	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		SOP Number:		003	
		Implementation Date		Feb 18	
		Last Review Date		N/A	
Reviewed By:	Governance Committee	Next Review Due		Jan 24	
Approval:	Chamber Executive	Signed: <i>Bill Murphy</i>			

Management of Application to Gulgong Chamber of Commerce Inc for Financial Grants

1. Purpose

Describe the process for managing the application, assessment of and acquittal of Chamber grants.

Equitable distribution of Chamber grant money can only be achieved by implementation of a rigorous merit-based process. This process shall include advertising the availability of grants, assessment of applications, award of grants based on standard criteria, and acquittal of expenditure.

2. Scope

This SOP is to be used by The Chamber Executive to ensure that Chamber grant money is distributed equitably for the betterment of Gulgong and surrounding communities. All grant applications are to be managed in accordance with this SOP. No exemptions are granted for the use of this SOP.

3. Prerequisites

The Chamber Secretary or delegate is to identify whether the grant request is for a minor grant of two hundred dollars (\$200) or less or a major grant of more than two hundred dollars (>\$200).

The Chamber President is to appoint an application assessment group to manage the review process of major grant applications. The Chairman of the Assessment Group is to have a working knowledge of this SOP.


4. Responsibilities

The Chamber Secretary or delegate is responsible for the management of the applications and process.

Where a request is for less than \$200, it is to be referred directly to the Executive for consideration. The request shall be considered by members at the next Ordinary General Meeting and approved or declined after consideration of the Executive's recommendations. Where an applicant has not fulfilled their obligations following a previous grant, the members shall reject the application until ALL outstanding requirements are met. This responsibility is extant and cannot be waived¹.

The Chamber President is responsible for appointing the Assessment Group for Major

¹ This responsibility ensures good governance and complies with the audit process of accountability. It is an appropriate step in the Executive's obligation for risk management.

	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		SOP Number:		003	
		Implementation Date		Feb 18	
		Last Review Date		N/A	
Reviewed By:	Governance Committee	Next Review Due		Jan 24	
Approval:	Chamber Executive	Signed: <i>Bill Murphy</i>			

Grants. The Group shall consider grant requests for over \$200. The Chairman of the Assessment Group shall ensure that the Group's actions are completed in accordance with the timeline (Table 1).

Following consideration and assessment by the Assessment Group of all major grant requests, the ranking list and recommendations shall be forwarded to the Executive for approval or rejection. The Executive on advice of the Treasurer may offer a part grant. The Executive decision to award, reject or offer a part grant is to be ratified at or before the ordinary meetings held in May and November for the July and January periods respectively.

5. Procedure for Minor Grants

5.1 Minor grants are to be submitted to the Chamber Secretary at any time throughout the year in a standard letter format. The standard format is contained in Annex A and may be sent to applicants. A request received in a format that is non-standard may be accepted if all required information is present. Additional information may be requested and accepted via email. For minor grants, the failure to provide sufficient information will not mean automatic rejection of the application. The Executive will review the application based on the Chamber's Code of Ethics, value of the grant to the organisation, individual or community and the credibility of the applicant


5.2 The grant should be acquitted using form F-0011-CGA Acquittal Form but for the purposes of acquitting a minor grant, the grant shall be considered acquitted if:

- 5.2.1 The Chamber Treasurer is in receipt of documentation stating the money forwarded has been fully expended for the purpose it was granted;
- 5.2.2 Photographic evidence or a Gulgong Gossip article is submitted showing the activity for which the money was requested; and
- 5.2.3 Acknowledgement is given to the Gulgong Chamber of Commerce during or after the event.

5.3 In the case of an award, and where requested, a Chamber Executive member is to attend and present it. At other occasions, a Chamber member should represent the Chamber's interests at the activity. This is to be negotiated with the recipient's contact.

6. Procedure for Major Grants

6.1 Timeline for management of grants process is shown below in Table 1. The number of days after the cut-off date are not to exceed those shown in the table but to ensure grants are approved and issued in a timely manner, the process time is not to exceed 92 days.


	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		SOP Number:		003	
		Implementation Date		Feb 18	
		Last Review Date		N/A	
Reviewed By:	Governance Committee	Next Review Due		Jan 24	
Approval:	Chamber Executive	Signed: <i>Bill Murphy</i>			

<u>Day</u>	<u>Actions</u>	<u>Notes</u>
Cut-off date	Ensure all applications are completed correctly	Secretary or delegate to verify
7	Complete applications to Executive	Assessment Group appointed
21	AG finalises short-list	
21	Finalise rejection list	Give to Secretary for notification
21	Recommendations to Executive	In priority order if requests greater than available funds
28	Executive to Approve list of successful applicants	At first available meeting IAW Constitution.
M	Members to Ratify Executive Decision	at or before May and November Meetings
M+5	Advise successful and unsuccessful applicants	Secretary to send letter and acquittal form.
92+	Treasurer transfers funds not more than 30 days prior to event.	Grants are to be direct deposited only
End date	Period final actions Letters to be sent to organisations that have not acquitted grants	Acquittal action complete. Report to Executive. File papers for review by GC

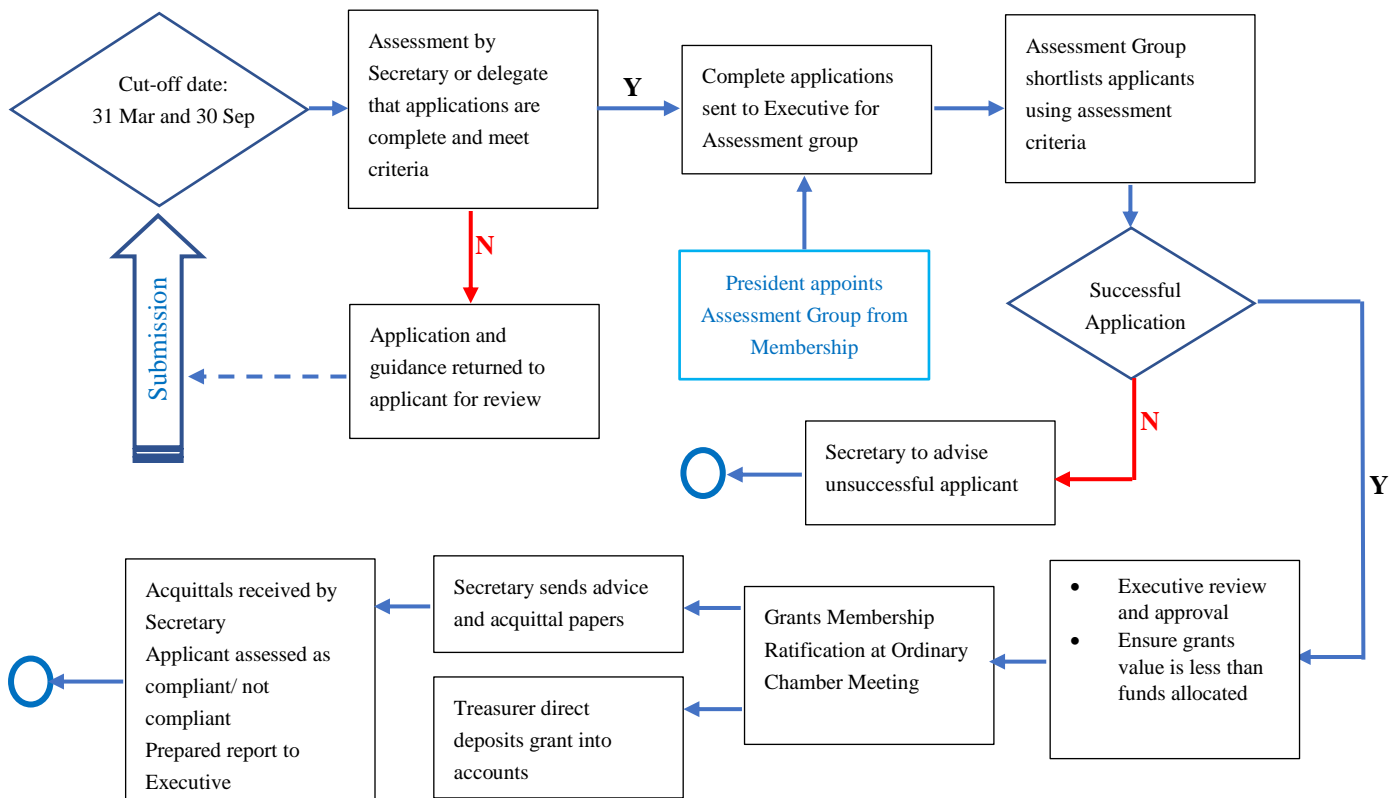
TABLE 1: TimeLine for Management of Major Grants.

6.2 Assessment Group may perform its duties by face to face meetings, email or phone conferencing. In each period of assessment, at least one face to face meeting is to be held when possible. Minutes of this meeting are to be taken in accordance with the Chamber Business Rules.

- 6.3 Diagram 1 shows the process for managing major grant applications. Note:
- 6.3.1 Applicants may resubmit applications that are not complete provided that they meet the cutoff dates.
 - 6.3.2 In accordance with best practice and good governance, unsuccessful applicants are to be advised why their application was not successful. If requested, guidance for future applications is to be given.
 - 6.3.3 Successful applicants who do not submit acquittal forms within the prescribed time will be ineligible to apply for grants in the following two (2) application periods.
 - 6.3.4 Applicants who have not submitted acquittals will not be eligible for any future grants until acquittals are completed from the previous grant and then only eligible to apply for grants in accordance with para 6.3.3

	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		SOP Number:		003	
		Implementation Date		Feb 18	
		Last Review Date		N/A	
Reviewed By:	Governance Committee	Next Review Due		Jan 24	
Approval:	Chamber Executive	Signed:		<i>Bill Murphy</i>	

6.3.5 Applicants who fail to submit a second acquittal form within the prescribed time will have all future grants rejected until the Executive of that organisation can provide in writing an undertaking and action plan to assure the Chamber Executive that requirements under this SOP will be complied with. Grant submissions will not be accepted until the Executive Committee decision to allow an application is ratified by the Chamber members at an Ordinary Meeting.




DIAG 1: Grants Application Management Process

7. References

- (a) Chamber Code of Ethics and Practice.

8. Definitions

- (a) **Assessment Criteria:** A standard set of questions by which each application can be assessed. Each question has a rating score which when tallied give a quantitative (numerical) value. Assessment criteria are contained in Annex B to this SOP.

	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		SOP Number:		003	
		Implementation Date		Feb 18	
		Last Review Date		N/A	
Reviewed By:	Governance Committee	Next Review Due		Jan 24	
Approval:	Chamber Executive	Signed: <i>Bill Murphy</i>			

(b) **Assessment Group:** A group of not less than three (3) Chamber members, at least one (1) of whom shall be either an Executive Committee or Governance Committee member. This group shall be responsible for applying the assessment criteria to each application in accordance with this SOP.

(c) **Cut-Off Date:** Final date by which major grant applications are to be submitted. For the purposes of this SOP, the grant period and cutoff dates are shown in Table 2 below. Applications may be submitted at any time but will not be considered until after the Cutoff Date. Except in exceptional circumstances, applications received after the cutoff date will not be accepted.

Half Year	Cutoff Date	Notes
1 January - 30 June	*30 September	* prior year
1 July - 31 December	31 March	

TABLE 2: Major Grants Cutoff dates

(d) **Major grant:** A request for financial and/ or in-kind assistance from Gulgong Chamber of Commerce with a monetary value greater than two hundred dollars Australian (Au\$200).

(e) **Minor Grant:** A request for financial and/ or in-kind assistance from Gulgong Chamber of Commerce with a monetary value equal to or less than Au\$200.

9. Forms

9.1. Forms to be used in conjunction with this SOP are:


- (a) Form F-009-CGW;
- (b) Form F-010-CGE; and
- (c) Form F-011-CGA.

9.2. Applications for major grants are to be made on the following forms. Form F-009-CGW can be included in the Gulgong Gossip and used for written applications. The electronic version F-010-CGE is to be available on the Chamber Web page. Application on either form will not exclude acceptance provided that all sections are completed.

9.3. Acquittals are to be made on form F-011-CGA.

10. Standard Assessment Criteria


10.1. Initial assessment of each application is to be a quantitative (numerical) assessment based on fixed criteria shown in the assessment form (Annex B). The total score is to be used to rank each application. Where two applications score the same numerical value or within one (1) point, a qualitative assessment is to be made on the "Grant Request" section of the application. The qualitative assessment is to note the likely future impact on repeat business, tourism promotion and publicity for Gulgong and district. It shall also consider reward for effort such as school prizes or

	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		<u>SOP Number:</u>		003	
		Implementation Date		Feb 18	
		Last Review Date		N/A	
		Next Review Due		Jan 24	
Reviewed By:	Governance Committee	Signed:		<i>Bill Murphy</i>	
Approval:	Chamber Executive				

literary awards normally given by the Chamber in support of annual and major town events.

10.2. Where the applicants worthy of a grant have a total grant request amount greater than the Executive approved total, the Assessment group is to recommend to the Executive the actual grant amount for each organisation. The assessed value is to be based on likely value of the grant to the community through financial income to businesses, publicity and good will.

10.3. The grant assessment process is to be based on merit to minimise any bias in the process. The process is to be referred to the Governance Committee by the President if there are any doubts assessments were not merit based.

	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		SOP Number:		003 Annex A	
		Implementation Date		Feb 18	
		Last Review Date		N/A	
Reviewed By:	Governance Committee	Next Review Due		Jan 24	
Approval:	Chamber Executive	Signed:		<i>Bill Murphy</i>	

Organisation's official letterhead if applicable

President
Gulgong Chamber of Commerce
PO Box 400
GULGONG NSW 2852

REQUEST FOR CHAMBER MINOR GRANT

[Organisation Name] requests the sum of [\$200 or less] for the purpose of [activity/ award]. The granting of this request will [how will grant benefit the organisation/ individual?].

The activity is planned for [date, commencing – time, at venue]. A Chamber representative is [invited to attend/ present the award/ speak/ participate, if appropriate] (at) the event.


Contact person is [Name, position, email and phone number]

If this request is successful, I understand that a receipt and/ or letter is to be sent to the Chamber stating that the money was used fully for the requested purpose and photographic evidence or a Gossip Article will be submitted in lieu of completing an acquittal form or I may complete an acquittal form².

Further, the Chamber's contribution will be acknowledged during or after the activity.

Authorised Signatory
Position
Contact mobile number

² Failure to acquit Chamber Grants by either method will render the applicant ineligible for any further grants until the acquittal process is completed and at the discretion of the Chamber Executive

 <p>Gulgong Rich in History CHAMBER OF COMMERCE</p>	<p>STANDARD OPERATING PROCEDURE</p>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		SOP Number:		003 Annex B	
		Implementation Date		Feb 18	
		Last Review Date		N/A	
Reviewed By:	Governance Committee	Next Review Due	Jan 24		
Approval:	Chamber Executive	Signed:	<i>Bill Murphy</i>		

Assessment Criteria for Chamber Grants

Organisation:

Crit	Assessment Criteria	Assessment Grading	Points	Grading
	Assess application against each criterion. Identify appropriate grading and mark grading (X)			
1	Gulgong or District Organisation	Yes	2	
		No	1	
2	Type of Organisation	School	3	
		Charity	2	
		Other	1	
3	Community benefit	Whole of Community	6	
		Town Promotion	5	
		School students	4	
		Help to under privileged	3	
		Health promotion	3	
4	Previous grant	Other incl sport and cultural	2	
		No	3	
		Yes -over 2 years ago	2	
		Yes - in last 2 years	1	
5	All Acquittals from previous grants received	None outstanding	5	
		Late last time	1	
6	Is the Grant to recognise/ encourage excellence	Prize/ Award	3	
7	Chamber Promoted Activity (Major Community Event)	Yes	5	
		No	2	
8	Is there likely to be a significant community impact if the Grant is rejected or not fully funded?	Yes (* Note likely impact below)	3	
		No	1	
9	Is this activity designed to make a surplus?	Yes	0	
		No	2	
Priority for Grant:			Total Points	
Recommended Amount to be granted:		\$		

Notes:

AG Chairman Signed		Date	
---------------------------	--	-------------	--

*Return to Chamber Secretary once signed.