

Yumaro Community Grants Scheme

Yumaro Community Partners Donation

Opening date:	[30/4/2025]
Closing date and time:	[11:59pm AEST] on [30/6/2025]
Enquiries:	If you have any questions, contact ali.minogue@yumaro.com.au (Yumaro Projects Manager).

1. Introduction

These guidelines contain information for the Yumaro Community Grant Scheme – Community Partners Donation offered by Yumaro Limited (referred to in these guidelines as **Yumaro** or **We, our, us**).

Please must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grant recipients are notified and receive grant payments
- how grant recipients will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

2. About the Yumaro Community Partners Donation

This grant is to provide financial support to community organisations that assist people with a disability in our local communities to better engage in all the opportunities that life has to offer.

The grant program will be run from time to time (according to Yumaro's capacity) and is designed to assist organisations who support individuals to engage in opportunities in the community. This may include creating or improving access to community infrastructure or by supporting engagement in sport, artistic, cultural or educational pursuits for people with a disability.

3. Grant amount and grant period

The grant opportunity will run for 18 months from date of execution of the grant agreement with a grant amount of up to \$5,000.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

To be eligible you must:

- be a registered charity or not-for-profit organisation
- have an Australian Business Number (ABN)
- be a permanent resident of Australia
- have a bank account with an Australian financial institution
- be located in the Eurobodalla Shire or the southern zone of the Shoalhaven City Council, south of Wandandian.
- intend to use the grant money solely for an eligible activity from the list below:
 - accessibility – creating or improving access for people with a disability to community infrastructure.
 - sporting activities – enabling people with a disability to participate in individual sport or team based sport.
 - artistic activities – enabling people with a disability to create music, dance, art or storytelling in any media.

- educational pursuits – enabling people with a disability to engage in academic and vocational courses.

You cannot use the grant for the following activities:

- purchase of land
- wages
- as a contribution to major construction/capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent; and
- overseas travel.

You are not eligible to apply if you are an organisation included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au).

We may update the eligibility criteria from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

If your application is successful, we will ask you to provide receipts to evidence how the grant has been spent.

Required qualifications, skills and checks

If you are successful, all personnel working on the grant activity that are involved with more than incidental contact with people who have a disability must maintain the following:

- NDIS Worker Check and where required by law,
- Working with Children check

5. How will applications be assessed?

You should address the following criteria in their application:

- Describe your organisation and provide your ABN.
- How will you spend the grant if you are successful? Please provide an approximate breakdown of expenses where possible.
- How will this support people with a disability to better engage in opportunities within our community?
- What steps have you undertaken already to achieve this goal?
- What financial support do you need – please include the value of the grant you are requesting (up to a maximum amount of \$5000)?

6. How to apply

Before applying, please read and understand these guidelines, the sample application form and the sample grant agreement.

To apply you must:

- complete the online application form <https://forms.office.com/r/VBuzUC3qCh> , either by providing a written submission or uploading a video submission. If the weblink is unavailable please email your responses to ali.minogue@yumaro.com.au
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application by the closing date and time indicated on page 1 of this document

If you need further guidance around the application process or if you are unable to submit an application online contact us at enquiries@yumaro.com.au or by calling 44743336

Attachments to the application

We require the following documents with your application:

- an indicative budget
- a brief risk management plan that outlines top 5 risks associated with your project and how you will manage these risks
- evidence of support from your organisation's board, CEO or equivalent
- any applicable trust deed

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on ali.minogue@yumaro.com.au / 44743336].

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

Timing of grant opportunity processes

We will consider grant applications from time to time as published on the Yumaro website. To be considered, you must submit an application between the published opening and closing dates shown on the front of these guidelines. If you are successful, we expect you to complete your grant activity within 18 months of signing a grant agreement with us.

7. The grant selection process

We first review your application against the eligibility criteria.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it offers value for money

An assessment committee comprising directors and senior management will assess each application on its merit and compare it to other eligible applications before recommending which grant applications should be awarded a grant.

The assessment committee may seek additional information about you or your application. They may also ask for referees to explore the merits of any application.

Yumaro's Board of Directors will decide which grants to approve at their sole discretion, taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

The Board of Directors decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of any grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program.

9. Successful grant applications

Successful applicants must enter into a legally binding grant agreement with Yumaro. We use a letter of agreement for this purpose which has general terms and conditions that cannot be changed. A sample grant agreement can be found at Appendix A.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, then you do so at your own risk. If you do not sign a grant agreement within the specified time frame, then the offer of grant will lapse.

We may recover grant funds if there is a breach of the grant agreement.

How we pay the grant

The grant agreement will state the maximum grant amount to be paid. Generally, payments will be made as a reimbursement of expenses you incur as evidenced by receipts. In some circumstances, we will be able to make a payment in advance if an appropriate invoice or quote can be provided. We will be happy to provide further guidance in relation to payments to successful applicants on a case by case basis.

Grants Payments and GST

Yumaro is registered for the Goods and Services Tax (GST). However, the grants made under this program are provided as financial assistance and are not payments in exchange for goods or services. As such, they are generally not considered taxable supplies for GST purposes.

If your organisation is registered for GST, and you believe your grant activity involves a taxable supply to Yumaro (i.e. delivering a service or providing something specifically to Yumaro), you must discuss this with us before issuing an invoice. In such cases, and where applicable, Yumaro may issue a Recipient Created Tax Invoice (RCTI) and add GST to your grant payment.

In most cases, grants under this program will be GST-exclusive, and no GST will be added or payable. You may be asked to provide a receipt or a non-tax invoice for accounting and audit purposes.

Please note:

- Grants may be treated as assessable income for taxation purposes, unless your organisation is exempt.
- Yumaro does not provide tax, legal or accounting advice. We strongly recommend that applicants seek independent professional advice or contact the Australian Taxation Office regarding their specific obligations.

10. How we monitor your grant activity

You should let us know if anything is likely to affect your grant activity.

You must also inform us of any changes to your:

- name of your organisation
- Addresses of your organisation
- nominated contact details
- bank account details
- the financial viability of your organisation.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

Once you have completed your grant activity, you must submit a short report in line with the grant agreement. We will remind you of your reporting obligations before your report is due. We will expect you to report on:

- how you spent your grant
- how it helped your organisation to achieve its goals

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

11. Privacy

We treat your personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies. A full copy of our Privacy Policy can be found on our website.

12. Glossary

Term	Definition
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and to compare different applications.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
grant	is an arrangement for the provision of financial assistance by Yumaro
grant activity/activities	refers to the project/activity that the grant recipient is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
grant recipient	the individual/organisation which has been selected to receive a grant

Appendix A.

Sample grant agreement

Addressee and address details

[insert date]

Dear [Name]

Letter of Agreement

I am writing to offer you, [Option 1: insert full name of individual grant recipient] [Option 2 : insert name of organisation and ABN] (**Grant Recipient**), a grant from Yumaro Limited (**Yumaro, We, our, us**) under the 2024 Yumaro Community Grant Funds scheme. The offer is for a grant of **\$X** [insert grant amount] total, including, if applicable **\$X** [insert GST amount] GST, (the **Grant**) to undertake the Grant Activity as set out in the attached Grant Schedule.

To accept this offer and enter into an agreement with Yumaro in relation to the Grant, please sign the attached Grant Schedule and send or email a scanned copy to the address below by [insert date], otherwise this offer will lapse.

Provided the signed copy of the Grant Schedule is received by Yumaro, this letter and the Grant Schedule and the Letter of Agreement Conditions will form a legally enforceable agreement in relation to the Grant.

Please send or email a scanned copy of the signed and completed Grant Schedule to:

[Insert position and name of the Yumaro manager]

Yumaro Limited

6-8 Shelley Road

Moruya NSW 2537

[Insert email address]

If you have any questions about this offer, please contact [Name, phone number, email].