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<b>Policy Title</b>	AFA Event Funding
<b>Published</b>	May 2008
<b>Identifier</b>	AFAEF200805
<b>Related documents</b>	<i>Application for Event Funding</i>

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## 1. Policy Statement

- 1.1. The Adoptive Families Association ACT (AFA) represents the interests of local and intercountry adoptive families and provides support through each stage of the adoption experience. It supports adoption for children in need of families, and is committed to developing community awareness of adoption.
- 1.2. As part of its broader roles to develop community awareness of adoption and to support adoptive families, AFA will make available limited funds each year to support community events that promote these outcomes.
- 1.3. A primary consideration for the allocation of these limited funds will be the benefits that a supported community event will deliver to financial members of AFA.

## 2. Rationale

- 2.1. The AFA policy *AFA Event Funding* sets out the practical aspects for AFA members or subgroups to make requests of the AFA committee for funding for a community event.
- 2.2. The policy is consistent with AFA's stated outcomes of supporting adoptive families at all stages of the adoption process, as well as working with the community to promote awareness of intercountry adoption.
- 2.3. The funds the AFA committee has at its discretion to fund community events are limited. This may result in there being more requests for funds than the finances of AFA can sustain. This policy outlines the procedures which need to be undertaken so that the committee can make decisions that are procedurally fair and which ensure that AFA maintains a sound financial position.

## 3. Definitions

**Community Event** – An event organised by a member of the community that upholds the mission of AFA by supporting families at all stages of the adoption process or which helps in developing community awareness of adoption and which has demonstrable benefits for financial members of AFA.

**AFA committee** – Officers elected and co-opted as per the AFA constitution who meet to make decisions on behalf of all AFA members.

**AFA financial member** – A member who has paid the annual membership fee to the AFA Treasurer and whose membership is not in arrears.

## 4. Procedures

- 4.1. From 1 October 2008, the AFA committee will establish within its budget an annual amount of funding that can be allocated to support community events. Organisers of events that are held after this date and which meet the eligibility criteria will be able to submit a written application to the AFA committee for financial support.
- 4.2. The eligibility criteria for an application are:
  - The event supports the mission of AFA which is to support families at all stages of the adoption process and/or which helps in developing community awareness of adoption.
  - The event has demonstrable benefits for financial members of AFA, and attempts have been made to publicise the event to the AFA membership.
  - Applications are made on the approved application form *Application for AFA Event Funding* which is available on the AFA website at [www.adoption.org.au](http://www.adoption.org.au).
  - The completed application form has been submitted to the Secretary of AFA at least 10 weeks prior to the event being held to allow for committee scrutiny and decision.
- 4.3. AFA will consider requests of financial support of up to \$200 per event. Requests for sums larger than \$200 will not be considered. This will enable the AFA committee to fairly distribute its financial support. Events that are of relevance to a larger number of AFA financial members may attract funding at the higher end of this scale. Events that are of relevance to a smaller number of AFA financial members may attract funding at the lower end of this scale. The AFA committee may choose not to fund an event if it is considered to have limited appeal to, or limited benefits for, AFA financial members.
- 4.4. At its discretion, the AFA committee may apportion the budget available for grants to 50% of the total for the period of 1 October to 31 March and 50% for the period 1 April to 30 September in any given year to provide for an even distribution of grants throughout the year.
- 4.5. Evidence of appropriate expenditure of event funding should be submitted to the Secretary of AFA within 28 days of the event being held. This may include receipts for purchases, venue hire payment receipts or costs associated with visiting speakers. Where funds are not spent in accordance with the application, the AFA committee may, at its discretion, seek the return of the funds.
- 4.6. Where funds for a particular year have been expended, no further applications will be considered.
- 4.7. The decision of the AFA committee whether to fund an event is final. The decision will be provided in writing to the applicant named on the application form within five working days of the committee meeting at which the request was considered.