



**Infinity
Foundation**

COMMUNITY GROWTH FOR THE FUTURE

Standard Operating Policy Manual

SOP5 Grants Policy

**Approved January 2017
Revision No. 1.6**

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	Initials
	Signed

1.0 Purpose

This policy establishes guidelines for employees to process grant applications submitted to Infinity Foundation Limited (IFL).

2.0 Policy

- 2.1 All grant application shall be submitted by the applicant into the IFL electronic online grants database system. If this is not possible for any reason then IFL will enter the details into the system from the applicant's paper application.
- 2.2 Received grant applications are recorded by date/region.
- 2.3 The Authorised Purposes listed on IFL's class 4 Operator's Licence establish guidelines by which all grant applications are considered.
- 2.4 If the grant application is incomplete or further information is required, the applicant will be advised.
- 2.5 Grant applications that are for costs which have been paid for before the application has been approved at a Board Meeting will be declined as IFL cannot knowingly approve retrospective payments.
- 2.6 All grant applications are considered by the Net Proceeds Committee (NPC), using a monthly schedule as a base document and are either declined or conditionally approved/partially approved subject to detailed assessment.
- 2.7 Grant applications that have been conditionally approved/partially approved by the NPC undergo detailed assessment to ensure the paperwork is in order, the entity legal and no conflicts of interest exist which warrant further investigation or discussion.
- 2.8 If additional information is required, applications are requested to send in the additional information and the approval becomes subject to that information meeting the required criteria.
- 2.9 A final schedule is provided to the monthly Board meeting as the recommendation for consideration. The final decisions are made by the Board in this meeting.
- 2.10 The final schedule is updated with final decisions made at the Board Meeting. Grant applicants receive written correspondence advising whether applications have been approved, declined or held-over to another meeting.

- 2.11 Payment of approved grants is made by direct credit to the grant applicant's nominated bank accounts, by the end of the month in which approved or shortly thereafter or in instalments.
- 2.12 All grants to be paid are checked by the Grants Administrator and another staff member independent of the grants function prior to the payment batch being transmitted to the bank.
- 2.13 The bank payment batch lists all the approved grants ready for payment, and is generated by the Grants Administrator.
- 2.14 Approved grant applications are kept on file and sent to Grant Audit.
- 2.15 No information re grant status is to be provided over the phone except with the express permission of the Chief Executive. The contact on the original grant application or a recognised member of the organisation may be given results by email if requested.

3.0 Revision History

Date	Revision No.	
September 2006	1.0	New Document
February 2009	1.1	Revised & Approved
February 2011	1.2	Revised & Approved
August 2011	1.3	Revised & Approved
April 2015	1.4	Revised & Approved
April 2016	1.5	Revised & Approved
January 2017	1.6	Revised & Approved