



THE WIRELESS INSTITUTE OF AUSTRALIA

CLUB GRANTS SCHEME RULES

The Board of the Wireless Institute of Australia has adopted the following rules:

1. Name of Scheme

The WIA Club Grants Scheme.

2. Purpose

To promote and advance amateur radio, the WIA and it's Affiliated Clubs by supporting useful and/or innovative projects undertaken or to be undertaken by Affiliated Clubs. The Board may from time to time identify projects having particular objects or characteristics as one or more categories of projects that will be supported by the Scheme.

3. Definitions

In these Rules:

“**Affiliated Club**” means any club or similar organisation admitted as an Affiliated Club in accordance with clause 5.11 of the WIA Constitution.

“**Grant Amount**” means the sum of money allocated to the Scheme in a particular year in accordance with clause 4.

“**Grant Committee**” means the Committee appointed from time to time by the Board pursuant to clause 5 of these Rules.

“**Membership Percentage**” means the members of an Affiliated Club who are licensed radio amateurs and are members of the WIA expressed as a percentage of all of the members of that Club who are licensed radio amateurs, but excluding any who are full time students.

“**WIA**” means The Wireless Institute of Australia.

4. Board Determination

The Board shall determine each year at the time it formulates a budget for that year whether or not it will allocate any money for this Scheme in that year, and if so, the

sum of money so allocated for that year. The sum of money so allocated is the “Grant Amount” for that year. In its determination of the Grant Amount the Board may also determine the maximum number of Proposals either generally or in particular categories to be supported by Grants, and in the case it has identified more than one category the total amount of Grants to be made in each category and may also direct the Grant Committee in making its recommendations to give particular weight to such factors as the Board may identify.

5. Further Board Determinations

- (a) Except in the first year of the Scheme, at the same time as it determines the Grant Amount the Board shall appoint a Grant Committee for the year of the Grant.
- (b) The Grant Committee shall consist of 3 members, one of who shall be designated the Chair. The Board shall give preference to appointing members who come from different geographic areas and who by reason of their occupation or experience are likely to be generally respected by the amateur community and have experience relevant to their obligations under these Rules and who do not currently hold office in any Affiliated Club that wishes to participate in that year.
- (c) Members of the Grant Committee appointed for a year of a Grant are eligible to be reappointed.
- (d) In addition to appointing the Grant Committee in accordance with (a) of this clause, the Board shall also determine:
 - (i) the date on which the Scheme for that year shall be announced (including the Grant Amount),
 - (ii) the date by which applications for Grants are to be lodged,
 - (iii) the date by which the Grant Committee shall make its recommendations to the Board, and
 - (iv) the date by which the Grants for that year are to be announced.
- (e) The Board may remove the appointment of any person appointed a member of the Grants Committee and may appoint another person in place of a person so removed, and may vary any determination of date made in accordance with (d) of this clause.

6. Eligibility

- (a) Participation is ordinarily limited to Affiliated Clubs having a Membership Percentage of not less than 50%.
- (b) Notwithstanding (a) the Board may make a grant to an Affiliated Club if the Grant Committee so recommends in the case of a project having particular merit.

- (c) The Membership Percentage of an Affiliated Club participating in the Scheme may always be taken into account by the Board or the Grant Committee in making any Determination under these Rules.

7. Application for a Grant

- (a) Each Affiliated Club wishing to participate in the Scheme shall on or before the date fixed by the Board in accordance with clause 5 (d) (ii) lodge one or three copies of an Application at the WIA's national office addressed as follows:

Grant Committee
Wireless Institute of Australia
PO Box 2175
Caulfield Junction VIC 3161

- (b) Any Application received after the date fixed in accordance with clause 5 (b) (ii) shall be disregarded.
- (c) Applications shall include the following:
 - (i) Details of the Affiliated Club, including the name and contact details (including a phone number and email address) of a contact person to represent the Club in relation to the Application, the names and callsigns (if any) of each person responsible for the management of the project proposed and the Membership Percentage claimed by the Club.
 - (ii) Details of the project proposed.
 - (iii) The purposes to be achieved by the proposal.
 - (iv) An explanation setting out how the proposal advances the purposes of the Scheme as set in clause 2.
 - (v) A detailed costing of the proposal including the amount to be or already contributed by others, identifying by whom.
 - (vi) The amount of Grant requested.
 - (vii) A detailed time line for the project.
 - (viii) Such other information and material as the Affiliated Club considers will better explain and support its proposal.
- (d) By lodging an Application an Affiliated Club and its members shall be deemed to be fully aware of and understand these Rules and agree to accept any decision made by the Grant Committee or the Board.
- (e) The WIA office shall as soon as practicable send one copy of each Application to each member of the Grant Committee, retaining one copy for its records.

8. Determination by Grant Committee

- (a) The Grant Committee shall determine its own procedures, and may communicate by meetings in person, by telephone conference calls or by exchange of emails or any combination thereof.
- (b) A minute shall be kept of all meetings and telephone conferences.
- (c) The Grant Committee may request further information in relation to or clarification of any Proposal.
- (d) The Grant Committee shall on or before the date fixed in accordance with clause 5 (d) (iii) submit to the Secretary its Determination to the Board setting out:
 - (i) A brief summary of each of the Applications it has considered;
 - (ii) A detailed description of each Proposal (if any) it recommends be supported, setting out its reasons;
 - (iii) The amount of Grant it recommends be made for each Proposal it recommends be supported (in total not to exceed the Grant Amount).
 - (iv) Any other fact or matter that the Grant Committee considers should be brought to the attention of the Board.

9. Final Determination by the Board

The Board shall consider the Grant Committee's Determination and may accept all or some of the Committee's recommendations, and shall publish its final Determination on or before the date set in accordance with clause 5 (d) (iv).

10. Variations to these Rules.

The Board may from time to time amend or repeal these Rules after giving not less than 60 days notice of its intention to do so to be published in Amateur Radio, and after considering any opinions submitted to it with the period of 60 days.