

Guidelines



BACKGROUND

Churches of Christ Community Care (CCCC) is responsible for the development and oversight of caring, benevolent programs and community engagement managed by churches and agencies affiliated with Churches of Christ in Victoria and Tasmania Inc (CCVT).

We seek to build Communities of Hope and Compassion. Church and agency engagement within their communities is an important indicator of their mission and values. We believe God calls all churches and agencies affiliated with CCVT to intentionally be a sign, witness, and foretaste of the Kingdom. We have been committed to the mission since our establishment in 1923.

Community Care is a Not-for-Profit, Public Benevolent Institution (since 12 May 1993) registered with the Australian Charities and Not for Profit Commission (ACNC). We are a Tax Concession Charity (TCC) with endorsed Deductible Gift Recipient (DGR) status regulated by the Australian Tax Office (ATO). Affiliated CareWorks Partners auspiced by CCCC have access to this status for:

- benevolent project initiatives;
- governance status for grant and/or funding applications;
- referral, resource, and support.

Following content is to be read adjacent to the application.

PROJECT OUTLINE

Programs which provide relief for people in need may be eligible for funding if the following criteria are met:

- There must be an identifiable **target group** which is **recognisably in need of assistance** because of poverty, sickness, disability, destitution, suffering, misfortune, helplessness, or other kind of distress.
- The program must be addressing **specific needs** of the target group/s.
- The program must provide specific kinds of **help to meet those needs**.

CareWorks Grants is an initiative of Churches of Christ in Victoria and Tasmania Inc, administrated through Community Care, a Public Benevolent Institution.

<https://churchesofchrist.org.au/for-churches/careworks-community-care/careworks-grants/>



The need must be:

- of such seriousness, as will arouse community compassion; and
- more than ordinary human experience (eg death of a family member or loss of a job. Grief counselling would not qualify unless targeted at people who were experiencing distress eg homelessness).

(Reference: ACNC's PBI Interpretation Statement para 5.3.1)

CAREWORKS PARTNERSHIPS

CareWorks Partnerships with CCVT through CCCC can provide churches and mission agencies with an operational foundation for neighbourhood engagement. These partnerships assist affiliates in supporting and empowering disadvantaged and marginalised people.

Several CCVT affiliates are already CareWorks Partners.

CAREWORKS GRANTS

The purpose of a CareWorks Grant is to enable affiliates to initiate community engagement activities, or to take current projects to another level. Preference will be given to new partnerships to encourage community outreach.

They must therefore comply with the Public Benevolent Institution (PBI) and Deductible Gift Recipient (DGR) requirements as stated in the Guidelines and the Memorandum of Understanding (MOU) with CCCC.

CareWorks Grants are valid for one year. These grants are intended for churches and mission agencies who require a boost to their present budget. We invite **ONE** application per church/mission agency.

The total amount available for distribution is \$40,000. Please present realistic and controlled values in your budget.

Grant Values up to \$3,000

This grant is to support minor supplementary needs e.g., whitegoods, non-perishable food items etc/ maintenance to ensure a safe environment for the delivery of CareWorks programs and/seed funding to boost current program delivery.

Funding will assist churches and mission agencies to:

- Respond in practical ways to evidence-based local needs;
- Demonstrate hope and compassion to people on the margins of society; and
- Involve the church and mission agency's community in doing local mission together.

ASSESSMENT CRITERIA

Applications will be assessed against criteria in these categories: Meeting the Benevolent Criteria; Church Vision and Mission; Management of the Project and Budget.

Benevolence

The project must be able to identify and deliver a program that meets the **Project Outline (Refer Page 1)**.

Church Vision and Mission

The proposed activity is a direct expression of the affiliate's vision and mission in the neighbourhood, involving multiple members of the church/mission agency.

Management of the Project

The rationale and outcomes of the proposed activity are clearly detailed, goals and plans have been set, and staffing/personnel and financial sustainability are well thought-through.

PROJECT BUDGET

Please provide a projected Income and Expenditure for project.

Please include the estimated total cost of the project. Specify what the money will be spent on including in kind contributions. eg administration, operational costs, and communication and publicity. Please include other sources of funding in the budget, if applicable.

Please attached your last audited financial statement. If you are registered with ACNC, you can include the link to your financial report. If not, please provide a financial statement signed off by the Treasurer as a true record of the financial position of the church/agency.

POLICIES, LINKS AND REFERENCES

ACNC's PBI Factsheet: www.acnc.gov.au/tools/factsheets/public-benevolent-institutions-and-acnc/

Safe Places Policies and Procedures: churchesofchrist.org.au/safe-places-resources/

Red Book (Risk Management): churchesofchrist.org.au/redbook/

Insurance: cofinsurance.org.au

ACQUITTAL

An Acquittal will be required in 12 months. A template will be provided.

IMPORTANT: ELIGIBLE APPLICATIONS

- Applications will only be accepted from churches and mission agencies affiliated with CCVT.
- Successful applicants will become CareWorks Partners and complete a Memorandum of Understanding (MOU) for a 3 Year Term between CareWorks (CCVT/CCCC) and the Affiliate.
- Projects must be consistent with the requirements of Community Care's status as a Public Benevolent Institution.
- Applications will be considered by a panel formed by the Community Care Board. The panel will include the CCVT Communities Team Leader, Community Mission Catalyst, and the CareWorks Projects Manager. The panel will recommend projects for CareWorks Grant to the Community Care Board for approval.

APPLICATION PROCESS: KEY DATES

- May 1—applications open for a period of 1 month.
- Electronic submissions are encouraged. However, hard copy applications can be sent to the address given on Page 4.
- May 31 at 5 pm—Applications close. Applications are assessed by review panel. Please ensure your applications are in at this date to ensure scheduled responses.
- June 7 —Successful Applicants will be notified. New Partners will receive a Memorandum of Understanding (MOU) which will need to be signed by the Senior Minister and Program Coordinator. Current CareWorks Partners will receive a formal letter of acknowledgement.

At this stage, the affiliate's bank account details will need to be provided/confirmed.

- June 17— All new CareWorks Partners to return signed documentation. Monies can only be transferred once this has occurred.
- Feedback will be provided to unsuccessful applicants, by request.

For all enquiries including Information about the grant(s), please contact the CCVT Communities Team. Phone 03 9488 8800 or email jantoni@churchesofchrist.org.au.

Communities Team – CareWorks

Level 5, 111 Cecil Street, South Melbourne Vic 3205