

GUIDANCE NOTES FOR APPLICANTS SEEKING A FUNDING GRANT

These guidance notes have been prepared to help people and organisations who wish to apply for a funding grant from the ARBS Education & Research Foundation.

All applications for funding must complete the "ARBS Foundation Funding Grant Application" which must be signed by the applicant.

Most, but not all of the grant funds will be allocated during the period February – May in each year for expenditure in the following financial year, that is July – June. For 2019/20 grant applications can be submitted at any time and they will be considered Foundation board.

When evaluating proposals that come before it, the board will take care to ensure the funds it makes available are directed at increasing the total amount of training and education in the industry. The board will not support a system that merely substitutes its funds for those normally expend by the applicant organisation.

Funds will not be applied to support administration and marketing activities of any applicant.

When the Foundation Board assesses whether proposals are worth funding it will take account of the factors listed below.

The Foundation appreciates that applications may vary markedly in nature and therefore all the evaluation points listed may be relevant in an application and some only apply in others. However, every applicant needs to be fully cognisant that when applications are evaluated the board will pay close attention to the clarity displayed in the costing, and especially the financial contribution being made by the applicant along with the governance arrangements to manage the project. Applications must also demonstrate how the project will benefit the industry and the ARBS exhibition.

The objective criteria against which applications will be assessed are: –

Benefit to the industry.

- Training – contribution increase in relevant knowledge/capability of participants – number of participants – cost/benefit.
- Scholarships – relevance of study to the industry – worthiness of the recipient – potential medium-term contribution recipient.
- Research – contribution to new knowledge, practical application, cost/benefit.
- Standards development – extent of need – cost benefit.
- Promotion – does the proposed initiative generate a better understanding of the HVAC& R industry – does it help attract potential participants.

Benefit to the community.

- Direct contribution to community initiatives.

- Assistance disadvantaged groups/individuals

Clarity of costing.

- Identification of total cost of exercise.
- Proportion contributed by ARBS.
- Source of balance of funds.
- Availability of resources/personnel needed to complete.

Timing.

- Can initiative be developed and delivered in the acceptable timeframe.

Benefit to ARBS.

- How will ARBS contribution be recognised.
- How will the support of the Foundation grant contribute to enhanced success of the exhibition.

Planning and delivery

- Governance – how will it be overseen
- Project management
- Project plan
- Project risks timing
- Deliverables

Industry support

- Evidence of support

Measure of success and reporting.

- What are the key measures proposed to gauge the success of the support initiative.
- How and when will these be reported

In the event the Foundation board approves the application for funding, a funding agreement will need to be signed by both parties. This agreement will need to provide for appropriate financial auditing.