

# FRIENDS *of* GEELONG BOTANIC GARDENS INC.

ABN: 21 699 253 561 INC NO. A13509G



## **POLICY FOR MEMBERS PREPARING A GRANT APPLICATION**

*Context: during 2020 and 2021 there have been many Local, State and Federal grant opportunities. In this context the Friends have applied for many grants. However, the flurry of grants advertised has provided a reason for grant applications to be approved by the Committee before the application is commenced. This approval may need to be sought between monthly meetings as often grant applications have short timelines.*

While applying for a grant is generally a reasonable thing, it is important to check the conditions attached to any grant before applying for and accepting it. The Committee may wish to seek legal or accounting advice on the financial and other possible implications that receipt of a grant (particularly a large grant) will have on the Friends.

## **WHEN A GRANT IS ADVERTISED THE FOLLOWING MUST BE CONSIDERED**

- Are the conditions consistent with The Friends' goals, purposes, values or objectives.
- Are the conditions too administratively onerous. For example, will receiving the grant take key resources away from the Friends' core business and require the establishment of various processes to carry out the terms of the grant. Such considerations could include management, accounting, auditing, record-keeping and tax implications.
- Are the conditions too restrictive in terms of how the Friends spend the money or the activities the Friends can undertake.
- Would the income derived from the grant cause an impediment to other financial benefits.

## **OTHER CONSIDERATIONS**

- Grants that are applied for which do not have expenditure attached to them, the Committee is able to approve however, the Finance Committee must be informed at the next meeting.
- If a grant is being applied for to fund a targeted project, then the Finance Committee should be asked to make a recommendation to the Committee for approval.
- Both the Committee/Finance Committee must identify there is a need for the grant application

- And any expenditure attached to preparing the application must be approved by the Finance Committee. This includes expenses such as a quote for accounting advice.

**IF THE COMMITTEE APPROVES THE MEMBER/MEMBERS COMMENCING THE GRANT APPLICATION, THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE FRIENDS OFFICE**

- date grant to be submitted
- amount applied for
- grant source
- date results publicized
- purpose for funds acquired
- member/members completing the application
- date grant is to be used by
- date accountability requirements to be submitted
- quote for expenditure needed to complete grant

A list of essential information – for example, Friends office location, latitude and longitude, ABN etc. - will be placed on file on a shared drive for members completing grants to access.

Please note: If the application is for a City of Greater Geelong Grant, the application must be completed at the Friends office to ensure it is identifiable to the City. However, if possible, all applications should be completed at the office.

All applications must be filed in the office by the Office Manager.