



**SARGOOD**  
FOUNDATION

PATHWAY *to* INDEPENDENCE

THE SARGOOD FOUNDATION

# SCI Family Support Grant Guidelines 2021

The Sargood Foundation's  
vision is that people affected  
by spinal cord injury are  
provided with opportunities  
to **live life to the fullest.**



## SUMMARY

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A Spinal Cord Injury (SCI) often happens suddenly and can bring significant change within a family, it can be life changing for both the individual and their family. Acute hospital care and rehabilitation focuses on the individual living with the Spinal Cord Injury which can sometimes leave the family feeling isolated and confused, as well as emotionally stressed. The journey of a person living with SCI can be incredibly confronting to them as well as to their loved ones

The Sargood Foundation has committed to fund a project that that will improve the lives of families living with Spinal Cord Injury.

The Sargood Foundation recognises that there is a lot of focus on the individual living with spinal cord injury throughout the rehabilitation journey and far fewer resources and support available to their families. The Sargood Foundation is seeking to fund an initiative that will impact positively on the lives of the families of those living with SCI.

## THE SARGOOD FOUNDATION BACKGROUND

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The Sargood Foundation is a DGR registered charity which established and developed Sargood on Collaroy as a purpose built, accessible facility for those living with SCI.

Sargood on Collaroy is now run by Royal Rehab as a world-first resort for people living with SCI with the continued support of the Sargood Foundation. The Sargood Foundation works to provide subsidised stays for guests who otherwise could not afford this valuable experience and we also facilitate the donation of important recreation equipment

Our vision is that all people affected by spinal cord injury are provided with opportunities to live life to the fullest.

## PROPOSAL

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The Sargood Foundation will invest \$25,000 (excl. GST) each year for 3 years via the SCI Family Support grant from 2021 – 2023 (total \$75,000 excl. GST). This funding is available to financially support NSW based medical staff, Allied Health professionals or those with lived experience to develop an innovative project that supports the families of those living with SCI.

## OBJECTIVES

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The Sargood Foundation's objective with this SCI Family Support grant is to facilitate the design and delivery of a project that will have a positive impact on the lives of the families of those living with SCI.

## EXPECTED PROJECT OUTCOMES

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Project must have outcomes that improve or contribute to one or more of the following areas in regard to the family members of a person with SCI:

- Health and well being
- Social connections and integration
- Development of resources or information

The project can either:

- Innovate or pilot a new project
- Develop, refine or extend an existing project

## ELIGIBILITY REQUIREMENTS OF THE ORGANISATION OR INDIVIDUAL

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We encourage applications from medical staff, Allied Health professionals or those with lived experience - all to be based in NSW.

To be eligible an applicant or organisation must include lead who is:

- Social Worker
  - Psychologist
  - Doctor
  - Nurse
  - Physiotherapist
  - Occupational Therapist
  - Peer and family support worker
  - Person living with SCI
- Preference will be given to not-for-profit organisations
- Must be based in NSW.
- Applicant eligibility is determined by your ABN registration
- Complete application process and lodge before close date
- Be an incorporated legal entity or if an individual, be auspiced by an incorporated legal entity
- Have appropriate insurance cover.

## ASSESSMENT CRITERIA

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The Assessment Panel will review applications against the expected project outcomes and consider the following:

- Demonstrate need or opportunity. Provide objective evidence that there is sector demand or benefit for what you are proposing is critical to success.
- Indicate capacity, skills and experience to manage and deliver projects. Articulate the track record of the applicant and/or project, or if it is a new project, provide evidence of the applicant's success with prior work.
- Provide a clear and concise explanation of how you will achieve project outcomes, how these will be measured and the proposed impact to the SCI community.
- Evidence your financial literacy and budgeting.
- Illustrate how the initiative is a genuinely innovative and practical project.
- Show how the projects provides a positive impact on the lives of the families of those who are living with SCI and be able to actively measure and report on outcomes.

Priority will be given to investment ready projects which means those who put forward the strongest case for the Sargood Foundation investment in your project. In this context, it would mean a proposal that has most of the details confirmed, evidence of demand, a market for the work and an implementation strategy. Also important is commitment from most or all partners, a clearly articulated value proposition with an idea of the projected outcomes and an evaluation strategy in place.

Preference is for a project that is sustainable over the long term and will deliver an enduring community benefit beyond the funding period.

We are looking for a collaborative partner who is happy to share ongoing and ad hoc communications.

## FUNDING

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Eligible candidates can apply for funding up to \$25,000 (excl. GST) per year for up to 3 years.

The total budget for this project is \$75,000(excl. GST) over 3 years – 2021 to 2023.

The Sargood Foundation encourages applicants to evidence diverse income streams in their budgets We do however reserve the right to only release approved grant funds once other contingent funding has been secured.

Assessors will analyse your budget to determine if you have demonstrated strong financial partnerships and committed other income sources towards the cost of your project.

We do not have the funds available to provide you with any more than our maximum cap states. If your budget requests a higher amount of funding than our limit, your application will be considered outside of our guidelines and withdrawn from consideration.

All financial assistance is granted at the discretion of the Sargood Foundation and available funding. No appeal or correspondence will be entered into.

## WHAT THE SCI FAMILY SUPPORT GRANT FUNDING CAN BE USED FOR

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The grant can cover some or all of the following, that are incremental to and directly associated with the project:

- Staffing costs
- Equipment
- Materials for activities
- Administration
- Utilities
- Communication
- Rent
- Travel expenses relating directly to the project
- Promotion

## FUNDING IS NOT AVAILABLE FOR

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- Projects that cannot demonstrate the ability to provide safe working methods, or adherence to relevant government restrictions
- Capital expenditure
- Projects that rely on recurrent future funding
- Expenses relating to formal education or training programs.
- Reimbursement for project expenses already incurred
- Political parties or religious organisations, businesses or individuals
- Organisations operating licensed premises and/or gaming machines

## APPLICATION PROCESS

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**Read and consider these Guidelines | Read and understand this [Funding Agreement](#)**

**Only one submission can be considered per applicant at any one time.**

Eligible individuals, groups and organisations can apply for this SCI Family Support grant via following application process.

1. Expression of interest to be submitted via [online EOI form](#)  
Completed EOI to be received by 17 May 2021
  - Applications will be acknowledged by email
  - Successful candidates invited to proceed to application form, unsuccessful candidates advised by email
2. Short list of candidates will be invited to complete a formal application form as a second step, via email from the Sargood Foundation at the end of May.  
Completed Applications to be received by 31 July 2021
3. Applications to be evaluated by an assessment panel in August 2021.  
Part of the application process will be a brief presentation to the assessment panel about your project and this will happen during August 2021
4. A decision will be made and funding will be awarded from 1 September 2021
  - Successful candidates advised with offer letter and Funding Agreement, unsuccessful candidates advised by letter

## AGREEMENT PROCESS

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If your application is successful, you will be required to enter into a Funding Agreement with the Sargood Foundation. It is your responsibility to ensure that you understand your obligations under this Funding Agreement and the outcome reporting required.

The Sargood Foundation will send you a Letter of Offer and payment schedule that applies to the funding. Once you sign, a legally binding funding agreement will come into existence. The Funding Agreement will be supplied with the Letter of Offer.

You will also be required to provide evidence that you have adequate and relevant insurances to carry out the funded activity. If you currently do not have any insurance, then please ensure you factor this cost into your application budget.

On notification of successful funding you will be asked to submit an invoice and payment details at agreed milestone dates to the Sargood Foundation. If you do not return the documents completed and signed within 30 days, the offer of funding will lapse and will no longer be available for you to accept.

## PAYMENT

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- Payments are made electronically to nominated bank accounts.
- If the applicant is being auspiced, payment will be made to the auspicing organisation.
- Payments will be made in accordance with the milestone schedule agreed.

## VARIATIONS TO YOUR FUNDED ACTIVITY

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Funding cannot be used for any activities except those specified in your funding agreement, unless a variation of the funding agreement is sought from, and approved in writing by the Sargood Foundation.

Please request approval from the Sargood Foundation in writing immediately if there are any changes to:

- key personnel
- timelines
- budget
- funding from other sources

- location or venues
- types of activity
- anything else that would alter the outcomes of the agreed activity.

If you anticipate any possible changes, you should contact the Sargood Foundation. If you fail to obtain written approval, you may be required to repay the funding and you may not be eligible for future funding. For applicants requiring an extension to the agreed activity, written approval needs to be sought prior to the due date of the Annual progress report.

## TERMINATION AND DEFERRAL

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The SCI Family Support grant is terminated under the following conditions:

- If the recipient fails to meet the eligibility criteria
- If recipient fails to report milestones in a satisfactory manner
- If there is any misconduct by the recipient or associated team members
- If the recipient becomes insolvent
- If the recipient loses insurance cover for whatever reason
- Once the full value is paid to the recipient at the end of year 3

## TIMING

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EOI open on April 1st 2021

EOI to be received May 17th 2021.

Invitation to complete Application sent out May 31st 2021

Application to be received July 31st

Applications to be evaluated and Presentations to assessment panel August

Decision made and funding awarded September 1st

Projects may commence from early September 2021, pending approval and must be underway by end October 2021.

## REPORTING ON YOUR PROJECT/ACTIVITY OUTCOMES

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It is important to have an evaluation plan in place prior to the commencement of your project. Providing this plan upfront ensures processes are in place to collect valuable data throughout your project and demonstrates how you will know if you have achieved intended outcomes.

### DURING THE PROJECT

1. 6 monthly informal monitoring – via phone call, site meeting etc – to confirm progress towards milestones
2. Annual progress reports on the funded project and a detailed statement of income and expenditure or at any time on request by the Sargood Foundation including details around
  - What the key achievements or results of your project were and some detail around what you did during the project and who participated in the project
  - Whether any of your plans changed since your initial proposal
  - What broader impact your project had or continues to have
  - Information about any challenges you experienced during the activity and what you learnt from them
  - How you spent the SCI Family Support grant money and a statement of income and expenditure

## ON COMPLETION

To support acquittal and evaluation for the Program, the successful recipient is required to provide to the Sargood Foundation a completed Acquittal Report for the funded activity which details the returns achieved with the investment received at the end the project, including detail of progress and achievement against your goals, objectives and outcomes with supporting data that have occurred as a result of completing this project.

- Did you meet your goal and address the specific issue as outlined in your application with your idea/initiative - Provide evidence and statistics where possible
- Did you meet the key objectives of the program as planned?
- Description of actual outcomes of activity - impacts and changes in people's lives and behaviours and or improvements to organisations and systems, who and how many will benefit from this initiative
- Did the project change at all from your initial proposal
- Information about any challenges you experienced during the activity and what you learnt from them
- What have you learned and what if anything would you do differently
- Future opportunities identified (if relevant).
- A detailed statement of income and expenditure

The Acquittal Report must be submitted to the Sargood Foundation no later 30 days after project end date.

If you don't provide an Acquittal Report, or if the report you submit is not satisfactory, the Sargood Foundation will notify you and you may be required to provide further information. You may not be eligible to apply for further funding or receive further payments from the Sargood Foundation.

## ACKNOWLEDGEMENTS

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Successful applicants must supply documentation including photographs, videos, catalogues, press clippings or projects, which should acknowledge the Sargood Foundation funding where appropriate.

## PRIVACY STATEMENT

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If your application is successful, the information you provide in your funding application, the amount of funding you receive, the information you provide in your progress reports Acquittal Report and text and images relating to your funded activity may be used by the Sargood Foundation, including publication on its website and in communication to supporters and donors.

By completing an EOI or application you understand and agree to the way in which the Sargood Foundation and its third party service providers collect and manage your personal information.

## ENQUIRIES AND FURTHER INFORMATION

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**Email [susan@sargood.org.au](mailto:susan@sargood.org.au) or call Susan Johnston on 0415 127 363**

1 Brissenden Avenue, Collaroy NSW 2097

PO Box 416 , Collaroy Beach NSW 2097

ABN: 32 159 830 314 CFN: 22611

[www.sargoodfoundation.org.au](http://www.sargoodfoundation.org.au)

[www.sargoodoncollaroy.com](http://www.sargoodoncollaroy.com)

