



LEADER
LOCAL GRANTS

HOW IT
WORKS

INFORMATION
BOOKLET

*How you can make a difference in
your community*

leaderlocalgrants.com.au

Leader
COMMUNITY NEWSPAPERS

Leader Local Grants

Leader is giving away financial grants to support ideas that will help improve your local community. Do you have an idea that will make your community a better place to live?

Leader Local Grants will begin on 11 June 2012 and finish in March 2013. There will be three (3) grant cycles during this period. In each grant cycle, up to \$33,000 worth of grants may be awarded. This is broken down into 33 grants of up to \$1,000 each.

Each grant cycle is made up of an application period (where you are able to submit your idea), finalist selection by judging panel and a voting period (where readers across Melbourne and your friends and neighbours get to vote for the idea they want to see brought to life in their community).

You may submit as many ideas as you like in each application period and vote up to ten (10) times during each voting period.

Grant cycle

GRANT CYCLE	APPLICATIONS OPEN	VOTING OPEN
1	11 JUNE 2012 TO 29 JUNE 2012	9 JULY 2012 TO 20 JULY 2012
2	OCTOBER 2012 (DATES TO BE DETERMINED)	
3	FEBRUARY 2013 (DATES TO BE DETERMINED)	

The information contained in this booklet may assist you in submitting your idea.

Make sure you read our **Terms and Conditions** as they also contain important information about how to submit your idea, how you can vote and eligibility criteria.

To be eligible to participate in Leader Local Grants:

- > You must be over 18 years of age and be a resident of Victoria
- > Be a not-for-profit community group or organisation
- > Ideas can only be submitted through our website leaderlocalgrants.com.au

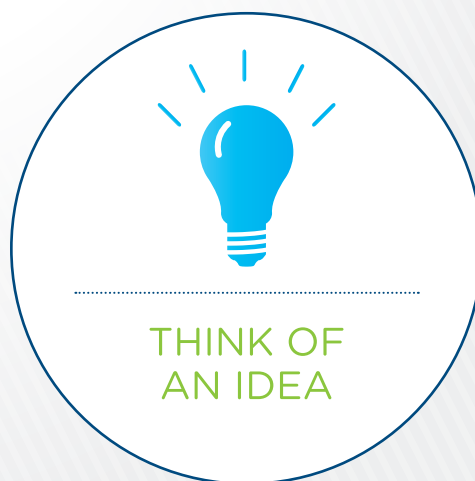
Think of an idea

Walk around your community and think about how you could make it better.

Would you create a vegie garden in your street that everyone can use?
What about the aged care facility that needs a new air conditioner or
the school that could benefit from a bike rack?

Other examples of great ideas include:

- > Musical instruments for a local youth group
- > Cooking equipment for a homeless shelter
- > A rainwater tank for a local community centre
- > Materials for a men's shed



Register your idea

To apply for one of the available financial grants and to vote for ideas, you must register on our website **leaderlocalgrants.com.au**. Here you will find all the information you need to get started including a sample grant idea and application.

Give your idea a name

What is the name that best reflects your idea?

Have a think about how you would describe your idea in a few words. Come up with a short and appealing name that will stand out and catch the eye of people who will be voting.

Describe your idea

Tell us how your idea will benefit your local community. What is involved in getting your idea off the ground?

Tell us your budget

This is the important part of your application. Tell us how much you think each part of your idea will cost. You may want to get a quote or talk to licensed professionals.

To get the most out of a grant, make sure you focus on covering the costs for materials not labour.

For example, if you wanted to create a vegie garden in your street, your budget might include what each part of the garden will cost, such as:

- > Plants
- > Soil
- > Gardening tools
- > Pots to plant the vegies

You could visit a garden centre to see how much each item would cost and base your budget around it.

What is your timeline?

You will need to be able to demonstrate how you will complete your idea if you are successful in receiving funding. If you do receive one of the grants available, you will need to have your idea completed within nine (9) months of receiving your grant.

Produce a realistic timeline for how you intend to get your idea finished on time.

Add some photos

It is compulsory to include at least one (1) photo that can clearly demonstrate your idea. You can have up to five (5) photos as part of your idea. You can include a video if you wish by uploading it onto YouTube and providing us with the link (though it is not mandatory).

Make sure your photos reflect your idea, and that you have permission from anyone featured in them to use any photos or videos submitted to us.

Review and submit

Make sure you have included all of the important information with your application (especially the budget and timeline) before you submit it. It might be handy to have a friend look over your application to make sure you have included all of the necessary information.

You will get an email from the Leader Local Grants team once your application is successfully received, and another email letting you know if your application has made it through to the voting stage.

Get the word out

Once voting is open you may campaign to get people supporting your idea. There are many ways you can generate excitement and support such as Facebook, Twitter, putting up flyers at your local shops and word of mouth through family and friends.

Anyone who wants to vote for your idea will need to register to vote on our website - they will have ten (10) votes to allocate to one or more projects.

What is expected of me?

If you are successful in receiving a financial grant, you may need to provide additional information to make sure you are able to complete your idea. You will then need to sign an agreement with us.

Once the paperwork is complete, we will forward you the financial grant so you can begin making your idea a reality!



**SUBMIT YOUR
IDEA**



**PROMOTE
YOUR IDEA**

Leader Local Grants: Tips for making your idea count

- > Be sure to read to read our **Terms and Conditions** and **Frequently Asked Questions** on our website **leaderlocalgrants.com.au** before you start so you know if you are eligible to apply and vote.
- > Make sure that your idea will genuinely benefit your community.
- > Ideas that ask for funding to pay for labour costs instead of materials will most likely be refused.
- > Remember that Leader Local Grants can only fund ideas that help communities across the Leader distribution area of Melbourne.
- > Provide detail in your application on your budget and how you will achieve your idea within nine (9) months.
- > When using photos and videos, ensure you have permission to use them, including from the people in them.
- > Use clear language in your application. Think about asking a friend to have a read of your idea before you submit it.
- > Keep your application within the specified limit (500 characters each for your idea aim and budget).
- > Submit your application before the deadline! Late applications will not be accepted.

