



Group Innovation Program

SECTION 1

Guidelines & Advice for Applications

SECTION 2

Application Form

SECTION 3

Evaluation Form

SECTION 1 – Guidelines & Advice for Applications

INTRODUCTION

AgShows NSW recognises a need to assist our affiliated member Groups with programs to educate, support, and strengthen their individual Show Societies. This program provides funding support to our Groups in their endeavours to establish, strengthen and/or implement projects, which would benefit Groups and their individual Show Societies.

You must:

- Be an affiliated current financial member of AgShows NSW
- Complete the attached application form
- Have application form signed by two Group Executive members
- Provide relevant documentation as noted in application form

Projects of up to \$2,500.00 will be considered

OBJECTIVES

The Group Innovation Program (GIP) is a support package which aims to:

1. Promote the development of innovative, relevant, and educational community projects.
2. Increase the participation, accessibility, and knowledge of Group members, and,
3. Assist in the provision of projects which strengthen and sustain agriculture and shows within Group.

ELIGIBILITY CRITERIA

To be eligible for funding under the AgShows NSW Group Innovation Program, the applicant and project **must** meet the following criteria:

1. **AgShows NSW affiliated Groups** - Projects must be open to the entirety of the Group and its members.
2. All projects must be approved by the Group.
3. **Benefit to the Group** - The project must clearly identify and address one of more advantage to the agricultural show movement at either local, group and/or state level within NSW.
4. **Show Community Involvement** - The application must show how the community will be involved, both directly and indirectly, in the project. Priority will be given to those projects, which encourage the participation of a broad spectrum of the community.
5. **Financial Accountability** – Organisations that have not fulfilled their financial or reporting accountability requirements (acquittals & evaluations) associated with previous AgShows NSW funding).

PRIORITY PROJECTS

All applications are considered on their merits

PROJECT CATEGORIES

A broad cross section of projects will be considered with funding being provided for:

- One-off Projects.
- Small capital/equipment items.
- Establishment costs where the project can demonstrate that it will be self-funding after the initial grant allocation.

INELIGIBLE PROJECTS

The AgShows NSW Group Innovation Program **does not fund** projects that:

- Do not meet the Group Innovation Program objectives.
- Have already commenced or are complete.
- Are of a commercial nature or personal profit.
- Are for, or include, ongoing operating costs, for example salaries, electricity, postage, telephone, stationary, cleaning, public liability insurance, rent.
- Are for uniforms and newsletters

PREPARING AN APPLICATION

1. **Application Form** – An application form can be downloaded from the AgShows NSW website.

A digital copy of the completed application form, which has been signed by two Group Executive representatives, along with any supporting documents, should be submitted to asc.admin@ascofnsw.org.au

Those Groups wishing to discuss their proposals or seek advice in completing their applications should contact **their Group Delegates or the AgShows NSW office.**

2. **Project Outcomes** - The application must clearly define the outcomes or goals of the project, that is, what the project will achieve to be successful. These outcomes should be specific and not merely broad aims, address areas of need identified in the applications.

In describing the Project, applicants should consider how their project outputs and outcomes address the five W's:

- **WHO:** Who is involved? (Who in the Group and Show Society benefits and who is going to run the Project?)
- **WHAT:** What does the Group want to accomplish? (Describe the outputs and outcomes)
- **WHY:** Specific reasons for the Project.
- **WHERE:** Identify a location or locations where the Project will take place.
- **WHEN:** Start and end dates of the Project.

- 3. Project Budget** - The application must include a budget for the project, which should be realistic and cost effective.

The Budget should indicate the amount of AgShows NSW Group Innovation Program being sought and a breakdown of expected expenditure and income, including any in-kind contributions. The Applicant's contribution may be financial, in-kind materials and/or volunteer labour. Projects do not include or cover labour or administration costs. It is important that a breakdown of how the Group Innovation Program will be spent is provided.

The upper limit for funding under the Program is \$2,500 per calendar year.

- 4. Supporting Documentation** - Your application must include:
- i. The Show Society's last full and transparent financial statement
 - ii. Where the applicant has its own funds an explanation as to why additional funding is required.
 - iii. Copy of letter of support from either relevant organisations or Group Executives.

A CHECKLIST is attached for your assistance

ASSESSMENT

AgShows NSW will follow a ranking process to determine the degree to which the projects:

- Meet all the Eligibility Criteria.
- Relate to the Priority Areas.
- Conform with the overall Objects of AgShows NSW.

Please note, satisfying the Assessment Criteria alone does not guarantee the receipt of funding.

In addition, it is anticipated that the number of eligible applications and funds sought will exceed the funds available and therefore AgShows NSW does not guarantee all Projects will be successful nor that successful Projects will receive the full amount of

funding requested.

AgShows NSW will be totally responsible for the allocation of funds and an announcement of the successful AgShows NSW Group Innovation Program will be made at the *Celebrating Ag Shows NSW Event*. Both successful and unsuccessful applicants will be notified in writing of the outcome of their applications. Payments will be forwarded to successful applicants as soon as practicable.

FUNDING AGREEMENT

Funding allocated to successful applicants from the AgShows NSW Group Innovation Program are made on the following conditions:

- Funds must be expended on the Project as described on the successful application.
- All projects must be completed within 12 months of receiving the funds (unless an extension has been granted).
- Allocation of funds to a Group for any purpose in any year will not be taken as a commitment for funding in subsequent years.
- All funds allocated should be invested in an approved financial institution until such time that they are used for the specified purpose.
- Formal advice of unexpended funds is required, and funds not expended for the purpose outlined in the application should be returned to AgShows NSW unless agreement has been reached to use these funds for other approved purposes.
- Groups who receive funding must submit a financial statement and completed evaluation report to AgShows NSW following the completion of their funded Project. See attached Evaluation Form.

CHECKLIST

- application form**

- funding breakdown inclusive of
quotations (if required)**

- copy of letter of support document**