

STKFC X PEPPER REAL LIFE FUND GUIDELINES & KEY SELECTION CRITERIA

The St Kilda Football Club (**Saints**) & Pepper Money (**Pepper**) invite not for profit community groups, organizations & sporting clubs to make an application to the '*Real-Life*' Fund for activities taking place between 18th January 2022 and 30th November 2022.

1. Introduction

These Guidelines contain information regarding the Real-Life Fund, a funding opportunity open to community groups, organizations & sporting clubs. They explain the objectives of the Real-Life Fund, important dates, eligibility criteria, how to apply, how applications are assessed and where to get more information if you are interested in applying. These Guidelines form part of the terms and conditions of application submission, and the applicant confirms that in submitting its application, it has read and understood these Guidelines.

2. Purpose

The COVID-19 Pandemic has had a significant impact on nearly every facet of our lives, including community, sport and recreation groups. At the Saints, we understand the pivotal role community plays in creating and nurturing relationships at the local level, and the positive impact this in turn has on an individuals' physical and/or mental health and wellbeing. The purpose of the Pepper Real-Life Fund is to provide groups with the funds they need to get back to doing what they do best – helping people succeed.

3. Funding Objectives

The Pepper Real Life Fund focuses on funding initiatives that promote:

(a) Footy for All

Activities/initiatives that promote inclusion in the participation of **Australian Rules Football** for commonly disadvantaged communities within society.

Examples include retaining participation of young girls/women in football teams, ensuring culturally safe and appropriate spaces for Aboriginal &/or Torres Strait Islander community in football clubs, providing opportunities for people with disability to be involved in football programs or removing barriers for financially disadvantaged individuals/families.

(b) Inclusion & Diversity

Initiatives that promote opportunities for participation in activities for commonly underserved communities within society. This funding stream differs from 'Footy For All' as it includes all sporting codes as well as non-sporting groups/initiatives - such as arts and crafts, or initiatives that promote financial literacy among underserved communities.

(c) Mental Health & Wellbeing

Activities/Initiatives that enhance/promote the mental health and wellbeing of participants.

Across all 3 funding streams, the outcomes of participation in the program should enhance one or more of the following elements:

- Mental health and wellbeing

- Social connectivity; &/or
- Physical health.

4. Eligibility Criteria

(a) Who Can Apply?

Community groups, organisations & sporting clubs seeking to apply for funding through one of the three funding objectives must meet the following eligibility criteria:

- (i) Be not-for-profit and managed by a volunteer board/committee of management who have complied with all Consumer Affairs Victoria obligations; or
- (ii) Be incorporated or auspiced by another incorporated organisation that will accept legal and financial responsibility for the project or activity; and
- (iii) Be physically located within Victoria. Consideration may be given to other community groups, organisations or sporting clubs where direct and significant benefit to Victorian residents can be demonstrated; and
- (iv) Have adequate public liability insurance (minimum cover of \$10 million), appropriate health and safety policies and comply with child safety standards in accordance with the funding agreement; and
- (v) Propose an activity/initiative which is of substantial benefit to the community and is in accordance with one of the three funding objectives outlined in clause 3; and
- (vi) Be able to supply financial information as requested.
- (vii) Community groups, organisations & sporting clubs can make only one application

(b) Who Cannot Apply?

The following applicants will not be eligible for funding:

- (i) For-profit applicants, or applicants operating to support for-profit activity;
- (ii) Religious and political organisations applying for funding for its core operating and administration costs;
- (iii) Community groups, organisations or sporting clubs experiencing financial hardship as a result of inappropriate financial management practices;
- (iv) Individuals;
- (v) Retrospective funding: for activities/initiatives that have already occurred; vi. Applications not made through Saints.com.au ;
- (vi) Late or incomplete applications

5. Funding Amount

In 2022, the Pepper Money Real Life Fund will offer \$30,000 in funding opportunities to community groups, organisations & sporting clubs.

The maximum amount of funding that can be applied for is \$5,000. It will be at the discretion of the Panel (as defined below), based on the Key Selection Criteria, as to the funding amount each successful applicant receives.

6. Funding Use

(a) Funding **may not** be used for the following:

- (i) Recurrent or ongoing salaries and on-costs;
- (ii) Recurrent or ongoing equipment or building maintenance costs;
- (iii) Insurance, such as (but not limited to) Public Liability insurance;
- (iv) Hire of venues that are of a commercial nature;
- (v) Fees for private professional grant writing services.

(b) Funding **may** be used for the following:

- (i) Sporting club equipment;
- (ii) Coaching fees;
- (iii) Rent to deliver proposed activity;
- (iv) Arts & crafts materials

7. How Applications are assessed

- (a) All applications will be reviewed and assessed by a panel consisting of representatives from the St Kilda Football Club & Pepper Money (Panel).
- (b) Assessment of applications and any decision to approve funding are matters for the Panel in its absolute discretion. The decision of the Panel is final.
- (c) On closure of the application period, all applications will be reviewed to ensure they are eligible for consideration.
- (d) All applicants are required to demonstrate in their application how their activity/initiative adheres to the Key Selection Criteria outlined below.

7. Key Selection Criteria

(a) Activity/ Initiative Outcomes

Demonstrates the ability to:

- (i) Enhance physical health, mental wellbeing and/or social connectivity in one of the three funding objectives: Footy for All, Diversity & Inclusion, Mental Health & Wellbeing
- (ii) Increases participation opportunities
- (iii) Targets underserved communities (young girls/women, people with disabilities, culturally & linguistically diverse people, Aboriginal and/or Torres Strait Islander community, LGBTQI+ community, individuals/families facing financial hardship)

(b) Administration/Resourcing

- (i) Clearly states the aim of the activity/initiative
- (ii) Meets the eligibility criteria
- (iii) Submits all appropriate documentation (relevant photos, videos, PDFS, budgetary breakdown)
- (iv) Demonstrates capacity to deliver on the activity/initiative
- (v) Outlines limited financial capacity due to COVID-19 Pandemic, and subsequent impact on community group, organisation, or sporting club

(c) Further Information

As part of assessment, the funding panel may if required, seek further information from applicants – either through a presentation, site visit, phone discussion or email

8. How to Apply?

Before applying, you must read and understand these guidelines. You can only submit one application form per applicant. If more than one application is submitted for an applicant, the latest application form you submitted will be considered.

To apply you must:

- (a) complete the online application form at www.saints.com.au/reallifefund (please note, to apply online you will need an email address);
- (b) provide all the information requested;
- (c) address all Key Eligibility Criteria;
- (d) include all necessary attachments (where relevant);
- (e) submit your application between Sunday 24th October 2021 (**Commencement Date**) and 11:59pm on Thursday 31st December 2021 (**Closing Date**)

We will not provide application forms or accept applications for funding by fax or mail, nor will we accept applications received after the Closing Date.

You are responsible for making sure your application is complete and accurate.

You cannot change your application after the closing date and time. If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time. You should keep a copy of your application and any supporting documents.

9. Timeline for Activities/Initiatives

The timeline for applying for funding, completing the activity/initiative & reporting is as follows:

(a) Application

Applications for funding will open on Sunday 24th October 2021 and will close at 11:59pm on 31st December 2021.

(b) Assessment/ Notification of Successful Applicants

All applications submitted by the closing date will be assessed, with successful applicants notified by Monday 17th January 2022 via email. You will be advised of any specific conditions attached to your funding.

(c) Activation Period

Activities/initiatives for successful applicants must occur between Tuesday 18th January 2022 and Wednesday 30th November 2022.

(d) Reporting Period

Successful applicants to report on progress of activities/initiatives by Thursday 30th June 2022 via written communication.

Successful applicants to report on activities/initiatives, expenditure of funding & provide feedback on process by 11:59pm on Saturday 31st December 2022.

10. Privacy and Confidentiality

By submitting an application, applicants acknowledge that Saints and/or Pepper are collecting the applicant's personal information such as the applicant's name and contact details to assess the applicant's eligibility for grant funding and to contact the applicant about its application. The applicant's information will be held by the Saints and/or Pepper and be managed in accordance with the *Privacy and Data Protection Act 2014*.

11. Liability

Saints and Pepper will not be liable for any action or claim arising from or in connection with an application or its assessment.

12. Funding Deed

Successful applicants will be required to sign a funding deed which will provide additional terms and conditions that will include, but not be limited to, the following:

- how the funds will be paid by the provider and spent by the recipient as well as any consequences for failing to apply the funds to the designated activity.
- outline the scope to make amendments to the proposed activity/initiative in the case of COVID-19 restrictions impacting initial plans.
- outline the possibility of St Kilda Football Club & Pepper Money contacting successful applicants to partake in marketing and promotional opportunities across their channels within the funded period.

13. Further Assistance/ Questions

For further assistance or additional questions, please contact community.engagement@saints.com.au