

## Community Playgroups – Grants and Sponsorship Policy

<b>Policy Number</b>	CP001
<b>Current Version</b>	V3.0
<b>Policy Maintained by</b>	General Manager, Programs & Quality
<b>Reviewed &amp; Approved by CEO</b>	March 2021
<b>Scheduled Review Date</b>	March 2022

### 1. Purpose

- 1.1 Grants and sponsorships are financial contributions that eligible Community Playgroups may apply for to support specific costs and projects that enhance the playgroup's facilities and service delivery. Grants and sponsorships are made available through various sources such as local and state governments and philanthropic foundations.
- 1.2 In most instances, only incorporated bodies or legal entities with Deductible Gift Recipient (DGR) status can apply for grants and sponsorships. If a Community Playgroup does not have DGR status, it can request that a funding application be made through Playgroup NSW (PGNSW) using its company details and DGR status.
- 1.3 This policy outlines how Community Playgroups may apply for and are to manage such funding under the auspice and support of PGNSW.

### 2. Scope

This policy applies to Community Playgroup Volunteer Committee Members, relevant Playgroup NSW employees responsible for providing support to the Community Playgroup and members.

### 3. Policy Statement

- 3.1 In some cases, PGNSW will support Community Playgroups to seek and apply for funding and sponsorship opportunities. PGNSW will evaluate the funding opportunities in the context of the Strategic objectives, vision, values and purpose of PGNSW and the Community Playgroups will seek approval from PGNSW to auspice the grant and/or sponsorship.
- 3.2 If a Community Playgroup identifies a grant or other funding opportunity and seeks to make an application but does not have DGR status, and if the process outlined herein is followed, PGNSW will consider support for the group by giving permission to the group to apply under the PGNSW Inc. name and/or use the PGNSW ABN.
- 3.3 As a pre-requisite for this support, PGNSW prescribes a selection criterion to which the purpose of the grant must comply. The criteria includes:
  - Enhance the delivery of quality programs, services, facilities and equipment.
  - Provide developmentally appropriate toys, books and resources for all children, including children with disabilities.
  - Enhance the environment to be inclusive of all children, including those with disabilities

- Allow for the provision of additional playgroup sessions, including an offering of alternate session times during the day and in school holidays
  - Allow for an increase in children and families that are able to participate.
  - Allow for the provision of digital delivery of programs and services to support the engagement of new children and families.
  - Provide support to volunteers responsible for the playgroup operations including training, recruitment, rewards, and tools and resources.
- 3.4 Applicants are required to follow the procedures as prescribed in this policy and provide full and open disclosure to PGNSW of all matters relating to the purpose, allocation and management of the grant both during the application process and the acceptance of the grant, should the playgroup be awarded the funds.
- 3.5 Each Community Playgroup will lodge their own funding/grant application once confirmation in writing has been received from PGNSW via email, however, PGNSW is to be included in all relevant correspondence and consulted as required in matters relating to the funding/grant administration such as insurance requirements/adjustments, data collection and reporting.
- 3.6 Any actions or obligations that in any way require the provision of any resource – financial, or product/service-related by PGNSW, that are included as part of the criteria/conditions of the funding agreement, must be disclosed to and approved by PGNSW prior to the lodgement of any funding or small grant application. These actions or obligations may include, but are not limited to, reporting requirements; media announcements; use of logo's; partners/sponsors commitments or support; government or community representation.
- 3.7 Any funding applications lodged by a Community Playgroup using the PGNSW name and/or the PGNSW ABN without the expressed approval of PGNSW, may not be endorsed or supported by PGNSW and PGNSW reserves the right to rescind the application.
- 3.8 Applications for support in applying for a small grant or other funding must be received by PGNSW no later than 10 business days from the grant application closing date using the application form/s listed in this Policy.
- 3.9 PGNSW will not support grants replacing or repairing fixed items on venue premises such as playground equipment, fences and other venue related maintenance unless specifically supported by the venue owner and accompanied by the PGNSW Grants and Sponsorship Venue Owner Approval form.

#### **4. Grant and Sponsorship Procedure – Roles and Responsibilities**

##### **Responsibilities of the Community Playgroup Committee**

##### **The Playgroup Committee will:**

- 4.1 Read the Community Playgroups Grants and Sponsorship policy and sign to acknowledge and accept the conditions of the policy and submit with the application.
- 4.2 Read the grant application criteria, detailed in Section 3.3 of this policy to ensure it meets some or all of the criteria and the funding purpose.
- 4.3 Check the grant eligibility to ensure that the playgroup is eligible to apply and determine if there are any additional requirements as part of the application process.
- 4.4 Inform PGNSW of the intention to apply by submitting the following documentation to [grants@playgroupnsw.org.au](mailto:grants@playgroupnsw.org.au). Documentation must provide a true and accurate representation of the funding project, purpose and be provided to PGNSW 10 business days prior to the grants closing date.
- PGNSW Grants and Sponsorship Request Form (mandatory)
  - PGNSW Grants and Sponsorship Support Form (where applicable when seeking venue owner approval)

- PGNSW Grants and Sponsorship Funding Disbursement Form (where applicable)
- 4.5 Check the grant closing date and leave adequate time of minimum 10 business days for the PGNSW approval and playgroup application process.
  - 4.6 Inform playgroup members of the intention to apply and the purpose for the application.
  - 4.7 Ensure that all playgroup attendees have a valid PGNSW membership.
  - 4.8 Any approvals sought after the specified time period will not be accepted unless approved by Playgroup NSW CEO.
  - 4.9 Must inform and obtain written permission for the project from the venue owner where a project requires alterations or fixtures to a venue. This must be done by requesting they complete the PGNSW Grants and Sponsorship Support Form. Please note: the venue owner may have a form that the playgroup is required to fill out as well.
  - 4.10 On receiving email confirmation from PGNSW that they will support the grant, the Playgroup will provide a completed grant application to PGNSW no later than 10 business days before the grant funding round closes. Where submissions are lodged online, the Playgroup Committee is required to provide the log in details to a PGNSW nominated delegate for completion.
  - 4.11 Apply for the funding in the manner outlined in the PGNSW Grants and Sponsorship Request Form with any changes to purpose, to be submitted to PGNSW in writing along with the final application 10 days prior to final application.
  - 4.12 **Will include and submit as part of the application budget that an administration fee of 10% of the total grant funding will be payable to PGNSW to cover all administration costs.**
  - 4.13 Advise PGNSW of the outcome of the application, whether successful or not.
  - 4.14 Where successful, will be responsible for ensuring that the requirements of the project are undertaken and completed in accordance with the deliverables specified as part of the grant criteria. Each milestone must be reported via email to PGNSW.
  - 4.15 Where successful, will keep a record of expenditure, including tax invoices and receipts and forward these to PGNSW at the completion of the project or at request, dependant on funding disbursement.
  - 4.16 At the conclusion of all grant or sponsorship terms and conditions, and when the grant has been acquitted, the playgroup will agree to return any unexpended funds to PGNSW. If it is a requirement of the funding body to return unexpended funds PGNSW will ensure that the funds are remitted in accordance with the funding terms and conditions. If unexpended funds are not required to be remitted to the funding body, then PGNSW will consider the funds as a donation.
  - 4.17 Any equipment or resources purchased as part of the grant or sponsorship funding will remain the property of PGNSW. Should the community playgroup cease to operate any equipment or resources will be returned to PGNSW.
  - 4.18 Ensure that all marketing and advertising collateral will be developed in consultation with PGNSW. Use of the PGNSW official Logo must only be done with permission from PGNSW prior to use.
  - 4.19 Comply with any relevant legislative requirements of any Commonwealth, State, or local authority in relation to the funding and the auspicing agreement.
  - 4.20 Advise PGNSW 4-6 weeks prior to the event date for events or official opening ceremonies so that an official representative of the organisation may attend.

- 4.21 Will refer all media enquiries to PGNSW Marketing Team who will then liaise with the CEO and to ensure a timely response to any enquiries. The CEO will approve any statement to ensure we protect sensitive information and consider possible legal implications. In the CEO's absence the General Manager Programs & Quality will have delegated approval permission.
- 4.22 Liaise with PGNSW on completion of the project, to ensure that all deliverables and final acquittal report are submitted.

### **Responsibilities of PGNSW**

#### **PGNSW will:**

- 4.23 Review the guidelines of the grant, including reporting requirements, and the intended use of funds within 5 working days of receipt.
- 4.24 Check the grant against the PGNSW Insurance Policy and consider in relation to alignment with the PGNSW Constitution, Strategic Plan and Business Plan.
- 4.25 Advise the Playgroup Committee if they are eligible to submit the grant under the PGNSW Inc. name on behalf of the playgroup.
- 4.26 Register all the details of the grant in the Compliance Calendar to enable the grant to be tracked and reported on accordingly.
- 4.27 Review the application and make any changes or additions (within 5 working days of receipt), completing the company/incorporated association section, contact details, bank details and arranging appropriate signatures.
- 4.28 Authorise the Playgroup Committee to submit the application.
- 4.29 Ensure that all reporting and final financial acquittals are completed and submitted by the due date.

### **5. Communication**

- 5.1 This Policy will be made available to all PGNSW staff via Bamboo HR (receipt acknowledgement required), Community Playgroups via the Community Playgroup Facebook page, Member email and be available on the PGNSW website.

### **6. Associated Documents**

- PGNSW Grants and Sponsorship Request Form
- PGNSW Grants and Sponsorship Venue Owner Approval Form
- PGNSW Grants and Sponsorship Funding Disbursement Form

### **7. Quality and Compliance Evaluation**

- 7.1 This policy will be reviewed as part of PGNSW's policy register with review timelines identified. Earlier review will be undertaken should legislative or operational circumstances render it necessary.
- 7.2 PGNSW policy review will evaluate the effectiveness of the policy and ensure that it:
- supports organisational performance and the PGNSW Strategic Plan;
  - meets current legislative compliance;
  - reflects operational currency; and
  - provides opportunity for continuous improvement and risk identification and mitigation.
- 7.3 Procedures and guidelines may be updated more frequently if required to meet current operational needs or practices and may be approved by the delegated person/s.

- 7.4 The approval of a new policy or any policy amendments will be communicated to all staff with appropriate acknowledgement of receipt and acceptance recorded as per Clause 5 of this document.

## 8. Approval and Review

8.1 This policy will be approved by the CEO and will be reviewed every year.

8.2 Review Consultation:

The following should be included as part of any review of this policy:

- General Manager Programs and Quality
- Manager, People and Culture
- Finance Manager
- Risk and Compliance Manager

## 9. PGNSW employee acknowledgement

***I acknowledge:***

- receiving the amended Grants and Sponsorship Policy and Procedures
- that I will comply with the Policy and procedures

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 10. Volunteer Committee Member acknowledgement:

***I acknowledge:***

- receiving the amended Grants and Sponsorship Policy and Procedures
- that I will comply with the Policy and procedures

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_