

P – BRD005

COMMUNITY

GRANTS SCHEME

Policy and Procedures

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This document ***Community Grants Scheme Policy and Procedures*** has been approved by

Board of Directors
Aspire Support Services Ltd.
25 March 2014

Chief Executive Officer
Aspire Support Services Ltd.
25 March 2014

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1. PURPOSE

Aspire Support Services Ltd. (Aspire) sees the Aspire Commercial Club Community Grants Scheme as a way to further support people with a disability, families and community groups in times of additional need, in areas such as education, community access, sport, technology and mobility. Aspire believes that any community member living within the cities of Albury and Wodonga as well as Corowa, and Greater Hume shire has the right to lodge a Community Grant Application. Aspire strives to provide a confidential, effective and timely means of dealing with applications. Aspire can only provide this service as a result of working in partnership with Community groups, with the major sponsorship of the Albury Commercial Club and through specific fundraising from Aspire's annual Oaks Day Ladies Luncheon. The ongoing ability to approve Grants will be subject to availability of funds donated and raised.

Generally, Aspire will look favorably on applications that:

- Have ongoing benefit to family and individuals and grow community capital
- Are innovative undertakings which may not meet the requirements of other funding sources
- Are in keeping with the mission and aims of Aspire
- Empower others to change their lives
- Have not previously been a recipient of an Aspire Community Grant

Examples of Community Grants:

- Educational assistance-supporting families to attend conferences, seminars, workshops, school-related activities
- Sporting-assisting people to attend and participate in an active lifestyle
- IT-assistance to purchase necessary technical aides
- Mobility
- Community accessibility

What we do not fund:

- Capital works
- Ongoing salaries
- Recurrent commitments- e.g. school fees

2. RESPONSIBILITY

Community members have responsibility to lodge Applications with Aspire before the second Tuesday of May and November.

The staff member as assigned by the Chief Executive Officer has responsibility for responding in writing to applicants if an application does not meet Aspire's Guidelines as set out in "*General Information for Grant Applicants and Procedures*", (available on the Aspire website and from Aspire upon inquiry). Staff may follow up with a phone call with alternate suggestions.

The Community Grants Subcommittee will receive the May and November Applications two weeks prior to Board Meetings and is responsible for reading applications and support documentation, and agreeing as to acceptability. They will present their decisions to the Board at the nearest monthly meeting.

The Chief Executive Officer is responsible for maintaining a Community Grants Scheme Register.

The Finance Manager is responsible for maintaining an ongoing account of funds spent and available, presenting this information to the Subcommittee and for acquittal purposes.

The staff member as assigned by the Chief Executive Officer is responsible for contacting the successful Applicant(s) within one week of the Board Meeting.

The Finance Manager is responsible for direct payment of grant items to professional service providers, businesses, educational institution, etc. No funds are to be paid directly to the funding applicant.

3. GENERAL

All Applications will be subject to available funds in Aspire's Community Grants Fund.

Limits have been placed on *allocations of funds for specific areas to ensure equity of dispensing of funds.

*With variable amounts available to disburse each year, Aspire will place caps on amounts granted in separate areas. Grants will not necessarily cover the entire amount requested, but would be given as a contribution.

Applications will be handled with confidentiality.

4. PROCEDURE:

Lodging of an Application:

The person making the application should fill out an Application form, accompanied by at least one letter of support, written on appropriate letterhead and signed by a relevant professional referee, and a written quote for the goods or services required.

Post, hand-deliver or email the Application form, letters of support and quote to Aspire Support Services by 4pm on the outlined closing dates.

5. EVALUATION AND PROCESSING

Applications will be screened to meet guidelines within 30 working days of receipt. If the Application does not meet the guidelines, Applicants will be notified by mail or by email. Staff may phone to suggest alternate ways to source funding or support.

Funding rounds are open twice a year. Under normal circumstances, Applications that meet the guidelines will be processed after the 3rd Tuesday of the closing month for that round.

The Community Grants Subcommittee (Subcommittee) will evaluate Applications that have met Aspire Guidelines. Supporting documentation is essential to assist them to reach their decision, which will be reported to the full Board, at the next monthly meeting.

Confidential records will be kept on a Community Grants Scheme Register, detailing the outcome of the process for Aspire's records and to acquit funding levels to contributing community partners.

6. CONFIRMATION OF APPROVAL

6.1 Advice to Successful Applicants

Successful Applicants will be advised by mail and receive the following documentation:

- Two copies of the Letter confirming the successful application.
- One copy is to be retained by the Applicant for their records
- **The second copy is to be signed and returned to Aspire within 2 weeks.**

6.2 Payment

Aspire will handle all monies to be paid to the appropriate Service Provider, business, Professional, etc as per each approved Application. The agreed grant amount will be paid directly to the business or supplier of service, as per the application, by cheque or by electronic transfer.

6.3 Accounts

Separate management accounts for grant distribution will be maintained by Aspire, requiring a receipt from the business, service provider, etc for accounting and acquittal purposes.

6.4 Use of Grant

The Grant must be used exclusively as outlined in the application.

7. MARKETING

The existence of Aspire's Grants Scheme may be *promoted for Aspire Support Services' media purposes, as an example of programs provided by Aspire and to highlight Aspire's community partnerships and participation. It will be included on the Aspire website with Application Information available and proformas of the Application Form able to be downloaded. Mention will be made in Aspire newsletters or other, as marketing materials.

*Individual permission would be sought for any media or marketing purposes should names or photographs be used in association with a grant.

8. KEY DOCUMENTS:

- Community Grants Scheme General Information for Applicants and Grant Application Procedure
- Application Form
- Community Grants Register