



# FRANKSTON DOLPHINS FOOTBALL NETBALL CLUB

PREMIER PARTNER:



## GRANTS COORDINATOR – Non Committee Role

### Objective

- To provide support to the Executive and Committee members to ensure the identification of and application for available grants.
- To maximise revenue through the application for available grants through the course of the year

### Responsibilities

- Liaise with a wide range of grant funding bodies (Local Government, State Government, Federal Government, AFL Victoria, Transport Accident Commission, etc) in order to identify potential funding sources.
- Liaise with the Executive Committee and respective project committees to identify club funding requirements which may qualify for grant funding.
- Ensure grant application efforts are appropriately directed and realistic.
- Explore opportunities, assemble appropriate supporting information and apply for grants to assist club funds.
- Follow up all grant applications by liaising with the funding body to ensure the smooth and timely processing of the application.
- Liaise with the Treasurer and Executive Committee to ensure that the approved funds are utilised appropriately.
- Regularly review this job description and ensure it remains appropriate and ensure the next person taking over the role is prepared, and the transfer is completed smoothly with the minimum of disruption

### Relationships

- Reports to the President & Club Secretary
- Liaises with the Club Executive Committee

### Accountability

- Grants Coordinator is accountable to the Treasurer and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting as required.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.