

## **Personal Development Grants Program GUIDELINES**

### **1 Introduction**

The Fairfax Foundation administers the Personal Development Grants Program. This program is designed to provide financial assistance to current and former eligible employees of the media industry, their partners and dependants to assist them by relieving disadvantage and for them to reach their potential and participate in the community. Funding is provided to individuals who meet the criteria and who could not otherwise afford to undertake the activity.

To be considered for a grant under this Program, an applicant or a beneficiary (as appropriate) will be required as part of the application process, to demonstrate considerable, achievement or talent in a particular field and explain the financial or physical barriers preventing them from reaching their potential or participating in the community

Eligible applicants will need to provide clear evidence of the proposed use of a grant and explain how the grant will improve their educational outcomes, overall health and wellbeing or social inclusion. Eligible applicants must be in hardship and those who are disadvantaged or impacted in another way (by illness or disability).

The provision of a grant under this Program will enable a successful applicant or beneficiary who is in hardship or experiencing disadvantage to have the same opportunities, regardless of circumstance, by allowing them to:

- overcome barriers to access recognised training or education programs;
- participate in and connect with community; or
- improve health and wellbeing.
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*Note: The Personal Development Grant has a number of specific exclusions noted in Section 4.*

### **2 Objectives**

The objectives of the Program are to:

- provide financial assistance to help relieve the disadvantage of eligible beneficiaries and enable them to gain access to personal development opportunities **which they could otherwise not afford.**

### **3 Eligibility Criteria**

#### **Applicant:**

To be eligible to apply for and receive a grant under this Program, the applicant must be a current or former employee in the media industry in Australia, and:

- have been employed on a permanent full-time, part-time or casual basis; and
- have been employed in the industry for a minimum period of 12 months.

## **Beneficiary:**

To be eligible, a beneficiary must be an eligible applicant or the partner or dependant of an eligible applicant.

## **Project/Activity**

The applicant must propose a project/activity which must satisfy the following:

- outlining the proposed project/activity;
- demonstrating the disadvantage or hardship the applicant is experiencing;
- the nexus between the project/activity and the relief of the disadvantage or hardship through the grant.

The Fairfax Foundation will then approve the charitable project/activity and assess the application as a whole.

## **4 Exclusions**

Applications for grants for the following projects/activities will *not* be considered:

- projects/activities that do not have a sound base;
- sporting equipment or other items considered by the Fairfax Foundation to be of a capital nature;
- building projects, capital equipment or works, and facility maintenance;
- projects/activities which are used to generate income or supplementary income;
- projects/activities which the Fairfax Foundation regards as the funding responsibility of other organisations or statutory bodies;
- political, religious or spiritual activities, where the Fairfax Foundation is of the opinion that the primary focus is to promote these beliefs;
- projects/activities where the Fairfax Foundation is of the opinion the primary purpose is to make a profit;
- applications from individuals who have not satisfactorily accounted for expenditure of any previous financial assistance provided by the Fairfax Foundation;
- direct funding to a business; and
- funding to support current vocational aims or career objectives.

## **5 Key Focus Areas**

Proposals need to fully outline and demonstrate the way in which funding will relieve disadvantage and contribute to the development and strengthening of an individual's education, health, wellbeing or social inclusion.

Approval will be at the sole discretion of the Fairfax Foundation. The decision is final and no correspondence will be entered into.

## **6 Conditions of Personal Development Grants**

The grant from the Fairfax Foundation is conditional upon:

- the application being completed by an eligible applicant with supporting documents from the applicant and/or beneficiary (where appropriate);
- full disclosure of financial means - incomplete financial details will automatically disqualify applicants;
- entry into a standard form written Grant Agreement with the Fairfax Foundation (if required);
- the grant being used for the purposes of the approved charitable project/activity for which it was allocated;
- the approved charitable project/activity being undertaken and completed within 12 months of receipt of funding, unless prior written approval is obtained from the Fairfax Foundation;

- the grant being refunded to the Fairfax Foundation if the approved charitable project/activity is unable to be commenced within three months of the commencement date agreed with the Fairfax Foundation;
- successful applicants maintaining full records of expenditure for the duration of the approved charitable project/activity and making these available to the Fairfax Foundation on request.

## **7 Grant Distribution**

Grants will be distributed directly by the Fairfax Foundation to the successful applicant, paid directly to providers or the recipient will be reimbursed after submission of receipts. Where a successful applicant is not the participant in the approved charitable project/activity, the applicant, on being allocated a grant, agrees to hold the grant in trust for the beneficiary and undertakes to use or ensure that the beneficiary uses the grant for the project/activity disclosed in the application.

## **8 Limitation of Liability**

The Fairfax Foundation is not liable for and accepts no responsibility for:

- death or injury to any person or damage to property arising out of or in connection with the allocation of a grant to enable participation in a project or activity;
- liability for any tax or duty arising out of the allocation of a grant other than the tax levied on the Fairfax Foundation;
- loss of any government subsidy, funding, allowance, grant, pension or payment as a result of the allocation of a grant under this Program; and
- payment of any project cost beyond the approved amount.

## **9 Maximum Grant**

The maximum amount granted to any one applicant per annum will be \$7,500

## **10 Accountability**

Individuals successful in receiving a grant will be required to:

- provide a written evaluation of the approved charitable project/activity on its completion;
- provide a financial statement at the completion of the project/activity showing details of all expenditure met out of the grant funds;
- refund any excess amounts (i.e. Where the grant provided exceeded the expenditure met) to the Fairfax Foundation within 30 days of completion of the project/activity;
- inform the Fairfax Foundation directly of any changes to the applicant and/or beneficiary's address, telephone number.

## **11 Grant Application and Assessment Process**

Grant applications are typically considered at each Fairfax Foundation Board meeting and applicants advised shortly thereafter.

## **12 How to Apply**

- Complete all sections of the application form including full financial details.
- Attach all relevant documentation supporting your application (including proof of income).
- Complete the check list and acknowledgement.
- Submit your completed application form.