



ABBOTSLEIGH

*Old Girls' Union Inc.*

# AOGU Anniversary Grant Program Terms and Conditions

## **Background**

The AOGU Anniversary Grant ('Anniversary Grant') was established in August 2018 to celebrate 110 years of the AOGU. It recognises the value that Old Girls add by being contributory members to their local and/or world-wide communities and seeks to assist in these endeavours. The aim of the Anniversary Grant is to support Old Girls to 'pay it forward' through an activity or project designed to have a positive social impact and to carry on Abbotsleigh's tradition of social responsibility and service. Each application will be judged on its merits based on community benefit and positive social impact while demonstrating the enduring Old Girl values of integrity, community, respect and inclusion. The Anniversary Grant will be awarded to an Old Girl to advance a specific community purpose and is not intended to personally benefit an Old Girl as an individual member. As such, each grant recipient is accountable to the AOGU and has an obligation to report back to the AOGU Committee on the outcomes of their community project or contribution.

## **Applicants and eligibility**

Any Old Girl who is a member of the AOGU and who makes a formal application via the agreed process is eligible to apply for the Anniversary Grant.

An Old Girl may apply for the Anniversary Grant on multiple occasions. However, a successful candidate may not apply again following a successful application.

## **Funding**

The AOGU will offer Anniversary Grant(s) up to an annual maximum value of \$5,000. The full amount may be awarded to one candidate, or if there are several worthy applicants, the amount may be split. Each Anniversary Grant recipient will receive no less than \$1,000. In any year the total awarded amount may be less than the maximum of \$5,000 and if none of the applicants meet the selection criteria, no Anniversary Grant is required to be awarded.

## **Frequency**

The Anniversary Grant will be awarded annually and announced at the AOGU AGM held in November. The application period and award dates will be decided by the Anniversary Grants Sub-Committee and advertised accordingly.

## **Promotion**

A notice inviting Old Girls to apply for the Anniversary Grant will be sent to Old Girls via email, published on the AOGU Facebook page, the AOGU website and in *The Loom*. This may also be supported by other Abbotsleigh publications.

Key dates for submission of applications and announcement of the winner will be included in the invitation for applications.

## **How to apply**

An application form will be available on the AOGU section of the Abbotsleigh website. On request, an application form will be sent to prospective Grant applicants via email.

The application form, together with supporting documentation must be completed, submitted and received by the AOGU Anniversary Grants Sub-Committee by 5 pm on the advertised closing date. Applications may be submitted via hard copy to The Anniversary Grants Sub-Committee, AOGU, Locked Bag 1666, Wahroonga NSW 2076 or electronically to the advertised email address.

## **Selection of the successful candidate**

### **Anniversary Grant Sub-committee**

The Anniversary Grant Sub-Committee ('Grant Sub-Committee') is appointed by the AOGU Committee annually. This Grant Sub-Committee consists of at least three (3) and up to five (5) Committee members. The Grant Sub-Committee will appoint a Chair of the Sub-Committee. The Chair will liaise and coordinate support from the Old Girls Office as required.

The Grant Sub-Committee is responsible for reviewing all applications and collectively determining the successful candidate. Any conflict of interest must be declared by a member of the Grant Sub-Committee and an alternate member asked to step in as required.

If appropriate, a short list of applicants to be interviewed will be agreed by the Grant Sub-Committee. The interviews will then be conducted by at least two (2) members of the Sub-Committee. Interviews may be undertaken in person, by phone or video conferencing.

### **Criteria**

Applications must meet the following criteria:

- The application must be for a specific amount (from \$1,000-\$5,000).
- The application must state a specific purpose with clear and measurable goal(s).
- The application must contain a proposal as to how the Anniversary Grant will be used, and estimated timeframes and deliverables/plans.
- The application must state what other funding has been obtained (if any) and the total amount of funding required for the endeavour.
- The applicant must sign a declaration that they understand that the Anniversary Grant is not to be used for their personal gain, but for the specific community purpose as specified in their grant application.
- The applicant must make themselves available for an interview, if required.
- Within three (3) months of receipt of Anniversary Grant funds and following key dates as per the applicant's estimated timeframes, including when all funds are expended, the applicant must provide an update to the AOGU Committee on the progress of their endeavour in a form to be specified by the AOGU.
- The applicant must share their story with the wider Old Girl and Abbotsleigh community through AOGU and Abbotsleigh publications, social media and/ or speaking at events.

The Sub-Committee will consider, but are not limited to the following criteria:

- Scale of positive social impact
- Longevity of positive social impact
- Innovation and uniqueness
- Sustainability
- Inspiration to others and leadership potential
- Individual empowerment
- Environmental impact

#### **Note**

- Age – there is no restriction on the age of the applicant.
- Geography – Grants can be used locally, across Australia or internationally.

References will be requested to validate the application. Referee(s) may be required to provide supporting information or personal recommendation as required.

#### **Awarding the Grant**

- Once a decision on the successful candidate has been reached, each applicant will be notified in writing of the result of their application. It is at the discretion of the Grant Sub-Committee as to whether or not feedback is provided on the decision.
- The successful candidate(s) will be asked to keep their success confidential until a formal announcement is made at the AGM. The successful candidate is invited to attend the AGM to receive the Anniversary Grant.
- The Anniversary Grant will be announced at the AOGU AGM and then further publicised through AOGU publications and social media.
- Where no applications are received or none satisfy the aims and criteria of the Anniversary Grant program, no Anniversary Grant will be awarded in that year.

#### **Review**

The terms and conditions of the Anniversary Grant program will be reviewed by the Grant Sub-Committee on an annual basis to ensure that the processes and criteria remain relevant. The Sub-Committee may make adjustments as required so long as the overall framework and intention of the Grant is not altered.

A comprehensive review of the Grant program, including the financing of the program, will be undertaken by the AOGU Committee triennially (next review 2027).