
IGC Policy and Guideline for Choosing Charities to receive funds from IGC

This Policy will be subject to review at the discretion of the IGC Board.

Revision Record:

Version	Board Approval Date	Version Change Description
1.0	21/11/2017	Initial policy
2.0	28/1/2020	Include charity events other than the annual charity day event.
3.0	27/1/2021	Reduce the time period allowing previously supported charity to reapply for funding after 2 years not 6 years. Provide a provision to allow the Women's Committee to seek an exemption to this criterion in the case of exceptional circumstances.

1. PURPOSE

The purpose of this policy is to establish the framework and guidelines for the selection of Charities to receive funds from the annual IGC Charity Day Event and any other IGC club nominated Charity events. Should the Board decide that Charity Day will no longer be held, there is no obligation on IGC to continue to support any charity.

The Board is committed to ensuring that its financial arrangements are carried out in an ethical manner.

2. POLICY

2.1 Annual Charity Day event:

- A. The quantum of funds for distribution from the Annual IGC Charity Day event will be determined by the Board following a recommendation by the Women's Committee.
- B. In any given year, up to four charities will be eligible to participate.
- C. Selected Charities must have legal charity status and provide a community service, be local (operating within 30 Km of Brisbane CBD) and not be receiving or be eligible to receive significant government funding.
- D. A selected Charity can be supported for a maximum of 2 years. A Charity can reapply two years after the last year of IGC support.
- E. IGC will not enter into any alliance with any corporation or organisation where the association jeopardises the financial, legal or moral integrity of IGC or adversely impact upon IGC's standing and reputation in the community.

- F. All communications with members must be undertaken by IGC, direct marketing by the charity to members is prohibited.

2.2 Other IGC Charity Events

- A. IGC may decide to contribute funds to Charity collections established following specific major disasters such as floods and bushfires.
- B. The Board may approve the conduct of fund-raising activities such as a golf event, member social event, or any other fund-raising activity considered appropriate.
- C. In all things and in all events, the final decision on selection of participating charities and funds distribution lies with the Board of the day.

3. GUIDELINES FOR SELECTING CHARITIES ASSOCIATED WITH THE ANNUAL CHARITY DAY EVENT

The IGC Women's Committee will coordinate the application and selection processes of charities who will be eligible for IGC funds distribution associated with the Annual Charity Day event in any given year. Applications can be solicited by IGC through the IGC Women's Committee or be received unsolicited from charitable organisations.

Charities seeking to participate will be asked to submit an application which will include the following information:

- Background of the Charity including purpose of the Charity, length of time it has been established, who runs the Charity, funding sources and extent of the Charity's services and plans for the future
- Scope of work to be supported by any IGC funding
- Any affiliation with members of IGC

The IGC Women's Committee will convene a selection panel each year comprising two members of the IGC Women's committee and two members from the IGC Membership Committee. Selection panel members must be full members or restricted members.

The selection panel will:

1. review all applications and the last year's supported charities and make a recommendation for funding support
2. determine if there is a case to seek an exemption to the funding support timeframes (Clause D above), if so then justification for exceptional circumstance needs to be included in the recommendation.
3. consider the proportional funds distribution to selected charities for any given event and inform the CEO of their determinations.

The CEO will present the recommendations to the Board for approval.

All charitable alliances shall be reported to members in the IGC Annual Report.

4. AUTHORISATION

Mike Hume, President

Date