

POLICY REGISTER

Subject: Grants, Sponsorship & Donations

Primary Responsibility:

Board members, Executive Officer and staff

Policy Statement

WSCF will ensure that all grant applications, sponsorship arrangements and donations are in accordance with WSCF Vision Statement, Statement of Purpose and are adequate to fulfill the requirements of the project.

Procedure

Grant Applications

- All grant applications must further the Vision Statement and Statement of Purpose of WSCF;
- Grant applications for less than \$10,000 will approved by the Executive Officer. The Executive Officer should report all such applications to the Board;
- Grant applications in excess of \$10,000 that depart from core WSCF business require Board approval;
- All grant applications should include an appropriate budgetary provision to meet project management, operations and administration costs.

Sponsorship Arrangements

WSCF welcomes sponsorship arrangements with businesses that are ethical. WSCF seeks to ensure that the process and policy of seeking sponsorship is transparent for both WSCF and the potential sponsor.

1. If a business (potential sponsor) is to be approached in regard to monetary or other donations (materials or equipment) to assist in meeting the aims of the WSCF, they must display that they
 - Do not promote the use of illicit drugs or alcohol
 - Are not involved in the mistreatment of animals that may have been used in product testing
 - Do not support or manufacture armaments
 - Do not have workplaces that exploit staff or provide sub-standard working conditions that impinge on trade union and other industrial relations regulations
 - Do not produce products that cause environmental hazards
2. Prior to approaching the business sector, WSCF staff are required to write a brief proposal of the intended project to the Executive Officer for approval. Preference will be given to those businesses which operate from or have close links to Western Sydney.
3. If a meeting is called between a potential sponsor, a staff need to attend this meeting with the Executive Officer. Prior to this meeting, the potential sponsor needs to provide a copy of their most recent Annual Report and agree to those points in section 1 above.
4. Once sponsorship has been gained, WSCF and the sponsor will then develop a Memorandum of Understanding (MOU). Included in this MOU will be
 - Appropriate and degree of usage of sponsor's logo
 - Conflict of Interest
 - Monitoring, Review and Evaluation processes
 - Grievance Procedures
 - Copyright and ownership of materials being published and sold
 - Distribution of any income earned from this partnership
 - Marketing and people responsible for any media liaison

Donations

WSCF welcomes donations from the general community, client organisations or other individuals.

- All donors will be issued with a receipt.
- Significant donations will be acknowledged in the annual report.
- If there are any conditions attached to the donation, the approval of the Executive Officer will be required.

Adopted by Board on:

CROSS REFERENCE

OA2 Financial Management Policy
GP1 Vision Statement Policy
O2 Statement of Purpose Policy
GP4 Conflict of Interest Policy