



# **Brickventures Inc.**

## **LUG Grants Program**

**Policy & Application Form**

## **Purpose**

To strengthen the AFOL/LUG communities in Victoria.

## **Scope of Policy**

This policy shall be applied to any request of Brickventures Inc. for funding received from other organisations and community groups.

## **Policy**

### **The LUG Grants Program offers:**

- **A maximum of \$2,000**
- Grants primarily for once-off or start-up projects or activities aimed at growing an event.
- Regular assessment throughout the year:
- Applications submitted from October to February are assessed in March
- Applications submitted from March to May are assessed in June
- Applications submitted from June to September are assessed in October
- The pool of grant funds will be set annually as part of the Brickventures budget
- The portion of funds allocated in each granting round will be at Brickventures discretion.

## **Eligibility**

- Applications will only be considered from Victorian based groups and organisations or those meeting a demonstrated need within the LUG/AFOL Community
- Applications for amounts to \$200 do not require matching contribution.
- Groups must demonstrate a significant contribution in the form of cash, voluntary services or in kind support for amounts from \$201 to \$2,000.
- Applications for recurrent funding may be considered, but may be given lesser priority.

## **Applications will not be considered within the following categories**

- Individuals
- Applications by commercial or private (for profit) organisations
- Retrospective funding (i.e. projects that have already been started or have been completed).
- Activities that could be described as an organisation's core business, administration or day-to day operation.

## **Assessment Process**

The assessment of all grant applications is the responsibility of the Brickventures Inc. Grant Assessment Panel "BVGAP".

### **Applications for \$200 and under**

Assessed and approved by the BVGAP with a report back to the Committee of Brickventures Inc. on their decision.

### **Applications for amounts \$201 and over**

Assessed by the BVGAP with a recommendation back to the Committee of Brickventures Inc.

## **Assessment Criteria**

The BVGAP will use the following list of criteria to assess applications to the Brickventures LUG Grants Program:

- The proposed project is based within Victoria.
- Funding for the project is not readily available from other sources
- The applicant is from a non profit organisation
- The project increases LUG community participation
- The project meets a demonstrated LUG community need and contributes to improved wellbeing. The project is social, recreational and/or educational in nature and increases learning and skill development
- The project enables the applicant to broaden its role in the LUG community

## APPLICATION FORM

### Organisation Information

Name of Organisation/Group or Individual	
Person authorised to submit the application	
Postal Address	
Telephone Contact	Phone:  Mobile
Email	
Is your organisation registered as an incorporate body?	Yes (please attach proof)  No
Is your organisation registered for GST?	Yes (please quote GST No.)  No
Does your organisation have an ABN?	Yes (please quote ABN)  No
Purpose of Group	
Name of Project/Activity/Event (Maximum 10 Words)	



**Briefly describe the project/activity or event for which you are seeking funds**

**What do you hope to achieve through the project/activity or event?**

**Who will benefit from the project/activity or event? How will they benefit?**

**How will the project/activity or event be carried out? (Key tasks including who will be undertaking the tasks/works e.g. builders, volunteers)**

Key Tasks	Who will undertake the task/work

**Event location: (Street Address)**

**Brickventures services requested: (i.e. LEGO, Models, tableclothes, etc)**

## Financial Information

### Budget

Please provide specific details of the total budget for the project. This may include details on labour costs, materials, equipment, venue hire, etc. All in kind (volunteer) work must be allocated a monetary figure. NB: Income and Expenditure totals must be equal to each other.

### Income

Cash Contribution from you organisation	\$
In-Kind or Volunteer contribution/s from your organisation (Complete In-Kind table below)	\$
<b>Amount of Grant sought from Brickventures</b>	\$
Entry Fees	\$
Sponsorship/Donations	\$
Other (please specify)	\$
<b>Total Income for the Project</b>	<b>\$</b>

### Expenditure (Attach copies of quotes where applicable)

Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Expenditure for the project</b>	<b>\$</b>

**In-Kind**

Task to be completed	Number of hours	Rate per hour

**Have you received funding from the Brickventures LUG Grant Program at any time over the last three years?**

Financial Year	Amount	Purpose
2017/18		
2018/19		
2019/20		
2020/21		

**Briefly describe how your organisation will recognise Brickventures Inc. contribution.**  
i.e. Media releases, use of logo etc.





**Have you discussed this application/project/activity/event with any Brickventures Inc . Committee Member?** If so, please print name and context of the discussion or correspondence:

**Declaration:**

I have read the guidelines relating to the LUG Grants Program and certify to the best of my knowledge the information provided in this submission is true and correct. I have the authority to submit this application on my organisations behalf.

I understand that this application may not necessarily result in funding approval. If successful in gaining funding I agree that I will submit a statement within 12 months of completion of the project accounting for how the monies were spent and provide a project evaluation/report.

**Name: (please print):** \_\_\_\_\_

**Organisation/Group:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Signature:** \_\_\_\_\_