

## Victoria International Container Terminal Limited

### 2019 Application Guidelines

#### Aim

Victoria International Container Terminal Limited (VICT) is committed to establishing positive, ongoing relationships with its surrounding community\*. We support programs which focus on **health & education for youth & young people**. Through our Community Investment Fund, we seek to help future generations become happy & resilient individuals who will make good leaders with sound community values.

#### Criteria

VICT intends to provide funding opportunities to not-for-profit, community organisations that align with the aim of our company's Community Investment Fund. To be eligible, your group must prove how it is responsibly managed, both structurally and financially, and then, effectively demonstrate the following (via a weighted application process):

- How your organisation will use requested funds to implement VICT's objective within our immediate and surrounding community\* (25% weighting);
- How your group is inclusive to those who are disadvantaged within our community (25% weighting);
- How your group is currently funded, including the fundraising activities you initiate to support your cause (25% weighting);
- Active membership numbers of your group and number of hours in which you operate on an average weekly basis (25% weighting).

\*Surrounding community refers to the City of Port Phillip, City of Hobsons Bay, City of Maribyrnong and City of Wyndham.

#### Assessment

The goal of the assessment process is to ensure that successful applications align closely with our company's aim and that funds are equitably allocated to as many worthy community organisations and initiatives as possible.

Grants will be assessed according to the weighted criteria outlined above. The Assessment Panel, chosen by VICT, will comprise of high school students from each city council area. Panelists are required to sign a Non-Disclosure Statement to protect the privacy of applicants. After receiving recommendations from the panel, VICT will make the final funding decisions.

Any conflicts of interest concerning grant applications must be declared prior to the assessment process. Should conflicts of interest exist or arise, the relevant panel member will not be involved in assessment of the respective application/s.

Panelists will not receive payment for their assessments but may each nominate a registered Australian charity or not-for-profit organisation to which VICT will make a \$500 donation. Panels and panelists may be changed for each round of applications at the sole discretion of VICT.

#### Application Timeframes

Funding applications open at **9am on Monday 30<sup>th</sup> September 2019** and will close at **5pm on Friday 25<sup>th</sup> October 2019**. Late applications will not be considered. All successful applicants will be notified of funding decisions by the **middle of December 2019**.

The numbers and types of grant applications received and awarded will determine the timing and structure of future funding. VICT reserves the right to amend the application guidelines for future funding. Amended guidelines will be published on our website.

All successful applicants will be required to sign a funding agreement with VICT before results are published on our website. All monies awarded must be spent within a year in which they are received, unless an alternative arrangement has been made and agreed upon with VICT. Successful applicants from previous years may apply again but must include a detailed report (acquittal) of how their awarded grant was used to the satisfaction of VICT's stated aim and criteria.

In the instance that the grants application timeframe disadvantages an urgent request for help, VICT reserves the right to award occasional ad-hoc grants to local community groups who strongly align with our company's aim and successfully fulfill our eligibility criteria.

## **Funding Categories and Amounts**

Grants of up to \$10,000 can be applied for and awarded to an organisation.

## **Application Process**

Applicants must complete the Application Form on our website **[www.vict.com.au](http://www.vict.com.au)** to a satisfactory standard and provide all requested supportive documents plus any others, which will aid their application (e.g. trade quotes, endorsed plans, financial accounts, evidence of fundraising activities etc.).

Only one application per organisation, project or program will be accepted for assessment within each funding round. All funds granted by VICT must be used for the purposes as outlined on the application form within a year in which they are received, unless other arrangements have been agreed upon.

Please return your completed application form (along with all supporting documents) either by email to [CIF@vict.com.au](mailto:CIF@vict.com.au) or mail a hard copy to:

VICT Ltd - Community Investment Fund  
78 Webb Dock Drive  
Port Melbourne VIC 3207, Australia

For any enquiries, please contact Frances Simpson on:

Tel: 03 8547 9700

Email: [fsimpson@vict.com.au](mailto:fsimpson@vict.com.au)

Website: [www.vict.com.au](http://www.vict.com.au)