



Community Benefit Fund Policy and Procedure

This policy applies to: all Directors, Employees and Contractors

Purpose

Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) was established to implement and manage outcomes of the Native Title and Traditional owner settlement agreement outcomes of 2010.

The Rule Book of the organisation states; “The principal objective for which the corporation is established is to relieve poverty, sickness, destitution, helplessness, distress, suffering and misfortune amongst the Gunaikurnai people”

The Organisation can also receive gifts for specific distribution under this policy; “operate and maintain a gift fund to be known as “The Gunaikurnai Land and Waters Aboriginal Corporation Gift Fund” in accordance with the requirements of the Australian Taxation Office.”

GLaWAC encourages requests for sponsorship, scholarships/ donations and support from a wide variety of organisations, members and individuals.

GLaWAC will also consider individual case by case request from a member if less than \$100 dollars if request meets criteria

This policy has been established to address all requests on a case by case basis, based on the assessment criteria contained in this document.

Each request will be carefully assessed to determine if it meets GLaWAC’s sponsorship, marketing and community objectives. Consequently, we are unable to proceed with requests for support that do not fit within these objectives. In addition, budgetary constraints limit the number of opportunities that we can undertake.

All sponsorship applications will be evaluated according to the criteria set out below and must be submitted on the form provided.

Policy Scope:

In the context of this policy;

1. This Policy replaces the previous Sponsorship and Donations Policy.
2. ‘Sponsorship’ is defined as the provision of goods or services in exchange for advertising, marketing and promotional opportunities.
3. ‘Scholarship’ is defined by the provision of funds to support specific Educational enrollment and activity
4. ‘Donation’ is defined as the provision of goods to a registered charity where a receipt for the value of goods can be provided for taxation purposes or the provision of support to a Gunaikurnai person.
5. ‘Individual Case by Case’ Requests are defined as urgent, small in nature and without support a critical family event can’t be attended.

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Accountability:

Board-are the approver for this Policy

CEO- is accountable to ensure the board is informed of suggested changes.

COO and Business Manager- Accountable to CEO for the administration of the Policies operation and ensure Tax office compliance.

EA and Reception- responsible to support the COO and team in the administration and communication of applications.

Strategic Communications Manager- accountable to ensure current versions is available on Public website.

Sponsorship, Scholarship:

- may only take the form of provision of material goods or other;
- consists of resources in exchange for agreed acknowledgment;
- may be between one or more organisations; and
- Scholarships consist of funds to directly support higher Education aspirations outcomes where state funding is not available or sufficient.

Donations:

- may only take the form of provision of material goods or other;
- consist of resources provided free of charge and unencumbered
- will be provided to registered charities where a receipt for the value of the goods can be provided for taxation purposes
- will be provided to a Gunaikurnai person where it is deemed that the support will enable that individual to participate in an educational or sporting activity.

Individual Case by Case:

- will be provided to a Gunaikurnai person where it is deemed that the support will enable that individual or designated family members to participate in an urgent and critical family event.
- Can only be supported through GLaWAC directly paying for a transport ticket



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Policy Details

Policy and rules of engagement

Responsibility for co-ordination of sponsorship lies with the CEO as per the Delegation of Authority. Should the application exceed \$5000 then the CEO will put a recommendation forward for board consideration.

Each proposal will be assessed on a merit basis according to the criteria set out below.

Unless severe hardship or extenuating circumstances only 1 request per person per calendar year will be approved.

This is to ensure fairness and equity for the funds are available.

Sponsorship Criteria

GLaWAC will only agree to sponsorship, scholarship opportunities that:

- Are consistent with our vision, reputation and objectives
- Addresses our membership and Gunaikurnai People
- Helps achieve our objective to increase awareness of GLaWAC
- Adds value to business activities or community capability building

Key areas of potential support by GLaWAC include:

- initiatives that support the Whole of Country Plan
- Education scholarships that support learning and development
- community events in an area where GLaWAC and its membership conducts its business

Preference will be given to individuals/organisations that:

- Are credible, with a proven track record in managing community initiatives
- Have demonstrated aptitude to utilize the funds to grow and develop
- Can provide satisfactory information on its management and financial status; and
- Allow adequate time for applications to be assessed

Donations Criteria

GLaWAC will assess all requests for donations based on the following criteria:

- Donations will be provided to registered charities who can produce a receipt for tax purposes to the value of goods supplied or Gunaikurnai people to pursue educational and sporting aspirations.
- Individual donation requests will require a submission detailing the merits of the organisation or individual and to what purpose the donation will be used



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Individual Case by Case Criteria:

- Must be Urgent in Nature and required to meet a critical culturally important Family event
- Note the Funeral Policy covers specific funeral costs
- Can only be accessed once per year by any related party
- Cannot exceed \$150

Preference will be given to individuals/organisations that:

- Are Members
- Have an interest in supporting GLaWAC

Exceptions

Organisations/activities which will **not** be considered for sponsorship include those that:

- May be construed as discriminatory
- Could be detrimental to public health or safety
- Promote or encourage smoking or substance abuse
- Religious or political organisations or campaigns
- Programs that may present a hazard to the community or the environment
- Programs that contribute to a personal financial gain of an individual or business
- Activities which are the direct responsibility of the Government departments outside of GLaWAC's core business
- Non-specific fundraising projects or appeals
- An organization or individual with which sponsorship involvement could be misinterpreted as a bribe or kickback (for example, to influence a bidding or tender process)
- No Direct Cash payments will ever be dispersed under this policy

GLaWAC does not make political donations or sponsor political organisations or candidates.

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Community Benefit Program Procedure

Each year the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) receives many requests for sponsorship, donations and activity support from a wide variety of organisations, members and individuals and unfortunately, we can't assist everyone.

This procedure has been established to address all requests on a case by case basis, based on the assessment criteria contained in this document.

Each request will be carefully assessed to determine if it meets GLaWAC's community support objectives. Consequently we are unable to proceed with requests for support that do not fit within these objectives. In addition, budgetary constraints limit the number of opportunities that we can undertake.

The GLaWAC Board recognises the important role it plays as a member of the community, and support selected activities and organisations that benefit the Gunaikurnai People.

All sponsorship applications will be evaluated according to the criteria set out below and must be submitted on the form provided.

Scope of this procedure

In the context of this procedure:

'Activity support' is defined as the provision of funds or in kind labour that contributes to a Gunaikurnai community member or groups initiative

'Sponsorship' is defined as the provision of goods or services in exchange for advertising, marketing and promotional opportunities

'Donation' is defined as the provision of goods to a registered charity where a receipt for the value of goods can be provided for taxation purposes or the provision of support to a Gunaikurnai person

'Activity support'

- consists of resources in exchange for agreed acknowledgment;
- may be between one or more organisations
- will be provided to a Gunaikurnai person where it is deemed that the support will enable that individual to deliver a mutually beneficial artistic or cultural event

Sponsorship:

- may include a formal education scholarship
- may only take the form of provision of material goods or other
- consists of resources in exchange for agreed acknowledgment
- may be between one or more organisations; and
- does not generally include unencumbered donations of goods and services, or materials

Donations:

- may only take the form of provision of material goods or other
- consist of resources provided free of charge and unencumbered
- will be provided to registered charities where a receipt for the value of the goods can be provided for

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taxation purposes

- will be provided to a Gunaikurnai person where it is deemed that the support will enable that individual to participate in an educational or sporting activity

Procedure and rules of engagement

Responsibility for co-ordination of community grants lies with the Executive Management of GLaWAC as per the Delegation of Authority. Each proposal will be assessed on a merit basis according to the criteria set out below.

Activity Support Criteria

GLaWAC will only agree to Activity support opportunities that:

- Are consistent with our vision, reputation and objectives
- Addresses our membership and Gunaikurnai People
- Helps achieve our objective to increase awareness of GLaWAC
- Adds value to business activities

Key areas of potential support by GLaWAC include:

- Supporting clan based keeping place development
- Artistic or cultural activity community inclusion
- On-country gatherings

Sponsorship Criteria

GLaWAC will only agree to sponsorship opportunities that:

- Are consistent with our vision, reputation and objectives
- Addresses our membership and Gunaikurnai People
- Helps achieve our corporate plan objectives and to increase awareness of GLaWAC
- Adds value to core business activities

Key areas of potential support by GLaWAC include:

- Education scholarships that support learning and development
- initiatives that support the Whole of Country and or corporate Plan
- community events in an area where GLaWAC and its membership conducts its business

Preference will be given to organisations that:

- Are credible, with a proven track record in managing community initiatives
- Can provide satisfactory information on its management and financial status; and
- Allow adequate time for applications to be assessed

Donations Criteria

GLaWAC will assess all requests for donations based on the following criteria:

- Donations will be provided to registered charities who can produce a receipt for tax purposes to the value of goods supplied or Gunaikurnai people to pursue educational and sporting aspirations
- Individual donation requests will require a submission detailing the merits of the organisation or individual and to what purpose the donation will be used

Exceptions

Organisations/activities which will **not** be considered for sponsorship include those that:

- An organization or individual who is not prepared to recognize the standing Gunaikurnai agreements through Native Title or State of Victoria's TOS Act



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- Business or economic development seeding or incubation funds are supported via a separate GLaWAC procedure and won't be considered through the community grants procedure
- May be construed as discriminatory
- Could be detrimental to public health or safety
- Promote or encourage smoking or substance abuse
- Religious or political organisations or campaigns
- Programs that may present a hazard to the community or the environment
- Programs that contribute to the financial gain of an individual or business
- Activities which are the direct responsibility of the Government
- Non-specific fundraising projects or appeals
- An organization or individual with which sponsorship involvement could be misinterpreted as a bribe or kickback (for example, to influence a bidding or tender process).

GLaWAC does not make political donations or sponsor political organisations or candidates.



Community Benefit Fund: Request Form

Name of Organisation/Individual: _____

Address: _____

Contact: _____

Phone: _____

Email: _____

Date of Event: _____

If an organisation, are you a registered charity for taxation purposes: Yes No

Is the Request:

Sponsorship Donation Urgent Individual request

Purpose of Sponsorship/Event/Donation: _____

Goods/services requested and \$ value: _____

What goal(s) of the **Whole of Country Plan** does your application best address?

GLaWAC is striving to deliver against the Whole of Country Plan through a range of projects including supporting increased member involvement, leadership and employment. Are you willing to be involved in supporting GLaWAC in the future? Describe how you will contribute back to the Corporation.

Promotional Opportunities: (Please provide evidence/details of how GLaWAC will be acknowledged.

If acknowledgement includes exposure in a program, attach sample program): _____

Are you receiving a contribution from any other organisation? Yes No



Community Benefit Fund: Request Form

If yes, please provide details: _____

Other supporting information: briefly describe why GLaWAC should consider your request or any other information that may influence our decision to provide support: _____

On completion please return the form to finance@glawac.com.au or fax to 03 5152 1666. Your application will have a greater chance of success if you allow plenty of time for assessment.

Good luck with your application, we would love to aid as many people as possible.

Office use only:

- Does the application trigger a Policy exemption?
- Has the Applicant provided enough information?
- Does the Current Budget allow for supporting this application?
- Does the Applicant relate the request to the Whole of Country Plan?
- Does the Applicant meet the criteria for the application as outlined?
- If over \$5000 has a recommendation been sent to the Board?
- Is the applicant a member or has established Gunaikurnai bona fides?

Approved Not Approved Require Further information

Signed:	Date:
_____	_____

<i>Roger Fenwick (CEO GLaWAC)</i>	
Board Director if Applicable (over \$5,000)	
Signed:	Date:

<i>{Insert name}</i>	<i>(GLaWAC Board Director)</i>