TNC POLICY

Policy Details

Title:	Work Health & Safety
Effective Date:	09-Dec-2024
Policy Owner:	Centre Manager
Applies To:	All staff and volunteers
Next Review Date:	31-Dec-2025

Purpose

This policy outlines the procedures and responsibilities for managing grant applications and awards within TNC, ensuring alignment with organisational objectives and compliance with relevant regulations.

Context

This policy has been developed in alignment with the TNC Policy Framework.

TNC Policy Documents are developed to:

- Assist TNC to meet the objects of the organisation and manage risk effectively
- Assist TNC staff and volunteers in performing their duties
- Outline how TCNC will meet governance expectations
- Provide transparency and clarity to TNC staff and volunteers.

TNC is bound by the Australian Charities and Not-for-profits Commission Act 2012 (Cth) and regulated by the ACNC.

Definitions

Term	Explanation
ACNC	Australian Charities and Not-for-profits Commission
BoM	Board of Management
CM	Centre Manager
TNC	Toukley Neighbourhood Centre
WH&S	Work, Health and Safety

Principles

Policies always contain a set of principles that provide information relating to the rationale for the document. Staff and volunteers must consider and comply with these guiding principles when performing their duties.

Principle 1:   All grant activities must support TNC's mission and strategic goals

All grant applications must clearly demonstrate how the proposed project aligns with TNC's mission and strategic goals.

Measurement Criteria

The measurement criteria to validate that this principle has achieved the desired outcomes are:

- 100% of grant proposals include a section detailing alignment with organisational objectives.

Principle 2:   Grants must be qualified and planned before committing resources

Assessments are conducted for each grant opportunity before resource commitment. These cover whether TNC is eligible for the grant and weighing the submission effort against the likelihood of success.

Documentation of the due diligence process is maintained and reviewed by the Grants Committee.

Measurement Criteria

The measurement criteria to validate that this principle has achieved the desired outcomes are:

- A comprehensive due diligence assessment is completed for each grant opportunity, covering financial, operational, and reputational considerations.

Principle 3:   All grants require review by the Board-appointed Grants Committee.

The Board-appointed Grants Committee reviews and approves all grant applications. Meeting minutes reflect the Committee's discussions and decisions on each grant application.

Measurement Criteria

The measurement criteria to validate that this principle has achieved the desired outcomes are:

- 100% of grant applications have documented approval from the Grants Committee prior to submission.

Principle 4:   Grant applications should be accessible to relevant TNC personnel

Grant application records are stored in a centralised system accessible to authorised personnel.

Measurement Criteria

The measurement criteria to validate that this principle has achieved the desired outcomes are:

- All grant submissions are made using the TNC umbrella account, referencing admin@tnc.org.au, ensuring accessibility; or are available in a shared portal (e.g. SmartyFile).

Principle 5: **Each grant application has documented final approval from a designated Board member**

A designated Board member provides final approval for each grant submission and is noted as the authorised person when required.

Measurement Criteria

The measurement criteria to validate that this principle has achieved the desired outcomes are:

- 100% of grant applications have documented final approval from a Board member, with the authorised person clearly identified.

Principle 6: **Grant applications must be recorded as Salesforce opportunities for Board reporting**

All grant applications are recorded in Salesforce as opportunities for Board reporting. Regular reports on grant applications and statuses are generated from Salesforce for Board review.

Measurement Criteria

The measurement criteria to validate that this principle has achieved the desired outcomes are:

- 100% of grant applications are entered into Salesforce, with regular reports generated for Board review.

Processes

The following processes apply.

Grant Qualification and Planning:

- Assess the grant opportunity to ensure alignment with TNC's mission and strategic objectives.
- Evaluate resource requirements and potential impacts on existing operations.
- Prepare a detailed project plan outlining objectives, deliverables, timelines, and budget.

Review by Grants Committee:

- Submit the project plan and grant proposal to the Grants Committee for evaluation.
- The Grants Committee will assess the proposal's feasibility, alignment with organisational goals, and compliance with relevant policies and regulations.
- Obtain written approval from the Grants Committee before proceeding.

Submission Process:

- Where possible, use a TNC umbrella account for grant submissions to ensure accessibility by relevant personnel.
- Reference admin@tnc.org.au in the application to facilitate communication and record-keeping.

Final Approval:

- A designated Board member must review the final grant application.
- Upon approval, the Board member will be noted as the authorised person on the grant application, if required.

Recording and Reporting:

- Record all grant applications as opportunities in Salesforce for tracking and reporting purposes.
- Provide regular updates to the Board on the status of grant applications and awarded grants.

Responsibilities

Board of Management:

- Appoint the Grants Committee.
- Designate a Board member for final approval of grant submissions.
- Oversee the implementation of this policy.

Executive Officer:

- Ensure staff and volunteers are aware of and adhere to this policy.
- Maintain records of grant applications and awards.
- Report to the Board on grant-related activities.

Grants Committee:

- Review and approve grant proposals.
- Ensure grant activities align with TNC's mission and strategic objectives.

- Monitor compliance with this policy.

Staff and Volunteers:

- Comply with this policy when involved in grant-related activities.
- Maintain accurate records and documentation for grant applications and awards.

Change Control

Effective Date	Author	Approver	Comments
09-Dec-2024	Donna Tudman	BoM	Initial document

Toukley Neighbourhood Centre

Ph: 02 43961555 / Email: admin@tnc.org.au / Website: www.tnc.org.au
PO Box 55, Toukley NSW 2263 / ABN: 64 997 484 484 / Association No: Y02437-47