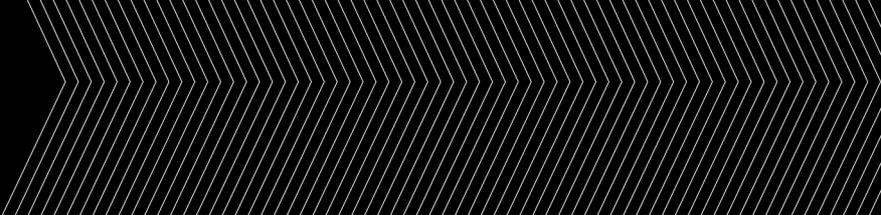


# Community Response Fund

Governance



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## Governance

### Overview

The Community Response Fund will provide one-off time-limited grants for specific activities, projects or services that aim to prevent violence and abuse against women.

For an overview of the Community Response Fund, please see the Grant Program Guidelines and for full terms and conditions the Letter of Exchange.

### Application process

The Community Response Fund uses a competitive application process. Details of the process are given in the Grant Program Guidelines, Evaluation Guidelines and Application Form.

### Validation Process

Once a funding application has been approved (in line with the Evaluation Guidelines), White Ribbon Australia will begin its Validation Process to ensure the applicant is a suitable Administering Organisation that is likely to use the funding appropriately and effectively.

The validation process will include:

- Conducting reference checks with two referees provided by the Administering Organisation
- Checking that the terms and conditions have been signed by an authorised signatory of the Administering Organisation
- Verifying the Administering Organisation's details and standing using resources such as the Australian Business Register and the Australian Charities and Not-for-profits Commission
- Reviewing the Administering Organisation's constituent documents and governance rules
- Reviewing the Administering Organisation's two most recent audited financial reports
- Reviewing the Administering Organisation's purpose, mission and strategy.
- Requesting, when deemed necessary, that key personnel provide a National Police Check no more than six months old.

### Frequency of grants

The Community Response Fund will open for applications every six months.

### Delegations

Delegations are as specified in Communicare's Delegation of Authority Policy and Framework.

### Terms and Conditions

Grants up to the value of \$10,000 are subject to the terms and conditions specified in the Application Form.

For grants over \$10,000, Communicare (the custodian of White Ribbon Australia) will establish a separate agreement with the Administering Organisation.

### Agreement period

The agreement will be for a period of up to 24 months.

### Reporting (non-financial)

For grants up to \$10,000, reporting will occur at the end of the agreement period.

For grants over \$10,000, reporting will occur either at the end of the agreement period or at designated periods. The appropriate approach will be determined based on the complexity and risk involved with each individual application.

### **Financial acquittal**

Acquittal reporting will be required at the end of the agreement period.

Income and expenditure statements will be reviewed and overseen by Communicare's Finance Director.

### **Unspent funds**

Any funds remaining at the end of the agreement period must be returned to Communicare, unless Communicare provides approval that the grant recipient may retain the funds.

### **Payments**

Grant funding is paid up front at the commencement of the agreement period.