

## **Terms and conditions**

### **The aim**

The Abbotsleigh Old Girls' Union ("AOGU") recognises the remarkable activities and endeavours undertaken by Old Girls across the world. The AOGU wants to support these dreams by providing

## **Frequency**

The recipient(s) will be announced at the AOGU AGM held in November, subject to review. The application period and award dates will be decided by the Anniversary Grants Sub-Committee and advertised accordingly.

## **Promotion**

A notice inviting Old Girls to apply for the Grant will be published on the AOGU Facebook page, the AOGU website and in *The Loom*. This may be supported by direct contact and other Abbotsleigh publications.

Key dates for submission of applications and announcement of the winner(s) will be included in the invitation for applications.

## **How to apply**

An application form will be available on the AOGU section of the Abbotsleigh website. On request, an application form will be sent to prospective grant applicants via email.

The application form, together with supporting documentation must be completed and submitted to the AOGU 110th Anniversary Grants Sub-committee by the advertised closing date. Applications may be submitted via hard-copy to The Anniversary Grants Sub-committee, AOGU, Locked Bag 1666, Wahroonga NSW 2076 or electronically to the advertised email address.

## **Selection of successful candidate(s)**

### **Anniversary Grant Sub-committee**

The Anniversary Grant Sub-committee (Sub-committee) is appointed by the AOGU Committee annually. This Sub-committee consists of at least three (3) and up to five (5) members and is chaired by the AOGU Treasurer. The Chair will liaise and co-ordinate support from the Old Girls Office as required.

This Sub-committee is responsible for reviewing all applications and collectively determining the successful candidate(s). Any conflict of interest must be declared by a member of the Sub-committee and an alternate member asked to step in.

If appropriate, a short list of applicants to be interviewed will be agreed by the Sub-committee. The interviews then will be conducted by at least three (3) members of the Sub-committee. Interviews may be undertaken in person, by phone or video-conferencing.

### **Criteria**

Applications must meet the following criteria:

The application must be for a specific amount (from \$1,000-\$5,000).

The application must state a specific purpose with clear and measurable goal(s).

The application must contain a proposal as to how the Grant will be used, and estimated timeframes and deliverables/plans.

The application must state what other funding has been obtained (if any) and the total amount of funding required for the endeavour.

The applicant must be willing to report back to the Committee on outcomes of their endeavour and share their story with the wider Old Girl and Abbotsleigh community through AOGU and Abbotsleigh publications, social media and/or speaking at events.

The applicant must make themselves available for interview, if required.

## **The Sub-committee will consider, but are not limited to the following criteria**

- Scale of positive social impact
- Longevity of positive social impact
- Innovation and uniqueness
- Sustainability
- Inspiration to others and leadership potential
- Individual empowerment
- Environmental impact.

### **Note**

Age – there is no restriction on the age of the applicant.

Geography – Grants can be used locally, across Australia or internationally.

References will be requested to validate the application. Referee(s) may be required to provide supporting information or personal recommendation as required.

### **Awarding the Grant**

Once a decision on the successful candidate(s) has been reached, each applicant will be notified in writing of the result of their application. It is at the discretion of the Sub-committee as to whether feedback is provided on the decision.

The successful candidate(s) will be asked to keep their success confidential until a formal announcement is made at the AGM, to which they will be invited to receive the Grant.

The Grant will be announced at the AOGU AGM and then further publicised through AOGU publications and social media.

Where no applications are received or none satisfy the aims and criteria of the Grant, no Grant will be awarded in that year.

### **Review**

The terms and conditions of the Grant program will be reviewed by the Sub-committee on an annual basis to ensure that the processes and criteria remain relevant. The Sub-committee may make adjustments as required so long as the overall framework and intention of the Grant is not altered.

A comprehensive review of the Grant, including the financing of the program, will be undertaken by the AOGU Committee biennially (next review 2024).