



# Positive Women

*Support and advocacy for women living with HIV*

## THE ROSE FUND

### INFORMATION AND GUIDELINES FOR APPLICANTS

Current as at February 2020

#### WHAT IS THE ROSE FUND?

Since 2008, the Rose Fund has provided small grants to give members of Positive Women Victoria the opportunity to participate in activities aimed at enhancing wellbeing, quality of life, social networks, or education and employment opportunities. The fund provides grants of between \$100 and \$1,000 for training, education, or personal or professional development.

The Rose Fund is supported by donations that are received by the organisation. Positive Women Victoria's policy is to ensure that all donated funds directly support women who are living with HIV through this program.

Since its establishment, the Rose Fund has supported members to undertake activities including learning a new language, undertaking a professional writing courses, learning to drive, or with tuition fees to support study.

Members of Positive Women Victoria are eligible to receive one grant through the Rose Fund in any two-year period. To encourage equity of access to the program, members may in general receive a maximum amount of \$3,000 in total grants through the program over the course of their membership. Members who have received \$3,000 in total in past grants will only receive additional Rose Fund grants with the agreement of the Board.

Grant amounts of up to a maximum of \$1,000 for any single grant instance are available.

#### HOW TO APPLY FOR A GRANT

To apply for a grant, members will need to provide a written proposal in the form requested by Positive Women Victoria outlining the proposed use of grant funding. An application form will be provided on request to a member of staff at Positive Women Victoria.

Members are invited to discuss applications in confidence with the Executive Officer or a peer support worker prior to submitting the paperwork, in order to ensure that the application is suited to the project and its guidelines, and that application includes all the information we need. Incomplete applications will not be accepted.

For women who have been members of Positive Women Victoria for less than three months at the time of applying, we request applicants make an appointment with a Positive Women Victoria peer support officer, so that we can understand a little more about you, how we can support you, and ensure you are aware of all of our services.

Grant requests must meet the criteria for funding outlined below.

Grants of up to \$250 are able to be approved by the Executive Officer of Positive Women Victoria.

A majority of the Board of Positive Women Victoria must approve:

- all grants between \$250 and the maximum of \$1,000; and
- any grant application from an applicant who has received \$3,000 in grants from the Rose Fund.

### **Grant eligibility**

Grants for the following kinds of activities are able to be supported by the Rose Fund:

- activities to improve health and wellbeing, such as supporting physical activity;
- support with fees or equipment for training/education or return to work, or skills-building;
- support to facilitate education or training, such as assistance with childcare support to undertake classes, travel costs to course venue, or similar;
- personal development courses, leadership training, public speaking courses, peer facilitation training, or similar;
- funding related to the costs of returning to the work force or career development, e.g. cost of a relevant background check or applicant cost to be eligible for employment in a specific industry;
- funding for group activities organised by members (e.g. a joint application to run an event, seminar or establish a support group).

Grant requests should be of a substantive nature, and with a focus on supporting quality of life, wellbeing and personal development. Applicants should be able to outline the expected benefit of the grant, e.g., how it will contribute to career options, life skills, resilience, or personal wellbeing.

The Rose Fund is not an all-purpose fund or emergency relief fund. **Funding is not available:**

- for women who are not living with HIV;
- for women who are not members of Positive Women Victoria;
- for commercial or for-profit projects, such as establishing a business, or meeting the ongoing costs of operating a business;
- for home equipment such as gym equipment;
- to pay legal fees;
- to support medical fees or costs e.g. dental costs;
- to pay costs such as school fees, veterinary bills, household bills;
- for rent;
- to pay a debt or reimburse a person for an expense already paid: the exception is where the grant project fits the criteria and is approved in advance of the cost being incurred; or
- where there is another funding source for the activity that a person might be eligible for, e.g. it is covered by Medicare, NDIS, or a housing or legal aid program.

If an application is for an activity that is more suitable for funding via another source or program, staff will assist women to access the funds through another grant or funding source where possible.

## EXAMPLES OF GRANTS

Proposal	Expected benefit	Eligibility for funding
Course of activity at gym to improve personal fitness and strength	Support overall health and wellbeing and resilience, social benefits	✓ Funded by Rose Fund
Purchase of text books or other requirements to support a degree or course	Education and skills building	✓ Funded by Rose Fund
Enrol in public speaking classes	Build resilience and confidence	✓ Funded by Rose Fund
Enrol in photography course	Support personal wellbeing, new skills and build social network	✓ Funded by Rose Fund
Medical costs for family member		X Not covered by Rose Fund
Meet costs of rental bond		X Not covered by Rose Fund
Attend a day spa		X Not covered by Rose Fund

## CRITERIA FOR APPLYING TO THE ROSE FUND

- Applicants must be a member of Positive Women Victoria, a Victorian resident, and at least 18 years old.
- Each member may apply for and receive a grant once every two years. Applications from women who have received \$3,000 in total prior grants will not be approved without the agreement of the majority of the Positive Women Victoria Board.
- Applications must complete all paperwork, and include written proof of the cost of the activity such as a supplier quote/invoice.
- Applicants may be asked to provide evidence of the association between the funded item or activity and the expected outcome e.g., if they are requesting support for a computer for study, applicants may be asked to provide evidence of enrolment in the course of study.
- Within three months of completing the activity undertaken with the grant, applicants must provide feedback to Positive Women Victoria about the outcome of the grant.
- Positive Women Victoria may ask applicants to discuss their activity with other members including in the form of submitting an article for publication in the Positive Women newsletter.
- Funding must be used within six months of receiving the grant unless an extension is granted.

## ASSESSMENT OF APPLICATIONS

- Grant applications may be submitted at any time, and are to be completed and submitted in writing to the Executive Officer or peer support workers, along with any required supporting material for the grant (e.g., confirmation of acceptance into a course).
- The Executive Officer may approve eligible grants for amounts of up to \$250.
- Grants for amounts of more than \$250, up to the maximum amount of \$1,000, must be approved by the majority of the members of Board of Positive Women Victoria.
- In applying, applicants consent for their application to be provided to the Board for this purpose.
- In considering whether a grant will be awarded, the Board may take into account any information provided about:
  - ✓ the member's financial circumstances;
  - ✓ how the proposal is expected to benefit the member;
  - ✓ whether a person has received a Rose Fund grant before;
  - ✓ whether Positive Women Victoria is the organisation best placed to support the grant

At all times, the decision of Positive Women Victoria in relation to any application is final.

## **PAYMENT OF FUNDS**

Successful Rose Fund applicants will receive confirmation from Positive Women Victoria in writing. Applicants who are not successful will be provided with an outline of the reasons, and any advice about the application that may be of benefit to any future applications.

Rose Fund money for purchase of equipment, text books, or cost of fees etc. is payable only on receipt of either:

- (1) an unpaid invoice for the equipment, fee or cost; or
- (2) a receipt showing that the person has placed the purchase or order.

As a general rule, money will not be deposited directly into personal bank accounts, unless this method of payment is approved and agreed by the Board as part of the project approval process. Reasons for doing this may be, for example, to protect the confidentiality of a member during the payment process.

## **USE OF THE FUNDS**

- Rose Fund money may only be used for the purpose outlined and agreed in the grant proposal, and confirmed in the written confirmation from Positive Women Victoria.
- If a grant recipient does not utilise the full amount of funding, they must let the Executive Officer know, and it will be arranged for any unspent funds to be returned to Positive Women Victoria.
- The grant must be used within six months of the funds being received, unless with discussion with the Executive Officer, who may agree to extend that period.
- At the end of the project, the recipient will be asked to provide feedback on the grant and its outcomes. This might be in the form of a short written report, a discussion with a peer support worker or the Executive Officer, or another form of feedback as agreed.
- Members who have received grants will also be invited to write a short report, story or article that can be published on the Positive Women Victoria website or in our newsletter. Members may choose to do this without disclosing their name or identity.
- If funds are used by a grant recipient for things other than those specified in the Rose Fund grant application, the person may be asked to return some or all of the funding, and must do so if requested.

