



## Policy Document **FUNDING SUPPORT**

### **RATIONALE**

- The Melanie Jewson Foundation is committed to supporting health and education in Vanuatu and from time to time receives applications for funding assistance from organisations or individuals to further enhance health and education. This Terms of Reference serves to enable the Board to respond to requests in a timely, fair and equitable manner.

### **AIMS**

- To ensure fair and equitable allocation of funds to approved organisations and/or individuals.
- To ensure there is a thorough process of request evaluation so that Foundation funds are used for sound purposes and pursuant to the MJF Deed of Trust and any stated aims of the MJF Board, and serve the people of Vanuatu effectively;
- To safeguard the Foundation's funds against inappropriate use.

### **IMPLEMENTATION**

- It is important that any assistance given be for the benefit of the people of Vanuatu through the work of the Hospital and/or the Schools, is consistent with the Trust Deed of MJF and not cause any hardship to the Foundation. In doing so, the following key criteria are to be considered:
  - Each application needs to demonstrate:
    - How the program fits with existing programs of the hospital/school.
    - Include a completed 'Application for Funding Form';
    - An ability to contribute financially to the project;
    - Support for the objectives and ethos of the Foundation;
    - That their project has an ethical purpose.
  - The availability of funding support is not publicly advertised, rather, applicants who approach the Foundation, are invited to make a request for support through a formal application.
- Applications are:
  - Dealt with on a private and confidential basis;
  - Assessed on a 'Needs Basis';
  - Subject to submission of a completed "Grant Acquittal" document at the conclusion of the project.
- No commitment is implied or given to provide support beyond the immediate application and demonstrated purpose.
- The decisions of The Board are final and there are no appeal processes.

### EVALUATION/REVIEW

- This Terms of Reference will be reviewed annually and/or as changing circumstances require.