



GRANTS AT FERN: GUIDELINES AND ADMINISTRATION

- All Grant Applications must be in line with FERN's Constitution or contribute towards the governance and operational management of FERN.
- All draft grant applications involving FERN as a hosting site must be made available and fully disclosed to all FERN Board members for approval **PRIOR** to the grant being formally submitted including all related documentation e.g. insurance requirements, payment schedule, materials and wage budget, contact details and service agreement.
- Any grant approval must include a component that is payable back to FERN as the hosting site to cover insurance, use of FERN's premises, utilities, administration costs etc. *Note: This is generally at least 20 percent of the overall grant amount for grants hosted onsite by FERN.*
- Once approved a service agreement must be signed between all parties including but not limited to the grant recipient/s, both Co-Convenors, the Treasurer and the Secretary of FERN.
- Any grant monies obtained will be held in the FERN grant account only and disbursed by the Treasurer with Co-approval as per the approved service agreement. **Note: No advance payments will be made to any party.**
- Any worker engaged in a grant at FERN must comply with all required contractual obligations as well as FERN's policy and procedures including the existing FERN Constitution, Code of Conduct Policy and the FERN Conflict of Interest Policy.
- The FERN board reserves to suspend or terminate any contract where service agreement requirements have not been met and to hire another contractor to continue with the grant if required. All decisions made by the FERN board in relation to a grant will be final and binding to all parties
- All jobs will be advertised openly. The decision of who works on a grant will be made by the FERN board, and grants may be allocated to multiple workers.