

Guidelines for funding projects

Friends' Projects Funding Procedures

Selection Criteria

1. Projects proposals must be approved by the Executive Director of the ANBG and be consistent with the *ANBG Management Plan*.
2. An approved project proposal must be consistent with the *Objects of the Friends Constitution* and the *Friends Strategic Plan*.
3. The project outcomes must be:
 - Capable of recognition as a Friends' funded project and contribute to the enhancement of ANBG's mission; and/or
 - Provide mutual advantage to both the Friends and the Gardens.
 - Additional to items that would normally be part of the Gardens budget such as routine infrastructure or operational items.

Procedures and Requirements

1. While proposals can be considered on merit at any time, there will be a twice-yearly call for project proposals.
2. It is expected that proposals would come primarily from Gardens staff but Friends should also be invited to submit proposals in the first Newsletter of the year.
3. Projects proposed for funding by the Executive Director and projects submitted by members of the Friends will be considered by the Friends Projects Committee, which will then submit a recommendation to the Friends Council for consideration.
4. For proposals coming forward under the twice-yearly call there should be consideration by the Projects Committee as soon as practicable.
5. Proposals should cover, but not be limited to, a wide range of ANBG roles and functions e.g. horticulture, scientific, aesthetic, visitor experience, research etc.
7. While a range of projects can be considered and funded during any one year, it is desirable to have at least one major project under way each year.
8. Project proposals should clearly indicate how they conform to the basic criteria for Friends projects (as listed above) and provide the maximum possible detail on costs.
9. Such major projects should cost the Friends at least \$20000 and can be multiyear in nature.
10. In determining the total funding commitment in any one year the Friends should have regard to:
 - The importance, urgency and scale of the project;
 - The relationship to Friends' net income; and
 - The level of reserves, which normally should not be allowed to fall below \$100000.
11. Minor projects should not normally exceed \$20000 in total in any one year.

12. Projects should normally commence as soon as possible after approval and be completed according to the approved schedule of the project.
13. Projects jointly funded by the Friends and the Gardens or other funding sources are strongly encouraged.
14. Project proposals outside the twice-yearly call can be considered but the twice-yearly approach should be adhered to as far as possible.
15. Project proposals submitted for funding by the Public Fund should be considered by the Projects Committee and the Council before being presented to the Public Fund for consideration.
16. The ANBG General Manager should report to the Friends through the Project Committee on progress with the project, as appropriate.
17. The Friends Council will receive reports from the Projects Committee during the year as appropriate.
18. All projects funded by the Friends should be acknowledged by the Gardens in the most appropriate and permanent way.

FINAL: Agreed at Council meeting 4 Dec 2012