

Metro Cares Community Grants

Applicant Information

What grants are available and when can I apply?

This round will award 30 small grants of **\$1,500** which will support a wide range of grassroots activities in communities across greater Melbourne, contributing to *connecting communities through Covid*.

Applications for this round **open on Friday 19 March 2021 at 9am** and **close on Friday 16 April 2021 at 5pm**.

Applications can be submitted and further information obtained via Metro's website:

www.metrotrains.com.au/community-grants/

Who can apply?

Current Metro employees who wish to support a community group or charitable organisation which has *helped them to connect to their community*.

- Only one application can be submitted by an employee.
- Multiple applications can be submitted for an organisation if multiple employees wish to nominate them. Only one grant will be provided per organisation.

What types of groups/organisations are eligible?

- Grants will support not-for-profit entities including charitable organisations and incorporated associations (such as local sporting clubs, community groups and some schools and kindergartens).
- If you have received support from a national charity that has local branches making local impact, you may apply for funds directed to your local branch activities. The organisation must be able to direct the funding to the local branch.
- The funded activities should be grassroots in nature (by 'grassroots' we mean local projects, engaging local people and delivered by a local not-for-profit).

What's the application process?

1. Review resource documents

Read this document and the Filming Guide so you understand conditions and requirements prior to applying

2. Submit your application

Metro employees must submit the application form which requires

- Employee details
- Nominated organisation details including name of CEO, name and contact email for the person responsible for invoicing, proof of not-for-profit status and an explanation on how the organisation has impacted your experience in connecting to your community
- There is an optional opportunity to provide additional information to support your video entry

3. Submit supporting media

One photo plus one short, simple video must be submitted to complete the application

- This submission may be made by someone other than the Metro employee.
- The person who submits the photo and video should ensure everyone has provided consent to their involvement
- Video must be no longer than 1 minute in length with a maximum size of 40MB.
- You must provide a brief response to ALL the following questions:
 1. How was your nominated organisation impacted by Covid in 2020?
 2. What activities will grant funds be used for?

3. How will this help your community reconnect and make the most of 2021?

What is the selection criteria?

- The application submission is from a current Metro employee
- The nominated community group or charitable organisation must be a legitimate not-for-profit group and able to issue Metro with an invoice
- The funding application supports *Connecting Communities through Covid* and is in line with the guidelines on what we will and won't support
- Application form is submitted and complete
- Supporting Media form is submitted and complete with photo and video (max 1 minute, 40MB)
- The local community group or charitable organisation is located and operating in Victoria
- Note: Volunteering for your nominated charity or local organisation is not a requirement for this round

What do I need to provide as evidence of not-for-profit status?

Metro must ensure grant funds are going to legitimate community groups or charitable organisations which are not-for-profit, this is why the application asks for evidence of this status. If required, your community group should be able to assist you with required documentation.

Only **one** point of proof is required and should be provided from a formal source. Examples include

- ACRN Registration document
- A screen shot of your 'charity details' for ACRN which can be found at <https://www.acnc.gov.au/charity>
- Certificate of Incorporation document
- A screen shot of your 'Incorporated Association's Details' from Consumer Affairs Victoria which can be found at <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association>
- A copy of the organisations Articles of Association
- A formal letter from the principal/secretary confirming NFP status (for schools)

What will be funded?

Specific activities that foster *community connection through Covid* will be eligible, under these categories:

- Environment – e.g. conservation activities, community garden equipment, clean up events
- Animal Welfare – e.g. native/domestic animal rescue supplies, building of enclosures
- Arts, Tech & Media — e.g. website development, community bands, community art classes
- Emergency Services – e.g. equipment, training programs, community engagement initiatives
- Education – e.g. language programs, playground upgrades, equipment, excursions
- Welfare & Crisis Support— e.g. Mental health education, bedding supplies for domestic violence survivors
- Sport & Recreation — e.g. sports equipment, camping gear, sports uniforms
- Culture & History — e.g. cultural celebration events, preservation of historic items

What is not supported?

The Metro Cares Community Grants program will not support:

- Sports team general sponsorship (funding must be for specific activities)
- general fundraising appeals (e.g. appeals from national organisations or for large scale projects)
- individuals (community members or staff members)
- activities completed before the grant is awarded
- promotional activities
- programs with a religious, political or sectarian purpose
- general operational/administration functions
- conferences

This reflects the role of Metro Cares as a grassroots program that supports small-scale, local initiatives within the community.

How will the successful grants be decided?

1. Applications will be reviewed to determine if they are complete and meet our selection criteria.
2. Applications will be sorted according to their focus (environment, sport etc.) and 30 of the eligible applications will be randomly selected across these areas to ensure we support a good cross section of community activities.
3. The review/selection process will be overseen by the General Manager, Corporate Responsibility.
4. Metro's Executive Director of Corporate Affairs will provide final sign off of the successful grant recipients.
5. The decisions for each funding round will be final.

When will I find out if my application was successful?

All applicants will receive notice regarding the outcome of their application by 23rd April 2021. Contact will be made with the nominating employee and may be made by phone or email. If successful, all funds will go directly to the community group or charitable organisation who will be contacted to provide an invoice.

What happens if my application is unsuccessful?

If you are not one of the lucky ones selected in this round, you may be eligible to re-apply for the next round later in the year.

How often can I apply for a grant?

Metro people are passionate about the community and we expect more applications than we can fund. It will not be possible to fund every initiative. For that reason, employees cannot receive more than one grant each year.

If successful, when will we receive funds?

Within 30 days of providing your invoice.

Are there any reporting requirements?

No, you are not required to report on the funding outcomes in any way. However, we always love to hear what has been achieved with grant funding and you are welcome to send any updates and photos to metro.cares@metrotrains.com.au at any time.

Are there any communication requirements?

By applying you agree that details of your nominated project and the supplied video and photo may be shared via internal and external communication channels, including social media. Applicants are also responsible for ensuring those participating in the video or shown in images consent to their involvement.

Neither you nor your nominated organisation is required to promote Metro in any way if you receive a grant. If your application is successful you will be provided with further information on how you can recognise Metro if you wish to.

Why does Metro provide these grants?

We recognise the close connection that Metro people have with their communities and the importance of those connections.

Metro Cares Community Grants shows that Metro cares for its people and the Victorian community and we know that a little bit of funding can go a long way for a grassroots community group or charitable organisation.



Metro receives numerous requests from employees for funding and in-kind support. This program provides a fair and equitable way of supporting our people. Requests for funding or support for employee community activity is not accepted outside of this program.

What if my question wasn't answered here?

Reach out to metro.cares@metrotrains.com.au