

Healthy Communities Fund

Application Guidelines

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What is the Fund for?

The aim of the Fund is to provide financial support to groups, organisations or activities that:

- build & strengthen lesbian, gay, bisexual and/or transgender communities anywhere in Queensland
- promote the health & wellbeing of lesbian, gay, bisexual and/or transgender Queenslanders
- support fundraising activities for lesbian, gay, bisexual and/or transgender groups

What can be funded?

Types of expenses that can be funded include (but are not limited to):

- advertising
- mail outs
- internet connection
- venue hire
- facilitator fees
- photocopying/printing
- telephone calls
- meeting refreshments
- training
- insurance costs

We can not provide funding for:

- party political purposes
- activities that are against the law
- financial support for an individual
- activities delivered outside Queensland
- private ventures or businesses

Who can apply?

Applications are welcome from:

- LGBT groups & organisations
- LGBT businesses
- LGBT individuals or informal networks (the project must benefit the community, not the individual)
- QAHC volunteers
- Mainstream organisations (the project must benefit the LGBT community and involve LGBT people in its management & delivery)

How much can we apply for?

The Fund anticipates awarding up to \$25,000 in total per round (subject to sufficient money being in the Fund). The maximum amount to be awarded to any one application is \$5,000.

Grant applications could be in the region of:

- \$500 e.g. costs of photocopying & posting a newsletter
- \$1,500 e.g. costs of printing posters and leaflets
- \$5,000 e.g. costs of running a workshop, including facilitator's fees

Groups can make more than one application per round.

Priority will be given to time limited projects with a clear output/outcome, rather than projects with ongoing expenses.

What's the application process?

Applications must be received on the standard Healthy Communities Fund application form, either in hard or electronic format. Copies of the application form and these application guidelines are available from www.quac.org.au/fund or by ringing 1800 177 434. Additional supporting information may also be provided by the applicant and the assessment panel may contact you for further information.

Applications will be assessed and awarded twice per year. Closing dates for applications are:

	Closing Date	For Projects Starting
Round 1	31 January 2008	April 2008
Round 2	30 June 2008	September 2008

Applications should be sent to:

**Healthy Communities Fund
c/o QAHC
PO Box 1372
Eagle Farm BC Qld 4009**

Applications will be assessed against the following criteria:

- the project contributes to meeting one of more of the Fund's aims (see above)
- the application is from an eligible group, organisation, business or individual
- involvement of lesbian, gay, bisexual and/or transgender people in the management & implementation of the project
- evidence of the need for the project is provided
- the application clearly states the expected outcomes from the project
- the activities listed in the application are likely to achieve the stated outcomes
- a realistic budget for the project is provided
- the application outlines how the project will be monitored and/or evaluated

Applications will be assessed by a panel of:

- 3 x QAHC Board members
- 3 x LGBT community members

The panel will be supported by a QAHC volunteer or paid staff member.

Successful Applications

All applicants will be notified in writing of the outcome of their application.

Successful applicants will be asked to sign a Memorandum of Agreement with QAHC outlining the purpose and conditions of the grant. Money will then be released to the group/organisation/business's bank account, or to a separate bank account if an individual. In some cases QAHC will retain the funds and manage them on behalf of the applicant.

QAHC will publicise the successful applicants through a variety of media, including the QAHC website and LGBT media.

Monitoring & Reporting Requirements

Projects will be required to submit a written* 6 month progress report and a final report on completion of the project. Projects are expected to be completed within 1 year of the grant being awarded. Projects that are completed within 6 months need only provide a final report.

Further Information & Inquiries

For more information or if you have any questions, please contact:

Name: Paul Martin, General Manager

Phone: 3017 1791

Email: pmartin@qahc.org.au

* This may include photographs, video, recorded music, web-pages and other forms of communication.