

Policy – Workways Foundation Benevolent Grants

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Workways Association Inc is a non profit community based organisation that supports activities, groups or like organisations that have a direct benefit to the community. The Workways Association Inc Foundation offers grants of up to \$5,000 on a quarterly basis to support charitable and benevolent purposes that seek to do good towards others in the community. This may include relieving poverty or sickness, addressing the needs of the young, aged or people with a disability, advancing education or activities that otherwise benefit the community.

Criteria for Application

- Applications must be for purposes benefiting communities within the areas serviced by the offices of Workways.
- All applicant organisations / activities must be recognised as being non-commercial, not for profit organisations / activities and have no commercial affiliation. *A not-for-profit organisation is one that:*
 - a) *Uses all monetary surplus solely for the purposes of its objectives and not to financially benefit its members in any way.*
 - b) *Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members.*
- Organisations / activities that have been established for less than 12 months must provide an annual / activity budget. Where organisations / activities have been established longer than 12 months, they must provide audited accounts.
- Each applicant is entitled to one grant only per calendar year other than in an exceptional circumstance.
- There must be no conflict of interest existing between the applicant and the provider of the goods or services.
- The purpose of the grant must be “future focused” and not retrospective.
- Expenses must be incurred within those areas serviced by the offices of Workways with the exception of items not available in those areas.
- Honorariums, salaries and wages will be considered but are rated as a low priority.
- An application for a grant must not be for a purpose that a government agency is obligated to meet.
- Administration expenses have a very low priority rating and will not normally be considered except in the case of Welfare groups.
- The purchase of motor vehicles is a low priority and will not normally be considered.
- Catering expenses, other than for Welfare purposes will only be considered where special circumstances exist.
- Bar expenses will not be considered at any time.

Educational Grants

Additional Criteria for Pre-Schools and Schools:

This policy shall apply to all schools and licensed pre-schools in the area serviced by the offices of Workways. Each year the Board will establish the amount that schools can apply for within their relevant category for any of the various purposes as set out below.

Grants must not be a substitute for government expenditure nor for capital works e.g. buildings. The philosophy behind the grant is that it is to support learning or access to learning from a child’s perspective

Community Based Early Childhood (under 5's): (particular consideration given to such facilities programs established in disadvantaged areas and/or groups)

- play equipment – outdoor/indoor and storage
- books
- puzzles
- safety improvements e.g. childproof gates, outside sun shelter

Secondary:

- vocational education resources
- sports and outdoor education equipment as part of re-engagement programs
- musical instruments and resources as part of re-engagement programs

Educational institutions are entitled to apply for one grant outside the Education Round each calendar year for other than strict educational purposes (e.g. sports tournament; cultural event) in accordance with the Foundation's general policies/procedures.

Applications for 'Education' grants will be called in March and June each year for payment by the end of the succeeding month.

Assessment Of Applications:

Grant applications will be assessed principally on quality of the community benefit they would deliver. Other relevant considerations are listed below. The on-line application form enables applicants to set out their claims with respect to each of these:

- The project meets community need and is based on sound research / methodology;
- The applicant organisation/s has a capacity to deliver, or track record of delivering community outcomes and managing similar projects;
- The project has a sound strategy and project plan, which includes identified milestones (if appropriate);
- The benefit produced is viable / sustainable over the long term;
- The community and/or other key stakeholders support the project;
- The project outcomes are capable of evaluation;
- A cost / benefit analysis suggests the project is highly worthwhile.

Exclusions In general:

Workways Foundation Benevolent Grants will not support:

- Individuals, including Workways staff members
- General fund-raising
- Operational expenses (unless part of the funded project)
- Political activities
- Organisations or groups who discriminate or limit membership based on race, gender, beliefs, class or cultural considerations.

Terms & Conditions:

- Grants are made by Workways on the advice of the Workways Foundation Benevolent Grants Advisory Committee. Workways reserves the right to amend the granting criteria from time to time.
- The web site published selection criteria is valid for the current funding round.
- Funding is conditional upon a Grant Agreement (as may be amended or updated from time to time) being signed by the recipient not-for-profit organisation prior to the commencement of funding.
- A minimum of 2 months is required from the closing date of the funding round to commencement of project funding.
- Workways may or may not grant funding in its discretion and reserves the right not to provide reasons for why a grant request may or may not be funded.
- Grant recipients may be acknowledged in publicly available materials such as a Workways community / annual report or the like.

Partnerships:

We encourage/will support collaboration and partnerships with other organisations but can only accept an application from one eligible organisation.

We encourage organizations involved in partnerships to formalize their partnership wherever appropriate. For example before an application is submitted you should clarify aspects like the respective roles and responsibilities of each organisation, including who will be the applicant and take on responsibility for the management and acquittal of grant monies. Any partnership arrangements should be outlined in the grant proposal

How to Apply

Applications can be made online by emailing your application to foundation@workways.com.au or mailing your application to:

Workways Association Inc

PO Box 331

Bairnsdale Vic 3875

Applications should include but are not limited to the following:

Referee contacts or letters of support:

You must provide details of two referees who can talk to us about your organisation and its request.

A referee can be anyone from outside your organisation who can comment on the need for your proposal, your ability to undertake it, the benefit it will provide to the community, as well as someone who knows about your organisation and its work.

For example: for a proposal to encourage youth from your community to participate in community life through an event, your referees might include:

- A representative from your local Youth Advisory Council who can talk to us about the needs of young people in your area and the input they have had to the proposal
- A representative from your local government authority who can talk to us about how your proposal fits in with its services to youth programs, other planned events and any support they are providing to your initiative
- Local youth workers who can talk to us about how your proposal fits in with the needs and priorities of local young people

We may also seek information from other people or organisations if we think they can provide additional information.

You are not required to provide letters of support but are welcome to include them to provide an indication of the level and nature of support for your proposal. We will still refer to referees for their comment and may discuss your application with those who provided a letter.

Supplementary information:

We have no limit on the amount of information you can provide as we encourage applicants to provide the level of detail necessary to substantiate their request. We do however ask that applicants provide only relevant information and do not overwhelm us with unnecessary detail.

If your application includes a lot of information it can be helpful if you add a summary or index to your attachments, and clearly distinguish each section. It may also be useful to provide an executive summary to give us an overview of your request.

Budget Detail:

Your budget needs to be detailed enough to explain your request and how you worked out the amount. For capital requests over \$1,000 (i.e. for equipment, information technology or building related items) you must provide **two written quotations**. The **Additional Information Form** relevant to your grant request may contain an outline of the budget details we are requesting.

For non-capital requests over \$1,000 you must also provide **two written quotations**, as well as show how you calculated the amount, and what information you used as the basis for the calculation. For example with salaries, you might have used the relevant Industrial Award for the proposed position.

You should also show other contributions you have received or sought, and separate these from the grant amount requested from Workways. You should also make sure your budget adds up!

For some more detailed budgets we may ask you to send them to us in Microsoft Excel format (a spreadsheet) so we can work with the information to meet internal administrative requirements.