumut & District Concert Band thanks Visy & Pratt Foundation



Visy employees assist Riding for the Disabled Tumut

- **Community building** - The *Apple Bin Art* project engaged professional artists to work with forty community participants and create colourful apple bins reflective of the Batlow region. Not only have the bins been used in subsequent festivals but other public art installations have been commissioned, created and placed in community. The provision of a number of small grants for arts projects is also a catalyst for other activities adding vibrancy in a small rural town eg literary club established, book launches.
Assistance to upgrading the kitchens in the *Adelonia Theatre* and *Adelong Showground* provided improved amenities and increased use of the venues resulting in a better experience for volunteers and users, as well as more bookings as functions stay local.
Supporting the Tumut art Society's 'Bald Archy' exhibition provided a new art experience for many local residents, as well as an experience for tourists to the region. The grant was timely in that a new committee was broadening the role of the art society. This project set the scene for exhibiting a wider variety of art forms.
Brungle Health & Community Projects - community strengthening of a predominantly aboriginal community through wool felting workshops. Felters developed links with other craft/arts participants across the community. The Murals and River of Healing landscaped space projects add to the amenity of the local Health and Community Centre. Both projects required community consultation in the elements of design and preparation.
Tumut & District Concert Band Instruments for hire - attracted new band members and increased tutoring in schools across the region. In June 2012 the bandmaster from outside the area opened a music store in the Tumut main street,

- **Seed funding new community initiatives** - *Movies by Moonlight*, supported for two years is now an annual community event in Adelong, targeting families, reunions and a growing number of visitors. Additional sponsors have been attracted to the event.
- **Instilling community leadership and building partnerships** *Batlow Interact Group* took on the responsibility of organising and holding a regional conference for 50 x young people from southern regions of NSW. Representatives from *Adelong Public School* and *Adelong Men's Shed* group met at the Community Grants' Celebration with the outcome of students visiting the Men's Shed to see the woodworking and other activities as well as the potential for 'grandparenting and mentoring' of students in need.
Riding for the Disabled received support from Visy employees with the installation of the dust suppression watering system. Volunteer 'working bees' installed the system.
Youth Council Music Jam - supply of sound equipment supported a monthly jam, leading to performances in Party in the Park, a youth event coordinated by the Youth Council.
The *Community Grants' Celebration* encourages representatives to speak in public and outline their group, the project and how the project will make a difference.
- **Recognising special volunteer groups.** While all volunteer groups deserve recognition some reflect special roles in a community eg *Kiddy Link Play Group* - free playgroup networking families in need with other families and the community elders volunteering assistance.
- **Innovative initiatives:** a discrete program working with local police and schools to fund *outdoor education camps* for students at risk of offending. "These camps can be life-changing" with police positive about the positive impact of the program to date. The *Tumut Region Oxygen Bank* hires portable bottles of oxygen to patients. VCG support for the project encouraged the committee to successfully undertake further fundraising for additional bottles.



- **New experiences:** Franklin Public School choir's *performance experience* at the Sydney Opera House - a first time visit for some students and families, with two students selected for regional choral performances; *writer in residence*; *artist's workshops*; *Blossom group* building self-confidence; *high school music students* recording in a local studio and producing a CD
- **Developing youth philanthropy** - The *Youth Council's 'Youth in Philanthropy'* project saw young people take on the responsibility for a small grant round for youth projects.
- **Building community networks** - *Women's Wellness Expo* - an event bringing community organisations together to increase awareness of health issues for women. Recognised as a potential annual community event.

RECOGNISING VISY TUMUT AS A CORPORATE CITIZEN AND RECOGNISING THE VISY BRAND



The Visy Community Grants' banner - the highest profile placement for three weeks in Tumut & Adelong main streets and the entrance to Batlow.

- During the course of the grants' program which commenced in 2006, many community members refer to the Community Foundation as the 'Visy Community Foundation.'
- The banner promoting the event has appeared across the region in heavily trafficked precincts, ie two periods, each of two weeks, displayed in the Tumut main street, Adelong main street (ie the Snowy Mountains Highway) and entry to Batlow township. The logos of all partners are highly visible in these high profile areas of the shire.
- All application forms display the logos of the sponsoring partners.
- The Grant Agreements and correspondence with grant recipients include the heading - "Visy Community Grants - a community partnership of the Community Foundation for Tumut Region, FRRR, Pratt Foundation and Visy Tumut".
- The Application Forms with sponsors' logos appear on the Community Foundation's website during the Application period.
- The Community Foundation specifically acknowledges the community partners by name at functions and community events when talking about the role and activities of the Community Foundation in the region.
- Advertisements in the local newspaper promoted the grant round as the Visy Community Grants with reference to FRRR, Pratt Foundation and Visy Tumut.

- Media releases included reference to the community partnership by name.
- Three interviews and general community service announcements on local radio station, Sounds of the Mountains. made reference to the 'Visy Community Grants round now calling for applications.....'
- Community groups when reporting on their projects in the local newspaper made reference to the Visy Community Grant from the Community Foundation. (Newspaper clippings & High School music students' recording sent separate to this report).
- For the past six years the annual Community Grants' Celebration placed great emphasis and importance on recognising and thanking Visy, the Pratt Foundation and FRRR for supporting the Visy Community Grants' program. Representatives from 60 community organisations have been part of these Celebrations since 2006.
- In 2010 the Community Foundation initiated a Natural Disaster Flood Relief Appeal for local flood victims in Adelong and Tumut. The **Visy Employee Community Fund** for the Tumut Mill contributed to the appeal with a matching contribution received from the Pratt Foundation. The Community Foundation subsequently liaised with representatives of the Employee Community Fund about a Workplace Giving program and provided an insight into the number of programs managed by the Foundation.



The Community Foundation worked closely with Visy in the staging of the **Visy Community Showcase** in June 2011. Over 3,500 visitors experienced a community showcase including 23 organisations displaying their services to the community with a particular focus on the projects receiving funding support from Visy/ Pratt Foundation via the Visy Community Grants' program.

This event and the displays of community grant recipients clearly demonstrated to the local community and visitors the community support provided by Visy and the objective of making the Tumut region a better place to live for Visy employees and others.

In 2012 the Community Foundation responded to local flooding by launching another Natural Disaster Flood Appeal. Again the Visy Employees were instrumental in fundraising, accompanied by a pledge from the Pratt Foundation to match the efforts of the employees.

The Community Foundation highlights the potential for further discussion with the Visy Employee Community Fund about other possible joint initiatives to strengthen communities in the Tumut region.

"If we can put on a show like this we can do anything"
A 10 year old Tumut girl at the event celebrating the opening of the Visy Mill.

COMMUNITY BUILDING GRANTS - VISY COMMUNITY GRANTS 2009

AT A GLANCE - 2009

- Community organisations submitted applications x 21
- Organisations applied for the first time in 2009 x 13
- Applications received x 27
- Organisations new recipients of a Visy Community Grant x 10
- Total Funds sought \$88,217
- Successful applications x 23
 - 16 x funded in full \$32,585
 - 7 x part funded \$ 9,900
 - \$42,485
- Unsuccessful applications x 4

VISY COMMUNITY GRANTS 2009		Grant \$	Funded Part/Full	Community Projects Receiving Funding Assistance
1	Adelong Alive Museum Inc	900	100%	Hosting Exhibition 'Winning Sky Photos'
2	Adelong School - St Joseph's P & F Com.	500	100%	Movies by Moonlight - Community Event
3	Adelong Show/Recreation Ground Management Com.	5,000	100%	Refurbish canteen and kitchen spaces
4	Adelonia Theatre Committee Inc	2,500	100%	Upgrade kitchen amenities
5	Batlow Dev. League - Apple Blossom Festival Committee	4,000	79%	Apple Bin Art for the Apple Blossom Festival & beyond
6	Batlow Development League - Youth Group Committee	1,200	100%	Equipment for educational workshops
7	Batlow Endurance Ride Inc	650	16%	Improve & build up community event through promotion & improved safety
8	Brungle Health & Community Corporation	910	100%	Brungle Felting Workshop
9	Christmas in Tumut Committee	3,950	100%	Enjoyment for all - Lights for Trees in Wynyard & Russell Sts, Tumut
10	Franklin Public School	1,220	100%	NSW Primary Schools Choral Concert - Sydney Opera House
11	Gadara School P&C Committee	2,500	25%	Purchase wheelchair accessible bus for School
12	Gilmore Progress Association Inc	4,100	100%	Gilmore Hall refurbishment
13	Goobarragandra Valley Reserves Trust	1,150	100%	Amenity Plantings Thomas Boyd Track Head
14	Home Start & Tumut School as Community Centre	1,350	100%	DVD-local services for families. Show at Drs, health centres
15	Life Education NSW	4,000	100%	Face the Facts - Drug & Alcohol Workshops
16	Talbingo Public School	500	100%	Community Garden Equipment
17	Tumut & District Historical Society Inc	1,380	100%	Telling the Story of Miles Franklin
18	Tumut After School Care & Vacation Care	1,425	100%	Children's furniture for Centre

19	Tumut Family History Group	750	50%	Purchase microfilm copies of Cooma Newspapers
21	Tumut Local Aboriginal Education Consultative Group	1,500	75%	Aboriginal Students' Awards Night
22	Tumut Public School	500	10%	"Remember' the musical
23	Tumut Regional Family Services Inc	2,500	100%	Blossom Group - self esteem courses for women

COMMUNITY BUILDING GRANTS - VISY COMMUNITY GRANTS 2010

AT A GLANCE - 2010

- Community organisations submitted applications x 25
- Organisations applied for the first time in 2009 x 15
- Applications received x 29
- Organisations new recipients of a Visy Community Grant x 8
- Total Funds sought \$180,466
- Successful applications x 20
 - 10 x funded in full \$ 24,184
 - 10 x part funded \$ 27,030
 - \$ 51,214
- Unsuccessful applications x 9

VISY COMMUNITY GRANTS 2010		Grant \$	Funded Part/Full	Community Projects Receiving Funding Assistance
1	Adelong Men's Shed	1,735	100%	Rainwater Tank for Community Garden
2	Batlow Agricultural Society - Apples Everywhere	400	100%	Public Art Sculpture Program - Apples
3	Batlow Apple Tree Learning Centre	636	100%	Electronic music playback equipment
4	Batlow Development League - Youth Group	1,200	75%	Skills & wellbeing - Sewing machines & Table Tennis Equip
5	Batlow Historical Society	2,748	100%	Pallet Rack Storage
6	Batlow Hospital Auxiliary	6,400	36%	Pressure Relieving Mattresses
7	Brungle Health & Community Aboriginal Corporation	1,200	100%	External Murals
8	Franklin Public School	2,365	100%	Artist & Author in Residence -David Miller
9	Interact Club of Batlow	2,000	100%	Youth Development Conference
10	NSW Police - Regional Youth Liaison	2,680	67%	Assistance for youth at risk in Batlow & Adelong
11	Riding for the Disabled Tumut	2,000	100%	Dust Suppression Irrigation System for RDA arena
12	St Joseph's Primary School Adelong Community Council	500	50%	Movies by Moonlight
13	Tumut Art Society	2,800	74%	Bald Archy Exhibition
14	Tumut Community Garden	2,500	53%	Garden shed & Awning
15	Tumut Kiddy Link Play Group	2,200	100%	Resource building for for growth & development
16	Tumut Regional Oxygen Bank	6,900	100%	Supply of Portable Oxygen Units

17	Tumut Shire Youth Council	1,250	50%	Seed funding - youth in philanthropy
18	Tumut Shire Youth Council - Music Jam	4,000	53%	Music & sound equipment for Youth Jam
19	Tumut Shire Council - Community Development Team	3,000	33%	Local Careers, Training & Employment Expo
20	Tumut Show Society Ladies Auxiliary	4,700	65%	Upgrade facilities- weatherproofing and heating & cooling

COMMUNITY BUILDING GRANTS - VISY COMMUNITY GRANTS 2011

AT A GLANCE - 2011

- Community organisations submitted applications x 33
- Organisations applied for the first time in 2011 x 10
- Applications received x 34
- Organisations new recipients of a Visy Community Grant x 3
- Total Funds sought \$305,818
- Successful applications x 14
 - 6 x funded in full \$18,322
 - 8 x part funded \$ 39,090
 - \$57,412
- Unsuccessful applications x 20

VISY COMMUNITY GRANTS 2011		Grant \$	Funded Part/Full	Community Projects Receiving Funding Assistance
1	Adelong Men's Shed	1,388	100%	Community Garden - Stage 2
2	Adelong Pre School Incorporated	8,140	36%	Create an interesting, educational and stimulating outdoor environment
3	Batlow Hospital Auxiliary	6,200	33%	Invisa Beams to prevent falls
4	Batlow Senior Citizens Village Assocn	5,657	100%	Restoration of Heritage Cottage - electrical rewiring
5	Brungle Health & Community Aboriginal Corp.	3,000	43%	River of Healing
6	Franklin Public School	4,000	100%	Sydney Opera House Schools Choir Performance
7	Goobarragandra Valley Reserves Trust	2,787	100%	In ground Outdoor Furniture Setting with wheel chair access
8	McAuley Central School	5,500	52%	Establish a F & V garden to encourage life-long positive food habits
9	Tumut Town Band - District Concert Band	7,000	45%	Purchase instruments for new band
10	Tumut Family History Group	3,000	50%	Tumut Cemetery - book (headstones)
11	Tumut High School	1,500	100%	A professional CD recording of THS students (Years 9 to 12)
12	Tumut Regional Family Services Inc	3,000	100%	Blossom Group – self-esteem program for women

13	Adelong Public School P & C Committee	5,500	37%	Reading Program for Primary Children
14	Women's Wellness Expo Committee	750	50%	Women's Wellness Expo

HOW WE DO IT

The Community Foundation for Tumut Region: Making a Difference
Giving Where We Live
A Lasting Community Asset

“Visy Community Grants - A Community Partnership of the Community Foundation for Tumut Region,
Pratt Foundation and the Foundation for Rural & Regional Renewal”.

The Community Foundation for Tumut Region funds projects of community development and renewal to improve social, cultural, environmental and economic opportunities in the Tumut Shire.

The Foundation considers projects from within the core areas of interest, listed below.

- | | | |
|-------------------------------|------------------------------|----------------------------------|
| * Arts & Culture | * Children, Youth & Families | * Community economic development |
| * Disadvantaged Groups | * Education | * The Environment |
| * Health & Social Development | * Heritage | * Indigenous community |

1. FRRR Agreement received:

CFTR acknowledges Agreement, counter signs Agreement & payment deposited.

Application Form for Community Grants forwarded to FRRR: for information & feedback

All partners' logos are included on the Application Form - CFTR, FRRR, Pratt Foundation and Visy Tumut.

2. Grants Program Opens: Administered by the Community Foundation for Tumut Region.
Program partners are acknowledged in media releases.

3. Grants Program Closes:

4. Evaluation of Applications:

A Selection Panel (Working Party) of 7 individuals (comprising members of the Community Foundation Board and the coordinator), reviews applications independently. For each member of the Party an information package is included with the Applications. The package includes the Grant Guidelines, the Values of the Community Foundation and a summary Table with information relating to each Project, distilled from the applications.

1. The Selection Panel members provide the coordinator a summary sheet with each application rated ie. 2- fully fund, 1 - part fund and 0- nil fund.
2. The coordinator records the frequency of responses and totals for each application. These ratings assist prioritising discussion when the Selection Panel meets to allocate the funds available.
3. The Selection Panel meets to discuss, evaluate each project and determine a listing of the likely successful projects in accordance with the funds available.
4. An Assessment Sheet (one or two pages) is prepared for each application received. The assessment includes information specific to the project including a brief outline of the Benefits of the project to the Community (according to the Application), the amount applied for, the amount recommended, the core areas of interest the project addresses and the rationale for the Selection Party's recommendation.
5. The Assessment Sheets are forwarded to members of the Advisory Panel one week prior to a scheduled teleconference.
6. The Advisory Panel comprises : a. 1 x FRRR representative b. 1 x Pratt Foundation representative c. 1 x Visy, Tumut representative, d. 1 x Tumut Shire Council representative (the Mayor or General Manager) e. 2 x Community Foundation representatives. A meeting secretary is provided by the Community Foundation.
7. The Advisory Panel teleconference reviews each project, discusses, evaluates and considers the projects short listed by the Selection Panel. The Advisory Panel prepares a listing of projects as a recommendation to the Board of the Community Foundation.
8. The **Board of the Community Foundation for Tumut Region** considers the recommendations from the Advisory Panel and in accordance with its responsibilities, the Board makes the final decision, selecting the successful grant applicants.

9. Members of the Advisory Panel and the Selection Panel are advised of the Board's decision. FRRR is forwarded a listing of the successful projects.
10. The Community Foundation advises all applicants of the result and coordinates a 'Community Celebration' to acknowledge the successful applicants.
11. All program partners are invited to the Celebration. At the Celebration all program partners are recognized as major supporters of the Community Grants Program.
12. The Community Foundation manages the Grants process eg Agreements, Grant Payments, Acquittals etc.(see page 3 of this report).
13. The Community Foundation prepares a final report for FRRR with a copy to the Pratt Foundation.