

Motoring Event Granting NSW/ACT Guidelines



Introduction

The objective of granting for Variety NSW/ACT is ensuring that Variety's mission to empower children 0-18 years in NSW/ACT living with:

- disabilities
- chronic illness and/or
- financial hardship

is effectively delivered in consultation with the Kids Support Framework.

Who is this Guideline for?

Specifically all motoring event staff however this procedure applies to on-event granting of any type outside motoring.

The Kids Support Framework

The Kids Support Framework was developed to clarify the scope of support Variety NSW/ACT provides in the following 5 ways:

1. Grants
2. Services
3. Scholarships
4. Programs
5. Experiences

Where a child may be referred to Services and attend select Programs and Experiences, there are guidelines and an application process for Grants and Scholarships. These guidelines provide a professional and transparent process for applicants that is fair and reasonable where eligible applicants are presented to the Grants Sub-Committee, Variety Heart Scholarships Sub-Committee and/or Kids Support Governance Committee for consideration.

Identification of a potential Grant Recipient for an Event

Before an event the budget must be approved by the Kids Support Governance Committee in consultation with the ME committee before allocating a fair and reasonable split between each potential recipient. All grants must be within the Kids Support Framework, meet a genuine need of the recipient and fit eligibility criteria.

There may be benefits for the event and participants to identify kids or organisations to grant to who are in specific regions or locations when developing a motoring event route. The Kids Support Team (given sufficient notice) will provide current relevant data (i.e. historical Variety grant information, ABS statistics, etc.) to the Motoring Events team prior to planning and for their consideration.

Once a route and potential applicants are finalised, the Motoring Events team will provide this to the Kids Support team.

Initial meeting with applicants

The motoring event staff member meets with the applicant to educate them on Variety, discuss the event, how the applicant may be able to be involved and granting opportunities to support them. During this time, they should be provided with the following information and advised what budget limitation will occur:

- an updated brochure
- 1 case study from the most recent related motoring event (acts as an example of how the event has previously impacted a recipient)
- current copy of the Community Grant guidelines

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Although a discussion may occur around grant requests, the requests need to be based on the needs of the children the organisation is serving and in line with the Kids Support Framework.

Applicants are encouraged to then spend some time to assess what the needs are in consultation with their staff and children. They will then be advised that a member of the Kids Support team will be in contact within 1-2 weeks to discuss potential requests.

Follow up to initial meeting with applicant

The Kids Support Team will contact the applicant and discuss potential grant requests in consultation with the motoring budget and Community Guidelines and the ME Manager.

If there is a grant request that sits slightly outside the guidelines, the request can be escalated as follows:

- Review by a group consisting of ME Manager, Kids Support Manager, Chair ME Committee and Chair KS Grants Committee.
- If that group cannot reach a resolution, it will be referred to the CEO and the Chair KSG Committee for a decision as to suitability

Once all applicants have identified a suitable and appropriate grant request with the Kids Support Team, the applicant will be emailed a link to complete a Motoring Events application.

All applicants will be directed to apply in a timely manner in order to allow for a formal Committee approval process and opportunity to receive goods before the motoring event occurs.

The Kids Support Team will send outcome letters/emails to the Motoring Events Team. The motoring events team will then contact the applicant and provide them with the official outcome.

It will then be during the event that Variety would appreciate any opportunity to present that grant to the organisation. A presentation will be arranged in consultation with the recipient.

Prior to Event

The Kids Support Team will develop an event request list which will outline the following

- Event title
- Event date
- List of applicants
- List of requests (assessed by the Kids Support Team for eligibility)
- Request amount (in line with the set budget)

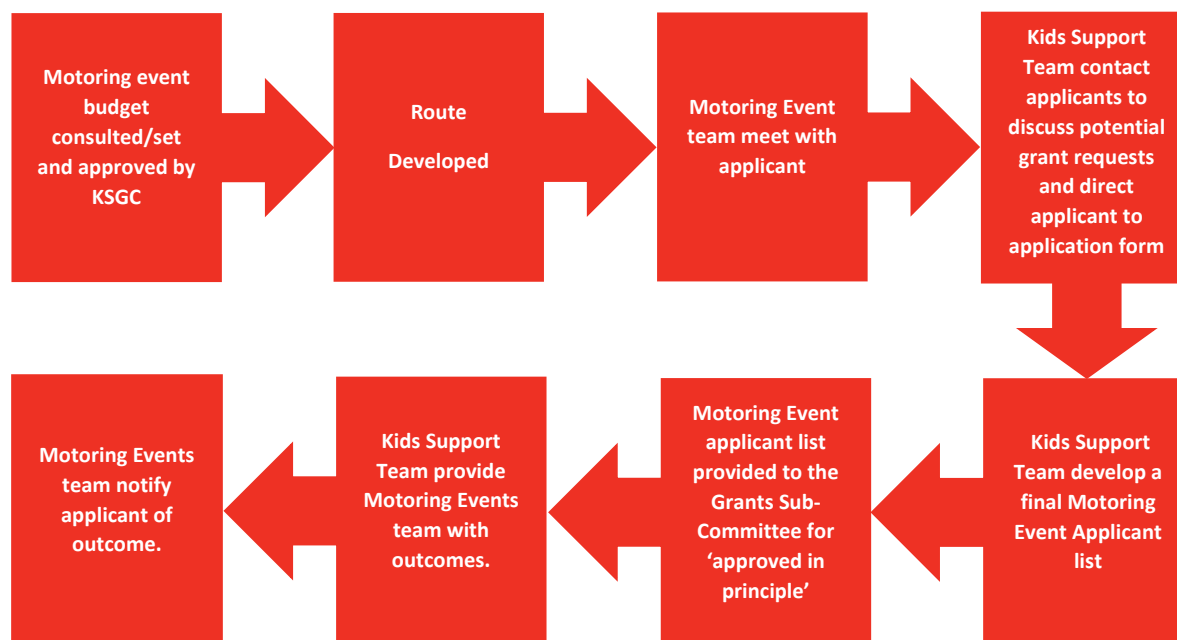
As applications may be submitted at varying times and in order to expedite things, the list above will be presented at the following Grants Sub-Committee in order to receive a decision of 'approved in principle'. Future submissions must then directly reflect this pre-approved list. Any amendments to the approve list must be taken back to Committee for further approval.

The Kids Support team will update the relevant motoring event staff throughout this process.

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Steps/Process



VERSION CONTROL & REVIEW

Version Control

Version control is important for accountability. It enables you to know which version of a document is the most recent, or which version was used at a certain time. Version control may be required:

- when there are multiple users updating a document
- when a dataset is updated in multiple locations
- when multiple copies of a dataset are developed for different purposes.

Each new version of the document is to be saved separately and given a new file name. When modifying a document, the file name should include:

- version number (e.g. v1, v2, v3)
- initials of the person who modified the data (e.g. JM, KM, SC)
- date modified (e.g. 10/02/18)
- status of document (e.g. draft, review or final)

Review

A review is to:

- ensure that they are implemented as they were intended
- assess how often they are used and how accessible/practical they are
- determine if changed circumstances render them less relevant and should be undertaken every **12 months**

A review will be initiated by the Head of Kids Support in consultation where required with, the Kids Support Team, CEO, Committee Chair, Chief Barker and Committee Members.

Please note any amendments to this document may be required to be approved by the Variety Board and Chief Barker.

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