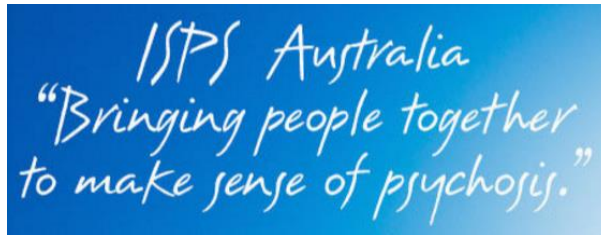


ISPS AU SMALL GRANTS PROGRAM (SGP)

CHRISTMAS IN JULY!!

APPLICATIONS OPEN ANNUALLY MAY-JUNE. SUCCESSFUL APPLICANTS NOTIFIED IN JULY



ISPS is interested in joining with others who have an interest in furthering psychological and social approaches to 'psychosis'.

One vehicle toward building such connections and relationships is our offering of the SMALL GRANTS PROGRAM (SGP).

This program awards grants of up to \$600.00 (in total) annually (subject to budgetary surplus) to small Australian collectives, groups, organisations or individuals who:

- a) Have objectives that align with our 2016-2018 Strategic Plan key areas of focus related to:
education, information sharing, mentoring & networking
and/or our purpose which is:

to further the understanding of psychological and social approaches to psychosis and advance education, research and knowledge through sharing information about innovative approaches used by mental health professionals who work genuinely, creatively and transparently with people who experience extreme states (sometimes known as psychosis).

- b) Agree and commit to our *Event/Activity Guidelines* (as per relevant category)

The following guidelines, requirements and terms of conditions are designed to assist the ISPS Australia Board to respond responsibly, consistently, transparently and equitably to applications for grants made by organisations, collectives or individuals (please read carefully prior to application).

Major Event/Activity Sponsorship Grant Agreement: \$600.00 agreement

1. Demonstrates a genuine intent to build relationship with the ISPS Au Board [via the chair and or representative(s)]
2. A member of your collective/organisation agrees to be the contact person and liaison between our respective organisations and will commit to building and strengthening the relationship between us and to keeping communication regular and responsive.
 - This person will be responsible for ensuring that the following actions are carried out.
3. Co-badging – adding ISPS Au logo to all printed and electronic materials and any sponsor slides

4. Acknowledgement on your website, blogs and Facebook etc of our partnership / sponsorship / grant
5. Prominent display of our banner in main room of event/activity
6. Advertising space in the program or brochure (information & artwork to be supplied by us)
7. Complimentary registrations for two to three ISPS members
8. Verbal Acknowledgement as a major sponsor during the opening and closing sessions of the event/activity
9. Creating the possibility for ISPS Directors to come on stage to introduce speakers and give a 2-3 minute announcement / promotional message about ISPS
10. Distribution of information / flyers to your networks about upcoming ISPS events in your locality
11. Willingness to share info about ISPS Au, the *Psychosis* Journal, book publications and events with your group
12. To share some photos of your event displaying the ISPS materials for our own marketing purposes.

Minor Event/Activity Sponsorship Grant Agreement for - \$50.00 - \$100.00 agreement

1. Demonstrates genuine intent to build relationship with the ISPS Au board
2. Co-badging – adding our logo on all printed and electronic materials and any sponsor slides
3. Prominent display of our banner in main room of event/activity
4. Complimentary registrations for at least 1 ISPS member
5. Verbal Acknowledgement as a Sponsor during the opening and closing sessions of the event
6. Willingness to share info about ISPS Au, the *Psychosis* Journal, book publications and events with your group/organisation and or networks.
7. To share some photos of your event displaying the ISPS materials for our marketing purposes.

Terms and conditions

- We welcome applications from financial members of ISPS Au, however people/organisations who are not currently members are not precluded from applying
- All information and appropriate signatures sought in the Grant Application Form must be provided in the initial application as we do not have the capacity to chase missing information.
- Grant applications must be received **between 1st May-15th June of each year** (this allows time to ensure space in the agenda and time for processing and payment of successful applications).
- The ISPS Au Board will review all applications and successful applicants notified prior to the 30th of July of each year.
- Has a clearly identifiable contact person who commits to taking responsibility for honouring the terms and conditions, agreement and obligations
- Clear description of group/organisational capacity to follow through with agreement with signed agreement of intention to follow through
- Agree that should your event not go ahead as planned all grants monies will be returned to ISPS Au within 30 days.
- Upon receipt of confirmation of your successful application, you / your organisation / collective will have 14 days to invoice ISPS Au. payment to you will be made within 14 days of receipt of your invoice.

ISPS Au agrees that we ensure

- we are spending our organisation's membership dollars in accordance with our objectives and our constitution

- we have sufficient surplus to ensure that we remain a 'going concern' prior to approval of grants
- we will process applications in a transparent and timely manner adhering to good governance principles being accountable for our decision making and keeping good records
- we will minute all decisions relating to grant applications and approvals / non-approvals
- any board member who has any perceived or actual conflict relating to decisions will stand down from the decision making process
- we will have a process for complaint reconsideration or appeal

For further information contact info@isps.org.au

Event/Activity Sponsorship Grant Application Form

Grant Package: (please tick) Major or Minor Amount Requested: \$

Your Group / Organisation Name:

Address: Suburb: Postcode:

Name of Project Contact (Person responsible for carrying out agreement):

Their Position / Role:

Best contact Ph: Email:

Secondary contact: Email:

Please include the following:

1. Evidence that the applying organisation/ collective/ individual is
 - a. Interested in genuine collaboration
 - b. aligned with the values of ISPS (copy of constitution or brochure or website or email declaration will suffice)
2. Brief description clearly outlining the applying organisation/ collective/ individual's proposed project including the expenditure plan (how you plan to expend this grant if successful in your application):
3. List of the resources your organisation / group will contribute to the project? (Include any in-kind contributions)
4. A copy of any minutes / relevant correspondence where it was agreed that your group would approach ISPS to apply for a Small Grant.
5. Statement of commitment and capacity to commit to the agreement (that you have sufficient resources / people power).
6. Name and signature of the designated contact from your organisation who will take responsibility for carrying out the agreement and contact details of project lead or other senior contact.
7. Clear statement of agreement of obligations (logos, co-badging, banners etc) – this includes
 - a. A signed agreement of having read and agreed to the ISPS AU SMALL GRANTS PROGRAM (SGP) DETAILS terms and conditions and responsibilities
 - b. Agreement to keep ISPS AU apprised of progress
 - c. Agreement that should your event not go ahead as planned, all grants monies will be returned to ISPS Au within 60 days of cancellation
 - d. A Signature witness (Manager/ Board Chair / Secretary or other).

For internal use only

ISPS Au Board meeting where this was an agenda item: Date _____ Item # _____

Minutes: Proposed:

Seconded:

Proposal:

Approved

Not Approved

ISPS Au Chair Person Signature: _____ Date: _____