



Country Education Foundation Yearly Calendar

January	<ul style="list-style-type: none">Local foundations to contact successful grant recipients to reconfirm the course/institution to be undertaken for the year and advise of the amount granted.
February	<ul style="list-style-type: none">Supported students begin liaising with their local foundation Treasurer to request payment for education related goods and services to claim pre-agreed expense reimbursements.Promote grant recipients to local media and via social media.
March	<ul style="list-style-type: none">DUE: <u>Grant Report</u> submitted to national office by end of March via the Committee Hub.National office will check census dates and confirm students with education partners.Plan fundraising/donor activities for the year ahead. Ensure a public liability form is completed and sent to national office at least one month prior to the event.
April	<ul style="list-style-type: none">DUE: <u>Application Form opening and closing dates</u> to be sent to national office.National office will email congratulations/welcome letter to all successful students.
May	<ul style="list-style-type: none">Education Partners Co-funding distribution. Local foundations notify students who claim in the same manner as their local grant.Students receiving co-funding are encouraged to write a letter of thanks to their university/college.Consider an EOFY donor campaign.
June	<ul style="list-style-type: none">National office will email request for half yearly reports direct to grant and scholarship recipients. An email will notify local foundations as the students submit their reportsArrange local newspaper interviews with grant recipients to celebrate student achievements and promote awareness of your local CEF.
July	<ul style="list-style-type: none">National office will send Account Report templates to local foundations.Set the date for your Annual General Meeting (AGM), which must take place within 6 months of end of financial year.The grant application functionality is open on the CEF website.Consider promoting the opening of your applications to local high schools, Council and relevant community organisations.
August	<ul style="list-style-type: none">DUE: <u>Accounts Report</u> submitted to CEF head office by 31 August.CEF Scholarships Guide launch. Local foundations can use to promote opening of your applications and increase CEF profile locally.
September	<ul style="list-style-type: none">Plan how, where and when you are going to present your grants to your students.
October	<ul style="list-style-type: none">DUE: After your AGM, send committee contact details and minutes to the national office.DUE: Financial reporting to Fair Trading or ACNCConduct interviews with grant applicants (depending on your foundations closing date).
November	<ul style="list-style-type: none">National office will email end of year report requests direct to grant and scholarship recipients. An email will notify local foundations as the students submit their reportsConduct interviews with grant applicants (depending on your foundations closing date).
December	<ul style="list-style-type: none">Consider a Christmas appeal to local donors.ATAR results come out followed by main round offers.Conduct interviews with grant applicants (depending on your foundations closing date).