

## 7.10 OM:NI Grant Proposals Policy and Procedure

**Authority:** Chief Executive Officer

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### VERSION CONTROL

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### POLICY

#### **Purpose**

The objective of this document is to set out the background, principles, processes, and template for information to be followed by the OM:NI Men's Discussion Group (OM:NI) to put forth proposals for grants.

#### **Background**

The OM:NI is auspiced by Council on the Ageing Vic (COTA).

The OM:NI group is managed by the OM:NI Advisory Committee (OAC) who operate under an agreed terms of reference (TORs).

COTA is responsible for various insurances, risk, and governance of the OM:NI.

#### **Principles**

1. The OAC must always ensure there is no risk to COTA's reputation and align to the organisation's mission, purpose, strategic plan, and values.
2. The OAC must ensure that they represent COTA within the framework of the TOR and its policies and procedures including but not limited to, the Volunteer Policy and Procedure, COTA's Funding and Donations Policy, Delegations of Authority. Briefly the key elements are:
  - **OAC TOR draft** - Pg. 2 "Under the guidance of, and subject to the direction and approval given by the COTA Victoria CEO, the OAC may communicate with parties external to COTA Victoria who have expertise relevant to the work of the Committee".
  - **Volunteers Policy and Procedure**: Pg. 3 "Responsibilities of Volunteers: not give any official undertakings on behalf of the organisation, without prior permission"

- **Organisational Funding and Donations Policy**: Pg. 3 “Applications for funding need to be authorised as per the Delegations of Authority policy”.
  - **Delegations of Authority** – Pg. 4 “Applications for Grants – CEO Approves all applications”
3. The OAC is responsible for sourcing grants that are relevant to the OM:NI work and interests, as well as adhering to the policies and procedures in this document.
  4. All grant applications, acquittals and reporting must be routed through COTA.
  5. For small value grants, COTA will not charge admin fees. The time invested by COTA CEO and staff members will be pro-bono currently.
  6. To the extent possible, each event / project will be evaluated to ensure there is a gathering of evidence on the effectiveness of the event / project and documented for demonstrating ROI and value add of OM:NI.
  7. The spend on the grant must not exceed the grant value.
  8. The OAC must provide at least two weeks’ notice prior to due date (longer if possible) to ensure all processes to be completed.
  9. The decision of the CEO in proceeding or not with an application will be final.

### **Procedure**

1. OAC to identify and review the requirements of the relevant grants.
2. The OAC must identify the grant contact person who will be responsible for all aspects of the grant and its coordination, both externally and internally with COTA. (Called OM:NI Grant Co-ordinator). The OM:NI Grant Coordinator can vary with each grant.
3. The OM:NI Grant Coordinator to complete the proposal template (refer to 7.03.T1 OM:NI Grant Proposal Template and 7.03.T2 OMNI Grant Expenditure Template) and any other additional questions that may be required under the grant application and send it to the CEO, COO and Finance Manager for review.
4. After the application has been reviewed and approved by the CEO, the application will be submitted by COTA COO / Finance Manager / Admin.
5. The OM:NI Grant Coordinator should review and then request for expenses to be paid in the appropriate format to the COTA Finance Team with the necessary invoices / supporting to demonstrate the reasons for the expenses. No expenses will be paid with appropriate documentation.
6. The OM:NI Grant Coordinator is responsible for the preparation of the narrative report and financial report to be submitted to the grantor. COTA Vic COO, Admin, and Finance Manager will support the process. The primary responsibility rests with the OM:NI Grant Coordinator as COTA Vic has very limited staff time availability.
7. The report must include the evaluation / learnings that can be used as evidence in future grant applications and to demonstrate value for larger grants that are proposed to be applied in future.