

# COMMUNITY GRANT APPLICATION GUIDELINES

PREVENTING  
BOWEL ~~CANCER~~



We know that bowel cancer education is the key to prevention, and you know just how to inspire your local community, so let's work together to help save lives and achieve our ultimate mission, a world where bowel cancer does not cause suffering or death.

**JODI LEE**  
FOUNDATION

# ABOUT THE JODI LEE FOUNDATION

Jodi Lee lost her life to bowel cancer at the age of 41, leaving behind her husband and two young children.

The Jodi Lee Foundation was established in 2010 in her honour, to be a leading voice for the prevention and early detection of bowel cancer.

Each year, we reach millions of Australians through our national initiatives to fight bowel cancer – one bowel screening test at a time, one awareness campaign at a time, one story at time.

We are inviting you to join us in the fight to raise awareness for Australia's second biggest cancer killer.

# WHAT IS THE PURPOSE OF THE JODI LEE FOUNDATION COMMUNITY GRANT?

The purpose of the Jodi Lee Foundation Community Grant is to assist and provide funding for community-led initiatives, events and or local projects organised by individuals, community groups and organisations that aim to educate, fund, and/or raise awareness about the prevention and or early detection of bowel cancer within their local community.

The following guidelines have been designed to help applicants prepare their submission to ensure they have the best chance of being successful.

Thank you for choosing to support the Jodi Lee Foundation by raising funds and much needed awareness for the prevention and early detection of bowel cancer.

# WHEN CAN I APPLY FOR FUNDING?

Funding is offered twice a year, generally in February and August.

# WHAT FUNDING CAN I APPLY FOR?

Applicants can apply for grants up to \$500.

If successful, your grant must be completed within 12 months from the date of funding

# WHO CAN APPLY?

- Individuals
- Volunteers
- Non-government organisations
- Voluntary associations
- Community groups and organisations
- Sporting and recreational clubs
- Individuals who have had bowel cancer
- Individuals who have been impacted by bowel cancer through family, friend, colleague
- Organisations that aim to educate, fund and/or raise awareness about bowel cancer

# WHAT WE WILL NOT FUND

- Projects or events where another charity also has a role
- Organisations or projects that are considered divisive or discriminatory against any section of the community or Australian public
- Projects or organisation that are considered to pose a potential legal, ethical, safety or environmental risk, or breach accepted community standards
- A political party, or any organisation or event associated with a political party
- Inappropriate or offensive projects
- Items purchased for private use
- Reimbursement of money already spent or for projects, programs or purchases that have already been completed or costs/expenses that have already been incurred
- Salaries or associated day-to-day operational costs including electricity, rent, telephone etc.
- Projects requesting over \$500
- Projects that cannot be completed in 12 months
- Commercial ventures

# DO I NEED INSURANCE?

The Jodi Lee Foundation is not able to provide insurance to cover the fundraising activities or events organised by our supporters through the Jodi Lee Foundation Community Grants program.

The Jodi Lee Foundation accepts no responsibility for accidents or incidents that occur during the organising or running of any events, initiatives and or fundraising activities through the Jodi Lee Foundation Community Grants program.

Please make your own enquiries as to whether insurance is necessary for your event.

# WHAT OTHER RULES AND REGULATIONS MUST I CONSIDER?

The Jodi Lee Foundation is unable to provide permits or licenses for your event.

It is your responsibility to arrange and ensure compliance with all relevant permits, approvals, consents, gaming licenses or other requirements associated with your fund-raising event or activity. This includes any COVID-19 rules and regulations that may apply at the time of your event. We will not be liable for any damage or loss (either directly or indirectly) sustained by you arising from or connected with your failure to comply with any of these relevant regulations.

We also encourage you to research permits and licenses in your state and adhere to their outlined rules and regulations. Each state has different rules governing fundraising, liquor licensing, food preparation and raffles.

You can find some basic information regarding permits and licenses in the Jodi Lee Foundation Fundraising Guidelines located on our website under 'resources'.

# CAN A REPRESENTATIVE FROM THE JODI LEE FOUNDATION ATTEND MY EVENT?

If you are interested in a representative of the Jodi Lee Foundation attending your event, please include this information within your application. For a greater chance of availability, please provide our team with as much notice as possible.

# CAN I USE THE JODI LEE FOUNDATION LOGO?

Authority to use the Jodi Lee Foundation name and brand or publishing any material using the Jodi Lee Foundation name and brand, is at the sole discretion of Jodi Lee Foundation.

Unless your application is successful, applicants have no right to use the Jodi Lee Foundations name, or any JLF, Jodi Lee Foundation trademarks or logos.

As a successful applicant, you will receive a variety of approved and appropriate Jodi Lee Foundation logos and imagery for the use of your event and or initiative. Please include words such as 'Proceeds donated to the Jodi Lee Foundation' or 'Proudly supporting the Jodi Lee Foundation' to make it clear that you are hosting the event with proceeds going to the Jodi Lee Foundation.

If using our name, trademarks or logo, we also request to see the final artwork for approval prior to your event and or initiative. .





# WILL **JODI LEE FOUNDATION** PROMOTE MY EVENT?

Where possible, we would love to promote your event. However, please understand we may not be able to promote every fundraising event.

Your event may be promoted on the Jodi Lee Foundation website under the 'Events, Your Campaigns' heading. All successful applicants must provide the requested information within the Jodi Lee Foundation Community Grants Application Form in order for us to promote your initiative. Your event may also be promoted through our social media platforms and newsletters.

As a part of the Jodi Lee Foundation Community Grants, all successful applicants must complete after your event a Jodi Lee Foundation Community Reporting and Evaluation form which provides a summary of the event, total raised (if a fundraising event) and imagery or photos. By submitting this form, you are giving Jodi Lee Foundation permission to use these materials for our own use on the Jodi Lee Foundation website, social media platforms and communications.

Successful applicants must be prepared to participate in publicity, as requested by the Jodi Lee Foundation.

# IS THERE ANYTHING ELSE I NEED TO KNOW BEFORE APPLYING?

- An applicant can only submit one funding application per round
- Applications will not be accepted when the applicant requests funding over \$500
- Applications received after the closing date are ineligible
- All applications must be completed in full, or they will not be accepted
- The amount of funds awarded by the Jodi Lee Foundation Community Grant may not be the full amount requested
- Successful applicants must confirm their intention to accept the grant and conditions by completing a Jodi Lee Foundation Acceptance and Conditions Form, which must be received by the Jodi Lee Foundation before any grant funding is released
- Projects must be completed within twelve (12) months of receipt of funding
- All successful applicants must complete a Jodi Lee Foundation Reporting & Evaluation form after their event has taken place and agree the Jodi Lee Foundation may use the information for any purposes
- Successful applicants must acknowledge the Jodi Lee Foundation in any media, publications and or publicity regarding the activity or event receiving funding
- The decision of determining successful applicants is final
- Unsuccessful applicants can reapply for the Jodi Lee Foundation Community Grant in the next funding round
- Any changes to the project expenditure must be submitted to the Jodi Lee Foundation in writing for approval
- There must be a clear link between the project and bowel cancer awareness, prevention, education, or fundraising
- Any money raised from a project, event or initiative under the Jodi Lee Foundation Community Grant must be donated to the Jodi Lee Foundation
- You may be contacted if we require further information regarding your application
- All applicants will be notified via email to inform them of the outcome of their application. Please refer to 'Key dates and timelines for the proposed notification date
- By submitting an application, applicants consent to Jodi Lee Foundation using the information disclosed (other than personal information) and other publicly available information, when promoting the Jodi Lee Foundation Community Grants program
- If you have been personally impacted by bowel cancer, we encourage you to share your story with us. Please email [hello@jodileefoundation.org.au](mailto:hello@jodileefoundation.org.au) to share your story.

# HOW WILL MY APPLICATION BE PROCESSED?

- We aim to notify all applicants of the status of their application (successful, unsuccessful, ineligible) within eight weeks of the closing date.
- Applications will be assessed by the Jodi Lee Foundation Community Grant Committee that will assess eligibility and funding criteria as stated in these guidelines.
- Funding will be processed within five weeks of the closing date for applications.

# HOW TO ACCEPT YOUR GRANT

In order for funds to be released, a Jodi Lee Foundation Community Grant Acceptance and Conditions Form must be completed and returned to Jodi Lee Foundation within four weeks of being notified of your successful application. Following receipt of this Form, the funds will be released.

# WILL I NEED TO REPORT ON MY EVENT?

Grant recipients are required to complete and submit a Jodi Lee Foundation Reporting and Evaluation form, in which applicants are required to briefly describe the outcomes and comment on the extent of the success of the grant funding.

Applicants will also be required to submit a brief financial statement detailing how the funds were spent.

The Jodi Lee Foundation Reporting and Evaluation form must be provided to Jodi Lee Foundation within two months of the completion of the event associated with the grant funding.



A close-up photograph of a man and a woman smiling and embracing each other. The man is on the left, wearing a light-colored tank top, and the woman is on the right, wearing a blue patterned top. They are outdoors with green foliage in the background.

# HOW DO I SUBMIT MY APPLICATION?

Applications may be lodged as follows:

**Email:** Download a PDF version of the Jodi Lee Foundation Community Grant form online and email to: [hello@jodileefoundation.org.au](mailto:hello@jodileefoundation.org.au),

**With subject heading:** **Community Grant Application – Submission**

**For further information or assistance please contact Jodi Lee Foundation 08 8363 1920, or email [hello@jodileefoundation.org.au](mailto:hello@jodileefoundation.org.au)**