

EMPOWERING EAGLEHAWK INC.

(ABN 77 537 667 948)

INFORMATION AND GUIDELINES FOR APPLICANTS SEEKING FUNDING SUPPORT FOR PROPOSALS FROM EMPOWERING EAGLEHAWK INC.

The following information sets out the criteria required in order for your proposal to be considered for funding support by the Committee of Management of Empowering Eaglehawk Inc.(EEI).

It is important that any Application must adequately address all the requirements as outlined in this Background Information and Application forms.

There are two types of Application Forms:

1. For General Application Proposals.
2. For Community Events where there may be collaborative proposals between EEI and a Group who may work together to arrange an event to raise funds etc.

There will usually be three rounds of Distribution in any calendar year which will close on the following dates: 15 March, 15 July, 15 October.

It is also important that the completed proposal addresses all of the Selection Criteria and must be lodged on the advised closing date either by hard copy to - Post Office Box 222, Eaglehawk, 3556, OR through the EEI Website Email address.

Any enquiries should be directed in the first instance, to the Chair, Peter Cox, by either telephone: (03) 5446 3477, or Email: pc@employment-bendigo.com

Please carefully note the following:

HISTORY

The Empowering Eaglehawk Incorporated (herein after styled EEI) was established within the Community Enterprise Foundation (herein after styled CEF) after a Public meeting was called by the Eaglehawk Secondary College in the second half of 2005.

At the same time the Eaglehawk Rotary Club was also investigating a similar mechanism for establishing some sort of Community Foundation for the Eaglehawk District.

At that Meeting it was also agreed that an Advisory Committee be established to advance the concept.

Discussions were held with a number of organisations and eventually there was a consensus that a Community Foundation for Eaglehawk should be established through the Bendigo Community Enterprise Foundation (which is the charitable arm of the Bendigo Bank).

A donation of \$50 was provided by the YMCA in order to establish the initial Management Account with the CEF.

During the first half of 2006 it was apparent to the Advisory Committee that it was necessary for the group to be incorporated so that it would have the required legal standing to enter into contracts and agreements in it's own right. This was specifically in regard to being able to enter into commercial arrangements with Bendigo Bank and Bendigo Community Telco community schemes which would then deliver substantial funds for distribution in the Eaglehawk district.

Empowering Eaglehawk was then established after two Public Meetings held on 25 May 2006 (Launch of EEI) and 15 June 2006 (to form a legal entity by Incorporation by Association) After enthusiastic endorsement and approval by the Public Meetings, a Committee of Management was elected, formed and was incorporated on 23rd August 2006. CEF generously donated \$5,000 to provide the basis for the further development of the Management Account. Community style contracts have been entered into with Bendigo Bank and Bendigo Community Telco which will deliver in the future, consistent and significant funding to EEI.

EMPOWERING EAGLEHAWK INC. COMMITTEE OF MANAGEMENT

The EEI is an incorporated, autonomous body that has legal status and is administered through the Committee of Management.

- The role of the Committee of Management in relation to the generation and distribution of resources through endowments, grants, voluntary gifts and donations, fundraising efforts, public appeals, commercial arrangements as well as any other legal fund raising process.
- the major fundraiser at this time is to encourage people to pledge their Bendigo Bank and Bendigo Community Telco accounts to Empowering Eaglehawk.
- it has a dual role in that it is the responsible body for the operation of all EEI resources and secondly for CEF funds it is under the auspice of the Trustee for CEF and is empowered to provide recommendations for the distribution of CEF funds generated by EEI.
- attempts to represent and reflect the aspirations of the Eaglehawk community.
- endeavours to communicate and consult with the Eaglehawk community.
- invites proposals from the Eaglehawk community for consideration to be supported.
- collates, assesses, consults, investigates and reviews such proposals and submissions.
- makes decisions on such proposals as to what can be funded from Operating (EEI) and/or Management accounts. (CEF)
- provides marketing and publicity in order to generate income streams as well as notice of decisions taken in the distribution of such resources.
- will ensure all transactions are both lawful and in accordance with the Articles of Association, Policies and Guidelines and Statutory Requirements.
- ensure all Statutory requirements are satisfied in relation to Occupational Health and Safety legislation, Privacy, Work place Choices, Complaint Processes, etc.
- be responsible for all financial arrangements including accounting procedures and maintaining proper records and books of accounts as well as minutes of decision taken etc.
- exercise prudent control over all assets and liabilities. No portion thereof will be distributed directly or indirectly to any members of the Committee of Management except as approved by a majority of the Committee members and where required the Trustee CEF.
- declare any pecuniary and conflict of interest and adhere to confidentiality requirements.
- Prepare and publish an annual report each year which is to be widely distributed in the Eaglehawk community, including if the Committee of Management deems appropriate, the calling of a Public Meeting to be held in Eaglehawk to receive, discuss and endorse, or otherwise, the report. This may be the Annual General Meeting of the EEI.

CATEGORIES FOR FUNDING

The Committee of Management has agreed that the following categories of possible local projects that could be considered for funding include:

- Improving education opportunities.(eg Scholarships for local students, School community projects)
- Projects that would result in the improvement of health, fitness and well being of the Eaglehawk Community
- Support for infrastructure projects, (bricks and mortar)
- Enhancement of Art, Cultural and Youth programs.

PROCESS

This is the Process that will be followed:

When there are sufficient and appropriate resources available the Committee of Management will seek applications from the Eaglehawk Community for funding from the EEI resources as follows:

- By first placing an Advertisement in at least one (1) local Newspaper which circulates widely in the Eaglehawk District, inviting Expressions of Interest. The Advertisement will include a closing date and as to where and how such Expressions of Interest will be lodged. The Application Form will be accompanied by a "Summary Sheet" outlining the expectations and any selection criteria to be addressed in the submission. Applications can be lodged before the due date by either Online through the Website (Email) and/or by hard copy through the Post ie. PO Box 222, Eaglehawk 3556.

- Subject to funds available, there will be three (3) Distribution Rounds in any calendar year and recommendations for decision will be made to the next Committee of Management Meeting usually held on the first Wednesday of the month. The Rounds will close on the 15th March, 15th July, 15th October in any calendar year.
- Expressions of Interest must be lodged by completing the Official EEI Application Form (attached) and include such additional supporting information as the Applicant thinks appropriate. The Applicant must demonstrate as how they have or propose to actively support the objectives of EEI.
- After the closing date, the Committee of Management will meet and evaluate, seek further information, test community feeling as they see fit, and also decide what projects should be funded from EEI resources and/or what projects should be funded from CEF Funds. The latter will require making recommendations to the CEF Trustee who will make the final decision.
- Committee of Management:
 - may establish a special Sub committee to provide recommendations.
 - adhere to strict confidentiality requirements.
 - be evenhanded and in their assessment and all processes to be, as far as possible, open and transparent.
 - reach their decisions and/or recommendations, by consensus and if this is not possible, by majority vote of members present.
 - declare any pecuniary and/or conflict interest in any matter before the Committee of Management.
 - the proposals recommended to be funded through CEF, will be forwarded immediately to the Trustee.
 - reserves the right not to make any decision in regard to proposals before the Committee.
 - once the Recommendations (including CEF ones) have been approved by the Committee of Management, all applicants will be advised in writing, including the unsuccessful ones, but not until after the decision of the CEF Trustee is known.
 - the approved proposals will be published in a Newspaper circulating widely in the Eaglehawk District.
 - the Trustee CEF may, if so desired, make a separate announcement of the successful applicants from CEF (EEI) funds with advice to the Committee of Management.
 - in the event that there is a dispute in regard to any proposals from the Community, this is to be resolved firstly by discussion between the parties. If this is not successful then the Trustee CEF will be the Arbiter and make a final decision.
 - the Committee of Management recognizes that there may be other proposals made direct to the Trustee CEF from Eaglehawk District Organisations and individuals. These proposals would be treated as completely separate from EEI and would not be supported by EEI CEF funding. The Committee of Management would not be involved unless the Trustee CEF requested input from EEI.
 - the Committee of Management will, from time to time, review decisions and recommendations made in previous rounds as to their progress, appropriateness, effectiveness and value (both the monetary and other) to the Eaglehawk Community.
 - notwithstanding the foregoing, the Committee of Management may make decisions for any allocation of EEI Operating funds for proposals up to \$5,000 per proposal at anytime and without any advertisement. Such allocations must be detailed first in the Minutes of the Committee of Management and then in the Annual Report to the Community.
 - the Organisation receiving the funds is expected to circulate a joint media release with EEI to the local media.

APPLICATION FORMS

The attached are the Application Pro Formas to be used by Community groups when presenting proposals to EEI Committee of Management for consideration of funding support.

There are two types of Application Forms:

1. General Application Form; and
2. For Community Event Proposals where a Community Group and EEI may enter into a collaborative arrangement or partnership to achieve a desired outcome.

eg: EEI sponsor and contribute to a Community Breakfast which is then organised and administered by the Group.. The Group would then receive the major share of any surplus after all expenses as agreed by the parties. In the event of a loss being incurred then the resolution of this matter is to be agreed between the parties concerned.