

# SDPPA By-law: Grants

## 1. Policy

- 1.1. The aim of this section is to state clearly the underlying policy of the SDPPA (the Association) grants program.
- 1.2. The value of a structured community grants programs is much greater than just the dollars allocated.
- 1.3. To assist in demonstrating to the community and Association members that grants are made using an open, transparent and inclusive process the processes steps detailed in this by-law will be followed.
- 1.4. The Association will accept grant application twice per year at dates specified by the Management Committee.
- 1.5. Grant will only be provided for purposes that are consistent with the objectives of the Association except in extraordinary or emergency circumstances.
- 1.6. Grants will only be made available to applicants that meet the specified eligibility criteria.
- 1.7. All grant approvals recommended by the management committee will be approved and ratified by members at a general meeting prior to funds being released.
- 1.8. All documentation relating to the Association's grant process will be retained and made available to Association or community members on request to the Secretary. Access to some documentation may be denied if the management committee consider it to be "in-confidence" for valid reasons. Such decisions and reasons will be recorded.
- 1.9. An annual grant budget will be decided by the management committee prior to the commencement of each financial year. The total value of approved grants each financial year shall not exceed the budgeted amount unless extraordinary or emergency circumstances apply.
- 1.10. The following documentation will be used in the administration of the Association's grant program:
  - 1.10.1. Grant Register;
  - 1.10.2. Grant Application Form;
  - 1.10.3. Grant Approval Form;

- 1.10.4. Grant Acquittal Form; and
- 1.10.5. Any other additional documentation the Management Committee deems necessary for the effective and efficient administration of the grants program.

## 2. Eligibility Criteria

- 2.1. The aim of this section is to ensure that community grants are allocated fairly and properly in line with community and members expectations.
- 2.2. The criterion for granting funds will involve two levels. Confirming application eligibility and selecting the most preferred projects by assessment against the Association's criteria.
- 2.3. Grants applications must be assessed against the following criteria:
  - 2.3.1. The purpose for the grant will meet at least one of the Association's objectives as specified in it's Constitution.
  - 2.3.2. The grant applicant must reside in Samford or Samford District.
  - 2.3.3. The community benefits provided by the grant must wholly apply to the Samford or Samford District community.
  - 2.3.4. Grants will only be provided to community clubs, groups or associations operating on a volunteer basis.
  - 2.3.5. Grants will only be provided for not for profit projects and purposes.
  - 2.3.6. Grants will not be provided to companies or businesses.
  - 2.3.7. Grants will not be provided for projects that are political or religious in nature.
  - 2.3.8. All required information about the application is provided using the Association's Grant Application Form. Additional documentation may be accepted from the applicant if considered necessary and appropriate for the management committee to make an assessment.
  - 2.3.9. Grant applications made after the application cut-off dates will not be considered except in emergency or extraordinary situations.
  - 2.3.10. All grant applicants must agree to adequately acquit the grant.
  - 2.3.11. All grant application assessed as being eligible will assessed as to need, maximum benefit or value to the community and listed in priority order as decided by the Management Committee.

## 3. Publicising

- 3.1. The availability of community grants shall be periodically publicised throughout the financial year. Cut-off date reminders should be publicised particularly during the lead up period to the grant application cut-off dates. An overview of the grant application and assessment process should be included.

- 3.2. The management committee shall decide on the most effective means of providing such publicity and the frequency.

## 4. Applications

- 4.1. Except where extraordinary or emergency circumstances apply, grant applications can only be considered where the specified assessment information is provided using the Association's Grant Application Form and received prior to the cut-off dates.
- 4.2. The Management Committee may at its discretion provide information and assist applicants to ensure application forms contain all necessary information for an assessment to be validly made.

## 5. Assessment

- 5.1. All grant application shall be assessed by the Association's Management Committee in a fair, equitable and transparent way.
- 5.2. Where possible all grant applications should be considered within one month of the grant application cut-off dates. Where this is not possible applicants should be advised of the delay.
- 5.3. All application documentation and committee notes pertaining to applications assessments and decisions should be retained for a period of 3 years.
- 5.4. All grant application assessed as being eligible will be assessed as to need, maximum benefit or value to the community and listed in priority order as decided by the management committee.
- 5.5. A summary of the management committee's reasoning in supporting, rejecting and priority ranking of each application should be documented and attached to the relevant application as an aid for advice to applicants and decision making consistency. This information should be made available to applicants on request to the Secretary. Such documentation should be retained for a period of 3 years.
- 5.6. Grant applicants that do not meet primary eligibility criteria shall be advised as soon as practicable.

## 6. Approval

- 6.1. On completion of the assessment process the management committee will approve eligible applications according to priority ranking until the budget limit for grants for that period has been reached.
- 6.2. Details of recommended grants approvals shall be submitted to the next general meeting for approval for payment.
- 6.3. Only in extraordinary or emergency circumstances should grant payments be made prior to such approval being made. Such grant payments should be ratified post payment at the next general meeting.
- 6.4. Grant applicants shall be notified as to the success or otherwise of their application as soon as practicable after the grant approval general meeting.
- 6.5. Unsuccessful applicants should be encouraged to re-apply in the next round of grant submissions.
- 6.6. Successful applicants should be advised in writing at the time of payment about any specific conditions or time frames that the grant is subject to using the Associations Grant Approval Form. Applicants should also be reminded of their obligation to acquit the grant.

## 7. Acquittal

- 7.1. This process helps ensure that Association's funds have been appropriately used and the conditions and purposes of grants have been met.
- 7.2. The Association's Grant Acquittal Form should be provided to the applicant at the same time the applicant is advised that a grant has been approved and an acquittal date specified on the form.
- 7.3. The due dates for specific grant acquittal forms to be returned to the Association should be recorded on the Association's Grants Register. The Management Committee should periodically review the register to identify overdue acquittals and take effective follow up action as necessary.
- 7.4. On receipt of acquittal forms the Management Committee should review each form to ensure it has been correctly completed and to confirm that grant conditions and purposes have been complied with and that all relevant documentation including expenditure details and receipts have been provided.

- 7.5. The Management Committee should use its discretion to decide on an appropriate course of action to take where a grant acquittal is not satisfactory. For example excluding applicants from making further grant applications for a specified period or recovery of funds.

## 8. Review

- 8.1. The Management Committee shall undertake a bi-annual review of the Association's Grants Register to ensure it is being adequately maintained.
- 8.2. To the extent possible the Management Committee should also use this review to gauge the levels of compliance/non compliance by grant recipients with the Association's grants program objectives.

## 9. Appendix

- 9.1. Grant Register.
- 9.2. Grant Application Form.
- 9.3. Grant Approval Form.
- 9.4. Grant Acquittal Form.