



## **AFA Foundation Reserves**

### **Grant application and approval process**

#### **Purpose**

The purpose of this document is to outline the standard procedure for disbursement of AFA Foundation ('Foundation') Reserves over \$100,000 balance.

It should be read in conjunction with the AFA Foundation Reserves Policy.

This policy and process must be upheld by the AFA Foundation Chair, AFA Foundation Committee, AFA Board and AFA Head Office staff working on Foundation related matters.

#### **Grant Application process**

On at least an annual basis, commencing in CY2019, the Foundation will issue a call to AFA members ('members') for grant applications for Deductible Gift Recipient (DGR) accredited charitable and not for profit organisations that align with the core purpose of the Foundation (as outlined in the ACNC Charity Registration Summary for the Foundation).

The call will be made via the AFA website or a member email.

The members must use the Foundation's grant application form to submit their application. Applications submitted via any other means will not be considered.

The grant application form will include at least the following fields:

- Member name
- Member state
- Name of DGR charity or not for profit organisation
- Website and social media addresses for the DGR charity or not for profit organisation
- Confirmation of DGR status (as per the Australian Government's Australian Business Register website)
- Contact name at the DGR charity or not for profit organisation
- A brief description of why the member is nominating the organisation to receive funding. Details of specific projects can be provided, along with a specific budget request for consideration.
- Confirmation that the member will be the local AFA contact point for the organisation, for a period of 12 months, should they be successful in receiving a grant. (Note: this is for the purposes of following up on the grant, how the funds have been used and what the impact has been, to share with other members via the AFA website or adviser magazine).

Members who need assistance in completing the form can contact their state based Foundation representative. Current representatives are listed on the AFA website, under AFA Foundation.

Receipt of each application will be acknowledged within 7 days.

### **Activities performed by the charity that fall outside of funding criteria:**

- Activities viewed as the responsibility of government which attract government funding
- Programs with a religious, political or lobbying focus
- Grants to individuals
- Grants to organisations which do not have DGR status
- The Foundation prefers not to invest in investment vehicles that include underlying investments in gambling, tobacco or alcohol.

Applicants should note that should a grant application be unsuccessful in the year it was submitted, they can resubmit the following year using the current grant application form. Previously submitted applications will not carry forward to the next funding round.

### **Grant application assessment process**

Grant applications will be assessed via the following process:

- Where more than one application is received per state or territory, the Foundation representative for that state or territory will review all applications and make a shortlist of two to be assessed at national level
- Two applications from each state or territory will be reviewed by the AFA Foundation Chair and AFA Foundation Committee.
- The list of recommended recipients will be reviewed by the AFA Executive Committee (comprising of the AFA CEO, National President and National Vice-President).
- The final decision on recipients for the annual grant round will be made by the AFA Foundation Chair and the AFA CEO

All decisions are made based on a thorough evaluation of individual applications, our determination of relative priorities, and available funds.

We reserve the right not to make a grant for any reason, or for no apparent reason, no matter how deserving the proposed organisation may be or how closely the application has followed the process and template. If a dispute should arise the AFA National Foundation chair or AFA CEO have the ability to make a referee decision, this decision must be made jointly, and should only be made where the AFA Foundation committee cannot come to an agreement, or where a formal complaint has been lodged by any party.

### **Notification of successful grant applications**

Organisations which have been selected as recipients of Foundation funds will be notified via the member who submitted the grant application form.

The member will be advised of the successful selection by the AFA Foundation Chair.

The selected recipients must agree to any reasonable requests made by the AFA to publically acknowledge their grant, this may include interviews, photo opportunities or appearances at AFA events.

### **Distribution of funds**

Once the successful applicants are confirmed, AFA Foundation will contact the organisation and request an invoice for the funds to be donated. Once the invoice is processed by the finance team in AFA Head Office, funds will be provided to the organisation.

The member who nominated the organisation will be advised of the payment. Where possible, the presentation of a “big cheque” and photo opportunity will be arranged. This allows both AFA and the recipient organisation to promote the financial support, and offers the member an opportunity to showcase their role in supporting community organisations via the AFA Foundation.

### **Grant Application and Approval Process Review**

On an annual basis the Foundation Chair should conduct or delegate to a committee member or AFA Head Office staff member, the analysis and review of this process. This review should include an analysis of factors such as its operations and governance.

If a change is required, this should be documented and presented for a vote to the AFA Foundation Committee and then with a rationale to the AFA Board for review and approval at a board meeting.

The updated process should then be posted on the AFA Foundation webpage for AFA members to be able to view as desired. The applications should be referred to the policy available via the website, at application stage.