



COMMUNITY ASSISTANCE POLICY

Introduction:

Each year The Buffs Club is approached by numerous organisations and individuals for financial assistance. As a Community based Club we are dedicated to offering maximum opportunities to support the community in as many ways as possible. This document will outline all aspects of our Community Assistance Policy.

Objective of Program:

- To provide a fair, equitable and transparent framework when requesting and approving community assistance applications
- To promote and develop community spirit and to generally raise the standard of living in our community
- To promote, develop and encourage sporting activities and opportunities

Eligibility

To be eligible for our Community Assistance Program you must meet the following criteria

- An organisation or individual:
 - Services or product benefit people within our local and surrounding community
 - Encourages growth within and development of people in our local area
- Sporting Organisation
 - Junior Club
 - Senior Club
- School or Child-care Facility
- Charitable Organisation who provides facilities/services to our local community
- An individual who requires assistance associated with
 - Travelling away for sporting tournaments
 - Medical treatment
 - Family Crisis/tragedy

Categories

- Community Cash Donations
 - Level 1 – Under \$500
 - Level 2 – Over \$500
- In-kind Support
 - Room Hire
 - Product Donations
- Category 1 Sponsorships – Under \$2000
- Category 2 Sponsorships – Over \$2000
- Events Hosting Application – Held on-site at Buffs Club
- Kids Fundraising Discos
- Skills Supply

Application Criteria

Applications must be submitted using the correct application form, available to be downloaded from our website or collect from Buffs Club Reception.

Applicants will be assessed on the following criteria

- Description of the Organisation:
- Who and how does the organisation benefit/support the local community?
- What type of assistance are they applying for?
- How do they plan to use the money/donation to benefit your organisation?
- How does your organisation support/utilise the Buffs Club and its facilities? (eg. School graduations, presentation nights, regular meetings, social gatherings etc.)
- Support Material to assist application

Applications can only be based on the information provided, so applicants are requested to ensure forms have been fully completed and any support material included. In specific circumstances, the Committee may request additional information from the applicant

Review Process

All applications are reviewed by our Community Assistance Committee.

Committee consists of a minimum of:

- 2 x Board Members
- Executive Manager
- Administration Staff Member

Meetings are held on the last Wednesday* of each month and applicants will be contacted of the outcomes within one week of the meeting.

Category 2 Sponsorships will be required to be presented and approved at a Full Board Meeting.

*Meeting dates are subject to change in accordance with date on Board meeting

Acknowledgement

If an organisation/individual is successful with their application, they will be obligated to complete all requirements outlined in their Community Support Agreement provided by The Buffs Club. All applications are reviewed on an individual basis and will be given case specific requirements to suit both parties involved.