

BEQUEST APPLICATION & PROCESSING POLICY

20TH APRIL 2017

SCOPE

This policy provides details about the way in which applications for Bequest funding are to be handled and processed by the Western Australian AIDS Council (Inc.) (WAAC / the organisation).

This policy has been developed to ensure that the organisation uses the Bequest funds in accordance with the specific requirements of the Bequests, whilst still ensuring that the Bequest Subcommittee, and other staff members responsible for submitting and processing applications, are able to deal with requests in the most efficient manner possible.

The policy sets out the purpose for which Bequest funding has been provided to the organisation, the specific criteria that must be met in order for applicants to be eligible for Bequest funding, as well as details of the application process.

INTRODUCTION

The organisation currently has two Bequest funds that are available as a source of funding to both individual and non-individual applicants:

Watson-Browne Bequest

- Received in February 1998 from the estates of two men, Mr Russell Watson and Mr Donald Browne.
- The terms of this Bequest were originally very limited.
- By the time the Bequest money was received by the organisation there was no need for the type of facilities outlined in the original Bequest and as such the organisation sought a Supreme Court Order for the terms of the trust to be altered to allow the funds to be spent more appropriately.
- The specific terms of the Supreme Court Order are detailed in Appendix 1 to this document. However, the overriding requirement of the Bequest is that it be used to enhance the health and wellbeing of HIV+ gay men.

Phyllis Hill Bequest

- Received in September 2006 from the estate of Phyllis Hill.
- The terms of the Bequest, as determined by the terms of Phyllis Hill's will, have broad application.
- The Bequest is to be used to fund the advancement of health, education and/or the alleviation of poverty for People Living with HIV/AIDS (PLWHA) or otherwise vulnerable to being infected with HIV

GENERAL PRINCIPLES OF USE

The following general principles of use apply to both Bequests:

- The Bequests will meet a charitable purpose, namely the advancement of health, education, and/or the alleviation of poverty, subject to the Bequest-Specific Principles of Use.
- Individuals (i.e. natural persons) or projects and programs may apply to receive Bequest funding.
- In the event of competing demands for Bequest funding, the Bequests will fund projects and programs that provide the greatest good to the greatest number of people rather than individuals.
- The Bequests are managed by WAAC.
- The Bequests will generally fund projects and programs for which there is no other funding available and/or there is a paucity of access to services.
- The Bequest funds held by WAAC will each be placed in separate interest-bearing accounts.
- The maximum amount an individual or project or program can apply for in any one financial year is \$3,000. Some items also have specific annual or multi-year limits, which are detailed in the Application Criteria. The Bequest Subcommittee assigned to consider Bequest funding applications may, in the interests of fairness to all actual and potential applicants, refuse an application from a person who has received Bequest funds in prior financial years, despite not exceeding the maximum amount for the current financial year. However, these limits may be increased (at the discretion of the Bequest Subcommittee) in the case of an individual in receipt of palliative care.
- The Bequest Subcommittee assigned to consider Bequest funding applications will have discretion to determine which Bequest is the most appropriate source of funding, subject to the Bequest-Specific Principles of Use and all other relevant application criteria.
- The outgoings and balance of the Bequests' funds will be reported annually.

BEQUEST-SPECIFIC PRINCIPLES OF USE

In addition to the above general principles of use, each bequest has specific principles of use, as follows:

Watson-Browne Bequest

- The charitable purpose to be met is the advancement of health and wellbeing, education, and/or the alleviation of poverty for HIV+ gay men, as more particularly described in Appendix 1.
- The Bequest is managed by WAAC for use by HIV+ gay men who receive Support Services, and projects and programs for HIV+ gay men within WAAC, or under the auspices of WAAC.
- The amount of money from the Bequest used in any one financial year will be limited to \$30,000, until such time as the funds run out.

Phyllis Hill Bequest

- The charitable purpose to be met is the advancement of health, education, and/or the alleviation of poverty for PLWHA or otherwise vulnerable to being infected with HIV.
- People who are eligible to receive funds through the Watson-Browne Bequest will not be eligible for funds under the Phyllis Hill Bequest, unless the Watson-Browne Bequest funds cannot be applied to the particular need for Bequest funds.
- Funding applications will be considered on a first-come-first-served basis.
- The amount of money from the Bequest used in any one financial year will be limited to \$15,000, until such time as the funds run out. Application Criteria

APPLICATION CRITERIA

Individuals

General application criteria apply to the use of Bequest funding. These criteria require that individual applicants:

- be in receipt of a Department of Human Services benefit or hold a Health Care Card. This allows for low income earners or people who work part-time and are also in receipt of a part pension to be considered for funding;
- have their HIV status verified if they have been confirmed as HIV positive; and
- identify as a gay man if funding is to be provided from the Watson-Browne
- Bequest.

Additional application criteria for specific types of funding also apply and are set out below.

Health Needs

Individuals who meet the general application criteria above can seek funding for health care services where those services are:

- not publicly funded;
- have a waiting period of longer than six months; or
- the individual's specialist confirms in writing that treatment is urgently needed.

Examples of services for which funding can be sought are:

- Dentistry
- Lipoatrophy treatment
- Dietary consultations

A support letter stating the benefit of such treatment from a certified medical practitioner must accompany the application.

Education for Returning to Work Needs

Individuals who are seeking assistance towards education to allow them to return to work and who meet the general application criteria above are able to apply for funding.

Examples of assistance that may be provided are:

- Funding towards course fees. This will only be considered if the applicant is not eligible for other tertiary assistance, such as HELP.
- Purchase of course books.
- Purchase of a computer to be used in undertaking a course.
- Supporting materials required are:
- Confirmation of eligibility for enrolment into a training course through a certified TAFE, University or training group.
- Confirmation of passing previous modules, evidenced on a statement of academic record, where subsequent funding is being sought.

Travel Grant

Eligible individuals may seek assistance to attend a HIV conference, seminar or HIV retreat, up to a

maximum of \$1,200 per annum. However, such individuals may only apply for a travel grant twice in any rolling 5 year period.

Confirmation of registration for the relevant conference, seminar or retreat must be provided to support the application.

White Goods

Eligible individuals are able to apply for up to \$600 per single white good item, up to a maximum of \$2,000 over any rolling 3 year period.

Examples of items that may be funded are:

- Fridge
- Freezer
- Washing machine
- Dryer
- Heater
- Air conditioner – fixed air conditioning will only be funded if the person owns their own home, but funding will not be provided for installation. Where the individual does not own their own home, only mobile air conditioning may be funded.

Where practicable, taking in to account the ease of accessibility to multiple suppliers for the item being funded, a minimum of two quotes should be provided to support the application.

In the event that two quotes cannot be provided, one quote or an invoice must be provided along with an explanation of why it was not possible to obtain multiple quotes. Acceptance of the application based on this information will be at the discretion of the Bequest Subcommittee, who may request further information if it is deemed necessary.

PROJECTS OR PROGRAMS

Projects or programs that may be funded for groups may include, but is not limited to:

- Retreats for HIV+ gay men, including HIV+ gay men from rural and remote areas and Aboriginal HIV+ gay men (Watson-Brown Bequest only).
- Retreats for HIV+ people, other than gay men, and those vulnerable to acquiring HIV, including people from rural and remote areas and Aboriginal people (Phyllis Hill Bequest only).
- Educational forums/conferences where external speakers or facilitators are funded.
- Scholarships for eligible people to attend interstate conferences.
- Updating the library and resources for target groups.
- Subscriptions for appropriate newsletters.
- Funding video conferencing for people living in rural and remote regions and facilitated groups via teleconferencing, etc.
- The applicant will need to demonstrate support and justification for the project or program, which may take the form of, but is not limited to:
 - A needs / interest analysis.
 - Letter of support from a supporting organisation (such as a university, other charitable organisation, service provider or local government).
 - A project plan.

APPLICATION PROCESS

The following application process applies to funding applications for individuals as well as programs and projects aimed at providing services to both individuals and groups:

- Applications will be assessed on a monthly basis (by face to face meeting or electronically) by a small Bequest Subcommittee assigned by the Board of Management to approve funding applications.
- The Bequest Subcommittee will consist of a Board Member (other than the Chairperson), the Accountant, and an openly HIV+ member of the Board (or another appropriate member of the HIV+ community). The HIV+ members of the Committee will not be able to assess any application for which they would receive a benefit.
- For individuals requiring urgent palliative care, approval of Bequest funding will be made by the Manager of Clinical Services in conjunction with the Accountant. In such case, the Bequest Subcommittee must be informed of the decision to approve the Bequest funding, providing full details.
- Details of the application are to be provided on the relevant application form (as attached in Appendix 2 to this policy document), with all required supporting documentation to be attached to the application, except for individuals requiring palliative care.
- In the case of an individual application a minimum of two quotes should be supplied where practicable, taking in to account the ease of accessibility to multiple suppliers for the item being funded. In the event that two quotes cannot be provided, one quote or an invoice must be provided. Acceptance of the application based on a single invoice/quote will be at the discretion of the Bequest Committee, who may request further information if they consider it necessary.
- A letter of support must also be provided for all individual applications. Where possible, this letter should be obtained by the applicant from a doctor, counsellor or other support person of the applicant. This letter may be provided by the individual's WAAC support officer and/or the Manager of Clinical Services, but no employee, contractor or agent of WAAC is under any obligation to the applicant to provide such a letter.
- In the case of a project or program application, the applicant will need to demonstrate support for the project.
- Decisions will be relayed to the applicant in a timely manner.
- Funding will only be paid out on the production of evidence that an expense has been incurred, e.g. by providing an invoice/quote.
- Funds can only be paid to a third party (i.e. not directly to the applicant).
- An application for funds to assist with pharmaceutical expenses must demonstrate significant financial hardship.
- Except in the case of individuals requiring urgent palliative care, applications must be received by the 10th day of a month in order to be considered by the Bequest Subcommittee and, if approved, processed in that month. Applications received after this date may not be considered by the Bequest Subcommittee until the following month.
- Any grievances with the process or decision are to be addressed to the Chairperson of WAAC.

APPENDIX 1

Supreme Court Order – Watson-Browne Bequest

The original terms of the Watson-Browne Bequest were very limited – specifically, they were to be used for the provision of hospice facilities, including the purchase of a building if necessary, provision of furnishings and equipment to be used by homosexual men with AIDS, within 5 years of receipt.

However, by the time the money was received by the organisation there was no need for such facilities.

In October 2003, after a Supreme Court Order was made, the Watson-Browne Bequest of \$180,000 became available to the organisation for the following purpose:

The provision of services to homosexual persons in WA who are suffering from AIDS or HIV, as follows:

- Nursing services, domestic services, massage and other therapies for the care and comfort of any such person in palliative care;
- Counselling services;
- Publication and distribution of pamphlets and information kits containing information on subjects that promote the health or alleviate the suffering and discomfort of AIDS and HIV sufferers, including information about nutrition and complimentary therapies;

The provision of financial and other assistance to homosexual persons in WA of limited means who are suffering from AIDS or HIV, as follows:

- Financial assistance to purchase medicinal or pharmaceutical items required for treatment of AIDS or HIV and associated conditions;
- Provision of equipment or items to alleviate the suffering and discomfort of the person suffering from AIDS or HIV;
- Financial assistance to purchase equipment or items of the type referred to in the point directly above;
- Emergency welfare assistance, including financial assistance to pay utility accounts, purchase food and purchase small household items;
- Financial assistance to pay fees and expenses for retraining to assist in obtaining suitable work

(Supreme Court – Cy-pres Scheme 3 9 03) It should be noted that there is no time frame for this expenditure.

Even though the Supreme Court order provides guidance about how the bequest should be spent it does not provide sufficient detail about specific programs or projects or the process by which choices are made.

APPENDIX 2

Bequest Application Forms

There are two separate Bequest application forms available, which should be used as appropriate to the relevant Bequest application.

One form is for Bequest funding applications for individuals and the other is for project/program Bequest funding applications.

Each of these forms is attached on the next two pages.

BEQUEST APPLICATION FORM – INDIVIDUAL

Personal Details			
Application Date:			
Support Officer:			
Applicant's Name:			
Date of Birth:		Phone Number:	
Email Address:			
Address:	----- -----		
Gender:		Sexual orientation:	
HIV Status Confirmed? If No, please explain vulnerability to HIV	Yes / No (Please circle) ----- ----- -----		
Details of Application			
Amount requested:			
Payment to be made to:			
Please state what the funding is for (Supporting documents to be attached):	----- ----- -----		
Have alternative funds been sought? If so, what?	Yes / No (Please circle) ----- -----		
Have you ever made an application previously? If so, please state when, for how much and for what purpose.	----- ----- -----		
Applicant sign:	-----		
Committee Approval:	Yes / No	Approval date:	_____ WB/PH
Committee Signatures:	----- ----- Name: _____ Name: _____		
Payment Details			
Payment Date:		Cheque Number / EFT:	
Processed by:			
Financial Record Updated by:			

BEQUEST APPLICATION FORM – PROJECT

Applicant/Organisation Details			
Application Date:			
Applicant's Name:			
Organisation Name:			
Applicant's Phone Number:		Organisation's Phone Number:	
Email Address:			
Address:	----- -----		
Gender of the project beneficiaries:		Sexual orientation of project beneficiaries:	
Details of Application			
Amount requested:			
Payment to be made to:			
Please state what the Bequest funding will be used for in the project	----- ----- -----		
Has the Project Questionnaire been completed?	Yes / No (Please circle)		
Have alternative funds been sought? If so, what?	Yes / No (Please circle) ----- ----- -----		
Approved:	Yes / No	Approval date: _____	WB/PH
Committee Signatures:	----- ----- Name: _____ Name: _____		
Payment Details			
Payment Date:		Cheque Number / EFT:	
Processed by:			
Bequest Financial Record Updated by:			

PROJECT QUESTIONNAIRE

Project Details

1. What is the title or name of this project?
2. What is the issue the project will address?
3. Why is it important? (Justify with supporting data where possible)
4. What will the project entail?
5. How do you know this is the best approach?
6. How long will the project take?
7. When will it take place?
8. How many people will benefit from the project?
9. How will they benefit from the project?
10. What geographical area will the project serve?
11. Please complete the following table concerning the objectives of the project.

Your objectives should describe the changes the project will bring about, which should be specific and measurable. List the strategies and activities that will be used to achieve your objectives. Finally, your evaluation should measure the achievement of your objectives. Ensure each strategy is addressed.

OBJECTIVES What are you wanting to achieve?	STRATEGIES How will you achieve it?	EVALUATION How will you know if you have achieved it?
<i>Example: Increase sale of healthy foods at the canteen by 20%</i>	<ul style="list-style-type: none"> - <i>Develop a healthy school canteen policy</i> - <i>Replace 50% of unhealthy snacks drinks and lunch options with healthy alternatives.</i> 	<ul style="list-style-type: none"> - <i>The policy is completed and endorsed by the school</i> - <i>Record the percentage of healthy alternatives offered at the beginning and by the end of the program</i>

	- <i>Market healthy food selections</i>	- <i>Monitor sales of healthy alternatives 3 months and 6 months after the changes have been made</i>

12. How will you disseminate the results of your project back to the community, WAAC and others?

13. Will the project or aspects of the project continue after this funding is spent? If so, how?

14. Why are you / your organisation the most appropriate to undertake or lead this project?

Working in Partnerships with Others

Please list the details of key groups with whom you have consulted and collaborated during the development of this project (for example - local business, local government, community organisations, community, corporate sector or service groups) and indicate by ticking the box if they are directly involved in the project/event (for example - regular ongoing advice, funding etc).

Consulted	Direct Involvement (Please Tick)
1.	
2.	
3.	
4.	
5.	

Referees

Please provide contact details of at least two referees from outside of your organisation who can be contacted about this Bequest funding application.

Budget

Please provide a specific breakdown of how the money will be spent:

Budget Items	Amount requested from WAAC	Amount contributed in kind or by other funding sources*
TOTAL	\$	\$

Other Documents

Please attach to your application any other documents you may have which demonstrate support for the project and/or expand on the information you have provided in the Project Questionnaire (eg a project plan).

DOCUMENT CONTROL

Document Owner	Position: Account (Financial and Facilities)
Endorsed by	Name: Finance & Audit Sub-committee Date: 26 June 2013
Approved by	Name: The Board of Management Date:
Review Frequency	2 yearly
Next Review Date	1 July 2015