

# We Join - Sunshine Coaches

## Guidelines Community NSW/ACT



### Sunshine Coaches Grants

Variety NSW/ACT provides assistance towards the purchase of a community coach that caters for children living with a disability, chronic illness, financial hardship or geographic isolation. Sunshine Coaches provide transport for children to access their community and/or to experience a range of special programs and activities they would otherwise be unable to attend. Coaches can be fitted with wheelchair modifications, ensuring that all children can attend excursions and extra-curricular activities together. Applications are open 1<sup>st</sup> March – 31<sup>st</sup> March 2022.

### Eligibility

- Applicants must be based and operating in NSW or ACT
- Applications will be accepted from Educational and Not-For-Profit organisations
- Applications will be accepted from those that directly service or support children aged 0 to 18 years living with a disability, chronic illness, financial hardship or geographic isolation
- Previous recipients of a Sunshine Coach are able to submit a new application 5 years from their original grant approval date.

### Pre-Submission

The applicant must agree to the following terms before submitting their application:

If successful:

- The applicant must be able to provide qualified drivers and secure garaging or parking
- The Sunshine coach must be serviced and maintained in accordance with the manufacturer's recommendations and keep it taxed and comprehensively insured.
- The Sunshine Coach will remain registered in the name of the organisation/school/Department of Education
- The Sunshine Coach branding will be maintained on the vehicle at all times
- The Sunshine Coach will only be used for the purpose intended, namely for the transport of children (18 years and under) with adult supervision. These vehicles are built to the manufacturer's specifications as passenger carrying vehicles. Government Transport Regulations prohibit the use of these vehicles from carrying passengers for hire or reward.
- Once the ownership of the Sunshine Coach is transferred into the applicant's name, they become responsible for all aspects of owning and operating the vehicle including all legal responsibilities.
- The Sunshine Coach cannot be sold without prior written permission from Variety NSW/ACT - the Children's Charity. Variety NSW/ACT reserves the right to sell the vehicle and distribute the funds in the same ratio as the original donation/contribution.
- A Sunshine Coach report must be submitted approximately 12 months after receiving the coach (forms will be provided)

### Submission

Applicants will be expected to submit a truthful and factual application, addressing but not limited to the following points:

- Name and contact details of applicant and representative
- Selection of coach including where appropriate, any specifications/modifications
- Description of applicant and service objectives
- Desired outcomes
- If applicant organisation produces accounts, these may need to be included in the application.

### Coaches

The process for purchasing a coach will only be made through an authorised and licensed dealer. The applicant may select from the following options for a brand new coach:

1. 25 Seater: Mitsubishi Rosa OR
2. 22 Seater: Mitsubishi Rosa OR
3. 22 Seater: Toyota Coaster OR
4. 12 Seater: Toyota Commuter

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### Modifications

Once a coach has been selected, the applicant may add one or more of the following modifications:

1. Wheelchair (number required)
2. Lift Position (rear or side)

Please note, all modifications incur additional costs. A consultant will be appointed by Variety to assess the needs and modifications requested.

### Options

Once a coach has been selected, the applicant may select to add one or more of the following options:

- Tow bar
- Bull bar
- Window tint

*Please note, as per the Transport Roads and Maritime Service Technical Specifications 150, all coaches will be fitted with School lights.*

### Signage

- Sunshine Coaches are provided with a standard signage/wrap for the vehicle. The signage will also include the applicant's logo (if applicable) in addition to, where appropriate, any sponsors. A sponsor may be associated with the applicant as part of their fundraising endeavours and/or associated directly with a Variety supporter/stakeholder.
- Variety will consult with the applicant regarding signage, however due to branding policy guidelines, Variety will have the final approval.
- If the signage needs replacing at any stage, Variety will provide the artwork on request and the applicant will be responsible for all costs.

### Cost and Contribution

- The total purchase price of a Sunshine Coach includes the cost of the vehicle (ex-GST), modifications (if required), optional extras and the first year drive-away costs (i.e. rego, etc.).
- Following the assessment of an application, Variety will contact the applicant to discuss the contribution amount being made towards the cost of the Sunshine Coach (if applicable).

If the applicant is financially contributing to the cost of the coach, we encourage the applicant to implement local fundraising opportunities and/or seek other avenues of sponsorship to help achieve this contribution. E.g. RSL Club Grants, Rotary or Lions Clubs.

### Post-Submission

The applicant will be contacted by Variety after an initial assessment. Depending on the modifications requested (if any), Variety may appoint a mobility consultant to review the application. If the application meets criteria, the applicant will be advised of the total cost and applicable contribution amount. If the applicant accepts the contribution amount, they will need to confirm in writing/email to Variety before their application is presented to the Grants Committee for an initial decision/outcome.

If the applicant decides to withdraw their application, they can do this by email or phone. A note will be made against their initial application and it will be withdrawn from further consideration.

### Shortlisting

Applicants with confirmed contribution amounts and coach details will be shortlisted. Unsuccessful applicants will be notified via email and will be able to reapply in 12 months.

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## Guidelines Community NSW/ACT



### Final Decision

- Applications will be presented to Kids Support Grants Sub-Committee for review. **Outcomes will be sent via email 4 weeks after the meeting.**
- Successful applications will receive confirmation of their coach and contribution amount (if applicable). Applicants will be given 12 months from date of approval to raise the full contribution amount.
- If no contribution is applicable, the Kids Support Team will proceed to order the coach.
- Unsuccessful applicants will be contacted and can reapply again in 12 months.

### Finalising the Grant

- Applicants will have 12 months to complete their contribution fund raising. A Variety representative will be in regular contact to discuss any updates and you will be required to give an update on your fundraising.
- Failure to raise the contribution amount within the 12 months may result in the cancellation of the grant application. This decision will be at the discretion of Variety. It is strongly advised that the applicant remain transparent about their contribution responsibilities throughout the process so Variety can best assess and support where reasonable. Extensions may be provided at the discretion of Variety.
- Applicants should confirm with Variety once the contribution amount is reached at any time within the 12 month period. Variety will issue the applicant with an invoice.
- On receipt of payment, the signage will be created and sent to applicant for sign-off. Once approved by Variety, the coach will be ordered along with any modifications
- Variety staff will work together with applicant to arrange delivery and presentation of the coach.

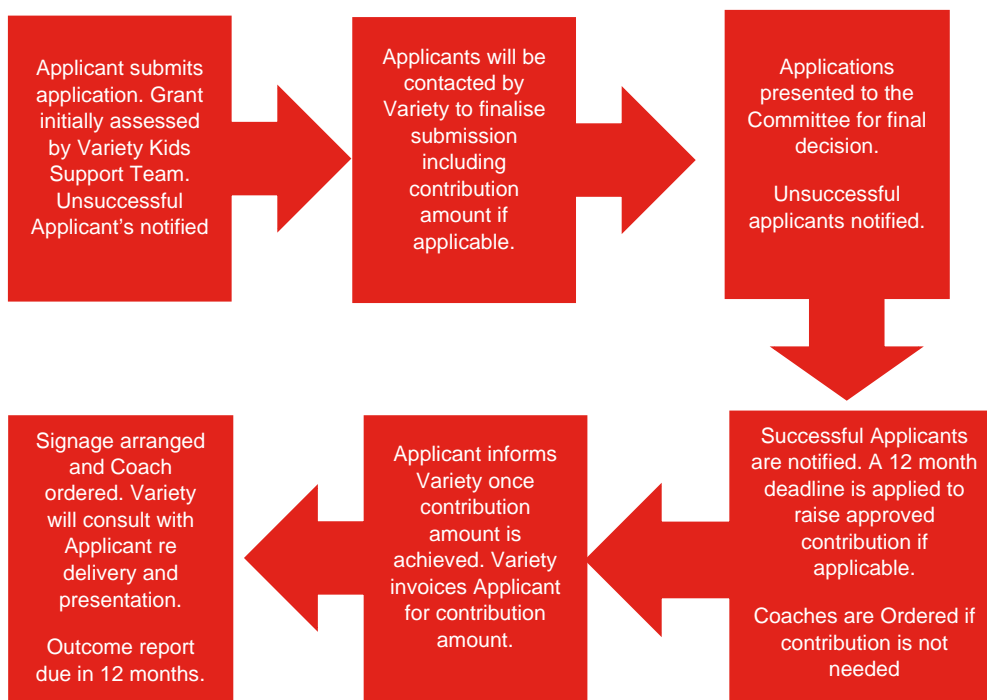
### Funding Agreement & Reporting

- The applicant will be asked to select which outcome areas the grant request will address on the application form. All successful applicants will then be required as per a funding agreement to report against these within 12 months.
- Funding agreements, along with an example of the report template, are provided to all successful applicants.
- Funding will not be made available until a signed and dated funding agreement is returned to Variety.
- Variety will provide the successful applicant with an official report template before the grant expiry date. The recipient will have 4 weeks to complete the report and return to Variety.

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## Application Steps/Process



If you require further information, please don't hesitate to contact the Kids Support Team at: [kidssupport@varietynewsw.org.au](mailto:kidssupport@varietynewsw.org.au)