

Collaborative Community Projects

**Carinity and the Queensland Baptist Movement
Partnering together in effective mission**

Funding Guidelines

Submissions Close
31 August 2023

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FUNDING GUIDELINES

1. Background

Carinity as an outreach of Queensland Baptists, exists to reflect God's love to the most vulnerable people in our community. Within the QB Movement, Carinity works with people to empower and enable them to reach their full potential. We achieve this by working with people rather than doing things to them or for them. Carinity's focus is on enablement, building relationship, maintaining social connectedness, and developing a person's sense of belonging.

Carinity, alongside the QB Board have been looking for opportunities for Carinity to extend its outreach and ministry through local Baptist churches and services. As a result of this visioning, Carinity has generously committed to fund up to \$500,000 worth of local church and QB Services public benevolent projects per year.

Local QB congregations represent unique opportunities to encourage flourishing local communities that are resilient and engaged. When we work together around our shared faith in Jesus Christ, QB Churches and Carinity can strengthen our local communities by relieving suffering and reducing disadvantage, by demonstrating God's love and justice, by building relationships with God's people and by giving people an opportunity to respond to the Gospel.

2. Objective

This project funding exists to facilitate partnerships between Carinity and QB Churches and Services. It assists churches by providing access to Carinity staff with expertise in working with vulnerable people, and by funding creative, community-informed, collaborative and sustainable community projects.

As a Public Benevolent Institution (PBI), Carinity funding allocations must be in line with the main purpose of a PBI as defined by the Australian Taxation Office (ATO) being: relieving poverty, sickness, suffering or disability. Carinity is regulated by the Australian Charities and Not-for-Profits Commission (ACNC). As such, all funding must meet the requirements of the ACNC, which states that a PBI is a charitable institution with a main purpose of providing benevolent relief to people in need.

To comply with these requirements, funding made under the Collaborative Community Projects program will only be allocated for local, community-engaged projects which:

- Relieve and mitigate disadvantage

- Promote connectivity for vulnerable people and
- Increase the strength of local neighbourhoods against disadvantage.

For the purpose of the Collaborative Community Projects, vulnerable people are considered to include people who are:

- At risk of or experiencing homelessness
- Recovering from addiction
- Affected by family violence
- Suffering financial hardship
- Experiencing unemployment/under employment
- Experiencing physical or mental illness
- Living with a disability
- Experiencing disadvantage because of social isolation
- First Nations peoples
- Refugees and asylum seekers

Existing or future projects may be one-off or ongoing with funding available for up to three years.

The number of projects funded in each Funding Round will be at Carinity's and the QB Board's discretion.

3. Collaboration

To align with our QB Movement priority of Collaborative Autonomy, funding is for projects that are collaborative in nature. If possible, Carinity would like to partner with QB churches and services in ongoing and significant ways that utilise the gifts, experiences and expertise of all involved.

Applications must clearly identify how the projects are collaborations between:

- The local Baptist church leaders and their congregations
- Carinity
- Members of the local community
- Local community partner organisations.

Examples of collaborations with Carinity that could be explored, include finding ways to:

- Work directly with a Carinity site or service, to offer an enablement pathway for Carinity clients to reach their full potential.
- Build connections with your community to facilitate access to Carinity services such as in home aged care services.
- Engage the specific expertise of Carinity staff to support your project

volunteers i.e. invite their input on how to best support clients who are experiencing or are at risk of homelessness.

4. Funding

Churches and Service Groups may apply for project funding of between \$5,000 and \$50,000 per year for up to three years. It is anticipated that most successful projects will be funded for approximately \$10,000 to \$20,000 per year.

Requests for larger amounts of funding may be considered but are less likely to be funded as we wish the support from Carinity to be distributed across as many QB churches and services as possible.

Projects granted funding will involve evidence of a significant contribution on the part of the QB church or service group. The church or service group must show that it has bought into the project and that it is committed to sustaining the project. Usually this will be evidenced by dollar-for-dollar matching contributions by the church. Discretion will be used in considering in-kind volunteer work or community funding as matched funding.

A committee consisting of Carinity and QB personnel will make the final decisions on funding and all project ideas must be discussed with Carinity before applying for funding.

5. Eligibility

Funding is available to any member church or service group with a demonstrated commitment to the Baptist Union of Queensland.

6. Pre-application

Church leaders who are interested in applying for this funding are strongly encouraged to attend either the in-person or virtual 2023 Collaborative Community Projects funding presentations that will be held on 29 June 2023. Registrations for these events can be made at Carinity.org.au/ccp.

This presentation will help Churches in their application process by outlining:

- The purpose and aim of the Collaborative Community Project Funding
- How Carinity wants to partner with local QB churches to support vulnerable people to reach their full potential via enablement pathways which build trusted relationships and social connectedness.
- How to apply for this funding (with transferable tips for general funding/grant applications)

7. Application Process

a. Funding Workshop

We strongly recommend you attend the 2023 Collaborative Community Project Funding presentation on 29 June 2023 to consolidate your understanding of the Funding Guidelines.

b. Discuss your ideas with Carinity

Before beginning the application process, make a time to speak with Brett Maunder, Carinity Marketing and Communications Manager, in person or by phone. This will ensure you can confirm that your proposed project idea fits the scope of the funding, before continuing.

Carinity's Marketing and Communications Manager will continue to be available to discuss your project ideas and to offer support with the application process throughout the funding round. Appointments may be booked by phoning 0466 570 174 or by email to marketing@carinity.org.au.

c. Application Submissions

Timeline for applications

Grant application guidelines and applications forms available	29 June 2023
Applications open	29 June 2023
Applications close	31 August 2023
Successful applications announced	2 October 2023
Funding agreements signed	By 2 November 2023
Funding payments commence	From 1 January 2024 - according to service agreement

8. What to include in your Project Proposal

Your proposal must demonstrate the following:

- I. Evidence of your commitment to collaborate with and support the QB Movement.
- II. A strong project alignment with Carinity's Guiding Purpose to reflect Gods love to people in need and Carinity's Vision for communities where people are loved, accepted, and supported to reach their full potential.
- III. Commitment from both your church leadership and congregation to ensure the proposed initiative succeeds and achieves long term sustainability.
- IV. A clear and comprehensive project plan that outlines:

- a. what you will do.
 - b. when you will do it.
 - c. who will be involved.
 - d. how they will be involved.
 - e. what resources will be required (including financial resources as outlined in your budget and any non-financial resources such as volunteer hours) and
 - f. your timeline for key project deliverables.
- V. A local, community-engaged approach that complies with Carinity's PBI responsibilities i.e. relieving poverty, sickness, suffering or disability or other disadvantage.
- VI. Strong collaboration between your church congregation and your local community which demonstrates that:
- a. The project has been initiated by genuine conversations and relationships with members of the wider community and/or partner organisations and does not rely on assumptions about what the community wants or needs. It is important to demonstrate that the community want you to partner with them on the project and that your proposal was developed through consultation with the community.
 - b. There is a current and ongoing partnership with local community leaders and groups
 - c. There is a commitment to operate from a participant-led approach that is done 'with and by' the community, not 'to and for' the community.
- VII. Your demonstrated ability and plan to financially sustain the program after external funding concludes or to sustain the outcome of the project in other ways
- VIII. Your means for measuring and evaluating the project in two ways
- a. What you have done and what impact it has had.
 - b. Please provide details for how you will measure this impact in numbers and in stories.
- IX. Your ability to match the funding requested. Preference will be given to dollar-for-dollar matching contributions to create greater congregational buy-in and project sustainability. Discretion will be used in considering in-kind volunteer work or community funding as matched funding.

Note: If the demands of such a proposal seem overwhelming, please remember that Carinity staff are available to assist you in the application process.

Favourable Proposal Features include:

- Initiatives that are creative and innovative for QB churches and services that

are capable of working in other QB settings with a limited resource allocation

- Projects that work to directly link existing Carinity clients with clear pathways to reach their full potential
OR
- Initiatives that have been robustly evaluated and proven to have a demonstrated impact to move vulnerable people along an enablement pathway towards reaching their full potential and have been identified as something your community cares about.

Proposals less likely to be funded would be:

- Capital items (unless the capital item is a part of a wider community collaboration project and the only hurdle to a significant community development activity)
- Churches already or recently in receipt of Collaborative Community Project Funding
- Funding proposals for projects over \$50,000 per year for three years. **If you intend to apply for a larger project, please speak with our Marketing and Communications Manager before proceeding.**
- Applications which don't have a significant contribution from the local church.

9. Closing Date

Completed application forms must be received by 5.00pm 31 August 2023.

10. Funding Allocation Announcement and Agreement

You will be advised of the outcome of your 2023 application for funding by email or telephone by 2 October 2023.

Successful applicants will need to complete a Funding Agreement in collaboration with Carinity. This may take up to four weeks, depending on the availability of the project application lead from your church and the number of successful applicants from the QB Movement. Once an agreement is signed we anticipate the first instalment will be paid by 1 January of each year.*

** Please be advised that this timeline is approximate only and is subject to change.*

If your application is not successful, Carinity will be available to work with you to refine your proposal for a future round or suggest alternative funding sources that you can try. We want you to succeed!

11. Reporting

A Financial Acquittal Statement and Program Review Report must be completed every six months for the period of the grant and is due by 30 June and 30 December each year. Failure to provide the report or information required in it will result in a halt to your grant payments.

The Acquittal Statement, to be signed by the pastor and church secretary, verifies that the funding has been utilised in accordance with the Project Budget provided in your Application Form.

Failure to allocate funds as outlined in the signed Funding Agreement will result in a discontinuation of project funds and may result in a request to refund the project funds.

The Annual Program Review Report verifies that your activities have been conducted as outlined in your Funding Agreement and details the evaluated impact of your project activities.

The Final Program Review Report provides feedback to the QB Movement about your project and details how vulnerable members of your community have benefited from your church's efforts using Carinity Collaborative Community Funding. Carinity staff can support you in this process, so it is not onerous but a valuable component of your project.

An interim report is to be lodged every six months, this is to update Carinity on the latest activities of the project and will include a 'good news story'. This may be lodged by email. These good news stories are important as they can be published in our quarterly magazine *Belong* or used by Carinity to gain publicity for or partnership in local media.

Please contact the Marketing and Communications Manager, Brett Maunder, if you require further information:

M: 0466 570 174

E: brett.maunder@carinity.org.au