

# 'The Edge' Community Fund

## Application Guidelines

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### **Who can apply?** – Relates to Part A of the Application Form

- Applications can only be submitted by an organisation (e.g. school, incorporated association)
- Applications are made by the organisation on behalf of a young person 18 years of age or under, where financial disadvantage coupled with non participation or risk of withdrawing from educational or recreational activities can be demonstrated

### **Type of Household** – Relates to Question 2

An immediate family member or guardian must be a holder of either a:

- Health care card
- Pension concession card
- Asylum Seeker family
- or be in needy circumstances

### **Catchment Area** – Relates to Questions 3, 4 & 5

Applications will be accepted for young people either

- living in the suburbs of Ashburton, Ashwood, Chadstone and surrounds, or
- attending kindergarten, school, a community organisation or an organised children's program or activity in the suburbs of Ashburton, Ashwood, Chadstone and surrounds

### **Co-Contribution** – Relates to Questions 9 & 10

- A standard co-contribution from the family of the applicant of 20% of the total of the activity generally applies
- For Government schools, it is expected that schools use any allocation from the Camps, Sports and Excursion Fund (CSEF) for the student before applying to the Edge Fund. If CSEF is being allocated to this activity, write the amount.

### **Payment Guidelines** – Relates to Question 11

Regardless of the total cost of the activity, a maximum payment generally applies:

- \$300 maximum per child, or
- \$600 maximum for 3 or 4 year old kindergarten / child care / long day care

### **Further Applications**

- Further applications for assistance for the same young person will be considered on the basis of need and merit against other applications, so that the Fund benefits the widest possible number of children in need.
- Further applications will be reviewed by the assessments sub-committee and only approved on the basis of extreme need.

### **APPLICATION ASSESSMENT & PAYMENT PROCESS**

- All applications must be lodged electronically to [EdgeFund@craigfc.org.au](mailto:EdgeFund@craigfc.org.au)
- All applications must meet the above criteria
- Organisations are responsible for fully completing the application form and ensuring the accuracy of the information provided
- Incomplete or ineligible forms will not be accepted, and will be returned for completion or clarification before the agreed period of turn around commences
- All applications will be assessed by "The Edge" Assessment sub committee
- Organisations will be notified, in writing (by email) within 14 days of a fully completed application being received
- Organisations approved for funding must generate an invoice for the approved dollar amount to 'The Edge' Community Fund
- A second turn around time may be needed for payment, as invoice preparation by the applicant organisation can take time
- "The Edge" committee decision will be final
- Where an activity is approved and funded, the organisation must notify "The Edge" of any change in circumstances that impacts on the financial assistance provided, eg: non attendance

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#### **EVALUATION PROCESS**

- Organisations granted funding are required to submit 'The Edge' Funding Evaluation form by the end of the calendar month in which the funds are received. Evaluation forms will accompany written notification of successful application for assistance.

#### **PRIVACY STATEMENT**

The information collected is used and managed in line with the *Commonwealth Privacy Act 1988* and the Information Privacy Principles set out in the *Privacy and Data Protection Act 2014 (Vic)* ensuring full confidentiality and use of all details only for the purpose of accurately assessing the application. Information is used only by 'The Edge Community Fund' assessment sub committee for this specific purpose, and is not disclosed to anyone else. All applications are treated in the strictest confidence.

#### **For Further Information Contact:**

The Edge Co-ordinator  
[EdgeFund@craigfc.org.au](mailto:EdgeFund@craigfc.org.au)

7 Samarinda Avenue  
Ashburton VIC 3147  
Phone: 9885 7789  
FAX: 9885 6299