



ABN 19 163 341 913

PO Box 70 Church Point NSW 2105

Adopted October 2019

Grant Guidelines and Policy for Scotland Island Residents Association

Purpose of this Guide

These guidelines are for grant applications and tenders where SIRA is the legal entity making the application. As the legal entity SIRA bears the obligations attached to the grant project. Obligations are to the Scotland Island community and to the funding body. In order to properly manage this risk these guidelines have been developed.

Grant Guidelines

First of all, thank you.

If you are underway or contemplating applying for grant funds to create something, enliven or otherwise enhance the community on Scotland Island then you deserve a heartfelt thanks.

This document has been put together to help those seeking community grants or managing grant projects on behalf of the Scotland Island Residents Association.

There are lots of ways the SIRA committee can assist in the process, from project conception through to the closing acquittal. We've also set out some guidelines to help assess when and if community consultation is needed and where the SIRA committee needs involvement to ensure compliance with legal, insurance and audit requirements.

We can help you with:

Support

If you are contemplating a grant supported project where SIRA is to be named as the applicant or beneficiary, we recommend that you speak to someone on the committee as early as possible. This is important because it will avoid duplicated effort, we can assess whether community consultation is required, and we can give practical assistance in the application process. We can even help put a team together if that is required. Depending on the scope and size of the project, SIRA may require that a representative from the SIRA committee fills a lead role in the project working group.

Legals and Insurance

When SIRA signs off on a grant application and when it signs its acceptance on successful grants, it is taking on obligations and responsibilities. Fortunately, SIRA has a great track record of applying for, managing and acquitting successful grant projects. We strongly recommend that those seeking to undertake projects, do so by working closely with SIRA and by keeping lines of communication open. This way, SIRA can support your project while also maintaining a level of safety for volunteers, for the community and for the organisation.



ABN 19 163 341 913

PO Box 70 Church Point NSW 2105

SIRA maintains a comprehensive insurance policy that covers volunteers across a variety of activities. With each new grant project we review the activities and get a rough idea of the number of participants so that we can ensure our insurance cover is adequate.

Profile and Promotion

In terms of SIRA's profile, rest assured that when a grant application is lodged in the name of SIRA, it carries with it a solid reputation from a well-established track record of managing and acquitting past grant projects. SIRA has over the years received several grants from federal, state and local government levels. Each new application is strengthened by that record.

For marketing and promotion, your project can benefit from SIRA's communication channels. SIRA has a professional and well visited website, it has a regular e-newsletter to members, and it has a strong social media presence, all co-ordinated by a dedicated communication and IT team.

Administration and Reporting

Grant management can seem like an exercise in filling out forms. SIRA can help, from the formulation of budgets, drafting the application text, lodgement, progress reporting and final acquittal reporting. SIRA also has information on grants available and on honing the pitch to give the grant application the best possible chance.

Matching Funding

In certain circumstances SIRA may be able to contribute funds towards a project. This can be helpful at the outset of the grant application process, because the funding body sees that the community is serious about pursuing the project. Of course, before any commitments to funding are made, there must be appropriate approvals made within SIRA. The committee may be able to approve modest amounts quickly. For larger contributions, it is important to provide a long lead time so that project contributions can be included and approved during the annual budget process for the organisation. For large and complex projects we may also need approval at a General Meeting, or there may be a community consultation process.

Volunteers

Yes, SIRA can help round up volunteers! And if you're looking for dedicated and engaged community-minded people, you may even find them on the committee already.

Knowledge and Experience

Each successive SIRA committee is a brains-trust. Some have been offshore for decades and some have just arrived. There is a variety of backgrounds and skills, some with legal or accounting qualifications. Their presence on the committee means they are engaged and ready to contribute where they can.



ABN 19 163 341 913

PO Box 70 Church Point NSW 2105

Detailed Guidelines

Every grant application that is made in SIRA's name means that SIRA is legally responsible for it. The following guidelines are intended to make sure SIRA meets its legal responsibilities and minimises risk. This shouldn't restrict any project so long as basic standards are met. These guidelines are to help project leaders and their teams maintain those minimum standards.

We need to ensure there is appropriate consultation with the community, that there is transparency throughout the process, and that the SIRA committee has an appropriate level of involvement in the application process and the conduct of the project. Small projects may need minimal oversight, large or more complex projects may need higher levels of committee involvement.

Identifying needs and funding opportunities

Any member or committee member of SIRA is entitled to identify areas or propose projects that may be suitable for support with a cash grant or grants. Any member may make enquiries directly to the funding bodies, provided that person does not make commitments on behalf of SIRA before they are authorised to do so.

Application Process

When a funding source has been identified, the member who is interested in SIRA making an application, shall propose the idea to the SIRA committee. SIRAC, under its usual decision processes shall consider whether SIRA should make the application. Items for consideration shall be;

- What is the project outcome and is that desirable for the community?
- Does the community need to be consulted, and if so, how?
- Is SIRA or the community expected to co-contribute to the project in cash, materials or work?
- What roles would need to be allocated, such as grant co-ordinator, project manager, workshop leader, builder etc?
- Is there a need for a working group or steering committee? If so, who will represent SIRAC and what will their role be within the working group?
- Who is the grant co-ordinator and who should chair the working group?
- What is the proposed budget? What are we hoping the funding body will provide and what will be provided by SIRA and other organisations such as SIRFB and the Kindy? What supplementary funding might be acquired by a fundraiser, by a parallel grant or from some other source?
- Who should write the text of the funding application and who will proof it?
- What is the outline of the project and what is the timeline?
- If the grant is likely to involve payments to members of SIRAC, members of SIRA, residents in the Scotland Island Community, or any person or organisation where there may be a conflict of interest or the perception of a conflict of interest, then SIRAC must discuss these issues in a meeting and consider the need for EOI processes and any other appropriate measure to address conflicts of interest.

Once the grant application text and budget has been drafted, that shall be put to the SIRA committee for approval or modification.



ABN 19 163 341 913

PO Box 70 Church Point NSW 2105

Once approved, the application shall be signed by the President if that is required, or a delegated responsible person and then submitted by a SIRA committee member or a delegated responsible person. The contact details of SIRA that are submitted with the application shall name an @sira.org.au email address as the primary contact point.

Conduct of the Project

Upon learning of the success of the grant application, SIRAC shall advertise the outcome together with relevant details of the application, to the community.

The final decision on the composition of the project working group rests with the SIRA committee. For most projects the group shall include at least one SIRAC member in a key role.

Regardless of the naming of the group who manage the grant project (whether a 'steering group', 'working group' or some other term), the group is a Sub-committee and is subject to the terms of SIRA's constitution.

If SIRAC considers appropriate, the participants in the working group shall be appointed, or SIRAC may conduct an EOI process seeking participants, especially if payments to individuals is involved.

The working group shall be made aware of the contents of the original grant application and its budget.

The process for the management of the project's finances shall be as follows:

1. If the grant application did not require a budget to be submitted, then the first duty of the working group is to develop a budget, and have it endorsed by SIRAC
2. Expenditure on the project should be made within the bounds of the approved budget
3. Receipts for all expenditure must be obtained and retained with a note on the back of the receipt to state what this purchase was for. For receipts in electronic format, the same level of detail can be included in the accompanying email.
4. Purchases with a value over \$500 must be initiated with a SIRA Purchase Order
5. If there are proposed changes to the project that represent a significant change to the conduct or outcomes of the project, then such proposed changes must be approved by SIRAC and must be permissible according to the funding body.
6. The working group must ensure that all reporting requirements required by the grant are carried out, with copies of all such reports being first provided to SIRAC before submission.
7. SIRA's Code of Conduct and Safe Environment policy applies to all participants in the project. SIRA policy documents are available on the website.
8. When SIRAC or the working group, or any member thereof has email communication with the grant funding body or with Council, it is preferable to use an @sira.org.au address. If that is not practical, then the sender must put secretary@sira.org.au in the CC for all correspondence including replies.



ABN 19 163 341 913

PO Box 70 Church Point NSW 2105

Grant Acquittals

The working group shall assist SIRAC in bringing together information for the preparation of the grant acquittal documents. This includes working group minutes, accounting records, design plans, photos and any other documents relevant to the acquittal.

SIRAC is responsible for lodging the acquittal documents. If the grant project requires the submission of development applications or similar, such as to Council, SIRA is responsible for lodgement of those applications.