



CEF Local Foundation Establishment and Procedures Manual

Our mission: To foster the further education, career and personal development opportunities of rural youth, through community-based encouragement and financial assistance



Establishment and Procedures Manual

Table of Contents

Country Education Foundation Benefits	2
CEF Code of Conduct for Committee Members	2
Establishment Procedures	3
Committee Operations	4
Finances	5
Reporting Requirements	6
Grant Giving and Provision of Funds	7

Country Education Foundation Benefits

- Assistance with establishment and ongoing support including how to set up and operate your local CEF.
- Seed funding of up to \$5,000 will be provided over your first three years of operation, matching your locally raised funds: a dollar-for-dollar match up to \$5,000 in the first year; 50 cents in the dollar up to \$3,000 in the second year; 25 cents in the dollar up to \$2,000 in the third year.
- Creation and management of governance-based requirements such as the CEF Constitution, CEF Local Foundations Charter and CEF Code of Conduct.
- Public Liability coverage for your CEF events.
- Availability of co-funding (matched funds) for your students when attending one of our education partner universities.
- Availability of external grant and scholarship opportunities for your local students.
- Deductible Gift Recipient (DGR1) status providing tax deductibility for your donors.
- Access to the Committee Portal on our website, Committee Management Hub and a dedicated, closed Facebook group for committee members.

CEF Code of Conduct for Committee Members

This Code of Conduct applies to all CEF local foundation committee members. It required that committee members act in accordance with the following terms:

- At all times behave in a way which upholds the values, integrity and reputation of CEF and your local foundation.
- Maintain confidentiality surrounding information obtained from grant applicants and avoid unjustifiable discrimination with regard to provision of local grants.
- Manage potential, perceived or actual **conflicts of interest** via an open and structured process. Should a grant applicant be related or well-known to a committee member, that committee member will remove him or herself from the **entire** application and decision-making process for that year. The chairperson **must** also advise CEF of the potential conflict of interest and of any grants awarded to family and friends of committee members.
- Treat each member of the local foundation and CEF with respect and courtesy.
- Attend local meetings as regularly as possible, briefed and prepared.
- Commit to your respective role and responsibilities within the committee and actively participate.
- As a committee, engage and consult with CEF to ensure both parties operate mutually and effectively.
- Avoid inappropriate use of local foundation or CEF funding.

Should any dispute arise regarding this Code, please seek confirmation and resolution from CEF.

Establishment Procedures

STEP 1 – Complete the Register of Intent Form

This can be accessed on our website here <https://cef.org.au/new-local-foundation-register-of-intent/>

STEP 2 - Form a Committee

A meeting needs to be held with individuals who will form your committee (six to eight people generally). Agree to form a local Country Education Foundation which commits to operating in accordance with CEF's Local Foundations Charter.

STEP 3 - Elect Office Bearers

Elect a Chairperson, Secretary, Treasurer and Public Officer. While some of these roles may be combined, you must have a minimum of three office bearers. Agree on an official address for your foundation. This cannot be a PO Box.

STEP 4 - Adopt your Local Education Foundation's Name

Move a motion to adopt the name for your local foundation: Country Education Foundation of [Town name/region].

STEP 5 - Adopt the Constitution

Your committee needs to adopt CEF's constitution. A copy relevant to your state will be provided by the national office. *There may be elements of the constitution that require a committee decision e.g. whether or not the Chair will have a casting vote. CEF can advise.*

STEP 6 - Adopt the CEF Child Protection Policy

Move a motion to adopt CEF's Child Protection Policy. A copy will be provided by the national office.

STEP 7 - Register as an Incorporated Association

Visit the relevant state authority website to complete your registration. E.g. in NSW, you need to visit the [NSW Department of Fair Trading](#). *You will need a letter to authorise the use of the word 'Foundation' in your name. Please contact the national office for this when you are ready to submit your registration.*

STEP 8 - Apply for an ABN (Australian Business Number)

Once you receive your Certificate of Incorporation, you will need to apply for an ABN via the [Australian Business Register \(ABR\) website](#).

STEP 9 - Register with the ACNC (Australian Charities and Not-for-Profits Commission)

Register via the [ACNC website](#)

STEP 10 - Open a Bank Account

We recommend assigning two signatories to the account to ensure transparency for the organisation.

STEP 11 – Report to CEF

The national office requires the following documentation;

- The names and contact details for your committee members
- Copy of the adopted constitution
- Copy of the Certificate of Incorporation
- Copy of the minutes to show you have adopted the CEF Child Protection Policy
- Your ABN
- Confirmation of ACNC registration
- Bank account details

Committee Operations

Once we have received notification that your governance documents are all in place you are ready to get started.

Your first official meeting

Typically, most committees quarterly, some more often. Meetings can also be held by telephone or video conference. At your first meeting you will need to consider;

- who will be the primary contact;
- your application closing dates (see below for more information);
- any additional preferences for awarding grants (in addition to the national essential criteria);
- the schools and/or postcodes you will cover;
- marketing and media – discuss ideas and options e.g. will you create a Facebook page?
- fundraising ideas, when, where, how.

We need you to provide us;

Primary contact: Who will be the primary contact for your foundation? This will be on your foundations page on the website so people know who to contact with any questions.

Your application closing date: Applications open annually in July and each local foundation selects their own closing date. This is the timeframe for receiving applications to be awarded for the following calendar year.

For the online system, this must be the last day of the month between September to February e.g. CEF of Walgett closes 30 September so is open for 3 months, CEF of Gunnedah closes 31 December so is open for 6 months.

Please bear in mind funding availability in your first year of operation. How many students do you wish to support in your first year, how much do you hope to grant them and long will it take you to raise enough funds. Please see the note on 'seed funding' below.

We will provide;

A dedicated email account: A gmail account will be set up with the name *cef[name of foundation]@gmail.com*

A dedicated webpage: This will be searchable under our local foundations page and provide any specific details about your foundation e.g. schools or postcodes covered. We will also **add your foundation name** to our '**Donate Now**' button the site so donations can be made to your foundation and add you to the 'Apply Now' form for students.

Access to the Committee Portal: Each committee member can register on the website to access the portal which contains useful documents and a chat forum.

Access to the Committee Management Hub: Access to the Hub is provided for the Chair, Secretary and Treasurer. Here you can manage your committee details and student grants.

Logos: We will provide you with your own CEF of xxxx logo to use on your promotion materials and social media. Advice, guidelines and tips for branding and marketing are also available on the website or by calling the national office on 1300 652 144.

Midweek Muster: All of your committee members will receive the Midweek Muster, our weekly newsletter for volunteers.

Finances

Are there fees for CEF local foundations?

There are no fees however CEF retains 10% of all donations. The 10% that is retained from donations goes towards the cost of providing support to your foundation and contributes to establishing the growing number of partnerships that provide additional benefits to you and your students. As of 2017, newly established local foundations are also required to remit 10% of fundraising revenue to CEF.

Donations

Donations received for your foundation will be deposited to your nominated bank account (less 10%) at the end of each month.

For donations received via the website, the donor will receive an automatically generated tax receipt. For donations received directly to our bank account, CEF will email a tax receipt to your treasurer to be forwarded to the donor. Please advise us of any expected donations for your committee.

You will receive a remittance advice and donation report via email at the end of each month.

Donations that are received directly to your committee will need to be reported to CEF in your Annual Financial Report each September. CEF will invoice for 10% of the total donation amount.

Tax Deductibility

Country Education Foundation of Australia has Deductible Gift Recipient status (DGR1). All donations requiring a tax receipt must come through the national office. **Only CEF can provide a tax receipt.**

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 to 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 DGR1 status.

Seed Funding

Our 'seed funding' is designed to give you a helping hand in your early years. Seed funding of up to \$5,000 will be provided over your first three years of operation, **matching your locally raised funds:**

- a dollar-for-dollar match up to \$5,000 in the first year;
- 50 cents in the dollar up to \$3,000 in the second year;
- 25 cents in the dollar up to \$2,000 in the third year.

Co-Funding

Co-funding is provided to us through our partner universities and colleges. Grant recipients attending one of our education partner facilities **MAY** receive additional funding. CEF will process available funds once local grants have been finalised and submitted and not before university census dates. You will receive the funds in your bank account along with a report detailing the students and co-funding breakdown. These funds are managed in the same way as your local grants. CEF will add the co-funding amount to your students records in the Committee Management Hub.

Additional Funding

CEF partners with various corporate and philanthropic partners who often wish to support local foundations either directly or through scholarships and/or programs. CEF manages these partnerships and will allocate funds in accordance with the terms of the agreements. These agreements are negotiated and managed on a case by case basis and may be general in nature or targeted to specific local foundations. Local foundations may need to meet specified criteria to be eligible for such funding.

Reporting Requirements

Statutory Reporting

Call an AGM - The Chairperson must call an Annual General Meeting (AGM) no more than six months after the end of each financial year, 30 June.

Lodge Financial Statement - Within one month of the AGM, a **Summary of Financial Affairs** needs to be submitted with the relevant state authority e.g. NSW Fair Trading.

Change of Public Officer – You will need to notify your relevant state authority e.g. NSW Fair Trading should there be a change of Public Officer or a change of official address – there is no charge for this.

National Office Reporting

Annual Financial Report – CEF requires an Annual Financial Report to be submitted each September, as template will be provided.

Grant Report – Once you have completed your grant allocations, you will need to provide CEF with the details of your successful grant applicants and the amount allocated to them. These details are to be entered into the Committee Management Hub by the 31 March annually.

All outgoing grant money must be accounted for in the Committee Management Hub. Any grant money allocated after 31 March MUST be reported the following year.

Committee Members – You will need to advise CEF of any changes to your office bearers and other committee members.

Events – You should advise CEF of any fundraising events held to ensure they are covered under our national public liability policy. The certificate of currently is available on the committee portal within our website.

Grant Giving and Provision of Funds

Subject to the CEF Local Foundations Charter and constitution, all decisions about grants will be made by the committee of a local foundation.

Student Eligibility and Application

- The opportunity to apply for a grant is open to all school leavers aged 16 - 25 years within the catchment area of a CEF local foundation.
- All local foundations 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 foundation; and
 - That they have shown commitment to achieving their goal.
- Local foundations may use additional criteria when shortlisting and selecting recipients e.g. preference for first year students but should not exclude them from the initial application process.
- **All applications must be submitted via the online form** on the CEF national website www.cef.org.au It is imperative that we capture this data, both for statistics and transparency.
- The online form is designed to help committees ascertain applicants eligibility and to provide a basis for shortlisting.
- Applications open annually in July and each local foundation selects their own closing date. For the online system, this must be the last day of the month between September to February e.g. CEF of Walgett closes 30 September so is open for 3 months, CEF Gunnedah closes 31 December so is open for 6 months.
- Applications will be emailed from our system to the relevant foundation once an application is submitted. Applications can be cross-referenced in the Committee Management Hub to which the office bearers have access. The national office will also have access to these applications.

Shortlisting and Interviewing

- Once applications have closed, each committee shortlists the applicants based on the essential criteria and undertakes the interview process.
- The interview panel should consist of at least two members of the committee. Members of the community (outside of the committee) may be on the interview panel if needed. Phone or video call interviews are also acceptable.
- If a committee member has a family member or close friend applying for a grant, they must declare a potential conflict of interest and absent themselves from the interview process. CEF should also be notified of the potential conflict of interest.
- At each interview, the panel should give a brief overview of what the local foundation does and explain that it is their local foundation which provides the bulk of the funding for grants.

Awarding, allocating and distributing funds

- On average, grants range from \$500-\$2000.
- Committee members should take into account the level of need of each recipient when allocating funds. E.g. a student studying at the local TAFE may not need as much support as someone who is moving 5 hours from home to study.

- The allocation and distribution of any funds by the local foundation to recipients is to be agreed on by the committee. Where this may not be feasible, it should be at the discretion of the office bearers in conjunction with the interview panel. The final grant allocations should be provided at the next committee meeting.
- 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 local foundation should they require further financial assistance, but they do not necessarily require a formal interview.
- Applicants must be marked as 'successful' or 'unsuccessful' in the Committee Management Hub as soon as practicable but **no later than 31 March** each year. Successful students should also have their study details and grant amount allocated entered.
- **Grant recipients are not paid the full amount of their grant upfront.** They must provide a receipt or invoice to the Treasurer for an acceptable 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 foundation.
- Acceptable expenses include but are not limited to;
 - o Accommodation
 - o Computer hardware and software
 - o Textbooks
 - o Clothing/uniform
 - o Tools of the trade
 - o Study fees (not HECS)
- The Treasurer is responsible for paying grant funds as soon as is practicable and for keeping a record of outgoings.
- What if a recipient defers or withdraws?
 - o The recipient **defers**
 - the funds (or remaining amount) can be held over for when the student recommences their study or;
 - the grant can be 'cancelled' and the student may reapply the following year.
 - o The recipient **withdraws**
 - the remaining funds should be retained by the foundation to use in the grant fund pool for the following year.

You will need to advise the national office of the amount the student has claimed so we can update their total amount received. If the student has also been allocated co-funding, this portion must be returned to the national office.