

Goondiwindi Community Bookshop Funding Assistance Guidelines

The Goondiwindi Community Bookshop, established in 2021 and staffed by volunteers, raises funds through the sale of second handbooks.

Assistance Objectives

Profits are raised so that meaningful assistance is available to support health and ageing initiatives and causes in the Goondiwindi region by means of donation of equipment or provision of services.

Assistance will support the general health and wellbeing, physical mobility, and social and mental health of applicants.

Eligible Applicants

Applicants may be sole individuals within the Goondiwindi community with a real need for assistance. It is the intent of the assistance offered by the Bookshop criteria to primarily focus upon individuals rather than large organisations that may have multiple assistance streams; however, this may include organisations and institutions including, but not limited to, registered Goondiwindi Health Providers, Kaloma Home for the Aged, Goondiwindi Hospital Auxiliary, Care Goondiwindi, safe houses, Meditrans, pharmacies, Medical Centre, etc.

Applications will be supported by:

- a letter from the treating registered health provider recommending the assistance, outlining the demonstrated need for the equipment, and specifics of the assistance being applied for.
- Two (2) written quotes from preferred suppliers.

Unfortunately, not all projects considered worthwhile will be funded due to the restricted amount of funding available.

For the purposes of the Goondiwindi Community Bookshop Assistance criteria, the Goondiwindi community is defined as the Goondiwindi Regional Council local government area and extending to 50km into New South Wales for individuals who consider Goondiwindi their main community.

The funds provided by the Goondiwindi Community Bookshop can be joined with other funds to purchase equipment and services.

Project Funding Limitations

- There is no minimum or maximum dollar limitations on assistance that will be considered.
- Funding availability is restricted to available funds.
- The Goondiwindi Community Bookshop aims to support a broad cross section of applicants and therefore the capacity for larger funding requests will be limited, but not excluded.

Assistance assessment criteria

Applicants will be assessed on the following criteria:

- Medical Hardship – criteria to be applied based on health related or mobility challenges.
- Benefit to the applicant.
 - A true value proposition and clear health and lifestyle outcome must be clearly defined within the application.
- The ability of the applicant to raise or access funds through other means.
 - Have mainstream funding streams been explored?
 - Community members may have access to other service providers and funding; these will need to be clearly identified in the application.
 - Has the applicant applied for funding via another source?
- Availability of funding.
- Clinical eligibility and/or fit for purpose for daily living and mobility equipment applications may warrant specific advice and/or a letter from the applicant's registered health provider.

Noting:

- *Maintenance of equipment (e.g., wheelchairs etc) will be the responsibility of the applicant.*
- *Any assistance to an applicant will be in the form of an account payment (or part payment) and NO CASH will be provided under any circumstances.*

Ineligible Funding

The Goondiwindi Community Bookshop will not consider reimbursement for purchases already made. Funding will not be provided for the use of paying "day to day utilities" e.g., power bills etc.

Application Process

Applications will be reviewed by a committee made up of two Bookshop volunteers, supported by two Rotary volunteers and a community health representative.

Applications are welcome from the community all year round and will be assessed twice a year, however emergencies will be considered if or when they arise.

Applications to be marked *Confidential* and posted to:

Books that Give
 PO Box 200
 Goondiwindi, QLD, 4390

Applicants will be advised of their outcome of their application after the biannual assessments. Biannual assessments will be reviewed through February and October.

In the case that an “emergency funding” application is received, the committee will do its best to evaluate and respond to the application with an outcome as efficiently as possible.

The funding assistance committee will respect the privacy and confidentiality of the applicant.

POINTS TO BE CONSIDERED DURING DECISION MAKING

1. Properly designated people to make decisions.
2. It is an expectation that panel members recuse themselves from any decision making if a conflict of interest is likely or suspected.
3. Decisions need to be documented and signed by committee representatives.
4. Decisions are scored against the criteria and associated application documentation.
5. Decisions need to be communicated to the applicants in writing.
6. Reasons for non-approval are not disclosed.
7. Register of applicants, applications, process, and decisions must be documented and stored in an appropriate register.
8. The application channel is official i.e., no “back door” and must follow the procedure indicated in this document and as per application form.

Important note: these assistance guidelines are a working draft. As a result, changes may be warranted and amended subject to the committee deciding and documenting in the committee minutes such changes as and when deemed necessary.

For further information, please contact:

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