

Grants Program Procedures

Version 1.2

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Document Control

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1. Objective

The major objectives of the Volunteers Association include assist assisting volunteer members of the NSW SES, SES Units and the Community. It achieves this through the operation of this Grants Program. This program replaces previous programs covering Unit Grants, Scholarships and Sponsorships.

The Volunteers Association also assists volunteer members of the NSW SES that require welfare support through the operation of its Welfare Fund that is administered by a separate committee, and governed by its own terms of reference, policy and process. The Volunteers Association works with the NSW SES so that grants are provided for resources that are appropriate and will be effective in achieving the required outcome.

2. Who can apply

This Grants program is open to all volunteer members of the NSW SES.

3. When is the Grant Scheme open

The Volunteers Association Grants Program is open all year, and applications can be sent at any time. Promotion of the Grants Program may include the website, social media, The Volunteer magazine and any other appropriate communication methods available.

The Volunteers Association may publish a calendar of activities for the Grants Program each financial year. These may include, but are not limited to, targeted scholarships, specific types of training activities for groups of volunteers, conferences or other open applications received from volunteers for activities, learning, development, training, equipment or items to improve the support provided to volunteer.

Applications will not be considered out of session. It is an applicant's responsibility to submit all the relevant information on time. Incomplete or late applications will not be considered

4. Applications

All applications for Grants must be completed and submitted online.

In the case where an applicant does not have online access, the applicant should contact the NSW SES Volunteers Associations office and a staff member will assist.

Partial, incomplete or late applications will not be accepted. An application will not be accepted if it does not include a fully costed proposal.

5. Receipt of Application

It is the responsibility of the applicant to confirm that the application has been successfully received by the Volunteers Association.

6. Acknowledgement of Application

The Volunteers Association will acknowledge each application and provide a response to the applicant advising the date of when their application will be assessed by the Grants Committee.

Each applicant will be provided with an identification number that will be used to track their application's progress.

7. Assessment of Application

- Applications will be assessed (scored) based on merit using the following criteria:
- Capability to deliver
- Acknowledgement of the Volunteers Association
- Alignment with the Mission and Vision of the Volunteers Association

- Provides good value for money
- Active membership of the NSW SES
- Quality of the application is clear and easy to understand

Applications that fail to address these criteria will receive a lower score and have a lower chance of receiving funding.

Applications that are already funded from other sources may not be accepted.

Applicants are to include fully costed proposals as part of their application. Applications that do not address this requirements will be deemed incomplete and will not be considered.

8. Assessment Process

Prior to the committee meeting each member will receive the applications, where they will consider and forward a preliminary assessment for each application. This assessment will be forwarded to the administrative support for collation and discussion at the committee meeting where a recommendation will made to the Board concerning the application.

The NSW SES may be consulted as part of the application process to ensure grant funding is used towards safe and appropriate activities or equipment.

The Grants Committee will meet via conference call or other electronic means on a monthly basis or as required to assess applications.

Each member of the Grants Committee will assess each application against the assessment criteria.

Individual scores from committee members are to remain confidential. The purpose of the meeting is to clarify and discuss the applications.

A combined score will be compiled by the administrative support of all applications being assessed and will be used to rank the applications. The higher the score the better the application.

A cascading master list of applications will be created ranking the applications in order. These applications can carry over to the next funding cycle for a maximum of 12 months.

Applications will be monitored by submission date and any carried over applications that are greater than 12 months past their submission date will be removed from the cycle.

Applications will be approved and allocated up to the last application which does not break through the allocated amount set by the Board.

The Grants Committee will make a recommendation to the Board either to:

- Fund an application
- Partially fund an application
- Request further information concerning an application
- Hold an application over for consideration at its next meeting
- Not fund an application
- Reject an application
- Expire an application after 12 months

Example: A Unit makes an application for the purchase of a piece of equipment. The application receives a combined score of 75. Based on the number of applications made in any quarter the Grants Committee determines it can fund all applications with a score over 68. In this case the Grants Committee would recommend to the Board that application is funded.

Example: A Unit makes an application to conduct a combined training activity. The application receives a combined score of 85. Based on the number of applications made in any quarter the

Grants Committee determines it can fund all applications with a score over 68. In this case the Grants Committee would recommend to the Board that application is funded.

Example: An individual makes an application to attend a disaster management conference. The application receives a combined score of 65. Based on the number of applications made in any quarter the Grants Committee determines it can fund all applications with a score over 68. In this case the application would make a recommendation to the Board not to fund the application but to hold over to the next quarter where it may be funded.

Example: A Unit makes an application to purchase a very expensive piece of equipment. The application receives a combined score of 45. Based on the number of applications made in any quarter the Grants Committee determines it can fund all applications with a score over 68. In this case the application would make a recommendation to the Board not to fund the application but to hold over to the next quarter where it may be funded.

9. Time frames for Applications

It is the responsibility of the applicant to submit an application in enough time to be considered by the committee for the activity they intend to undertake. Applicants will need to keep in mind they may not be successful in the first round of applications. The close off time for the Committee to consider applications is four weeks prior to the scheduled meeting date.

Applications will have a life of 12 months from the first assessment undertaken by the Grants Committee. After 12 months, the application will be automatically expired. It is the responsibility of the applicant to track the progress of their application and resubmit it if desired.

10. Feedback on Applications

The Volunteers Association will provide each applicant that is not funded with feedback. The applicant may:

- Leave their application for future consideration
- Withdraw their application
- Submit a new application

11. Publication of Results

The Volunteers Association may publish the results of all applications funded and not funded using the identification number assigned to each application and the score attributed to the application so all current and future applicants can see the number and quality of the applications being considered by the Committee.

Where a grant is approved and accepted, a condition will be that the recipient agrees to the publication of information concerning the grant and they will make themselves available for media comment where appropriate.

Feedback is available on request to all applicants.

12. Assistance with the Preparation of Applications

The Member Services Branch of the Volunteers Association is able to assist members in the preparation of applications for Grants.

To avoid any conflict of interest, members are to avoid discussing grant applications with Board members.

13. Notification of Successful Application

The Volunteers Association will notify each successful applicant. Applicants will need to formally accept the Grant after which the Volunteers Association will make arrangements for funding to be made available.

14. Provision of Funding

The Volunteers Association may provide funding for Grants:

- Direct to suppliers on provision of a Tax Invoice
- Reimburse funds on provision of a paid Tax Invoice
- Substitute similar goods from an alternate supplier
- Or any other means deemed acceptable by the Volunteers Association
- Funding will be granted on receipt of a signed Grants Agreement (Letter of Offer) from the applicant.

15. Grants Agreement

This agreement outlines the obligations of the recipient including branding, acknowledgements, watermarking, receipt of final report and ownership of Intellectual Property and images.

16. Failure of Grants Recipient to honour Grants Agreement

Where a Grant Recipient fails to fulfil their obligations under the Grant Agreement, the Volunteers Association may pursue recovery of the amounts funded.

17. Grants that won't be Considered

Grants may not be considered for applications that are:

- For items/activities supplied by the NSW SES, Council or elsewhere
- Incomplete
- Late
- Through alternative channels
- Contrary to the Code of Conduct and Values of the Volunteers Association
- Will require ongoing recurrent funding after the initial grant
- For staffing costs
- Funded through other organisations
- Considered not relevant to the Volunteers Association and the NSW SES

18. Operation of the Grants Committee

The Grants committee will operate in accordance with its Terms of Reference.

19. Review

The Grants Committee will review the Grants Program annually or as required.

Appendix A Assessment Criteria

	Inadequate	Developing	Adequate	Proficient	Accomplished
Score	1	2	3	4	5
Capability					
To deliver the project or complete the activity that is being funded.	Fails to provide any evidence of capability to deliver the project/activity.	Makes an attempt at providing evidence of capability to deliver the project/activity.	Provides evidence of capability to deliver the project/activity. Eg A example of a previous successful project/activity.	A documented project plan is submitted with evidence of previous projects that were successfully delivered.	A well thought out and fully documented project plan is submitted with evidence of previous projects that were successfully delivered.
Acknowledgement					
Of the Volunteers Association through media, social media and/or publication of articles	Fails to provide any recognition of the Volunteers Association.	Makes an attempt to detail how the Volunteers Association will be recognised.	Provides basic documentation and a commitment to recognise the Volunteers Association.	A plan is provided on how the Volunteers Association is to be recognised along with a commitment.	A fully documented plan on how the Volunteers Association will be recognised through multiple channels. Evidence is provided on how this has been done successfully in the past.
Alignment					
To the Mission and Vision of the Volunteers Association	There is no information provided on how the grant aligns to the Volunteers Association Mission and Vision.	There is an attempt to describe how the grant aligns to the Volunteers Association Mission and Vision.	A basic description is provided on how the grant aligns to the Volunteers Association Mission and Vision.	A description is provided on how the grant aligns to the Volunteers Association Mission and Vision.	An in-depth well-articulated description is provided on how the grant aligns to the Volunteers Association Mission and Vision.
Value					
Provides good value for money	No budget information is provided.	Limited budget information is provided. It is difficult to identify how the grant will provide value and is a good use of funds.	Basic budget information is provided. It can be derived from the information provided the value that the grant will provide.	A budget proposal is provided. It details the value will be delivered as a result of the grant.	A fully costed easy to understand budget proposal is provided that indicates significant value will be delivered as a result of the grant.
Membership					
Is an active volunteer member of the NSW SES	No evidence of active membership is provided.		Limited evidence is provided that demonstrates the members is active and committed to volunteering with the NSW SES.		Evidence is provided that demonstrates the members is active and committed to volunteering with the NSW SES.
Quality					
The application is clear and succinct and easy to understand	The application does not make sense and is difficult to understand. It is unclear what is being requested.	The application makes an attempt to describe what is being requested. It is of average quality.	The application is clear and the reader can understand what is being requested.	The application is clear and the reader can understand what is being requested. Supporting documentation is attached.	The application is very easy to read, is straight to the point, address all criteria and clearly states what the grant is for. Relevant supporting documentation is attached.

Appendix B Information for Applicants

Purpose	Grants are available: <ul style="list-style-type: none"> • To support purchases by Units for items not supplied by the NSW SES, local Government or other organisations • To support volunteers in gaining skills through education to make a difference in the community • To support volunteers participate in activities that add to their capacity as volunteers • To support worthwhile activities undertaken by volunteers • To support volunteers that may be experience disadvantage or hardship
Amount	Individual and Units \$5,000 Inc. GST Groups of Units, Volunteers or Headquarters \$20,000 Inc. GST
Recipient	Grants are available for individual volunteers, groups of volunteers, NSW SES Units or groups of NSW SES Units
Assessment Criteria	<ul style="list-style-type: none"> • Capability to deliver the project • Acknowledgement of the Volunteers Association • Alignment with the Mission and Vision of the Volunteers Association • Provides good value for money • Active membership of the NSW SES • Quality of the application is clear and easy to understand
Approval	Assessed by Grants Committee Approved by Board
Assessment	Assessed/Approved Quarterly
Payment	Payment either as reimbursement or direct to supplier.

The Grants program is operated by the NSW SES Volunteers Association in good faith to support the Volunteers of the NSW in improving their facilities, volunteer experience, individual or group development. The Grants Committee makes recommendations to the Board of Directors on which applications to fund with feedback being available to applicants from the Committee on unsuccessful applications.

Appendix C Flow Chart

