

My Gift

Introduction & Community Engagement Guidelines.

Introduction

MG My Gateway

CORE BUSINESS

MG My Gateway is a community non profit business that was started in the Macarthur region of New South Wales 30 years ago.

We've seen a lot of changes in that time through Wollondilly, Camden & Campbelltown and we've grown well beyond the Macarthur region with offices in Sydney and field staff that can be found North, South, East & West across the State. We're excited by the growth and opportunity these changes offer young people. The opportunity to get a good job, get skilled, get a fair pay and start thinking about the future. That's something that drives us.

If you need an apprentice or traineeship sorted we'll come to you. You'll meet committed MG staff that will explain everything you need to know and they'll also explain the sort of financial benefits you could be entitled to when you put someone on. We're an Australian Apprenticeship Centre and a Registered Training Organisation providing quality training...and if you prefer MG can employ your apprentices and trainees! You basically hire them and we do all the paperwork stuff like workers comp, Taxation, Superannuation and the like. We take the headache out of your business so you can do business...Not Paperwork!

At Our Core...

That's our core business, but at our core is Community. So we're working to build a better community by getting involved and giving back. It's about doing real things to make a difference to people's lives. MG will be working to support indigenous, disadvantaged, disability and pathways to youth employment and training issues through our **My Gift** program.

The following guidelines should be read by your organisation to the assess suitability of your application and ability to commit to the terms of the My Gift partnership.

The Goal of My Gift

MG My Gateway seeks to contribute to society as a proactive community engagement facilitator by providing a Community Support Scheme that encourages the development of local communities through empowering local individuals, community groups and non profit organisations to develop their own solutions to local issues and help them help themselves.

This approach recognises that governments alone cannot solve community issues and that communities themselves know what their local issues are, how these issues can best be addressed and who they need to work with to implement solutions.

My Gift seeks to achieve this through the management of projects and events that fundraise for organisations and:

- are community driven,
- build on existing community assets and capacity,
- strive for individual and group independence,
- are reflective of the broader community issues affecting our four identified groups deserved of support: **Disability, Disadvantage, Indigenous** and **Pathways to Youth Employment and Training**.
- are reflective of the principles of diversity, equity, fairness and empowerment.

My Gift Guidelines 2011

The Scheme's Objectives are to:

- Annually support up to 4 community groups in achieving a goal. This will be in the form of an innovative fundraising partnership throughout the year in which funds raised can be used for construction, renovation, repair or maintenance of buildings or grounds or for major equipment purchases, or at the discretion of the General Manager, Education programs or opportunities that lead to further employment opportunities for young Australian citizens.
- In partnership with My Gift utilise our expertise in facilitating large scale fundraising projects that benefit the successful applicant organisations. These come in the form of Golf Days, Fundraiser Dinners/Balls, Charity Build/ Auction, Car Raffles, but are not limited to the aforementioned. By facilitating a fundraising opportunity to raise the profile of a group or unmet need and drive a fundraising campaign that raises money and promotes the group. It also allows the group to grow from the experience of working with our Marketing Manager, Steve Wisbey. Steve has raised over a million dollars for community groups and non profit organisations. He has ten years broadcasting experience and he has created public relations and promotional campaigns that have created positive community engagement and raised the profile of issues and groups. It is this My Gift relationship that we also provide as an exciting opportunity for applicants. The previous My Gift recipients have raised in excess of \$120,000.00 in twelve months from a charity house build and auction, a car raffle and a Masquerade Ball organised and facilitated by My Gift.
- My Gift does NOT help fund recurrent costs eg council or government fees, rents, salaries and other general organisation administration costs.

General Applicant Criteria.

The organisation or group must :

- Be community based and not-for-profit
- Be able to provide a NSW Government charitable fundraising number (CFN) or have Australian Taxation Office Deductible Gift Recipient (DGR) status or be prepared to gain the most appropriate for their fundraising.
- Other than a School that meets the criteria and objectives Not be a government agency or department
- Directly own the property for which funds are being sought or have established long term agreements with a Council, Government body or individual that owns the property to ensure viability of the project in writing.
- With the exception of Schools that meet the criteria and objectives, Be a “start-up” organisation or have limited current fundraising capacity (e.g earns below \$100,000 p/a from such activities)
- Be in agreement to the attached terms and conditions in writing.
- Be in Agreement, on finalising My Gift support, to completion and return of evaluation forms for our records.

Your Goal must:

- Have a clearly defined community target group,
- Build a sense of community spirit and engagement within the targeted community,
- Reflect the principles of diversity, fairness and empowerment,
- Have relevant community partners,
- Have an appropriate and sound budget,
- Show cash or in-kind contributions to Goal,
- Be of demonstrable benefit to the community

In addition to the above list your project must:

- Have clear goals and outcomes,
- Have leaders of the project that belong to or are able to demonstrate a strong connection with the community they seek to assist,
- Build on existing community assets eg services, buildings, bases of knowledge, community skills, and
- Build independence in the individuals or groups involved

Application and Assessment Process

Application forms to be considered for the My Gift opportunities can be downloaded at www.mygateway.org.au on the My Gift page.

The My Gateway management and panel reserve the right to make decisions on funding determined on their discretion and judgement and no correspondence will be entered into on the merits or otherwise of those applications that may not be successful from time to time.

On receipt of your application, your submission will be assessed for its eligibility. You will be advised in writing if your application does not meet the requirements during a particular funding period.

Funding Agreement

All successful applicants will be required to enter into a signed Agreement with MG My Gateway, which sets out all conditions under which funding is made available and the responsibilities of both the community organisation and the My Gift program.

It will include, amongst other conditions that:

- Funds provided only to be used for the purpose approved
- Any variation to be formally approved by the General Manager of My Gateway prior to funds being spent
- Events to be held by approved date or time period
- Projects to be completed within 12 months of receiving funds from My Gift
- Acknowledgement of My Gift/ MG My Gateway support included in all promotional material and publications relating to the event or project or organisation during the My Gift term.
- A My Gift representative to be invited to attend any event or presentation relating to our involvement and an opportunity to speak about our role and community commitment is to be made available.

A signed Funding Agreement and any other information requested must be provided to My Gateway before any funding or My Gift support can be made available.

Evaluations

As part of the Funding Agreement all successful applicants are required to provide My Gateway with an Evaluation Report of the support after an event is held or when a project is completed.

Such evaluations must contain:

- Evidence that the fundraising provided has been used in accordance with the original application or any formally approved manner, and
- Third-party evidence of the benefits of the event or project to the community.

Photos of the event in Jpeg format (hi-resolution quality for media reproduction) must be included as well as a summary of the event as per the Evaluation Report forms supplied to successful applicants.