

## **BI-ANNUAL DONATIONS PROGRAM GUIDELINES**

Joblink Plus provides an annual opportunity for charities and community groups to seek a contribution from the organisation to assist in the provision of their services to the communities in which we operate.

### **PROGRAM OBJECTIVES**

The Donations Program aims to:

- Support **local** charities and community projects or programs, events and activities which occur within the area of operation of Joblink Plus Ltd;
- Foster or support new services, initiatives and resources which address the needs of disadvantaged groups within the communities in which we operate;
- Encourage increased participation in local community activities;
- Assist those less fortunate through local programmes.

### **WHO CAN APPLY?**

The current program invites applications from:

- Non-profit charities
- Community groups and organisations located within the area of operation of Joblink Plus Ltd (**Tamworth, Armidale and Inverell**), who provide a service to these communities which may be of a unique nature.
- Donations are not made to individuals, or to organisations which operate on a for-profit basis. **Applications must be for benevolent purposes.** Joblink Plus strongly encourages smaller **local** community organisations with unique programmes to apply.

**Note:** Staff and Directors of Joblink Plus are not able to directly apply for funding on behalf of themselves or any other organisation.

### **SELECTION CRITERIA**

To be considered for a contribution from the Joblink Plus Donations Program, applications should meet at least one of the Program Objectives outlined above.

Applications should:

- Describe the project clearly;
- Show how the project will be a direct benefit to the community;
- Explain how the service provided is unique to the community;
- Demonstrate that the project is able to be managed and/or completed using the funding or part funding which may be provided;
- For applications who have previously received a donation from Joblink Plus, a completed Acquittal Form must be received, acquitting previous donations.

### **WHAT CAN DONATIONS FUNDING BE USED FOR?**

Examples of applications which have been supported, either in part or full, in the past include:

- Purchase of specific equipment;
- Assistance with the provision of community services;
- Purchase of resources for use in community;
- Erection of significant memorials;
- Assistance with the development of buildings or infrastructure.

### **SUBMISSIONS WHICH ARE UNLIKELY TO BE FUNDED**

It is unlikely that applications seeking support for the following type of projects will be supported:

- Requests for assistance with ongoing operational costs;
- Requests for ongoing commitment of funding (greater than one (1) year);
- Requests for political funding.

### **HOW TO APPLY FOR ANNUAL DONATION**

1. Read the Guidelines carefully;
2. Completed the online Application Form;
3. Ensure that copies of all required support documents are attached;
4. Make sure the completed Application Form is submitted to Joblink Plus by closing date.

### **CLOSING DATE**

Applications must be received at Joblink Plus by 3.00 pm on Thursday, 23<sup>rd</sup> September 2010.  
Late applications will not be considered.

### **USE OF FUNDS AND ACCOUNTABILITY**

If your organisation is successful in receiving a donation from Joblink Plus, you will be required to:

- Complete the project for which the donation has been made. If you change the project, you must ask Joblink Plus for approval. If the project does not take place, you must advise Joblink Plus and return the donation.
- Complete and return an Acquittal Form at the following points:
- At the completion of the project.
- Six (6) monthly from the date of the funding being granted, should the project run longer than six (6) months.

### **PLEASE NOTE:**

**Joblink Plus does not guarantee to fund any applicant, and does not guarantee to fund any applicant to the full amount requested.**