



Community Grants 2012 Application kit

1. About the Medibank Community Grants

The Medibank Community Fund (MCF) was set up by Medibank to encourage people of all ages to live longer and in good health by staying mentally and physically active. The fund aims to achieve this through various community-based activities, which include the Community Grants program.

In the 2010 – 2011 FY, twenty five Community Grants were provided to organisations that perform important roles in their local regions. These funds helped to feed, house, educate and encourage involvement and facilitate community connections among specific groups throughout Australia and in New Zealand.

Applications for these grants were sought through existing community links within Medibank. However, in 2012 Medibank is inviting applications from any organisation within the community who meets the eligibility criteria set out in this Application Kit.

Community Grants support local grass roots initiatives that encourage *healthy eating* or encourage *community connectedness*. Grants are allocated regionally and vary in value depending on the project, up to the total budget allocated for each region. The following total budget has been allocated for the 2011-2012 grants:

- New South Wales / Australian Capital Territories	\$100,000
- Queensland	\$100,000
- Victoria	\$100,000
- Western Australia	\$100,000
- South Australia / Northern Territories	\$100,000
- Tasmania	\$ 40,000
- New Zealand	\$ 60,000

Applications close at 12.00pm AEST on February 17th 2012 and successful applicants will be announced by 1st May 2012.

All applications must be supported by a Medibank staff member (see further information later in this kit).

2. Process for applications

Applicants need to complete the following steps to apply for a MCF Community Grant:

- Complete the MCF Community Grants application form provided at the end of this document (please note: form should not be more than three A4 pages plus supporting material totalling no more than 5MB)
- Have a Medibank employee complete the Medibank employee support form
- Submit application electronically via the website Medibank_cf@medibank.com.au by 12.00pm AEST 17 February 2012

Assessment of applications

Applications will first be screened against the eligibility criteria for the grants. Screened applications will then be assessed by region based Medibank management teams. Once submitted, all applications will become the property of Medibank.

Successful grant recipients will be advised by 1 st May 2012 by email and phone and announced on www.medibankcf.com.au

3. Eligibility criteria

The MCF Community Grants will be awarded to community initiatives on the basis of the following criteria:



Community Grants 2012 Application kit

The project or program must either:

- A. Encourage healthy eating
and/or
- B. Encourage community connectedness for better individual health
and
- C. Satisfy the Additional Eligibility Criteria (listed below in Part C).

A. Encouraging healthy eating: Funding allocated under this part of the MCF is to support local community programs that deliver a direct improvement in community nutrition.

Examples of the types of programs that could be supported are:

- Initiatives that teach healthy eating habits or raise awareness on nutrition matters in different demographic groups
- Direct nutrition programs, for example school breakfast programs
- Programs in partnership with commercial food organisations aimed at promoting healthy eating at the community level
- Community surveys or basic research that raise awareness of community nutrition
- Support for local or other government programs that achieve the above outcomes

B. Encouraging community connectedness for better individual health: Funding allocated under this part of the MCF is designed to support programs that break down physical and other barriers that prevent people from adopting healthier living. Access to funding under this part of the program requires a demonstrated link between the barriers that are removed and a health benefit.

Examples of the types of programs that could be supported are:

- Programs that raise awareness to the barriers that exist preventing people from adopting a healthy lifestyle
- Programs that support greater community participation, for example volunteering, parent involvement, workforce participation
- Programs that support transport to activities that deliver a direct health outcome
- Programs that address language or other exclusion barriers to better health
- Programs that strengthen personal or social networks to assist with mental well being and health issues.

C. Additional eligibility criteria that must be satisfied:

- The program or project must operate within a specific state (for Australia). New Zealand projects may operate nationally
- The application must have the support of a Medibank employee (see below.)
- The application must be from a community focused, not-for-profit organisation. This may include relevant incorporated associations, welfare support agencies, environment groups, schools, hospitals and the like, where the organisation adds a valuable service to the community. Individuals and unincorporated associations are ineligible to receive Grants.
- The maximum amount of each Grant is set by the maximum budget for the state/region. The minimum amount of each Grant is \$5,000
- Programs which include an opportunity for Medibank employees to be involved (eg: volunteering/ participation) are encouraged
- Grants must be spent within 12 months of receipt. Funding may be requested for up to two years however the program must be able to operate on a single year of Grant monies.
- The organisation must not have received funding from MCF under other current partnership or sponsorship programs.



Community Grants 2012 Application kit

- Terms and Conditions will apply to the use of monies awarded. Submission of an application for a MCF Community Grant shall be deemed acceptance of these Terms and Conditions. (Terms and Conditions will shortly be available at www.medibankcf.com.au)
- Medibank has complete discretion in relation to the award of Grant monies, and reserves the right to exclude any application that is not consistent with Medibank or MCF's objectives.

4. Medibank employee support

All applications must be supported by an eligible employee of Medibank or its related entities. An 'eligible' Medibank employee must be a current (part or full time) employee or long term contractor of any related Medibank business including Medibank Private, ahm (Australia Health Management), The Travel Doctor – TMVC and Medibank Health Solutions.

Medibank would like to drive employee connections with community and encourages employees to put forward community initiatives they would like to support by requiring an employee supporter to sign each application. Medibank employees are not expected to review the applications. They are, however, expected to be familiar with the applying organisation and its proposed program.

Applicants who do not have a Medibank contact can submit a request to medibank_cf@medibank.com.au for assistance in obtaining a contact. Applicants are encouraged to identify a supporting Medibank employee as early as practical in the preparation of an application.

Further advice for Medibank employees about supporting applications can be found on the Community Grant application form.

5. Q&As

How do I find a Medibank employee to support my application?

If you don't already have a Medibank contact to support your application, you can submit a request to be matched to a Medibank employee by emailing: medibank_cf@medibank.com.au.

The supporter must fill in the 'Medibank Employee Support' section of the application. Medibank employees are not expected to review the applications. They are, however, expected to be familiar with the applying organisation and the general nature of its proposed program.

Does my Medibank supporter have to be from my local Medibank store?

Your Medibank supporter can be from any area of the business, or from a Medibank owned entity (Medibank Private, ahm (Australia Health Management), The Travel Doctor – TMVC and Medibank Health Solutions). The employee does need to be from the same state/region as you.

Where can I find more information?

Information regarding applying for MCF Community Grants will be available on the MCF website which is www.medibankcf.com.au. There is also information on the Community Grants that have been awarded in previous years, so that you can get an idea of the sorts of projects the Medibank Community Grant will support.

What happens if my application is unsuccessful?

If your application is unsuccessful you will be notified by email by 1 May 2012. Funds for each region are limited, so not all eligible applications will be successful. You can apply again for the grant in the following calendar year. Medibank has complete discretion in relation to the awarding of grant monies. Any decision made by Medibank in relation to any aspect of the Community Grants is final and no correspondence will be entered into.



Community Grants 2012 Application kit

I received a grant in 2011; can I apply again for 2012?

If your grant period has finished then you can apply for another grant in the subsequent calendar year. Your application will be considered and assessed on the same criteria as the other applications for that year.

What if the employee who supports my application leaves Medibank?

So long as the Medibank staff member was employed by Medibank at the time that they supported your application then their endorsement is still valid.

Can I submit my application in person?

No, applications will only be accepted electronically, in a Word Document format (no larger than 5MB) and send by email to: medibank_cf@medibank.com.au.