

Community Consultation Committee of the Federation of Polish Organisations in South Australia Incorporated

1.1 Grant Application Objectives and Guidelines for Application

1.2 Preamble

These Guidelines have been prepared and are published by the Community Consultation Committee (CCC) of the Federation of Polish Organisations in South Australia Inc (FoPOSA).

After WWII many Polish migrants came to South Australia and formed organisations, clubs and a community where they could share their heritage, customs, language, culture and companionship in their new home in South Australia. Among these were a group who formed a scouting group, and were able to purchase property on Hindmarsh Island to use as a camp throughout the year.

When the South Australian Polish scouting movement ceased its activities in Adelaide, these Hindmarsh Island properties were sold. The net proceeds were distributed amongst others, to the Federation of Polish Organisations in South Australia Incorporated, for distribution to benefit the South Australian Polish community. These proceeds are commonly referred to in the community as the “Hindmarsh Island Money or Funds”.

1.3 The CCC of the FoPOSA.

In order to assist in determining the best utilisation of these funds for the benefit of our community, the Executive Committee (EC) of the Federation of Polish Organisations in South Australia Incorporated (FoPOSA) in late 2021, formed the Community Consultation Committee (CCC), a sub-committee of FoPOSA, to develop the strategic goals and purpose for utilising these funds. The CCC, will make recommendations to the FoPOSA EC, on the procedure for grant applications and on how the funds should be distributed based on specific guidelines.

1.4 Strategic Objectives in distribution of this money.

The CCC will consider every application for grants on how well they will assist in the preservation of Polish cultural activity in South Australia. In addition, the CCC will take in to account any application for upgrade of infrastructure which will improve, and enhance the ability, to preserve Polish culture.

Desired outcomes to be achieved from successful grant applicants.

- To promote understanding of Polish Culture by enhancing and encouraging engagement in Polish Community activities.

1.5 Grant opportunities

- The Federation of Polish Organisations of South Australia Incorporated has decided to release a maximum of \$100,000 of the Hindmarsh Island Fund to be provided as grants to organisations that are successful in their application.
- The objective of the Fund is to make available grants of up to \$10,000 to assist organisations to undertake a one-off project that will benefit the Polish Community in South Australia.

1.6 APPLYING FOR A GRANT

1.7 Organisations and individuals may apply for grants, but must:

- Be not for profit and non-political.
- Preferably be an incorporated organisation registered within South Australia.
- Organisation needs to provide:
 - Full details of the applicant including full organisation name, registration number and ABN (if any), tax status and GST registration, and under which Act (if any) the organisation is constituted.

- List of all Executive/Board Officers and dates when these were elected.
- Date of the last Annual General Meeting of all members.
- Main contact and secondary contact persons.
- Address for correspondence, including email/s and mobile phone numbers.
- Unincorporated bodies or individuals may apply for grants but will need to fulfil strict conditions to be eligible.
 - Seek an incorporated body in South Australia, willing to sponsor the application and who must provide the information outlined above.

1.8 Organisation must ensure

- The grant money will be fully expended on the purpose for which the grant was approved,
- Any surplus or unspent grant money is to be returned to FoPOSA.
- Must prohibit any reward or distribution of any surplus or profit from the grant activity back to members or the organisation beyond reimbursement of reasonable expenses.
- They provide a signed application form and signed privacy statement and consent form.
- They must have provided an acquittal (income and expenditure statement) of any previous grants received from the FoPOSA.
- Organisations not incorporated may be sponsored by an incorporated organisation that has agreed to be responsible for meeting all the grant guidelines and conditions
- Organisations must have demonstrated a need for the grant, including evidence of their current financial position, and must show they can administer the grant responsibly.

1.9 WHAT CAN BE FUNDED

Some examples of projects that can be funded include:

- Events promoting the better understanding of Polish Cultural in the wider community.
- Events encouraging greater participation by the Polish Community of South Australian.
- Contributions to the upgrading of community owned building facilities to ensure better use.
- Purchase equipment required for the development of programs and activities of benefit the Polish Community.
- Development and running of new initiatives related to Polish Culture within the Community.
- Hire of facilities, and equipment uses in the process of acceptable programs and activities.

1.10 EXCLUSIONS

Grants will not be given for:

- Political purposes.
- Payment of salaries/wages beyond those which may be incurred in delivering projects
- retrospective funding for activities
- fundraising
- projects by organisations established for profit or financial gain to members
- activities of any government agencies

1.11 CONDITIONS FOR RECEIVING A GRANT

- Organisations receiving the grant will use the whole of the grant exclusively for the approved activity and not for any other purpose
- Organisations receiving the grant will use its best endeavour to complete the activity within twelve months from the date of the grant being approved.
- The organisation will promptly advise the CCC of any material change that may affect its ability to undertake or complete the activity within twelve months from the date of the grant
- If for any reason the organisation is unable to undertake the activity or complete it, or the grant is not fully expended on completion of the activity, the organisation will promptly advise FoPOSA through the CCC and make arrangements to repay the whole of the unexpended part of the grant (as the case may be) to FoPOSA.
- The organisation will expend the grant only within South Australia

- The organisation shall adequately document the grant in its accounting system, ensuring the income and expenditure can be checked and verified. These records must be made available for review and audit by a representative from the CCC of FoPOSA when requested.
- The organisation will acknowledge the grant from FoPOSA Community Fund (Hindmarsh Island money) in any published or display material or by such other means as requested.
- The organisation will provide the CCC of FoPOSA an appropriate final financial acquittal and report within twelve months from the date of the grant or within two months of completion of the activity (whichever is the earlier).

1.12 ASSESSMENT OF APPLICATIONS

- Assessment will be based on the merit of the application in effectively addressing the Grant goals and the benefit to the Polish community in South Australia. Applications will be considered by the CCC with a recommendation made to the EC of FoPOSA for funds distribution.
- Any recommendation made is final and no correspondence will be entered into.
- Unsuccessful applicants may review their application and may if desired resubmit for the next round. An application may be unsuccessful because other applications were deemed to achieve the stated goal better but declining the application does not mean it is considered without merit.

2 SUBMISSIONS OF APPLICATIONS

Submission by email preferred to

The Secretary
Community Consultation Committee
Federation of Polish Organisations in SA Inc.

secretary@polishfederation.org.au

If by mail is desired, address is

230 Angas Street
ADELAIDE SA 5000

Applications will only be accepted in English.

NOTIFICATION OF GRANTS

Notification of the successful applications will be given to the applicant direct as per contact details, and published on the FoPOSA web site, Facebook, Polish Community Radio and in the Pejzaze magazine.