

# INNOVATION GRANT

## Guidelines

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For 95 years, Lord Mayor's Charitable Foundation has been supporting new ideas and approaches that address the key issues and challenges facing the communities of Greater Melbourne. Innovation Grants are an opportunity for leaders within the charitable sector to explore a new way of addressing a social or environmental issue. Whether it is new research, the trial of new model or scaling up a newly developed solution, Innovation Grants are an opportunity to support new ideas, big or small.

**All Innovation projects must align with an Impact Area priority.** The Foundation's Impact Priorities have been informed by our [Greater Melbourne Vital Signs® 2017](#) report and are summarised as follows:

### [Education & Employment](#)

- Priority 1: Supporting young and older people to access education.
- Priority 2: Support young and older people to access work.

### [Environment & Sustainability](#)

- Priority 1: Transitioning towards a low carbon economy
- Priority 2: Building a sustainable food system
- Priority 3: Protecting aquatic eco-systems

### [Healthy & Resilient Communities](#)

- Priority 1: Addressing inequities in healthy ageing
- Priority 2: Building community resilience in the face of climate change.
- Priority 3: Strengthening social cohesion and addressing discrimination.

### [Homelessness & Affordable Housing](#)

- Priority 1: Increasing the supply of affordable housing
- Priority 2: Early intervention to prevent entry into and entrenchment in homeless.

Please ensure you are familiar with the **Foundation's granting principles** (see page 5-6 of this document)

Applicants **must** speak with a Grants Program Manager before submitting an application or the application may not be considered.

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### Seed Innovation Grants

Seed Innovation Grants are up to \$50,000 for one year. The Foundation's goals for these grants are to support the researching, testing or piloting of a new idea or approach that aligns with an Impact Area priority. This can include:

- Project funding to test, demonstrate, trial or pilot a new concept or idea that will lead to a service improvement or an advance in a major community issue.
- Research funding to build understanding of an area or issue.
- Inform program design or practice, inform policy development and philanthropic investment or identify best practice.
- Funding to support the initial development phase of a social enterprise.

Projects funded by a Seed Innovation Grant may be considered for a Scaling-Up Innovation Grant in future years.

### Scaling-up Innovation Grants

Scaling-up Innovation Grants are up to \$300,000 for two years (maximum of \$150,000 per year). The Foundation's goals for these grants are to support the expansion or replication of a proven innovation with the potential to be transformative on a broader community or systems level. This work must align with an Impact Area priority and can include:

- Piloting or scaling up a new service model.
- Applying a new approach to improving service effectiveness and/or service quality.
- Increasing impact and/or service effectiveness through sharing space or back office support, or other forms of partnership, merger or collaboration.
- Building an understanding of an emerging issue or area through applied research.

### Eligibility

Organisations applying under the **Education & Employment** and **Environment & Sustainability** Impact Areas:

- Must be endorsed as a Tax Concession Charity (TCC).
- Grants provided especially to Australian charities operating in Victoria, New South Wales and Australia Capital Territory.

Organisations applying under the **Healthy & Resilient Communities** and **Homelessness & Affordable Housing** Impact Areas:

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- Must be endorsed as a Tax Concession Charity (TCC) and as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997.
- Grants provided to Australian charities registered and operating in Victoria especially but not limited to Greater Melbourne.

### How much can I apply for?

*Please only apply for the actual amount required.*

The maximum amount available for a **Seed Innovation Grant** is **\$50,000** for one year.

The maximum amount available for a **Scaling-up Innovation Grant** **\$300,000** over 2 years (maximum of \$150,000 per year).

### What documents do I need to support my application?

For your application to be considered, you will be required to attach the following documentation. Please note there is a limit of 3MB per document.

#### Financial Statements

A copy of your organisation's most recent Audited Financial Statements\* (including signed Director's Declaration). If your organisation has been in operation for less than 12 months, please provide a copy of your financial statements to date.

\* Due to file size limitations for attachments, if your financial statements are incorporated into your Annual Report, please separate and attach your financial statements only.

#### Tax Endorsement Notices

A copy of your organisation's most recent Notice of Endorsement for Charity Tax Concession (TCC) (as issued by the ATO on or after 1 July 2005).

For **Healthy & Resilient Communities** and **Homelessness & Affordable Housing** Innovation Grant applications: A copy of your organisation's most recent Notice of Endorsement as a Deductible Gift Recipient covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997*

#### Letters of Support

A copy of any Letters of Support from project partners and in relation to any

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confirmed funding or in-kind support for your project.

### **Project Implementation Plan**

A completed Project Implementation Plan ([using the template available on our website](#)).

### **How and when do I apply?**

#### **Round 1: Environment & Sustainability**

##### **Healthy & Resilient Communities**

Applications will be accepted from Monday 30 April 2018 to 5pm Friday 25 May 2018.

Applications must be submitted online via the Lord Mayor's Charitable Foundation's [Grants Portal](#).

#### **Round 2: Education & Employment**

##### **Homelessness & Affordable Housing**

Applications will be accepted from Monday 10 September 2018 to 5pm Friday 28 September 2018.

Applications must be submitted online via the Lord Mayor's Charitable Foundation's [Grants Portal](#).

### **When will I know if my application has been successful?**

#### **Round 1: Environment & Sustainability**

##### **Healthy & Resilient Communities.**

All applicants will be notified the outcome of their application in September 2018.

#### **Round 2: Education & Employment**

##### **Homelessness & Affordable Housing**

All applicants will be notified the outcome of their application in December 2018.

### **What do I need to do if my application is successful?**

If your Innovation application is successful the following steps will occur:

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- You will receive formal confirmation in writing.
- A Grant Agreement will be prepared based on your application and signed by both parties, along with a completed EFT form.
- The grant will be paid (or first instalment for Scaling-up Innovation grants).
- Progress Reports will be required mid-way through all two-year grants. Acquittal Reports are required at the end of all projects. Due dates for these reports will be specified in the Grant Agreement. Report templates will be available on the Grants Portal.

### **Granting Principles**

The Foundation's approach to grantmaking is reflected in the following funding principles:

#### **Equality and equity**

Support projects and programs which provide equitable access to opportunities and overcome barriers for participation.

#### **Evidence-based**

Require projects to be developed from a reliable evidence-base. Support the exploration of new ideas and solutions.

#### **Promote social inclusion and cohesion**

Support projects, programs or organisations which actively promote social inclusion and cohesion.

#### **Community Engagement**

Support projects, programs and organisations that encourage community engagement and consult and communicate with affected community members and relevant stakeholders.

#### **Engage beyond grants**

Leverage our grantmaking, wherever appropriate, with other tools for change.

#### **Knowledge creation and dissemination**

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Promote and encourage knowledge creation and dissemination through our work, both as an organisation and as a partner

### **Sustainability**

Sustainability of the activity following the conclusion of the grant will be taken into consideration when assessing grants noting that change takes time.

### **Long-term change**

Take a systems-change approach to addressing persistent social and environmental issues.

### **Balanced Giving**

Work to achieve a balance in our granting between addressing immediate needs and investing in projects and organisations that support long-term social change.

### **Scalability and replicability**

Give priority to projects that can demonstrate scalability or replicability to amplify the impact of our grant making and investments.

### **Partnerships and collaboration**

Give priority to projects that include relevant and useful partnerships and work collaboratively to maximise impact.

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### Innovation Grant Summary Table

	Education & Employment		Environment & Sustainability		Homelessness & Affordable Housing		Healthy & Resilient Communities	
Grant Type	Seed Innovation	Scaling-up Innovation	Seed Innovation	Scaling-up Innovation	Seed Innovation	Scaling-up Innovation	Seed Innovation	Scaling-up Innovation
Available Funding	Up to \$50,000, for one year	Up to \$300,000, for two years (max. \$150,000 per year)	Up to \$50,000, for one year	Up to \$300,000, for two years (max. \$150,000 per year)	Up to \$50,000, for one year	Up to \$300,000, for two years (max. \$150,000 per year)	Up to \$50,000, for one year	Up to \$300,000, for two years (max. \$150,000 per year)
Tax Endorsement	TCC		TCC		TCC and DGR1		TCC and DGR1	
Location of Charitable Organisation	Operating in VIC, NSW or ACT		Operating in VIC, NSW or ACT		Registered and operating in Victoria, especially Greater Melbourne		Registered and operating in Victoria, especially Greater Melbourne	
When to apply	10 - 28 September 2018		30 April - 25 May 2018		10 - 28 September 2018		30 April - 25 May 2018	

Updated April 2018