



Big

Ideas

Grants Initiative



What are the Big Ideas Grants?

The Big Ideas Grants initiative is part of Bridge Housing's commitment to working together with tenants, their families, and household members to improve wellbeing and strengthen community connections.

The Big Ideas Grants have been developed in response to tenants telling us about their ideas to improve their neighbourhoods and bring people together. Under the Grants, tenants or household members can apply for small grants of up to \$500 or \$1,000 to undertake projects that

will bring people together in their neighbourhoods and communities.

Tenants have been involved in the development of these guidelines, and have provided Bridge Housing with key information to support them to build successful projects. -

Who can apply?

- ▶ Any Bridge Housing resident (tenants or household member) over the age of 18 can apply for a Big Ideas Grant of up to \$500.
- ▶ If you are running a project in partnership with a community organisation you can apply for up to \$1,000.
- ▶ Grants are subject to the amount of funding available in any year. All grants are assessed and not all may be able to be funded in a year.
- ▶ Residents must have their rent and water charges paid up to date to apply for a grant.



What sorts of projects are eligible?

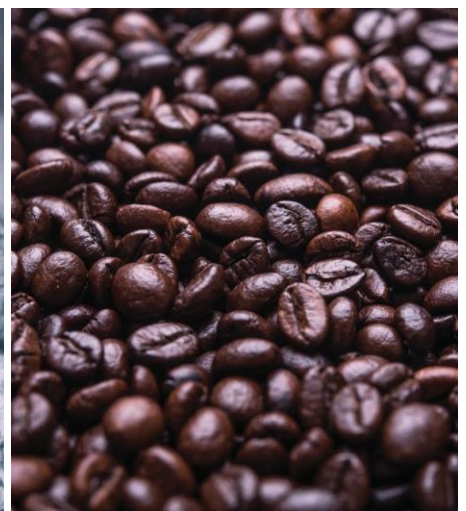
The following criteria will be used to assess whether your project is eligible for funding:

- ▶ Does the project bring people together in their neighbourhoods and communities?
- ▶ Does the project have a clear aim about creating positive connections between people in their neighbourhoods and communities?
- ▶ Is your project as inclusive as possible and open to all sorts of people in your target group?
- ▶ Can you complete the project within the planned timeframe and budget?
- ▶ Does the project have support from others in your neighbourhood or community?
- ▶ Does the project have a clear benefit to the community?

Some examples of projects are:

- ▶ tenant coffee club
- ▶ sewing or art skills exchange
- ▶ an event for people in your street for Neighbour Day
- ▶ cooking classes or a cooking club
- ▶ installing garden furniture to create a gathering place in a common area.
- ▶ a book club
- ▶ an action group for charity fundraising

These are just some examples of the good ideas that residents have proposed. Please feel free to come up with your own “Big Idea” that brings people together.



What projects are not eligible?

Some projects are not eligible for funding, including:

- ▶ Projects that are for the benefit of an individual tenant or resident
- ▶ Permanent alterations to buildings or repairs and maintenance issues
- ▶ Ongoing projects that need continuous funding
- ▶ Established community projects that are funded by another organisation or individual
- ▶ Projects that involve children who aren't accompanied by a parent or guardian.

How much is available for each project?

Small Grants - up to \$500

You will be able to apply for up to \$500 as individuals or groups. Bridge Housing will manage payments for project items that are over \$100 on your behalf. For items under \$100 you or your group will receive \$100 in petty cash.

Alternatively you might like to ask another organisation to manage the grant payment on your behalf (this arrangement is known as 'auspicing'). This could be:

- ▶ An organisation you are already in contact with
- ▶ The Tenant Participation Resource Service (TPRS) – the TPRS has agreed to auspice grants on behalf of Bridge Housing residents – contact details are listed at the end of these guidelines.

Community Partner Grants - up to \$1000

You will also be able to apply for grants up to for up to \$1000 if you partner with a community organisation that is working on the project with you. The grant money must be managed by the organisation that you are partnering with.

Where appropriate, all projects will be covered by Bridge Housing's public liability insurance.

Insurance

How do you apply?



✓ You will need to

- ▶ Attend an information session at Bridge Housing, held annually
- ▶ Fill out an application form
- ▶ If you need help, attend a project planning or grant writing session

✓ Bridge Housing will:

- ▶ Talk to you about your Big Idea
- ▶ Let you know when the next information session will be held
- ▶ Assess your application
- ▶ Let you know of the outcome in 14 days once you submit your application
- ▶ Support you to carry out your project

If you would like to apply for a grant you must contact Bridge Housing's Community Team to discuss your idea. You must go to an information session before filling out the application form.

A Big Ideas Grants information session will be held in August every year to explain the application process and to provide assistance in filling out the application form. You can also request a meeting with the Tenant Participation Officer at other times of the year.

After attending an information session you can then fill out and submit an application form. You can also decide to get some support before you complete your application. See below for information on what sort of support you can get to put your Big Idea into action.

If your project will be implemented in the block where you reside you **MUST** hold a meeting at your block with everyone who might be affected by your project. At the meeting you can:

- ▶ Let them know what you intend to do
- ▶ Tell them how they can get involved
- ▶ Ask them if they have any concerns about it
- ▶ Tell them how you will solve any concerns they have brought up, and ask them for their suggestions
- ▶ Ask them if they will sign the application to show they have no serious objection to the project happening at your block.

If you would like some help with your project plan before you talk to the other tenants please submit your application and let us know that you would like to hold your block meeting at a later date.

Your application form will be assessed on how well your application form meets the assessment criteria and whether you need some further support to put your idea into action.

You may be asked to provide more information about your project before a final decision is made. You will be advised in writing to let you know:

- ▶ if your application is successful
- ▶ whether you need to attend a project planning session for your project to be approved
- ▶ how much money you will be given to run your project and information about how to access the funding
- ▶ time frame for your project
- ▶ what you need to do when you implement the project activities
- ▶ what you need to do at the end of project

If your application is unsuccessful you will be advised by Bridge Housing. We will let you know in writing why you were not successful.

What do you need to do if your application is approved?

✓ You will need to

- ▶ sign the project agreement and send it back to Bridge Housing
- ▶ involve other tenants in the block, local areas and community in the project activities according the project plan
- ▶ collaborate with Bridge Housing staff and contractors (if any)
- ▶ update Bridge Housing with project progress and any changes of project plan
- ▶ let us know immediately if there are any problems
- ▶ supply photos and evidence of project results to Bridge Housing
- ▶ fill in project evaluation form provided by Bridge Housing at the end of the project



What sort of support can I get to put my Big Idea into action?

Bridge Housing will offer the following support for residents wishing to apply for a grant:

- ▶ information sessions to explain the application process and give some grant writing tips
- ▶ grant writing assistance for people who find it hard to put their ideas down on paper
- ▶ project planning assistance for people who have a great idea but aren't sure how to put it into action
- ▶ ongoing telephone support if you need advice on any aspect of your project.

What happens if a funded project cannot go ahead?

If you are unable to start your project for any reason, you must return all money given to you from Bridge Housing. These funds will then be available for other projects. You will need to reapply if you would like to undertake your project at a later date.

What happens if you cannot complete your project?

If you cannot complete your project and you have already purchased items for your project you must return them to Bridge Housing, along with any unused funds.

What happens when you complete your project?

When you have completed your project have it up and running, you will need to return any unused funds to Bridge Housing. At the completion of your project, you will also need to send in photos and a short report on the outcome of your project to Bridge Housing. Your project may be selected to be included in the Bridge Housing newsletter to inspire other residents to apply for their own grant.

What if I would like to go for a grant outside Bridge Housing?

Residents can ask for grant writing or project planning assistance to help them apply for grants offered outside of Bridge Housing - for example, many local Councils run community and environmental grants. Just contact the Community Team for more information.

Where can I find more information?

Contact the Bridge Housing Community Team for more information on **8324 0800** or email **community@bridgehousing.org.au**. Further information can also be found on our website **www.bridgehousing.org.au**.

Big Ideas Grants 2018/2019 Application Form

Your name	
Your address	
Your phone number	
What is the name of your project?	
How much money are you applying for?	
Are applying in partnership with a community organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	
Organisation Name	
Contact Person	
Phone Number	
Email address	
Please provide a description of your project (attach another piece of paper if you need more room).	

<p>How will your project create positive connections between people?</p>	<p>The project aims to create positive connections between people by...</p>
<p>Who will be involved in your project? How are you going to get people involved?</p>	
<p>Have you got support from other members of your block, neighbourhood or community that are helping you with the project? Please give details.</p> <p>Please get other tenants to sign at section 4 (page 12)</p>	
<p>What kind of support do you need from Bridge housing to complete your project?</p>	<p>Information Session Only <input type="checkbox"/></p> <p>Grant writing assistance <input type="checkbox"/></p> <p>Project planning assistance <input type="checkbox"/></p> <p>(If you tick this box you can complete the Project Plan and Budget in Sections 2 and 3 later)</p>
<p>Who is going to manage the funds for (auspice) your grant?</p>	<p>Bridge Housing <input type="checkbox"/></p> <p>Tenant Participation Resource Service <input type="checkbox"/></p> <p>Contact: David White, Tenant Participation Resource Service david.white@innersydneyrcsd.org.au or 02 9698 6558.</p>

If another organisation, please give details:	Another organisation <input type="checkbox"/>
Organisation Name	
Contact Person	
Phone Number	
Email address	
What kind of risks might arise when you do the project?	
How will you manage those risks	
Is there anything else you would like to say about your project?	

Section 2: Project Plan

List all the major steps you need to take to put on your project	List the date or date due for each step if you can

Section 3: Project Budget

What goods or services do you need to buy?	How much will it cost?
TOTAL	

Section 4: Signatures

Your name	
Your Signature	
Date	
Your Community Partner - Organisation Name	
Contact Person	
Position	
Signature	
Date	

If you have no Community Partner, and unless Bridge is auspicing your grant, you must give the following details:	
Auspice - Organisation Name	
Contact Person	
Position	
Signature	
Date	

If your project will be implemented in the block where you reside please get approval from all other tenants:

[illegible]

Office use only	
Date Received	
Community Team	<p>Approved <input type="checkbox"/></p> <p>Requires Further information Give details: <input type="checkbox"/></p> <p>Applicant needs to</p> <ul style="list-style-type: none"> ▶ complete Grant writing <input type="checkbox"/> ▶ session Project planning session <input type="checkbox"/> <p>Not approved Reason: <input type="checkbox"/></p>
Housing Team	<p>Approved <input type="checkbox"/></p> <p>Not approved <input type="checkbox"/></p> <p>Reason:</p>
Assets Team	<p>Approved <input type="checkbox"/></p> <p>Not approved <input type="checkbox"/></p> <p>Reason:</p>
General Manager Operations	<p>Approved <input type="checkbox"/></p> <p>Not approved <input type="checkbox"/></p> <p>Reason:</p>
Community Team Letter/Letter and Grant Agreement sent to tenant (please circle one)	Date: