



## GRANTS COORDINATOR

### Goal Statement:

The Grants Coordinator identifies grants opportunities, seek Committee approval of such and apply for these grants to improve the facilities of the club.

### Objectives:

- Oversee all grants related matters within the Club
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

### Responsibilities:

- Identify and apply for applicable grant opportunities in collaboration with the Committee
- Prepare invoices for grant payments to the Club in collaborate with the Treasurer when required
- Oversee the use of successful grants to ensure the funding spent is relevant to the grant
- Prepare evaluation reports for successful grants and distribute to the relevant company
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on grant opportunities and grant progress at the monthly general committee meetings
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

### Relationships:

- This position will liaise with associated stakeholders, including but not limited to AFL, VFL, NFNL, and local and state government
- This position will liaise with and have regular communication with committee members

### Qualifications:

- Working With Children's Check

### Accountability:

- The Grants Coordinator is accountable to the Club President and general committee

Committee Member Name: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_