



Bruny Island Community Association Inc.

C/- Post Office Alonnah 7150

ABN 50 847 581 523

Email: bica@bica.org.au

POLICY: Community Support

Version 1 - (Adopted April 2021 – to be reviewed April 2022)

Bruny Island Community Association Inc (BICA) undertakes community support to facilitate and maintain a connection between the organisation, its members, and the community. Effective community engagement can have a positive impact on individuals in the community, governance within the organisation and the delivery of services to the community.

Applications of support will be accepted from;

- not for profit island-based organisations;
- people or groups involved in sporting interests connected to Bruny Island;
- activities and events which bring a benefit to the Bruny Island community;
- educational support directly connected to the island; or
- any other exceptional application which the Committee accepts meets a clear and beneficial need in the Bruny Island community.

Direct financial support for individuals and families connected to Bruny Island with a health and/or welfare need is provided by the Bruny Island Cork Club. BICA will direct requests for such assistance to the Bruny Island Cork Club. BICA may also provide direct financial support to the Cork Club under agreement and upon application by the Cork Club.

All recipients must be engaged in legal activities that are considered acceptable by normal community standards.

Applications will not be considered from;

- For profit businesses;
- Any organisation or event what has a negative or politically motivated intention;
- Any support that could involve BICA or the community in controversial issues or expose the BICA or its members to risk or adverse criticism; and
- Events that present unacceptable risks to the public and/or that are not adequately insured.

Reporting

Any recipient of funding from BICA under this policy must provide a report within 30 days of the completion of the project / event to the committee in which the funding was provided. If funding has not been fully expended, it is expected that any surplus will be returned.

Assessment and Notification

All applications for support must be submitted on the Application for Financial Support Form to the Secretary no later than the end of month prior to the next meeting and, other than in the case of emergency, with adequate time for assessment by the committee and in any case at least 2 months prior to the event. The application will be presented to the committee for consideration and assessed under the Association's funding criteria. Applicants will be notified following the decision of the committee.

On successful notification, an invoice must be submitted to the Treasurer for payment outlining who the funds will be paid to (organisation name), address, the project/event, bank account detail and GST status. Funds will be paid via electronic funds transfer.

It is agreed that any funds not used, or are surplus to the organisations needs will be returned to BICA.



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Application for Financial Support

Organisation			
Contact Person		Position	
Telephone		Mobile	
Email			
Postal Address			
ABN Number		Registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Project / Event Details			
Please outline benefits to the community * If insufficient room, attach supporting page.			
Total Project Cost	\$	Amount requested	\$
If you are not seeking the full amount – how will the other funds be financed?			
When will the funds be required?		Expected completed date of project	
How will BICA be acknowledged?			

Please provide name and contact details for two referres who can support your project	
Name	Phone

I provide and am authorized to make this submission on behalf of the organization / individual outlined above and agree to abide by the terms and conditions of the application.

Name: _____ Signed: _____ Date: __/__/202__

Applications with supporting information is to be forwarded to;

The Secretary, Bruny Island Community Association Inc

c/- Post Office, Alonnah Tas 7150

or email bica@bica.org.au



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Finalisation Report

To be sent within 30 days of the completion of Project / Event

Organisation			
Contact Person		Position	
Telephone		Mobile	
Email			
Postal Address			

Project / Event Details		Date of Event	
Please detail the project / event (such as successes / challenges / improvements)			
Approx number of attendees		Amount of funds raised?	\$
We all the funds provided by BICA expended as per the agreement?		Are any funds being returned to BICA?	
Were there any issues in which BICA could assist with for future events?			
Are you planning on running similar events in the future – and if so, when?			
How was BICA be acknowledged?			

Report completed by

Please attach supporting information such as advertising flyers, photos etc. Please note by providing these documents, you authorize BICA to use for promotional purposes.

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