




POLICY 3: COMMERCIAL ACTIVITIES, GRANTS AND FUNDING POLICIES

<p>Policy Rationale</p>	<p>Insert Coin to Play are a charitable trust and will need to generate sufficient revenues to provide those goods and services essential to achieving its strategic outcomes.</p> <p>One avenue for the generation of these revenues is for Insert Coin to Play to apply for grants and other funding opportunities.</p> <p>Insert Coin to play may also engage in attracting sponsorships and undertaking its own commercial activities.</p> <p>Insert Coin to Play should only engage in those revenue generating activities when they are aligned to its strategic outcomes, when it is financially prudent to do so, and once the risks associated with those commercial activities have been deemed acceptable.</p>
<p>Policy Statement(s)</p>	<p>Any activities regarding Insert Coin to Play’s applications for grants or other funding, attracting sponsorships or undertaking of commercial activities, should be conducted in accordance with Insert Coin and Play’s Delegated Authorities.</p> <p>Insert Coin to Play shall only engage in commercial activities or enter into sponsorship agreements where:</p> <ol style="list-style-type: none"> 1. Those commercial activities or sponsorships are aligned with Insert Coin and Play’s strategic outcomes, values and beliefs. 2. Those commercial activities or sponsorships are not in any way considered unethical or illegal. 3. A risk management assessment has been performed on Insert Coin to Play’s commercial activities or sponsorships and the risk has been accepted in accordance with the Risk Management Policy. The risk management assessment on commercial activities and sponsorships should be reviewed annually. 4. Sufficient internal controls are put in place to manage and administer those commercial activities and sponsorships. 5. The anticipated revenue from the commercial activities or sponsorships will exceed the anticipated expenses, inclusive of any capital expenditures.

	<ol style="list-style-type: none"> 6. There is a specific need or intended application for the revenues being generated. 7. Where the financial results achieved from commercial activities or sponsorships are below budget, the Board must consent to the on-going operation of those activities or sponsorships. 8. Sufficient internal controls are put in place to manage and administer those commercial activities and sponsorships. 9. The anticipated revenue from the commercial activities or sponsorships will exceed the anticipated expenses, inclusive of any capital expenditures. 10. There is a specific need or intended application for the revenues being generated. 11. Where the financial results achieved from commercial activities or sponsorships are below budget, the Board must consent to the on-going operation of those activities or sponsorships. 12. Sufficient internal controls are put in place to manage and administer those commercial activities and sponsorships. 13. The anticipated revenue from the commercial activities or sponsorships will exceed the anticipated expenses, inclusive of any capital expenditures. 14. There is a specific need or intended application for the revenues being generated. 15. Where the financial results achieved from commercial activities or sponsorships are below budget, the Board must consent to the on-going operation of those activities or sponsorships.
	<p>Insert Coin to Play may apply for grants or other funding from time to time. Where it does so, the following must be adhered to:</p> <ol style="list-style-type: none"> 1. The organisations which Insert Coin to Play seeks grants or other funding from are deemed acceptable by Insert Coin to Play's Board. 2. There is a specific need or intended application for the funds being applied for. 3. The funds must be used for the specified purposes included in the application and utilised within the time allowed by the organisation providing the Grant or other funding. 4. Any excess funds or funds not utilised within the timeframe permitted (see point 3 above), must be returned in accordance with the directions provided by the organisation providing the Grant or other funding

<p>Policy Implementation and Related Procedure Documents</p>	<p>The implementation and review of these Commercial Activities, Grants & Funding policies are the responsibility of Insert Coin to Play's Audit and Risk Committee.</p> <p>Insert Coin to Plays Board are responsible for approving the business case for a commercial activity or sponsorship prior to the commencement of that activity or sponsorship and approving the on-going operation of commercial activities and sponsorships.</p> <p>Insert Coin to Play's Board are also responsible for approving the organisations and applications which Insert Coin to Play seeks grant or other funding from.</p> <p>Insert Coin to Play's GM is responsible for preparing business cases for commercial activities, sponsorships and any grant or other funding applications. He / she is also responsible for managing the day-to-day operations of commercial activities.</p> <p>Insert Coin to Play's Finance Manager is responsible for developing and implementing internal controls to manage and administer Insert Coin to Play's commercial activities, sponsorships and any grant or other funding activities, including compliance with any grant or other funding requirements.</p> <ul style="list-style-type: none"> • Risk Management Policy
<p>Legislative Compliance Considerations</p>	<ul style="list-style-type: none"> • Companies Act 1993 • Incorporated Societies Act 1908 • Incorporated Society Rules • Income Tax Act 2007
<p>Review Protocol</p>	<p>Policy Reviewed By: Insert Coin to Play Charitable Trust</p> <p>Date Reviewed: [Date] 5/6/2023 </p> <p>Next Review Date: [Date] 5/6/2024</p>

