



## **Network Groups Accessing Funds Policy**

### **Policy Statement**

REAIE encourages the formation of local Network Groups throughout Australia. As a national organisation, Network Groups are a very important component of REAIE structure in order to support REAIE mission, vision and values.

As part of the Professional Learning program we ask centres and schools to open and support REAIE Twilight Visits. Network Groups are also encouraged to run their own professional learning events that are organised in conjunction with REAIE. All money raised through Twilight Visits less a 20% administration fee will be used to create a fund which will give grants to State Network Groups to further their work and support them in becoming more financially independent.

### **Guidelines for Accessing Network Funds**

- Network Groups can apply for grants to support particular purchases, projects or events. Requests need to be made at least one month prior to an event. Network Groups in each State can send a request / proposal to access funds held by REAIE on behalf of that State to the REAIE Office Manager with written evidence of agreement (e.g. minutes of the meeting) to the proposal by a quorum of at least 4 REAIE members, from their Network Group (individual or 1 vote per organisational member).
- The REAIE office will send Network Group Convenors a statement of funds in the State account following each Twilight Visit.
- The Office Manager will then make a decision in conjunction with the Convenor of the Membership and Network Project Group whether or not the proposal will be funded. These decisions will take into account:
  - The degree to which the purchase, project or event extends the work of REAIE
  - The proportion of REAIE memberships within the Network Group.
- It is the responsibility of the Membership and Network Project Group Convener to then contact the Network Group and arrange access to the funds.
- It is the responsibility of the Convenor of the Network Group to develop a budget for the use of the funds and submit all receipts to the REAIE office.
- After the funds have been spent a report to the REAIE office is required.
- Network Groups will be encouraged to write a report for the *Challenge* to describe the project the funds were utilised in developing.