

## GRANT APPLICANT INFORMATION PACK 2020 KEY DATES

- Information Session: 30 January (Melbourne)
- Information Session: 3 February (Sydney)
- Applications Open: 3 February
- Application Close: 28 February
- Applicants Notified of Outcomes: 20 April – 1 May
- Successful Application Payments: From 1 May

### About FutureSteps

Everyone needs a place to call home – somewhere to feel safe, secure and nurtured. Lendlease's shared value initiative FutureSteps is grounded in this belief. With the values of sustainability and collaboration at its core, FutureSteps fosters long-term relationships with not-for-profits to support opportunities to find innovative solutions to housing stress and homelessness, ensuring Australian communities continue to prosper into the future.

FutureSteps has received \$500,000 in seed funding from Lendlease Foundation and are committed to contributing 0.1 per cent of Lendlease Australia's future sales revenue (this means \$500 for every \$500,000) from all future new residential dwellings and land lots to fund the program. In addition to financial contributions, Lendlease will support FutureSteps with the time, skills, in-kind support and direct donations from our employees, project partners and customers.

### What is the Lendlease FutureSteps Grant Program?

The purpose of a FutureSteps grant is to directly increase the supply of accommodation with support services that will assist individuals or families experiencing homelessness or housing stress.

### How does it work?

FutureSteps grants will be independently administered by Bendigo and Adelaide Bank's Community Enterprise Foundation™, which operates as the philanthropic arm of the Bendigo and Adelaide Bank Group. The Trustee of the Foundation is Sandhurst Trustees, who have over 125 years of experience in best practice governance and compliance.

Prior to awarding grants, The Trustee will receive recommendations from the FutureSteps Advisory Committee on the awarding of funds. Lendlease FutureSteps will provide funding up to \$200,000 (awarded in value between \$20,000 - \$100,000).

Lendlease are seeking partnerships that are collaborative and will:

- Require a grant contribution that will be used to increase the supply of accommodation for individuals or families experiencing homelessness or housing stress
- Provide the opportunity for Lendlease staff to volunteer their skills and expertise
- Offer wrap around services that facilitate skilling, training and employment opportunities for the individuals housed

Outcomes that will be generated as a result of the partnerships will include:

- Increase in availability of safe, appropriate housing
- Increase in number of pathways to education and employment
- Increased participation in the community
- Growth in self-worth from housing recipients

### What is the process?

Applications will be lodged online through the Community Enterprise Foundation™ website. The following provides an outline of the process.

- Applications open
- Applications are reviewed by the Community Enterprise Foundation™ and the Lendlease FutureSteps Advisory Committee
- Final grant recipients are announced, and each successful group will be invited to complete the final paper work
- Projects must be delivered within 12 months following a successful application
- Successful applicants are required to provide an acquittal report to the Community Enterprise Foundation™ on the project.

### When are the Information Sessions?

You can learn more about the FutureSteps Grant Program (and tips on preparing your application) by attending an information session in Melbourne or Sydney. The sessions will have a one-hour presentation that will be followed by a one-hour networking opportunity.

Session times are scheduled for:

#### Melbourne

- Date: Thursday 30 January
- Time: 12.00pm – 2.00pm (lunch provided)
- Register here: [LLFsmelbourne1.eventbrite.com.au](https://llfsmelbourne1.eventbrite.com.au)
- Date: Thursday 30 January
- Time: 4.30pm – 6.30pm (light refreshments provided)
- Register here: [LLFsmelbourne2.eventbrite.com.au](https://llfsmelbourne2.eventbrite.com.au)

#### Sydney

- Date: Tuesday 4 February
- Time: 12.00pm – 2.00pm (lunch provided)
- Register here: [LLFssydney.eventbrite.com.au](https://llfssydney.eventbrite.com.au)
- Lunch provided
- Date: Tuesday 4 February
- Time: 4.30pm – 6.30pm (light refreshments provided)
- Register here: [LLFssydney2.eventbrite.com.au](https://llfssydney2.eventbrite.com.au)

If you have any questions regarding the information sessions contact: [info@futuresteps.com.au](mailto:info@futuresteps.com.au)

### What is the Eligibility Criteria?

FutureSteps is open to not-for-profit specialist support providers. To apply for a grant, your organisation must have:

- Endorsement as a Deductible Gift Recipient (DGR) Item 1 or Tax Concession Charity (TCC) by the Australian Tax Office
- A registered ABN (not individual or sole trader)
- A management committee with at least three unrelated members aged 18 years or over.

### How does Lendlease FutureSteps select grant recipients?

- Applications will be reviewed for eligibility by the Community Enterprise Foundation™
- Applications that meet the initial criteria will then be reviewed by the Lendlease FutureSteps Advisory Committee, chaired by Lendlease Property Australia's CEO Kylie Rampa

## What is the selection criteria?

### General:

- Does your organisation have governance practices in place?
- Are there any conflicts of interest between your organisation and Lendlease?
- Has your organisation previously received / does your organisation currently receive government funding?
- Do the project's objectives address one or more of the FutureSteps funding areas?
  - By increasing the supply of accommodation
  - Provide ongoing support services
  - Offer opportunities for skilled volunteering
- Is the project located in NSW or VIC?
- Will the grant support the cohorts of either:
  - Youth
  - Senior Women
  - Individuals and families escaping domestic and family violence
- Does your project require between \$20,000 to \$100,000?

### Impactful and transferable projects:

- Does your project address problems in a practical, engaging and scalable way?
- Is there opportunity to share outcomes and lessons learnt?
- Does the project respond to an identified community need based on consultation or input from that community?
- Does the project have a clear concept, milestones and tangible outcome for the community?

### Sustainable and responsible projects

- Does your organisation have alternate funding sources for your existing programs?
- Is there potential to generate future funding opportunities to sustain the project?
- Will outputs and outcomes be measured and reported against for key milestones?
- Does your organisation have experience in delivering similar projects?
- Does your organisation have resources available to manage the project?

Projects made up of multiple funding or delivery parties will be considered. FutureSteps will contribute to specific project costs including management, equipment and premises, and to fund capital works such as building and refurbishment work.

All projects will need to measure the outcomes achieved. Lendlease will work with successful applicants to find an approach which is both useful and appropriate for the nature and size of the project.

All FutureSteps activities will be in accordance with the Lendlease Code of Conduct Policy and the Lendlease Core Values (listed below).

RESPECT	BE DEDICATED TO RELATIONSHIPS. We respect all people, their ideas and cultures.
INTEGRITY	BE TRUE TO OUR WORD. Integrity is non-negotiable. We leave a positive impact through our actions and behaviours.
INNOVATION	BE CHALLENGING IN OUR APPROACH. We strive to find the best solution. We think outside the box and dare to do things differently.
COLLABORATION	BE ONE TEAM. We work together to achieve more through our unified culture and shared knowledge.
EXCELLENCE	BE EXCEPTIONAL IN EVERYTHING WE DO. We seek, and are committed, to operating safely, achieving outstanding performance and the best outcomes.
TRUST	BE OPEN AND TRANSPARENT. We earn and instill trust by being accountable at every level and in all of our interactions.

### FutureSteps will not support projects that:

- Fund schools or community sporting clubs
- Fund ongoing operating costs, wages or other organisational expenses outside delivering the specific project
- Directly promote a religious or spiritual philosophy. Support to faith-based groups must be delivering welfare and community service activities that are not of a religious nature
- Relate to fundraising events or campaigns
- Fund overseas appeals or overseas travel
- Request sponsorship of conferences, events or festivals
- Are for political or lobbying purposes
- Apply to fund retrospective requests to repay costs already incurred.

### To be considered, each application must include the following supporting documentation:

- Financials
  - Current signed Audited Financial Statements for the Applicant Organisation and Project Partner (where applicable).
  - If your organisation is not required to audit your financials, please provide a profit and loss statement as a minimum and a balance sheet if available. Please also include a current bank statement.
- Quotes
  - Quotes are required for all budget items
  - If you have conducted this project/program before, copies of receipts / invoices that substantiate this request from previous expenditure may be acceptable together with a detailed budget
- Project Budget
  - Please ensure that your budget and/or supporting documentation clearly shows how the funds requested will be spent. Do not forget to include your contribution to the project and any in-kind support.

### What will be required of me if my grant is successful?

You will be required to deliver on your application within 12 months of the application being deemed successful and receiving payment. You will then complete the Community Enterprise Foundation™ acquittal process. You will also be required to provide photographs and updates about your project and its outcomes. These images will be used to promote the Lendlease FutureSteps Grants Program in the following year.

Please note: Successful applicants will be ineligible for further funding applications for a period of 12 months. Groups may not submit more than one application at a time and therefore must wait for an existing application to be rejected or expire before applying again.

### How do I apply?

To apply:

- Read all the handy information we have provided you in this pack
- Use the online application form (available from 3 February 2020) to submit your application

Once your application has been submitted successfully, you will receive a confirmation email. Applicants will generally be advised of the outcome of their application within 8 – 12 weeks from the closing date.

Groups may not submit more than one application at a time.

### Who can I contact for more information?

- Contact: Claire Hanna
- Email: [foundation.mailbox@bendigoadelaide.com.au](mailto:foundation.mailbox@bendigoadelaide.com.au)
- Phone: 03 5485 7736
- Address: Community Enterprise Foundation PO Box 480 Bendigo VIC 3552

## Disclaimer

This Application Information Pack has been prepared as at [November 2019] by Lendlease Development Pty Ltd (**Lendlease**) and its agents. At the time of publication, the contents of this Application Information Pack are accurate to the best knowledge of Lendlease and its appointed agents. Lendlease on its own behalf and on behalf of its agents disclaims any liability for any loss, damage or claim of whatever nature or kind (including negligence) suffered, sustained or incurred by any person, corporation or other legal entity which arises out of any alleged reliance on the content of this Application Information Pack. Lendlease FutureSteps philanthropic initiative is a management account(s) of Community Enterprise Foundation™ (**Foundation**) ABN 69 694 230 518 and Community Enterprise Charitable Fund ABN 12 102 694 968, The Bendigo Centre, PO Box 480, Bendigo, Vic 3552. Every application is subject to any additional terms and conditions imposed by the Foundation.

## Application Planning Form

Please note that this is a planning form only - all applications must be submitted through our online platform.  
**The Online Application Form will be available to complete online from 3 February 2020.**

**Applicant Information:** The following information concerns the organisation that is applying for the grant.

Applicant	
Name of organisation	
Registered Business Name (if different to above)	
Accepted abbreviation for payments (28 characters max)	
Australian Business Number (ABN)	
Does your organisation have DGR (Deductable gift recipient) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation a not for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have TCC (Tax concession charity) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered for GST	
Authorised person's full name	

Street Address	
Suburb	
State	Post Code

Postal Address (if different to above)	
Suburb	
State	Post Code

**Primary Contact Details** (Organisational Head)      **Secondary Contact Details**

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Surname		Surname	
Daytime Phone		Daytime Phone	
Mobile		Mobile	
Email		Email	

Will you be working with a project partner for this grant request? No

**Important Note: A letter of support from your project partner must be included with your application.**

**If your organisation does not have an ABN or is not eligible for funding in its own right a project partner may assist you with your project and receive the funds.**

**Project Partner Information**

Name of organisation	
Registered Business Name (if different to above)	
Accepted abbreviation for Payments (28 characters max)	
Australian Business Number (ABN)	
Does your organisation have DGR (Deductable gift recipient) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation a not for profit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have TCC (Tax concession charity) status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorised person's full name	

**Project Partner Address**

Street Address	
Suburb	
State	Post Code

Postal Address (if different to above)	
Suburb	
State	Post Code

**Primary Contact Details (Organisational Head)**

**Secondary Contact Details**

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Surname		Surname	
Daytime Phone		Daytime Phone	

Mobile		Mobile	
Email		Email	
Authorised person's full name			
What will the project partner do to add value to your project (50 words)			

### Organisation Information

Please provide further information about your organisation and its mission within the community.

What year was your organisation established	
How many paid employees?	
How many volunteers contribute time to your organisation?	
What is your organisation's annual turnover?	\$
Approximately how many people receive services or benefit from your organisation each year?	

**Please Note:** A copy of your audited financial statements will need to be attached to this application.

What is your organisation's mission statement?

(If you don't have a mission statement, what does your organisation aim to do within the community?)


### Project Information

The following information is about the project for your grant request.

Project Title / Name
----------------------

Project Description \* (What do you want the money for? Please describe your project.)

--



Outline the primary objectives of the project and the needs of the community to be targeted.

How will your project create long term benefits for the community or group which it supports?

Does your organisation have a connection with a Lendlease Employee or Lendlease Business or project site?

Lendlease Employee name:	
Lendlease Employee Email	
What is the nature of your connection?	

Outline the community groups and/or community members that will benefit from your project.

Approximately how many people will benefit from your project? (E.g. 5, 20, 50)	
Age group affected by the application	
Project start date	

(Project start date should ideally be at least four weeks from today, this ensures that we have enough time to get approval)

Project end date	
Grant Amount Requested	

If you receive funding, what does project success look like? *Inspire us!*

What area of the community best represents where your project's funding will be allocated	Emergency Services <input type="checkbox"/> Civic <input type="checkbox"/> Poverty <input type="checkbox"/> Social Inclusion <input type="checkbox"/> Aged Care <input type="checkbox"/> Health <input type="checkbox"/> Service Clubs <input type="checkbox"/> Education <input type="checkbox"/> Arts <input type="checkbox"/> Sport <input type="checkbox"/> Transport <input type="checkbox"/>

Will the project proceed if we cannot fund the requested amount? *Explain how the delivery of the project may be affected by a reduced grant.*

--	--

### Project Budget

Please provide project budget details, ensuring all applicable fields are completed.

### Expenses

Administration Costs	\$	How many hours?		Rate per hour?	\$
Equipment	\$	<i>(Brief description of expense item)</i>			
Materials	\$				
Promotions	\$				
Consumables	\$				
Labour	\$				
Other	\$				
Other	\$				
Other	\$				

Total Expenses	\$
----------------	----

**Income**

Other Grants received	\$	<i>(Brief description of who funds received from)</i>
Other Grants requested	\$	
Other Funding	\$	
Own contribution	\$	<i>(e.g. fundraising)</i>
In-Kind support	\$	<i>(e.g. Donation of goods /services)</i>
Other	\$	
Other	\$	
Other	\$	

Total Income	\$
--------------	----

**Important Note:** You must attach a copy of all quotes and supporting documentation with your application.

**Supporting Documentation Checklist**

Please check you have attached the following required supporting evidence.

- Financial statements (audited if available)
- Project partner financial statements – if applicable (audited if available)
- Project quotes
- Any other relevant information  
(e.g. annual reports, promotional materials, letters of support)
- Copy of letter of support from project partner (if applicable)

### **Additional Questions**

How does your project, located in NSW or VIC:

- Require a grant contribution that will be used to increase the supply of accommodation for individuals or families experiencing homelessness or housing stress?
- Provide the opportunity for Lendlease staff to volunteer their skills and expertise?
- Offer wrap around services that facilitate skilling, training and employment opportunities for the individuals housed?