

JOHNSON BROS COMMUNITY IMPACT GRANT: APPLICATION GUIDELINES



JOHNSON BROS MITRE 10 49 Avalon Pde Avalon Beach NSW 2107

Johnson Bros Community Impact Grant: Application Guidelines

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Introduction

Johnson Bros Mitre 10 is proud to announce the launch of the **Johnson Bros Community Impact Grant**. As a local business deeply rooted in the community, we are committed to supporting the initiatives that make our neighbourhoods stronger, more vibrant, and more connected.

This grant program will distribute a total of **\$70,000** over twelve months to empower local community groups based near our Avalon and Mona Vale stores. We invite eligible organisations to apply for funding for projects that will have a meaningful and lasting impact on our local residents.

Grant Overview & Key Details

- **Total Grant Pool:** \$70,000
- **Award Frequency:** Funds will be awarded quarterly over a 12-month period.
- **Award Notification Dates:**
 - Round 1: Friday, 12 December 2025
 - Round 2: Friday, 13 March 2026
 - Round 3: Friday, 12 June 2026
 - Round 4: Friday, 11 September 2026
- **Award Structure:** Grant amounts will vary based on the scope, scale, needs of the proposed projects and impact on community

Eligibility Criteria

To be eligible for the Johnson Bros Community Impact Grant, your organisation must meet the following criteria:

- Be a registered community group, not-for-profit, or local association.
- Primarily serve the local population.
- Be physically based within a **5-kilometre radius** of either:
 - Johnson Bros Mitre 10 Avalon (49 Avalon Parade, Avalon Beach NSW 2107)
 - Johnson Bros Mitre 10 Mona Vale (73 Bassett Street, Mona Vale NSW 2103)

Application Process

The application process is designed to be straightforward and transparent, consisting of five key stages.

Step 1: Announcement & Information

The grant opportunity was officially announced at the Johnson Bros Birthday Event. Further information will be published through local community centres, local media outlets, and online platforms. We will host an **online information session** to provide guidance and answer any questions from potential applicants. Details for this session will be available by emailing a request to grants@johnsonbros.com.au.

Step 2: Application Submission

Your application must include the following four documents:

1. **Completed Application Form:**
https://johnsonbros.com.au/grants/Grant_Summary_Application_Page.pdf.
2. **Project Proposal:** A detailed document (maximum 5 pages) that clearly outlines:
 - Your project's primary goals and objectives.
 - The expected positive impact on the local community.
 - A comprehensive budget breakdown showing how grant funds will be used as part of the total project.
 - A project timeline.
 - Any recognition of the grant's contribution to the project
3. **Proof of Community Group Status:** Documentation that verifies your organisation's status (e.g., ABN registration for a not-for-profit, constitution, or official mission statement).
4. **Letters of Support:** At maximum two letters of support from community members, local leaders, or other stakeholders who can speak to the value of your proposed project.

Submission Deadlines:

Applications for each funding round must be submitted at least **30 days prior to the award notification date**.

- **Round 1 Deadline:** Wednesday, 12 November 2025
- **Round 2 Deadline:** Wednesday, 11 February 2026
- **Round 3 Deadline:** Wednesday, 13 May 2026
- **Round 4 Deadline:** Wednesday, 12 August 2026

Submission Method:

All completed applications must be compiled into a single PDF document and emailed to: grants@johnsonbros.com.au.

Please use the subject line: "Community Impact Grant Application - [Your Organisation's Name]".

Step 3: Review & Evaluation

All submitted applications will be assessed by the Johnson Bros Grant Review Committee. The committee will evaluate proposals based on the following criteria:

- **Impact Potential:** How effectively and significantly will the project benefit the local community?
- **Feasibility:** Is the project plan realistic? Can it be successfully executed within the proposed timeline and budget?
- **Sustainability:** Does the project have the potential to create lasting benefits beyond the initial grant period?
- **Community Engagement:** How does the initiative actively involve or improve the quality of life for residents of the Upper Northern Beaches?
- **Recognition:** Will Johnson Bros be recognised for its contribution towards the project? If so, then how?

Shortlisted applicants may be contacted and invited for a brief interview or presentation to discuss their proposal in more detail.

Step 4: Award Allocation

Successful applicants will be notified on the award dates listed above. Funds will be transferred via Electronic Funds Transfer (EFT) within **15 business days** of the official notification.

Step 5: Grantee Monitoring & Reporting

To ensure transparency and accountability, all grant recipients are required to fulfil the following reporting obligations:

- **Quarterly Progress Updates:** Short email updates on project milestones and progress.
- **Mid-Project Report:** A brief report detailing project execution, milestones achieved, and any challenges encountered.
- **Final Report:** A comprehensive summary submitted upon project completion, which includes:
 - An overview of final outcomes and achievements.
 - A financial acquittal detailing the use of grant funds.
 - Community feedback, testimonials, or photos.

A closing event or showcase may be organised at the end of the 12-month grant period to celebrate the success stories and share the positive community impact with the public.

Policy on Unused or Misallocated Funds

Grant funds awarded by the Johnson Bros Community Impact Grant are provided for the specific purposes outlined in your approved project proposal. Acceptance of a grant constitutes an agreement to adhere to the following policy to ensure accountability and responsible use of community funds.

- **Unspent Funds:** Should your project be completed under budget, or if there are any remaining funds at the conclusion of your project, these **unspent funds** must be returned to Johnson Bros. Repayment of the surplus amount is required within 30 days of submitting your Final Report.
- **Misallocated Funds:** All funds must be used exclusively for the expenses and activities detailed in your approved budget. If a financial acquittal or review reveals that funds have been **misallocated** or spent on unapproved items, Johnson Bros reserves the right to require the **immediate repayment** of those misallocated funds.
- **Project Cancellation or Non-Completion:** If a funded project is cancelled, significantly delayed, or cannot be completed for any reason, the grantee organisation must notify Johnson Bros immediately. The **full grant amount** must be returned within 30 days of the project's official cancellation.

We encourage open communication. If you anticipate significant changes to your project's scope or budget, please contact us at grants@johnsonbros.com.au to discuss a potential variation *before* reallocating funds.

Contact Information

For any questions regarding the Johnson Bros Community Impact Grant or the application process, please contact us at grants@johnsonbros.com.au .

We look forward to receiving your application and learning about the incredible work you are doing in our community.