

CEF Charter

Grant Making Process and the Provision of Funds to Grant Recipients

- Subject to the rest of this charter, all decisions about grants will be made by the committee of local CEFs.
- If a committee member has a family member or close friend applying for a grant, they must absent themselves from the **entire** interview and process and any discussions relating to the allocation of funds for that year. The CEF CEO must also be notified of the potential conflict of interest.
- Applicants must let their local CEF know if they have received or do receive any other grants or scholarships for their education/training.
- The opportunity to apply for a grant is open to all local school leavers aged 16 - 25 years. Applications are to be assessed based on CEF's standard national selection criteria.
- All local CEFs must select grant recipients based on the following criteria:
 - **That they have a demonstrated financial need;**
 - **They are a school leaver and are aged 16 - 25 years;**
 - **That they have gone to school or currently reside in the region covered by your CEF; and**
 - **That they have shown commitment to achieving their goal.**
- Each CEF committee then shortlists the applicants based on the above criteria and undertakes to interview the shortlist by way of an interview panel that consists of at least two members of the committee. Each CEF can have outside members of the community on the panel if needed.
- At each interview, the panel should give a brief overview of what the local CEF does and explain that it is their local CEF which provides the bulk of the funding for grants.
- The allocation and distribution of any funds by the CEF to recipients is to be agreed on by the committee at a committee meeting and be minuted.
- In exceptional circumstances, ad-hoc grants may be made based on a decision of the Chair, Secretary and Treasurer if it is not possible to convene a full meeting of the committee to make the decision.
- If available funds do not allow for the distribution of a grant to all qualifying applicants, first year students should take precedence.
- All previous grant recipients must reapply each year to their CEF should they require further financial assistance but they do not necessarily require a formal interview. Provision of their academic transcripts for the preceding 12 months and a committee discussion will suffice. If the committee is unsure about how to deal with a particular application, they should contact CEF.
- Grant recipients must provide an official receipt or invoice to the Treasurer for a pre-agreed expense or purchase before payment is to be made. This also includes any funds provided by CEF's Education Partners or other donor organisations that provide funds for grant recipients of a local CEF.

- Recipients receiving funds from a CEFA Partnership (such as one of our Education Partners) must write a letter of appreciation to the relevant partner institution. CEF will provide contact details for the relevant partner, This is crucial as the continuation of such partnerships is often influenced by such feedback from recipients.

Reporting Requirements of Local CEFs to CEFA

- **Grant Activity Reporting** - All CEFs are to report to CEFA by March each year with all grant recipient details and amounts for the forthcoming year. A grant report template is provided by CEFA. The local committee takes responsibility for recipient information being complete and accurate. This information forms the basis for our Education Partner co-funding reports and CEF's other reporting requirements. CEF must be subsequently notified immediately of any changes to grant recipient status throughout the year. For example, if students change degrees, or defer, etc
- **Financial Reporting** - All CEFs are to report to CEF by providing their financial statements including their profit and loss and balance sheet for the previous financial year. An account report template is provided by CEF. This is to be done by August each year.
- **Annual Reporting to State Authority** - Within one month of their Annual General Meeting (AGM), all CEFs must file an annual statement with their relevant state or territory government department e.g. Office of Fair Trading. Each CEF must conduct their AGM within six months of the end of the financial year. CEF must also be notified of the date of the local CEF's AGM.

New Committee Members

- New committee members on CEFs are to be given access to the members section of the CEF website (password: 2013) where the Policies and Procedures Manual is housed.
- Within one month of the AGM of a CEF, the committee is to notify CEF of any new committee members from the previous 12 months and provide their contact details.

Committee Meetings

- All committee meetings for CEFs are to be conducted in line with CEF's most recent guidelines and in an open and consultative manner. This includes minutes being taken, keeping of an attendance record, tabling all correspondence, Treasurer's report, matters arising from minutes and general business. CEF is very happy to also provide the CEF with a national update for any CEF committee meetings. If you would like to include this, then please give CEF one week's notice and we will provide a report.

Insurance Cover for Local Education Foundations/Funds/Groups

- **Public Liability** - CEF has blanket Public Liability insurance policy that covers most of CEF's local CEFs' functions. Details of the specific insurance cover provided are available from CEF and should be circulated to all committee members to ensure no misunderstandings on specific cover. CEF requires all CEFs to advise of any fundraising event at least one month prior to the event taking place to ensure the Underwriter is notified and cover, to the extent practically available, is in place. Our Public Liability cover does not cover events of an extreme nature such as a bike rallies, hot air ballooning, horse racing, etc. If unsure, please contact the CEF as our insurer may be able to arrange an individual event policy for you.

- **Management Liability Insurance** – CEF has Management Liability Insurance to cover the exposures & risks in managing a business or an organisation like your local education foundation.

It specifically protects Directors & Officers (you and your fellow committee members) for any legal liability they may incur in personally managing the organisation. It also provides cover to the company itself for certain types of claims, thereby protecting the assets of the organisation.

Every committee member of each local CEF needs to answer a set of specific questions as required by the insurance provider. Once this has been completed, the **Secretary** of each CEF needs to collate the answers as per correspondence sent from CEF in the lead up to the insurance policy renewal each year.

Tax Deductibility

- Only funds given purely as a donation qualify for tax deductibility. It is possible for a portion of the value of an entry ticket to a function be treated as tax deductible. If goods or services have been received in exchange for a financial contribution (such as goods bought at auction, meal and beverage costs or raffle tickets), they do not qualify for tax deductibility. These rules are set by the ATO – it is imperative they are adhered to as failure to comply threatens our DGR status.