



## **PWV ROSE FUND: INFORMATION FOR APPLICANTS**

You've been given this information because you are interested in applying for a grant from the PWV Rose Fund.

We ask that you please read this information before submitting an application to ensure the process is smooth. If the information isn't clear or you prefer to be talked through it, please contact one of the Positive Women Victoria Peer Support Workers.

### **What is the Rose Fund?**

The Rose Fund is a grant funding program set up by Positive Women Victoria for members to access financial assistance grants (**up to \$1,000**) to support your personal growth and wellbeing, complete a creative project, or achieve future aims and goals to further your education or employment opportunities.

Money in the Rose Fund comes from donations to Positive Women Victoria by private donors, fundraising or through other non-government funds. It does not use money from our Victorian Government Department of Health organisational funding.

All applications are approved by either the Positive Women Victoria Executive Officer (for grants of less than \$250), or by the Positive Women Board.

### **Who can access the Rose Fund?**

If you are a member of Positive Women Victoria, you can apply to access Rose Fund support for a project that meets the guidelines. A PWV member is welcome to apply for more than one grant, but this cannot be within two years of the previous grant being provided.

The Rose Fund grants are also capped at \$3000 over the life of a membership.

### **Why is there an application process?**

The Rose Fund uses money which belongs to the organisation and its members (who are women living with HIV).

It is important that this money is spent well through a clear and fair process, so PWV can know with confidence its money is helping members to achieve practical personal goals and aims in life that will contribute to the applicant learning, having new opportunities, building new skills, or fulfilling a dream to complete a creative project.

The application process means members of Positive Women Victoria can know their money is really benefiting women living with HIV to achieve things they might not otherwise have an opportunity to do.

The Rose Fund is a grant program, not an assistance scheme.

This means that you will need to be able to explain what value and benefit your proposed project or activity offers to you and/or other women living with HIV.

### **Who looks at the applications?**

If you apply for support of \$250 or less, your application can be approved by the Executive Officer of PWV.

For grants of between \$250 and \$1,000, the Board of Positive Women Victoria will be asked to approve the application.

The EO and Board will use your application and the Rose Fund guidelines to make the decision. They may request more information if needed to help them to make this decision.

### **What sort of information should I put in my application?**

We need information which will show how the project will benefit your personal growth or education in some way.

The Rose Fund doesn't pay for everyday costs of living like buying a washing machine, paying doctor's bills, groceries, or paying costs if your car breaks down.

If you do want help with these kinds of things, talk to the peer support team, and they can help you identify options for this practical support.

The main thing with approving your application for a Rose Fund grant is that it should be for a project which fulfils a personal development goal, an education or study aim, or enables you to undertake or complete a project you may have wanted to do for a while but need some financial support for, such as an artistic project.

The application should therefore say how you think the grant is going to benefit you and make a positive difference in your life.

The application must also include any requested evidence relating to the cost. For example, if you are applying for assistance with course fees, you will be asked to provide information, such as a link to the course information and costs, or confirmation that you are eligible to enrol in the course.

### **Can I get some help or advice with my application?**

Yes. We encourage you to seek advice to make sure your application is strong and likely to succeed.

The Executive Officer or peer support staff can help you with the application process or discuss your idea or proposal.

### **Why hasn't my application been accepted?**

The Board or Executive Officer looks at each application, and can decide not to fund your proposal. You won't automatically be given the grant.

If are not successful, you will receive clear information about why. There may be an opportunity to re-apply within the guidelines.

Reasons projects may not be funded include:

- It doesn't fit the guidelines (e.g. it is not a project that will further your education or personal growth/development).
- It is something we don't fund through Rose Fund (e.g., as listed in the criteria, Rose Fund does not support legal fees, medical bills, household energy bills, school or childcare fees for your children, or food and clothing).

- You haven't been able to provide enough supporting information about the application (e.g. you want to enrol in study, but have not provided a link or info about the specific course you want to do).
- The Board or EO thinks there is not a strong enough case to justify the funding and how it will benefit you.
- You have applied for more than \$1,000 (in this case you might be offered less funding).
- You have already received a grant from the Rose Fund in the last two years.

If the peer support staff, Board or EO thinks the Rose Fund isn't the right fund to help your needs, they may discuss alternative ways we can help you, such as the PWV food voucher program, or a program or fund more suited to your request either through PWV or another agency.

Examples of recent Rose Fund support have included:

- Helping members with payment or part payment of fees to complete or undertake study at university or TAFE.
- Helping members purchase a laptop computer to allow you to participate in an education course or short course which will be delivered online.
- Support in the costs of self-publishing an illustrated children's book.
- Support to travel to volunteer in the office of a local MP for a week and learn new skills as a volunteer and HIV advocate.
- Support for editing and self-publishing a memoir about living with HIV.
- Support with driving lessons, to increase personal independence, mobility and employment opportunities.

### **Why have I been asked for additional information?**

To decide on your application, it's important that we know as clearly as possible exactly what the expenses will be for.

If your application is too vague, it might not be successful, or the Board or the Executive Officer might ask you to provide some additional information.

Please don't be worried, anxious or upset if you are asked a few additional questions after we read your application. These questions can help you to make your application stronger or clearer and make it more likely to be supported.

### **Example:**

*You have asked for funding to enrol in an online course at TAFE.*

### **What you will need to provide:**

- You should provide evidence of the course, such as a course brochure or online link to the specific course you want to enrol in.
- If you are enrolled already, and are asking us to pay some of the fee costs, you can provide evidence of enrolment (such as the email confirmation of your enrolment sent to you by the TAFE).
- If you are not yet enrolled, you should provide us with a quotation of the cost of the course, or a tax invoice so we can pay on your behalf. We may want you to provide evidence to confirm you are eligible for the course.

- You should state simply in a sentence or two what you hope to get out of the course, for example, explaining that it may allow you to apply for work in a particular area or profession. Try to emphasise how this will benefit you in the future.

Example:

**You have asked for a help to buy a laptop computer because you would like to do an online course in graphic design.**

What you will need to provide:

- (a) If possible, you should provide a quote or information about the cost of the computer you would like to buy. If you're not sure, PWV peer support staff can help you identify a computer that might be suitable at a reasonable price.

If the computer is to do an online course or study, you should:

- (a) Provide a clear link to information about the course(s) you are interested in, and the dates the course will take place.
- (b) State in a sentence or two what you hope to achieve from the course, for example, "With this course in graphic design, I hope to be able to use the skills to apply for work and to support my community by volunteering to produce information for the community group I am involved with."

PWV will request of you that you are willing for us to contact you after you have completed the course, so that we can get feedback, and find out how the course helped you.

To inspire other members to consider applying for a Rose Fund grant, we also ask that you provide a short story (approximately 350 words or less) about how the grant has helped you achieve your personal and education goal. This story will be published in our newsletter and Annual Report that goes to our members, other HIV organisations and stakeholders. You don't have to use your name or any information that may identify you in the story.