

BALINGUP PROGRESS ASSOCIATION TRUST & FUTURES FUND COMMITTEE OPERATING PROCEDURES

(Document approved at July 2024 BPA General Meeting)

The Balingup Progress Association Trust Fund Committee (TFC) was established in December 2022 as a means of distributing profits resulting from the following community fundraising activities:

- Balingup Small Farm Field Day (BSFFD)
- Balingup Medieval Carnivale (BMC)
- Baling-Upcycle (BUP)
- Balingup Music Experience (BME).

These operating procedures supersede previous procedures to distribute funds from the Balingup Small Farm Field Day. The procedure was updated in May 2024 to include management of the Futures Fund (FF).

1. Aim of Trust & Futures Fund Committees

The aim of the TFC shall be to support and progress community development and innovation whilst maintaining transparency and accountability in line with the Associations Incorporation Act 1987. This will be achieved by:

- distribution of small grants to local community groups made annually, and
- building up a Balingup 'future' fund for significant long term projects.

2. Membership of TFC & FFC

The members of the TFC & FF shall comprise:

	TFC	FFC
BSFFD	1	3
BMC	1	3
BPA President	1	1
Umbrella groups	1 member of each of the umbrella groups who has contributed to the Trust Fund in that financial year.	2 members of each of the umbrella groups who has contributed to the Trust Fund at any time during the fundraising period.

3. Payment for Administration of Balingup Trust & Futures Fund Community Grants

The BPA Trust & Futures Fund committees are authorized to provide a gratuity to pay for a person to administer the Trust/Futures Fund process (calling for applications, processing requests and keeping a record of BPA Trust/Futures Fund meetings). This payment is to be made from the BPA Trust/Futures Fund account prior to allocation of funds.

4. Contributions to Trust Fund /Distribution

The fundraising community groups will review their profits annually and set aside whatever funds deemed necessary:

- to run the event the following year,
- to meet the costs of new infrastructure and maintenance of existing assets,
- to pay for any other special projects (such as training programs) that will benefit their events,
- to pay for insurance as calculated by the BPA Treasurer in Jan/Feb each year.

Any remaining profits will be transferred into a "Balingup Progress Association Trust Fund" account.

Funds in the BPA Trust Fund account will be distributed as follows:

- Up to ~~\$15,000~~ \$5000 will be transferred to the BPA operating account to pay for BPA (actual) insurance costs and (estimated) operating costs eg maintenance, electricity, administration etc.
- 30% of the remainder will be allocated for distribution to community groups (see Annex A for process).

- The balance will be put into a “Balingup Futures” term deposit account. See Annex B.

1. Application Process for Community Grants

October. Members of the community within the BPA’s remit (as determined by the BPA constitution) are invited to apply for BPA Trust Fund grants in October each year. A notice is to be placed on the Balingup and Mullalyup community notice boards, use BPA email for distribution to BPA members and in the local newspaper/ Facebook.

November. The BPA Trust Fund committee will:

- Calculate the amount available for distribution (based on 30% allocation – see paragraph 4).
- Receive applications in early November.
- Hold meeting of BPA Trust Fund committee to consider applications.

December. Applications will be assessed by the TFC in early December and successful and unsuccessful applicants notified in writing within two weeks.

2. Guidelines for Applicants: These are to be displayed on the advertisement for grant applications.

- Grants need to be for a specific purpose.
- Quotes and budgets are to be submitted where possible.
- Grants may be awarded for less than the total amount requested. The ability for projects to proceed with reduced funding will be assessed before funding is granted.
- Funds expected to be spent within 12 months of allocation. Written application to the TFC is needed for any extension or redirection.
- No application will be considered after the due date.
- Funding will not be granted for personal gain or structural changes to Government / Shire buildings.
- For increased sustainability, it is recommended that individual applications are backed by a committee.

3. Allocation Process

The Trust Fund Committee will rate all applications according to the following criteria:

- Benefit to the Balingup and/or Mullalyup communities
- Likelihood of success
- Sustainability
- Past funding through BPA grants (used only if required as additional criteria)
- Availability of other funding sources.

Should there be insufficient quality applications, funds may be retained and included in the next year’s allocation.

The committee may seek further information if they deem this necessary to assess the application. Funding may also be granted subject to specific conditions being met.

Minutes will be taken at each meeting, noting date of the meeting, people in attendance, grant applications, ratings and notes, and final allocations. This is for internal audit processes only.

4. Decision Making Process

Decisions made by the BPA Trust Fund Committee will be agreed by majority (not consensus). The decisions made by the committee are final and there is no appeal process.

5. Code of Conduct

Members of the TFC will act in a manner that is consistent with an agreed code of conduct:

- Any member must declare a conflict of interest if they are a member of a community organization that has applied for a grant. Where a conflict of interest is declared, the committee shall decide to what extent the member should participate in consideration of the application.
- Members will behave in an ethical, considered and unbiased way that is open to review.
- Confidentiality will be maintained regarding committee discussions and decisions until they are made public.

6. Accessing Community Grant Funds

Funds allocated for distribution to community groups are retained in the BPA Trust Fund operating account. Successful applicants are to be offered two choices:

If the group has a bank account	<ul style="list-style-type: none"> • Group to submit an invoice to Balingup Progress Association - showing the details of the bank account into which the payment is to be made. • Please ensure the invoice states: <ul style="list-style-type: none"> ○ What the funds will be used for, and ○ "BPA community grant".
If the group does not have a bank account	<ul style="list-style-type: none"> • Group member to pay the supplier invoices and submit a copy of all receipts to the BPA Treasurer. The Treasurer will arrange for the individual to be refunded in one bulk payment.. • For large purchases (more than \$200), liaise with the BPA Treasurer as it may be possible for the supplier to charge Balingup Progress Association as the customer. If this option is agreed: <ul style="list-style-type: none"> ○ make sure the invoice is charged to Balingup Progress Association , PO Box 89, Balingup as the customer, ○ state clearly what they have supplied and ○ ensure the invoice states "community grant (and name of your project)". ○ BPA will then pay supplier direct.

7. Reporting

The Treasurer of BPA is to write a report and present this to a BPA General Meeting noting:

- The amount received from each of the fundraising groups (BSSFD, BMC, BUP & BME).
- The amount allocated to BPA for operating and insurance costs.
- The amount available for distribution to community groups. This will include the TFC process, date of the meeting, people in attendance, the number of applicants and total funding requested, the successful applicants with project details and funding allocations and the total funding allocated.

8. Acquittal Process

All grant recipients are to complete a progress report in September of the following year to the TFC that contains a photo of the progress to date and a short written report on:

- Use of allocated funds for purpose requested,
- Extent of the benefit to the community (with evidence if possible),
- Success indicators, and
- Sustainability indicators (if appropriate).

Should a community group dissolve and leave assets purchased by the BPA Trust Fund grants less than 5 years prior, the group is obliged to report this to the TFC and the President of the BPA. The TFC will

decide what is to be done with this asset.

Accessing Balingup Futures Account

The aim of the “Balingup Futures” term deposit account is to raise significant capital for future projects and may only be spent with the written approval of the BPA Futures Fund committee. The amount held in the Futures Fund is to be reported by BPA annually.

There must be a minimum of \$50,000 in the Futures Fund before money can be withdrawn. Applications must be for a minimum of \$50,000 and all applicants must have co-funding (eg if an applicant wants \$50,000 from BPA Futures Fund, they must have funding of a minimum of \$50,000 from another source).

1. Application Process for Futures Fund Grants

When the minimum of \$50,000 has been reached, community groups within the BPA’s remit (as determined by the BPA constitution) will be eligible to apply for BPA Futures Fund grants. The amount held will be clearly shown in BPA Minutes however no special advertising will be carried out. Applications can be submitted at any time of the year.

When an application is received, the BPA Futures Fund committee will hold a meeting to consider applications. If deemed necessary, the FFC may ask for a verbal presentation in addition to the written application.

Applications will be assessed by the Futures Fund committee and applicants notified in writing within one month.

2. Guidelines for Applicants:

- All applications must be backed by an established/well known committee (committee must have been operating for more than two years). Applications from individuals will not be considered.
- An application for co-funding from another organisation must have been submitted (it is not necessary for the outcome to be known because the Futures Fund grant will only be given if the application is successful).
- Grants need to be for a specific purpose:
 - includes buildings, machinery
 - directly benefit the whole community
 - salaries/wages are excluded.
- Funding will not be granted for personal gain or structural changes to private/Government / Shire buildings.
- Quotes and budgets are always to be submitted with the application.
- Grants may be awarded for less than the total amount requested. The ability for projects to proceed with reduced funding will be assessed before funding is granted.
- Funds expected to be spent within 12 months of allocation. Written application to the FFC is needed for any extension or redirection.

Allocation Process

The Futures Fund Committee will rate the application according to the following criteria:

- Benefit to the Balingup and/or Mullalyup communities
- Likelihood of success
- Sustainability
- Availability of other funding sources.

The committee may seek further information if they deem this necessary to assess the application. Funding may also be granted subject to specific conditions being met.

Minutes will be taken at each meeting, noting date of the meeting, people in attendance, grant applications, ratings and notes, and final allocations. This is for internal audit processes only.

4. Decision Making Process

Decisions made by the BPA Futures Fund Committee will be agreed by majority (not consensus). The decisions made by the committee are final and there is no appeal process.

5. Code of Conduct

Members of the FFC will act in a manner that is consistent with an agreed code of conduct:

- Any member must declare a conflict of interest if they are a member of a community organization that has applied for a grant. Where a conflict of interest is declared, the committee shall decide to what extent the member should participate in consideration of the application.
- Members will behave in an ethical, considered and unbiased way that is open to review.
- Confidentiality will be maintained regarding committee discussions and decisions until they are made public.

6. Accessing Community Grant Funds

Funds allocated for distribution to community groups are retained in the BPA Futures Fund operating account. The successful applicants must have a bank account and will submit an invoice to Balingup Progress Association - showing the details of the bank account into which the payment is to be made. Please ensure the invoice states:

- What the funds will be used for, and
- "BPA community grant".

7. Reporting

The Treasurer of BPA is to write a report and present this to a BPA General Meeting noting the total funding approved, with project details.

8. Acquittal Process

All grant recipients are to provide a copy of the funding acquittal (that they provide to the co-funding organisation) to BPA. This report is to detail:

- Use of allocated funds for purpose requested,
- Extent of the benefit to the community (with evidence if possible),
- Success indicators, and
- Sustainability indicators (if appropriate).

Should a community group dissolve and leave assets purchased by the BPA Futures Fund grants, the group is obliged to report this to the FFC and the President of the BPA. The FFC will decide what is to be done with this asset.