



# ROBIN BROMLEY

## VISIONARY GRANTS



In partnership with



The Robin Bromley Visionary Grants program aims to empower Canteen Supervisors to undertake professional development and training and/or enhance the canteen by purchasing essential equipment with funds provided by this program.

This is a Western Australian School Canteen Association Inc. (WASCA) initiative in partnership with Canon Foods.

2017

## Application Guidelines

### Who is eligible?

Each of the following criteria MUST be met:

- Grants are available to Canteen Supervisors or canteens in schools of all education systems within Western Australia only
- The canteen/school must be fully compliant with the Department of Education's *Healthy Food and Drink* (HFD) policy including:
  - » having a written Healthy Food and Drink school policy
  - » skills and knowledge - representatives from the school have completed 'Traffic Light' training
  - » canteen menu is compliant with the HFD policy
  - » school community involvement e.g. newsletter communications
  - » paid and voluntary canteen staff have completed food safety and hygiene training
- Applicants can be either in a paid or volunteer capacity providing they are the Canteen Supervisor/ Manager i.e. the person responsible for running the canteen
- Members of the WASCA Executive Committee are eligible to apply for the grants, however, if applying, they will be excluded from the selection panel for the funding period
- Successful applicants and/or schools cannot reapply over two consecutive years
- If the application is unsuccessful, the Canteen Supervisor or canteen is eligible to reapply the following year
- Schools must be current members of the association. Membership forms can be completed and submitted with the application.

### Grant inclusions

The grant can only be used for approved purposes. Examples include but are not limited to:

- Professional development/training:
  - » TAFE Canteen Management course
  - » Accredited food safety training
  - » Computer skills training

- Equipment:
  - » Essential equipment to increase menu options categorised as green and/or implement best business practice e.g. a blender to make fruit smoothies; computer for the canteen
  - » Canteen uniforms e.g. shirts, caps, aprons.

**Note: if considering purchasing a computer for the canteen, investigate Department of Education's Common Use Agreement and ICT purchasing and standards; IT support within your school; and internet access options.**

#### **Grant amount**

- Three grants will be awarded each year;
- Each grant is worth **\$1,000** (plus GST).

#### **Funding will not be provided for**

- One off events that are unlikely to contribute long-term benefits to the individual and school canteen e.g. fruit and veg month promotion; one day events
- Training or equipment not related to healthy eating e.g. cake decorating course; purchasing a deep fryer
- Wages and operational costs of the canteen
- One off presentations or guest speakers to the school e.g. asking a dietitian to present to the school community
- Building and infrastructure e.g. repairs and maintenance.

#### **Timeline - 2017**

- Applications to be submitted to WASCA by close of business Friday 8 September. Late applications will not be accepted
- Applications to be emailed or posted to WASCA (see details below)
- Successful applicants notified by Friday 13 October
- Successful school/parent body to raise an invoice for \$1,000 (plus GST)
- WASCA will make a payment to the school/parent body nominated bank account (i.e. not to a personal account)
- Funds to be acquitted by 30 June 2018 unless written permission from WASCA to carry over to end of the year.

#### **Application procedure**


1. Contact WASCA to discuss your application before submission!
2. Complete the application form and submit before the closing date
3. Use grant money for approved purposes only
4. Provide evaluation and acquittal documents including receipts.

#### **Branding and acknowledgement**

All activities must acknowledge the funding source in the following way:

- All materials and activities funded by the Robin Bromley Visionary Grants must carry either:
  - » The words - 'Funding proudly provided by the Robin Bromley Visionary Grants, a Western Australian School Canteen Association Inc. initiative in partnership with Canon Foods' and/or;
  - » The Robin Bromley Visionary Grant banner which includes the WASCA and Canon Foods logos (electronic file will be provided to successful applicants).

#### **For more information - Western Australian School Canteen Association**

 9264 4999

 wasca@education.wa.edu.au

 PO Box 25, Hillarys WA 6923

 waschoolcanteens.org.au



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## Application Form

### 1. School

School Name:	
Address:	
Phone:	
Fax:	
Email:	
ABN:	

### 2. Applicant details

Name:		
Position:	Paid	<input type="checkbox"/>
	Volunteer	<input type="checkbox"/>
Time in position:		
Additional staff (paid and/or volunteer):		
Phone:	Mobile:	
Email:		

### 3. Eligibility checklist

(To be eligible the school must be fully compliant with the Department of Education's *Healthy Food and Drink* (HFD) policy and provide documentation, please tick the appropriate box)

Criteria	Attached
Written school Healthy Food and Drink policy	<input type="checkbox"/>
Completion of Traffic Light Training: provide certificate	<input type="checkbox"/>
Canteen menu compliant with HFD policy: provide menu	<input type="checkbox"/>
School Community Involvement i.e. newsletter communications, provide samples	<input type="checkbox"/>
Food safety and hygiene training i.e. Foodsafe training or its equivalent; provide certificate	<input type="checkbox"/>

**Note:** questions 4, 5 and 6 can be completed in the sections below or on a separate attachment if you prefer.

### 4. Description of overarching vision for grant use

(Provide a brief description of what the funds will be used for)

*For example:*

- 1. The purchase of a commercial blender*
- 2. Canteen Supervisor to complete the TAFE Canteen Management course*

### 5. Vision of how this will enhance the canteen

*For example:*

- 1. Commercial blender: we will be able to add fruit smoothies to our summer menu, and blended soups made in the canteen in winter*
- 2. TAFE Canteen Management course: the Canteen Supervisor will learn valuable skills such as ...*



## 8. Undertakings and Conditions of the Grant

I/we agree:

- To collaborate with WASCA and use the grant funds as described in this application
- To keep accurate financial records of how the grant funds are used e.g. providing the original receipts with the evaluation and acquittal forms
- To acknowledge the funding source as directed by WASCA
- To use the funds for the approved purpose only
- To seek approval from WASCA in writing to make changes to how the funds are used
- To acknowledge the right of WASCA to terminate this agreement if the grant funds are not applied according to the agreed application, or within the time frame. In the event of the agreement being terminated, funds not spent as authorised must be repaid to WASCA
- To provide the following documentation to WASCA by the end of the grant period i.e. 30 June 2018:
  - » a completed evaluation using the form provided
  - » original receipts for all purchases
  - » copies of any photos, pictures, articles or media associated with the grant (with appropriate consent)
  - » an acquittal form signed by the Principal/Parent Body President to show expenditure as per the approved funding allocation.

### Declaration

*I/we declare that the information on this application form is correct and understand that if approved by WASCA, I/we will abide by these undertakings and conditions detailed above*

Applicant	Name:	
	Signature:	
	Date:	
Approved by: Principal or Parent Body President	Name:	
	Signature:	
	Date:	



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## Post evaluation and acquittal form

Note: these pages to be completed at the end of the grant period i.e. June 2018

### 1. School

School Name:	
Address:	
Phone:	
Fax:	
Email:	
ABN:	

### 2. Applicant details

Name:		
Position:		Paid <input type="checkbox"/>
		Volunteer <input type="checkbox"/>
Time in position:		
Additional staff (paid and/or volunteer):		
Phone:		Mobile:
Email:		





5. Evaluation process (please tick one)

a) How easy was it to complete the application paperwork?

- Easy     Moderately easy     Okay     Difficult     Very difficult

b) How easy was it for the canteen/school to fulfil the eligibility criteria?

- Easy     Moderately easy     Okay     Difficult     Very difficult

*If difficult or very difficult, why?*

c) Was the support provided by WASCA staff to complete the application form:

- Excellent     Good     Average     Poor

*If average or poor, why?*

d) Was the support provided by WASCA staff during the grant period:

- Excellent     Good     Average     Poor

*If average or poor, what can WASCA do to provide further support?*

e) Rate your overall satisfaction with the outcomes achieved by the grant program:

- Very satisfied     Satisfied     Somewhat satisfied     Unsatisfied

*If somewhat satisfied or unsatisfied, what would have improved satisfaction?*

f) Other comments:

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