TFA COMMUNITY FUND

Teach For Australia (TFA) is committed to building a community of inspired, connected and empowered leaders who act on their agency and continue to take actions to achieve educational equity.

The TFA Community Fund (TFACF) is a funding program that provides financial grants to our community for projects and initiatives that aim to address educational disadvantage. Associates, Alumni and Teach To Lead Fellows are encouraged to apply.

The grant funds currently available in the TFACF were raised through the 2018 TFA Community Gala. The Gala was organised by a group of Alumni who volunteered their time and resources to a valuable cause. The Alumni involved in the organisation of the Gala would like to see the funds support initiatives driven by the members of our community.

TFA is providing assistance with the administration of the grant funds. We recognise that there are many different ways to contribute to our mission, therefore the intention of the policy is to support initiatives in a broad and inclusive manner.

Applications for this year will close on 30 September 2018.
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1. GRANTS AND ELIGIBILITY

1.1. WHO CAN APPLY?

You are eligible to apply for the TFACF if you are:

- an Associate of the TFA Leadership Development Program; or
- an Alumnus of the TFA Leadership Development Program; or
- a Fellow of the TFA Teach To Lead Program; or
- an Alumnus of the TFA Teach To Lead Program.

1.2. WHAT TYPES OF PROJECTS MAY BE FUNDED?

Your project is eligible for grant funds provided it is not-for-profit and the central focus is on improving educational outcomes in low socioeconomic (SES) schools and communities. Each Application will be considered on a case by case basis. Innovative and creative ideas are strongly encouraged.

At this stage, the TFACF cannot fund projects where an individual is the sole beneficiary of the grant funds. For example, if an individual requires financial support to attend an international leadership conference.

The following is a non-exhaustive list of examples of project ‘types’ that may be funded. Please contact the TFA Alumni and Community Engagement team if you are uncertain as to whether your project meets the eligibility criteria.

TYPE A. NEW PROJECTS THAT BENEFIT STUDENTS FROM A LOW SES SCHOOL

For example:

- if you are in teaching and you want to take your students to the University of Melbourne for an excursion that is not funded by your school;
- if you want to purchase sports equipment to launch a women’s AFL program at your school; or
- if you want to engage students in a new art project that requires additional resources.

TYPE B. EXISTING PROJECTS THAT BENEFIT STUDENTS FROM A LOW SES SCHOOL

For example:

- for a school science program that has previously received funding from your school but no longer has funding allocated to the program; or
- if you have been running an outdoor education program that has increased in popularity and requires additional funds to meet student demand.

TYPE C. PROJECTS THAT BENEFIT STUDENTS IN LOW SES COMMUNITIES OUTSIDE OF SCHOOL

TFA understands that there are a variety of means to address educational outcomes both within and outside of the classroom. Projects that benefit the wider community that will result in improved educational outcomes are invited to apply.

For example:

- if you want to run an education workshop for parents of students for whom English is a second language; or
- if you want to implement a wellbeing or counselling program for low SES youth outside of schools.
1.3. **WHAT TYPE OF GRANTS ARE AVAILABLE?**

Grants will be administered in three categories, based on the scale of impact.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tier 1.</strong> Small scale initiative that impacts 2–15 people</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Tier 2.</strong> Mid scale initiative that impacts 15 – 25 people</td>
<td>$1000</td>
</tr>
<tr>
<td><strong>Tier 3.</strong> Large scale initiative that impacts over 25 people</td>
<td>$2000</td>
</tr>
</tbody>
</table>

Applicants may only submit an application for one proposal per year. The funds cannot be applied to a project retrospectively. The Grants Committee is not required to administer all funds available.
2. APPLYING FOR GRANT FUNDS

2.1. APPLICATION REQUIREMENTS

You are required to submit:

- an online application form;
- any supporting documentation (optional); and
- a signed copy of Appendix A- Standard grant conditions on page 9 (upload this on the online application form).

2.2. APPLICATION PROCESS

STEP 1. COMPLETE THE ONLINE APPLICATION FORM

The online application form can be found at: online application form

You must provide responses to the following questions:

- Submit a brief summary of your initiative;
- why this initiative is important in your community;
- what is the timeline of the initiative;
- what are the key outcomes of the initiative; and
- what is the estimated cost of the initiative.

STEP 2. SUBMIT ANY SUPPORTING DOCUMENTS

Your application may be accompanied by supporting documents such as, a breakdown of costs, any evidence that your project would benefit your community, third party invoices as evidence of costs incurred. You are not required to submit additional documents to support your application. The Grants Committee may request additional information from you at any time during the application process to assist with the decision making process.

If you are unable to upload your responses and supporting documentation via the application form, please send them to alumni@teachforaustralia.org and quote your name, the grant fund category you are applying for and the project name in the subject line of your email. Attach all documents to one email, zipping the files if required.

If you need assistance with the application process, please contact the Alumni and Community Engagement team at: alumni@teachforaustralia.org.

STEP 3. SIGN AND UPLOAD AN ELECTRONIC COPY OF APPENDIX A IN THE ONLINE APPLICATION FORM.
3. ASSESSMENT OF APPLICATIONS

3.1. WHO WILL ADMINISTER THE GRANT FUNDS?

A Grants Committee consisting of Alumni who were part of the 2018 Gala Committee will determine the recipient/s of the grant funds detailed in Clause 5. The Grants Committee will serve a maximum of two consecutive years from the time of appointment.

3.2. WHAT IS THE ASSESSMENT PROCESS?

TFA will review all applications to ensure that they meet the eligibility criteria. Where possible, TFA will inform applicants of any amendments to be made to ensure the application meet the eligibility criteria. All projects determined to be eligible for funding will be sent to the Grants Committee for their consideration. The estimated timeline for the assessment process is detailed in clause 4. The assessment timeline is detailed on page 8 of this document.

3.3. WHAT IS THE ASSESSMENT CRITERIA?

The Grants Committee will make every effort to ensure that:

- the funds are allocated to a diverse range of projects;
- the funds are administered to applicants of different cohorts; and
- the funds are administered to projects that impact different regions.

The Grants Committee will take into account various aspects of the project.

Some examples could be:

- will the project result in bridging educational gaps within the community?
- does the project encourage participation by minority groups or marginalised members of society?
- does the project improve the wellbeing of the community?
- is there an opportunity for future collaborative efforts with schools or community groups?
- can the project be funded by other means?
- is the project sustainable or scalable?

This is a non-exhaustive list of considerations that may not be relevant to all projects.

3.4. CONDITIONS OF FUNDING

See Appendix A
## 4. Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications open</td>
<td>31 August 2018</td>
</tr>
<tr>
<td>Applications close</td>
<td>30 September 2018</td>
</tr>
<tr>
<td>Notification of successful Applications</td>
<td>31 October 2018</td>
</tr>
<tr>
<td>Administration of funds</td>
<td>30 November 2018</td>
</tr>
<tr>
<td>Final report</td>
<td>To be negotiated</td>
</tr>
<tr>
<td>Project end date</td>
<td>30 June 2019</td>
</tr>
</tbody>
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APPENDIX A. STANDARD GRANT CONDITIONS

DEFINITIONS

*Application* means the application submitted under Section 2 Applying for Grant Funds.

*Conditions* means the clauses set out in Appendix A. Standard grant conditions.

*Final Report* means a short report detailing the outcome of the project/initiative.

*Grant Funds* means the funds outlined in any category provided in the table under Section 1.3 What types of grants are available.

*GST* means the goods and services tax applicable to any taxable supplies as determined by the GST Act;

*GST Act* means A New Tax System (Goods and Services Tax) Act 1999 (Cth) and includes all associated legislation and regulations

*Organisation* means Teach For Australia ACN 133 833 762.

*Project* means the projector initiative the applicant will be delivering in accordance with the Application.

*Project End Date* means the date specified as the Project End Date in Section 4 Timeline.

*Recipient* means the recipient of the Grant Funds.

*Specified Purpose* means the purposed detailed in the Application that was approved by the Grants Committee.

PROVISION OF FUNDS

The grant fund is provided under the following conditions.

PART A. SPECIFIED PURPOSE

1. The Grant Fund is to be used solely for the Specified Purpose.

2. The Recipient is solely responsible for the delivery of the Project and will not be entitled to any further funding once the Grant Fund has been distributed.

3. Grant Funds that are not used in accordance with Clause 1 of Appendix A (whole or in part) must be repaid to the Organisation unless the Recipient obtains the written approval of the Grants Committee.

4. If the Recipient ceases carrying out the activities for which the grant was made or if the Organisation terminates the arrangement on account of the Recipient’s breach or breaches of these Conditions, then:

   a. the balance of the remaining Grant Funds must be repaid to the Organisation; and

   b. any property acquired with the Grant Fund must be transferred to the Organisation.

5. The Organisation is not liable for the success of the Specified Purpose for which the Grant Fund is applied or for any losses or additional costs or additional responsibilities incurred associated with the Specified Purpose.

6. The Recipient must comply with all Local, State and Commonwealth laws applicable to the Specified Purpose.

7. If the Recipient wishes to change the Specified Purpose, the Recipient must obtain the written approval of the Organisation.

PART B. TERMINATION RIGHTS

8. If the Recipient breaches any of these terms and conditions, the Organisation can terminate the agreement at any time and without giving the Recipient any prior notice.

9. If the Recipient does not deliver the Project within a reasonable time, the Organisation can terminate this agreement and clawback Grant Funds pursuant to Clause 3 of Appendix A.
PART C. THE RECIPIENT’S REPORTING OBLIGATIONS

10. The Recipient must provide the Organisation with any documents or information relating to the Specified Purpose or Grant Funds upon request.

11. The Recipient consents to the Organisation promoting the Project on any avenue of media at the Organisation’s discretion.

12. The Recipient must meet any payment conditions and/or reporting requirements as specified by the Organisation.

13. The Recipient must provide the Organisation with a brief Final Report before the Project End Date (date to be negotiated).

PART D. PAYMENT OBLIGATIONS AND GST COMPLIANCE

14. The Recipient must provide the Organisation with a valid tax invoice that complies with the GST Act prior to the administration of Grant Funds (the organisation will liaise with the Recipient to determine the best method of payment).

15. The total payment provided by the Organisation includes an amount to cover any liability for GST, if applicable.

AGREEMENT

I agree to the terms and conditions set out in Appendix A.

Name: __________________________________________

Signature: __________________________________________

Date: __________________________________________