

# COMMUNITY BENEFIT FUND POLICY



This policy applies to: **All Directors, Employees and Contractors**

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## **1.0 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.

This policy delivers GLaWAC's charitable and not for profit (NFP) purpose of providing funds to support the principal objective as stated in The Rule Book

*"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/ 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 \$150 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. Budgetary constraints may limit the number of opportunities that we can undertake.

## **2.0 When does this policy apply?**

This Policy applies when a Gunaikurnai person seeks support from GLaWAC in the form of goods and/or services.

## **3.0 Accountability**

**Board** - are the approver for this Policy

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

**General Manager Corporate Services** - Accountable to CEO for the administration of the Policies operation and ensure Tax Office compliance.

**Admin Team** - responsible to support the GM Corp. Services and team in the administration and communication of applications.

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

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Responsible person	CEO	Scheduled review date	September 2022

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## 4.0 Definitions

- ❖ Business Support - is defined as the provision of goods or other to support small to medium businesses with a view to help facilitate wealth and prosperity
- ❖ Activity Support - is defined as the provision of funds or in-kind labor that contributes to a Gunaikurnai community member or groups initiative
- ❖ Sponsorship/Education Scholarship - is defined as the provision of goods or services that benefit the applicants personal or education endeavors. Return acknowledgment is requested.
- ❖ 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.
- ❖ Individual Case by Case - requests are defined as urgent, small in nature and without support a critical family event can't be attended.

## 5.0 Support Type

### *Business Support:*

- may only take the form of provision of material goods or other;
- consists of resources in exchange for agreed acknowledgment, business plan, business model canvas and willingness to work with GLaWAC to develop their business;
- is consistent and shows clear connection to business plan and/or business model canvas

### *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 / 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
- Educational scholarship encouraged

### *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.

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*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

## **6.0 Rules of Engagement**

Responsibility for coordination 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.

To ensure fairness and equity for the funds available, the following applies:

- Only 1 request per person per calendar year will be approved
- Maximum benefit per family, per calendar year is to not exceed \$5,000.00

### **Business Support Criteria:**

- Gunaikurnai person and/or Aboriginal person in an area where GLaWAC and its membership conducts its business
- Startup stage or extenuating circumstances preventing business growth
- Provide a clear vision of your idea or business through a Business Model Canvas and/or Business Plan
- Provide clear financial details of request

Key areas of potential support by GLaWAC include:

- Provision of goods/services that assist with business growth
- Assistance with Business Plan and/or Business Model Canvas
- Assistance in growing business support network

Preference will be given to individuals/organisations that:

- Demonstrate that their business aligns with the Whole of Country Plan
- Demonstrate of - or willingness to develop - business acumen
- Demonstrate – or show potential to increase – employment of Gunaikurnai people and/or Aboriginal people in an area where GLaWAC and its membership conducts its business

### **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:

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- Provision of resources
- Assistance in activity development

Preference will be given to individuals/organisations that:

- Demonstrate alignment with the Whole of Country Plan
- Demonstrate how they will acknowledge GLaWAC

## Sponsorship / Scholarship 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 objective to increase awareness of GLaWAC
- Adds value to business activities
- Educational scholarship encouraged

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 utilise 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

## 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

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## 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
- Activities which are the direct responsibility of the Government departments outside of GLaWAC's core business
- Non-specific fundraising projects or appeals
- An organisation 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.

## 7.0 Related Policies and Procedures

- ❖ GLaWAC Rule Book
- ❖ Community Benefit procedure
- ❖ Community Funeral Fund policy
- ❖ Community Funeral Fund procedure

## 8.0 Supporting Information

## 9.0 Authorisation

ROGER FENWICK

Signature of CEO

Roger Fenwick

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# COMMUNITY BENEFIT FUND APPLICATION FORM



This application form supports the Community Benefit Fund policy and 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. Budgetary constraints may limit the number of opportunities that we can undertake.

## ASSESSMENT CRITERIA

### Business Support Criteria:

- Gunaikurnai person and/or Aboriginal person in an area where GLaWAC and its membership conducts its business
- Startup stage or extenuating circumstances preventing business growth
- Provide a clear vision of your idea or business through a Business Model Canvas and/or Business Plan
- Provide clear financial details of request

### Activity Support Criteria

- 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

### Sponsorship Criteria

- 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

### Donations 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 organisation or individual who is not prepared to recognise the standing Gunaikurnai agreements through Native Title or State of Victoria's TOS Act
- 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
- 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).

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**COMMUNITY BENEFIT FUND**  
APPLICATION FORM



**Applicant details:**

Name of organisation / individual:

Address:

Phone:

Email:

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

**Please indicate the type of support you are seeking:**

Business Support

Activity Support

Sponsorship

Donation

Describe the purpose / reason for your request for support:

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

Good / services requested:

Value of goods / services \$

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 a sample:

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

Please provide supporting information to allow for a fair and equitable assessment of your application, examples of this are;

- Business Plan
- Enrolment details
- Project Plan
- Quotes

On completion, please return the form and all supporting material to [Admin@glawac.com.au](mailto:Admin@glawac.com.au)

Your application will have a greater chance of success if you allow plenty of time for assessment.

### 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?

Further information required, to be provided:

Approved:  
(CEO)

Date:

Signature:

Ratified by Board - if over \$5000

Date:

Signature

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