

# Education and Development Fund Guidelines

This Fund is administered by Grandcarers SA (GSA) to assist registered GSA Grandcarers to purchase items needed to support the educational and learning development needs of the children and young people they care for. The Fund is developed as a result of successful GSA grant applications to philanthropic trusts and foundations.

**Prior to making a claim, please read the Eligibility and Funding Criteria as detailed below.**

**To make a claim, please do one of the following:**

1. Complete and submit an online application on the GSA website
2. Download the Fund application form from the GSA website and return the completed form to GSA
3. Seek a hard copy of the application form via:
  - E- [contactus@grandcarers.au](mailto:contactus@grandcarers.au), or
  - T- 82121937and return the completed form to GSA

## **Fund Eligibility**

The applicant must be a grandparent or kinship carer who has been a registered client for at least three months. The recipient child must be in the primary care of the applicant.

There are financial limits (as detailed in Appendix A\* listed on the GSA Website) for claims (see Funding Criteria, Examples and items list at Appendix A\*).

There is no right to receive funding and the decision of the CEO of GSA is final.

## **Funding Criteria and Examples**

The child or young person must be aged under 22 years old, not earning an independent income and in the primary care of a registered GSA client.

Funding is only provided on proof of purchase or through other arrangements approved by the CEO GSA.

All funding is for costs related to educational or development related activities and must be approved before any payment is made to the client or supplier.

Funding may be granted for the whole amount or in part (in accordance with the current table at Appendix A – Funding Limits\*) and may include:

- Education assistance e.g. digital devices, textbooks, stationery, school uniforms, sports clothing, school camps, school excursions and FLO topic equipment.
- Arts funding e.g. music lessons/instruments, dance classes/uniforms, membership fees.
- Sports activities e.g. membership fees, sports uniforms and equipment and swimming lessons.
- Personal development activities e.g. Scouts, Guides, Cadets and youth leadership.

## **Items not eligible for funding**

- Any School, medical, dental, mental health, occupational therapist treatment fees
- Any claims, costs or requests that are recoverable from other sources e.g. DCP, NDIS, The Smith Family, Job Service Providers or the School Card System
- Claims for expenditure which occurred outside the current Financial Year
- Items/Claims refused by the CEO GSA and/or are not accompanied by a completed application form.

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## Supporting Documentation

- Applications must be accompanied by proof of purchase, e.g. tax invoices, receipts
- In the absence of such proof, bank statements providing the relevant supporting evidence may be accepted.
- Arrangements can be made for direct payment to the supplier.

## Specified Items without alternatives

Where there is a requirement to purchase a specific make, brand etc, (e.g. school related items uniforms, specific computers or club uniforms) GSA requires evidence from the organisation that identifies those specific requirements and the costs for such requested articles.

## Assessment by GFGSA staff

- The receiving GSA Staff Member must satisfy themselves that the client fulfils the criteria for receiving financial support by gathering sufficient information to establish there are genuine needs which can be supported within the parameters of the fund.
- The receiving GSA Staff Member must satisfy themselves that the client has signed a declaration that the items/activities cannot be funded through any other source.
- Particular attention will be paid to other means of support which the client is, or should be receiving, which might preclude them from receiving financial support from GSA, such as NDIS, Smith Family, School Card, RTO etc.
- Applicants may be contacted by a GSA staff member to discuss the application, and if successful may be requested to provide a testimonial

## Privacy and Confidentiality

Your information will be treated with confidentiality and will not be disclosed to unauthorised persons.

## Please note:

1. This fund is limited by the offer of grants and donations to the Fund.
2. No guarantee of payment is made
3. Claim limits may be altered at any time to enable the effective management of the fund.
4. Claims without a completed application form will not be considered.
5. Claims should be made within two months of the expenditure occurring
6. Reimbursement may take up to two weeks, or longer if the application is incomplete or requires clarification or additional documentation
7. Any person who is rude or disrespectful to a member of the Grandcarers SA team may have the right to apply for funding removed.
8. The decision of the Grandcarers SA CEO is final in all matters relating to the EDF

*\*The items and annual/individual item limits may be adjusted by the CEO of GSA depending on available funds. All limitations and criteria within these guidelines may only be changed, extended or exceeded for registered GSA clients with the approval of the CEO of GSA.*