

Unworry.



Community Grants Information Booklet

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NRMA Insurance Community Grants

We're working with local communities to make them safer. If you are, or know of, a community group who is proactively working in one of our four funding areas – crime prevention, road safety, emergency readiness and response and environment, they could be eligible to receive funding of up to \$5,000 (including GST).

Before you start applying, we think it is important that you understand about our program, so make sure you read through our grants guidelines, category descriptions, application questions and terms and conditions, and if you have any questions, just call us on **1300 306 496**.

Applicant Grant Guidelines

Eligibility

To assist local community organisations create safer communities, it is important that funds are provided for projects that seek to achieve the best possible outcome. Therefore we're unable to provide funding for:

- For-profit organisations and individuals seeking funds
- IT equipment and/or hardware including laptops, data projectors, scanners, printers, photocopiers, whiteboards, computer software etc
- Equipment needing regular replacement or upgrading including portable radio communications, GPS equipment, mobile phones, display boards, tables, chairs etc.
- Security equipment, including security cameras, lighting, fences, alarms and monitoring equipment
- General maintenance and building works including fencing and gates, road works, bicycle tracks, walkways, concreting, asphalt, line marking, sheds, pergolas, awnings etc
- Vehicles, including motor vehicles, boats, caravans or trailers
- Learner driver instruction fees/sessions and defensive driver training
- Ordinary running costs including electricity, lease, rent, telephone, salaries, insurance costs etc
- Individuals looking for support or raising money
- School or community fetes, golf days or charity dinners
- Indirect fundraising activities
- Public appeals
- Retrospective or deficit funding requests, e.g. funding of past activities, loan repayments, operational deficits
- Religious organisations for religious activities
- Political organisations or charities with political policies

Grant amount

Community Grants are available for a minimum of \$500 and a maximum of \$5,000 including GST.

Applying for a Community Grant

All applications should be submitted online at www.nrma.com.au/grants by 5pm Tuesday 31 March 2009. Below are the 11 questions you will be asked to answer in your application.

1. Describe the primary role of your organisation (70 words)
2. Provide a short description of your project (30 words)
3. In bullet points, outline your project objectives (100 words)
4. Outline your research as to why this project is needed (200 words)
5. Outline how your project aligns with the selected category description and how it will create a safer local community (200 words)
6. Outline who will be involved in your project
 - Project Coordinator/s (25 words)
 - Participants (25 words)
 - Community Groups (25 words)
7. How will your project be evaluated and by who? (75 words)
8. What is the total cost for your project, please INCLUDE GST in your amount
9. Outline how your project cost is broken down (please be as detailed as possible) (50 words)
10. Outline if this is an existing project and/or has received additional funding (50 words)
11. If your project is successful in receiving a community grant, how would you promote this and involve our employees in your project? (50 words)

Number of Applicants

We will consider one application per project.

Closing date for Applications

Applications should be submitted online at www.nrma.com.au/grants by 5pm Tuesday 31 March 2009.

Assessment of your Application

We ask all groups to complete a series of questions so we can assess all applications against each other. Applications are initially assessed by an NRMA Insurance Manager and the Community Grants team. Applications are then forwarded to a panel of internal organisational representatives and community representatives to review and make the final decision.

NRMA Insurance Community Grants program gives preference to applications that:

- Are based on a sound strategy
- Display original and innovative concepts
- Demonstrate skills and commitment to accomplish the proposed work
- Have a detailed project budget
- Contribute to community needs
- Have realistic, measurable and achievable project goals and outcomes planned
- Identify opportunities for NRMA Insurance employee involvement

As you prepare your application, we encourage you to read our applicant tips and hints and sample application.

Notification

We will notify all applicants about the outcome of their application by email on or before Friday 29 May 2009. NRMA Insurance employees who have nominated projects will also be notified of the outcome by email.

It is important to note that as resources are limited, not every application that meets the criteria will necessarily receive a grant.

Period Funding

We ask that all projects for which funds are granted to the community organisation be completed by 30 June 2010.

Successful Applications

We will email all successful grant recipients on or before 29 May 2009 with full information about their NRMA Insurance Community Grant, including (\$) amount of funding received, tax invoice and program reporting requirements and terms and conditions.

Tax Invoice

We ask that all successful applicants who are GST registered complete a Recipient Created Tax Invoice (RCTI) form prior to any payment of funding. By completing the RCTI form you are agreeing to NRMA Insurance raising a tax invoice on your behalf for the (\$) amount of your successful grant. An RCTI form will be provided to all successful applicants with their email of notification. Successful applicants **who are not GST registered are not required to complete an RCTI form.**

Confidentiality

We respect the confidentiality of any information that directly relates to the business activities of a community organisation.

Important Notice

We reserve the right to alter, or withdraw and not proceed with the Community Grants program at any time in our absolute discretion.

For Further Information

We can assist you, so why not contact your local office's community representative or the NRMA Insurance Community Grants team on 1300 306 496.

Category Descriptions

We provide funding in four different categories, so it's important to make sure your application is suited to one of our four category descriptions.



01. Crime Prevention

Initiatives suitable for this category include programs that increase safety and security in local communities by reducing the opportunity for crime or by targeting persons at risk of becoming criminal offenders. Initiatives also considered are ones that change attitudes and practices of people around the protection of property, people and workplace. Examples: early intervention programs that target youth 'at risk', educational initiatives aimed at increasing safety and reducing vulnerability to crime.



02. Road Safety

Initiatives considered will be programs that seek to change behaviours on the road and reduce the likelihood and severity of road incidents. Preferred initiatives are programs that are based on evidence either from a previous program or have a sound theory which aims to create a positive safety impact and will most likely lead to behavioural changes. Examples include education programs, that based on evidence are contributing to changing driver behaviour in 'at risk' groups and initiatives that increase awareness of the importance of road safety customised for specific road users.



03. Emergency Readiness and Response

Initiatives suitable for this category will focus on creating awareness about the importance of preparation and response in relation to minimising the likelihood or severity of incidences in and around the home. Preparation, prevention and hazard minimisation programs which aim to reduce the incidence of damage to property and/or people during storms, fires or other hazardous situations, as well as programs that focus on disaster or emergency response and/or recovery activities will be considered.



04. Environment

NRMA Insurance acknowledges that human induced climate change is a reality. Initiatives considered for funding will raise awareness and/or promote actions to combat climate change such as reducing emissions from vehicles, households or businesses, as well as programs which focus on areas such as renewable energy and carbon reduction. Energy efficiency initiatives will also be considered.

Tips and Hints



In this booklet we provide some tips and hints as well as an assessment guide to help your application stand out from the rest.

Preparation is the key – some questions to ask yourself when preparing your application...

- Have I read the guidelines carefully?
- Does my project fit with one of the category descriptions?
- Can I answer each question?
- What similar projects are happening in my community and how is my project different?
- Do I have evidence to back-up my project?
- Can I deliver my project within the funding timeframe?



Now you're ready to begin your application – here's some tips to help you start...

- Make sure you answer all questions, as uncompleted applications will not be considered
- In answering the questions, where you can, provide an overview of your community, what is happening and how this initiative will make an impact
- Be accurate, concise and relevant in your response
- Provide a detailed and deliverable budget
- Use clear language - avoid jargon, clichés and abbreviations
- Ask someone unrelated to your initiative to read your application; they will be invaluable in providing good feedback
- Look at what organisations in your area received a grant last year - contact the organisation, they may be able to assist you with some advice
- Provide information if our employees can get involved in your initiative
- Keep your application within the word limits
- Read the sample application for advice on how to structure your application
- Remember – your application must be submitted online by 5pm Tuesday 31 March 2009.



Sample Application

Crime Prevention Category My Town Youth Support: Stepping up Program (SUP)

1. Describe the primary role of your organisation (70 words)

My Town Youth Support committee was established in 2007 as a way of reducing the incidence of crime in the local area, by a committee of youth workers, local police officers and young adult community members. The group is located at the My Town Community Centre and provides information, referral and self help programs for 12-18 year olds living in the local area at risk of anti-social and criminal activities.

2. Provide a short description of your project (30 words)

The Stepping Up Program (SUP) seeks to reduce anti-social behaviour and criminal activity of youths aged 12-18 years in My Town through educational workshops, mentoring and practical work experience sessions.

3. In bullet points, outline your project objectives (100 words)

- To build rapport between My Town youth and law enforcement officers and members of the community
- To educate youths through workshops about the negative impacts, implications and alternatives to anti-social or criminal behaviour.
- To reduce the incidence of anti-social or criminal behaviour in My Town by 25 percent
- To improve the self-confidence and decision making capabilities of young adults through activities, educate young adults about the importance of responsibility, and increase high school attendance for school-aged youth participants by 50 percent
- Learn basic employment skills and etiquette to increase employability of participants eligible for employment.

4. Outline your research as to why this project is needed (200 words)

My Town has a large population of young adults aged 12 –18. The community has a higher than average level of youth unemployment and inline with this, the level of anti-social behaviour has increased significantly over the past five years in relation to the Australian Bureau of Statistics (ABS) average.

Following a pilot program held in 2007, we saw through the development and implementation of a program targeted at local youths that the incidence of anti-social and criminal behaviour My Town has been steadily reducing and, at March 2008, our incidence figures show a 15 percent decrease on 2006.

Furthermore, anecdotal evidence from the youths participating in the pilot program showed that they came away from the program with a greater understanding of how their actions impact on the community and a renewed self-confidence to make alternate decisions to those that they may have made in the past.

Other than SUP, there is currently no other early intervention programs in My Town. As the town has a high level of anti-social behaviour (against the ABS average), and the pilot of SUP showed a successful beginning to reducing crime, it is important this program is continued.

5. Outline how your project aligns with the selected category description and how it will create a safer local community (200 words)

This project seeks to change the criminal and antisocial behaviours of youths aged 12-18 years in the My Town community, through an eight-month program which engages the youths with their local community.

The 10 youths participating in the program will work with youth workers to develop their own set of personal goals to achieve for the program and will work through a series of monthly workshops held by various local groups, including the police, the My Town school careers councillor, local business people and My Town council's community education team.

To supplement the workshops, the youths attending the program will be matched with a local volunteer who will mentor them through the program. The mentor will work one-to-one with the youth to support them achieve their goals for the program, as well as assist them to evaluate and refine their goals at three and six monthly intervals.

Youths participating in the program will attend a camp, where educational workshops will be mixed with activities that promote self-confidence, leadership and decision making.

SUP creates a safer community as the participants will have a greater connection with the community and the self-confidence to make alternate decisions to those previously made.

6. Outline who will be involved in your project

Project Coordinator/s (25 words)

One male and one female youth worker will manage and coordinate the program.

Participants (25 words)

10 youths (aged 12-18 years) will be selected in reference to interactions with My Town Youth Support and local police, employment status or school attendance/behaviour.

Community Groups (25 words)

The My Town Council community education team, local police, My Town School careers councillor and the My Town Youth Support Committee.

7. How will your project be evaluated and by who? (75 words)

Youth workers will evaluate the program through one-to-one interviews and observations of participants before, during and after the program and before and after anonymous participant surveys to establish attitude and behaviour changes.

Informal interviews with parents of participants, teachers/employers, mentors and community members. Also obtained will be social trends and statistical information from local police and school attendance records and employment status. Findings will be presented to the My Town Youth Support committee.

8. What is the total cost for your project – please INCLUDE GST in your amount

\$5000.00

9. Outline how your project cost is broken down (please be as detailed as possible) (75 words)

Monthly meetings		Weekend away activities	
3x Dream Achieve Succeed: goal planning sessions	\$600	Abseiling	\$500
Presentation skills	\$100	Presentation skills	\$100
Writing your resume	\$100	Cooking	\$250
Work experience placement bus passes	\$150	Paint Your Life	\$300
Creative Cooking	\$250	Let's Drive	\$350
Drama course	\$200		
TOTAL	\$1,400	TOTAL	\$1,500
Weekend away (15 people 2 days/1 night)		Administration	
Accommodation and travel	\$950	Data management, letters, booklets, information sheets, surveys, camp kits, certificates, stationery	\$700
Food	\$450		
TOTAL	\$1,400	TOTAL	\$700

10. Outline if this is an existing project and/or has received additional funding (50 words)

A pilot program was implemented in May 2007 for three months. There are no additional funding sources for this program. In-kind support will be provided by community organisations involved in the program through venue hire and resourcing needs.

11. If your project is successful in receiving a community grant, how would you promote this and involve our employees in your project? (50 words)

We will actively promote NRMA Insurance in our materials and correspondence either verbally or through your logo on our material. We would also like to encourage your employees to be actively involved in our program as mentors, or to present to participants about the effects of anti-social behaviour on insurance.

Terms and Conditions

The following conditions apply to the NRMA Insurance Community Grant:

1. Insurance Australia Limited (“IAL”) (ABN 11 000 016 722) trading as NRMA Insurance (“NRMA Insurance”) will provide the successful applicant(s) (‘the Grantee’) with a one-off grant in the amount determined by NRMA Insurance in its sole and absolute discretion. NRMA Insurance shall not be required to provide reasons for refusal to make a grant or the amount that is agreed to be granted.
2. The grant amount must be used and applied solely for the purpose of the project stated in the application.
3. If, at any time, the stated purpose of the project is no longer possible and cannot be completed in the manner described in the application submitted to NRMA Insurance, the Grantee must advise NRMA Insurance of the inability to complete the stated purpose and any remaining unspent amount of the grant shall be returned to NRMA Insurance within two weeks of this becoming apparent. However, NRMA Insurance may agree to a variation in the purpose and project provided that the variation of the project still meets the initial funding criteria of making our communities safer and more sustainable in the areas of crime prevention, road safety, emergency readiness and response and environment, and the grant monies are spent on a program that benefits the community, improves public safety, and any other purpose referred to in the selection criteria.
4. The term of the grant is one year or less.
5. Expenditure of the funds so granted shall be completed by 30 June 2010.
6. The Grantee will provide to NRMA Insurance a project report outlining the outcomes of the project. This report shall be provided to NRMA Insurance within 6 weeks of the end date of the project or no later than 30 June 2010.
7. Should the actual total project costs be more than the proposed project costs, NRMA Insurance will not be responsible nor obliged to pay any monies additional to the notified grant amount.
8. The Grantee will keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Grantee in relation to the project, against any claims for loss or damage to property and injury or death to persons.
9. The Grantee shall not do or say anything or cause anyone to do or say anything that may prejudice or cause damage to the name and reputation of NRMA Insurance or its related entities.
10. NRMA Insurance’s financial assistance to the Grantee’s project must be acknowledged, regardless of the amount of funding. This is a condition of the Grantee’s funding. To acknowledge NRMA Insurance’s financial assistance, the Grantee must display the NRMA Insurance logo, or state in writing that NRMA Insurance has funded the project. NRMA Insurance must be acknowledged for the duration of the project. NRMA Insurance may not be referred to for any purposes outside of the project. NRMA Insurance reserves the right to refuse requests for permission to use NRMA Insurance logos or written acknowledgement of NRMA Insurance. Acknowledgement guidelines and logos will be supplied by NRMA Insurance.
11. All advertising, signage, media releases and other promotional material that contains the NRMA Insurance logo must be submitted to and approved by NRMA Insurance prior to its production and release.
12. These Terms and Conditions are to be read together with the application, the guidelines and the Letter of Offer for grant from NRMA Insurance. They will all form the terms of the agreement for the grant.
13. All monies include GST except where the Grantee is not registered for GST in which case the payment is reduced by the amount that would have been the GST component. Where the Grantee is registered for GST it must provide NRMA Insurance with a completed Recipient Created Tax Invoice Form before NRMA Insurance will pay the funding to the Grantee.
14. During the term of the grant the Grantee undertakes not to accept funding from or promote an Insurance Competitor where Insurance Competitor means any organisation or body (as defined in the Corporations Act 2001) which:
 - (a) itself provides;
 - (b) has a related entity (as defined in the Corporations Act 2001) which provides; or
 - (c) provides through a third party, general insurance products in Australia.