



## **Quality of Life Fund**

### **Grant guidelines and application process**

***BENETAS STAFF: Please read this document thoroughly before commencing an application.***

## ***INTRODUCTION - What is the Quality of Life Fund?***

The Benetas Quality of Life Fund is a grant program that enables Benetas clients to attain something special in their life. Benetas staff apply to the Quality of Life Fund on behalf of their clients.

A Quality of Life Fund application may be successful if the proposed purpose or item has been identified to be especially important for a Benetas client to meet an emotional, social, cultural or spiritual need and/or they would be unable to meet this need without financial or other assistance. Whatever it is, it should be immensely personal and important to the individual to improve the quality of their life.

The Quality of Life Fund is designed to provide a special one-off gift that will either:

- Fulfil a lifelong desire or dream
- Provide specific benefits to meet an individuals needs

The Quality of Life Fund shares Benetas' wider aim of improving the quality, dignity and equality of the ageing experience of older Victorians.

### **Is there anything that the Quality of Life Fund will not cover?**

- Requests for items over and above \$5,000
- Building works or property expenses
- General day to day expenses e.g. utility bills

## ***WHO IS ELIGIBLE TO APPLY TO THE QUALITY OF LIFE FUND?***

The Quality of Life Fund is open to all Benetas clients.

First time funding will receive a higher priority.

All funds must be used within a 12 month period.

### **How are applications assessed?**

A Quality of Life Committee reviews and evaluates applications on a monthly basis. Members include the Executive Manager Residential Services, Executive Manager Community Services, Marketing and Communications Manager and Fundraising Officer.

## **How will the Quality of Life Committee respond to applications?**

The Committee has a variety of ways of responding to applications, we will either:

- Support the application and provide full funding.
- Support the application and provide partial funding.
- Decline the application either due to insufficient funds or because the application does not meet the grant criteria.

## ***WHAT CAN A GRANT BE USED FOR?***

This is an extraordinary, special 'one off' opportunity to have a dream, wish, want or desire realised. It could be an activity or experience that a client has identified as being immensely important for them to experience for their overall wellbeing or social inclusion and cannot be funded by the individual, their family or other sources.

The need identified by a Benetas client could relate to their day to day needs, an item that would enable them to live a normal life or an item necessary for personal fulfilment.

*For example the Quality of Life Fund made it possible for:*

- Margaret to travel to NSW for a family reunion. Margaret hadn't seen her brother or sister for over 30 years.
- George to go hot air ballooning.
- Jack and his wife Jill to fly to Queensland to see their new grandchild.
- Marie to travel from regional Victoria to go shopping at Chadstone with her daughter - her first shopping trip to Melbourne in years
- Bob's dog 'Reg' to have a much needed operation on his ear.
- Nancy to go to the theatre.
- Frank to receive a new electric bed to assist him with his post polio syndrome.
- Lucy to get an electric power lift chair
- Betty to get a laptop so she could stay connected with friends and loved ones.
- Florence to receive a new recliner chair and curtains in her home.
- Nigel to receive a new washing machine

*\*Please note names given above have been changed and are not real to respect the privacy of Benetas clients.*

## ***WHAT ARE THE CRITERIA USED TO ASSESS APPLICATIONS?***

Successful applications will reflect most of the criteria listed below:

1. While applications should be initiated based on the needs/wishes expressed by a Benetas client, applications should also be agreed to, and written in consultation with appropriate Benetas staff, family and/or significant others of the client.
2. Applications must clearly demonstrate client need as well as the outcomes expected from a successful grant award.
3. Applications must also be compliant with relevant informed consent, including power of attorney or medical consent if required.
4. Applications should demonstrate that all other potential funding sources have been exhausted
5. The applicant must confirm in writing that the entire grant will be used solely for the purpose described in the application and nothing else, without the written consent of the Quality of Life Committee.
6. Applications must be signed by the relevant line or direct Manager before a submission will be processed.

## ***WHEN ARE APPLICATIONS DUE?***

Quality of Life Fund grant applications are due on the 30<sup>th</sup> of each month.

## ***WHAT AMOUNT IS AVAILABLE?***

Grants are available for amounts up to \$5,000.

## ***HOW DO I APPLY?***

By completing and submitting the application form (pages 7-10) and following the three steps outlined below.

### **Step one**

**IMPORTANT** - Discuss application and seek approval from your direct manager to ensure that it is feasible and appropriate.

## Step two

Prepare your grant application which should include:

- Endorsement by your Manager.
- Risk assessment - staff members must conduct the appropriate risk assessment for the client as part of the application process. If a particular level of fitness is required to ensure client safety, a written medical opinion is required by an appropriate practitioner outlining the applicant's suitability for the grant item. Relevant allied health assessments may be required for specialised equipment.

## Step three

Dispatch completed application to:

**Fundraising Officer**

**Benetas**

**PO Box 5093**

**Glenferrie South VIC 3122**

**Ph: (03) 8823 7958**

**Fax: (03) 9822 6870**

**Email: [carolyn.winn@benetas.com.au](mailto:carolyn.winn@benetas.com.au)**

## ASSESSMENT PROCESS AND GRANTS ADMINISTRATION

- Applications are considered by the Quality of Life Committee on a monthly basis.
- The annual grant disbursement is \$30,000. This sum is reviewed annually by the Committee and is dependent on annual fundraising income from perpetual estates.
- Closing dates for grant applications is 5pm on the 30<sup>th</sup> of each month.
- The Fundraising Officer will aim to notify applicants about the result of their application in writing within 14 days of the Quality of Life Committee meetings which occur during the 2<sup>nd</sup> week of each month.
- The applicant (i.e. staff member) must complete and submit an acquittal form to the Fundraising Officer no more than 30 days after the completion of the funded activity/project.

### IMPORTANT - WHAT TO DO BEFORE YOU SUBMIT YOUR APPLICATION

Before submitting your application, please review the following checklist to ensure all requested information has been considered or supplied.

Read the Grant Guidelines to ensure your application meets the criteria.	
Discuss and seek approval of your proposed application with your Manager.	
Once approved complete all sections of the grant application and ensure it is signed by your Manager.	
Attached a copy of quotes (if applicable).	
Attached written medical opinion letter for the client (if applicable) and any other supporting documentation	

### **IMPORTANT! PLEASE MAKE SURE YOUR APPLICATION IS COMPLETE!**

*In order to be considered by the Quality of Life Committee, the application must contain all the required documentation and meet all of the criteria as stated in this guidelines and application document. Failure to submit all the required information and documentation will render the application ineligible and it will not be considered by the Committee.*



## THE QUALITY OF LIFE FUND GRANT APPLICATION

### PART A

#### Contact details

Name of Benetas client and service

Address

Staff member contact details  
Regarding this application

Name:  
Phone:  
Email:  
Benetas site:

# THE QUALITY OF LIFE FUND GRANT APPLICATION

## PART B

The activity/item

What are you asking for?

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What needs will this meet? (emotional, cultural, social or spiritual).  
Describe in detail.

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How much will the item or activity cost?

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*IMPORTANT: If applicable, a quote should be attached from a Benetas approved supplier. If a quote isn't attached from an approved supplier, please state why.*

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Does the client or family have any funds to put towards this?

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What other funding options have you sourced? (e.g. Aids & Equipment, government grants or any other government/non government source)

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Please advise the date funds would be required?

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## THE QUALITY OF LIFE FUND GRANT APPLICATION

### PART C

#### Budget

Staff wages (Direct Care)	
Associated costs, i.e. admission to events/venues	
Accommodation	
Transport, i.e. car hire, taxi, airfares	
Fuel/vehicle costs	
Food/meals	
<b>TOTAL</b>	

*If the grant is for an item or activity that needs to be purchased, a quote from a Benetas approved supplier needs to be attached to the application. If an approved supplier is not suitable please attach an approved by Manager and completed 'New supplier form' with your application.*

### PART D

#### Risk Assessment

Have all award conditions in relation to staff entitlements been budgeted into this proposal?	
Is the proposed project/item appropriate for this client?	
Have suitably experienced and skilled staff been selected to support this?	
Has the written medical and/or allied health opinion been sought for the client when ascertaining suitability of the proposal?	
Are there any potential risks to the client or staff? eg risk of falling over whilst walking in airport terminal.	
What is being done to mitigate these risks? eg pre holiday assessment by physiotherapist and hire of	

wheelchair for use on holiday.	
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## THE QUALITY OF LIFE STANDARD GRANT APPLICATION

Signed by Staff member (the applicant) \_\_\_\_\_

Signed by Manager \_\_\_\_\_

*Please note this application needs to be signed by your manager for the application to proceed.*

Please forward applications to:

**Fundraising Officer  
Benetas  
PO Box 5093  
Glenferrie South VIC 3122  
Ph: (03) 8823 7958 Fax: (03) 9822 6870  
Email: carolyn.winn@benetas.com.au**

Approved by Fundraising Committee \_\_\_\_\_ Date \_\_\_\_\_

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### BENETAS OFFICE USE ONLY

Date received at Benetas office	
Information is complete	<input type="checkbox"/>
Acknowledgement sent	<input type="checkbox"/>

## **SIGN-OFF PROCESS**

### **Step 1**

Application form completed by staff member and signed by Manager.

### **Step 2**

Signed applications are sent to the Fundraising Officer to be checked, recorded and listed for consideration at the next Quality of Life Committee Meeting.

## **APPROVAL PROCESS**

### **Step 1**

Application presented to the Quality of Life Committee for review.

### **Step 2**

The Committee reaches a decision regarding the application.

### **Step 3**

Notification sent to applicant regarding decision in writing.

## **PAYMENT PROCESS**

### **Step 1**

All invoices are sent to the Fundraising Officer for payment.

### **Step 2**

The Fundraising Officer processes and codes all invoices before progressing to accounts for payment.

## **REPORTING PROCESS**

### **Step 1**

Acquittal report to be completed by the staff member who submitted the application.

### **Step 2**

Completed acquittal report to be sent to the Fundraising Officer no more than 30 days after the completion of the funded activity/item.

## ACQUITTAL REPORT

*What is an acquittal report?*

An acquittal report is a written account of how funds received for a particular purpose have been spent.

*Why must you acquit your Quality of Life grant?*

Benetas needs to gather information from you for a number of reasons:

- Provide Benetas with important information to advocate for continued funding for elderly Victorians.
- Account for your use of funds and demonstrate that the funding has been used for the purpose for which it was provided.
- Provide you with the opportunity to make suggestions regarding improvement to the Quality of Life fund.
- Assist Benetas in assessing how successful the Quality of Life fund is in meeting the needs of elderly Victorians.
- Demonstrate to our donors how effectively their money is spent

*When should you acquit your grant?*

Acquittal reports for the Quality of Life Fund are due no more than 30 days after the completion of the funded activity or purchase.



## Benetas Quality of Life Fund - Grant Acquittal Form

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### ***Part 1: Grant Information***

Name of client:  
Staff member (applicant):  
Date of Grant:  
Amount Received:

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### ***Part 2: Grant Evaluation Report***

Provide a brief description of the activity/item that was funded.

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What were the key outcomes of the activity/item?

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How has the funding contributed to improving the quality of life of the client?

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Do you have any suggestions on how the Quality of Life Fund could be improved?

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**Part 4: Declaration**

I, the undersigned, declare that the funding provided by the Benetas Quality of Life Fund was spent in accordance with the purpose and conditions for which it was approved.

Name of staff member (applicant) : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_