

# Funding Guidelines

## Emergency Assistance Fund

- 1.1** The ACCF Emergency Assistance Fund aims at addressing the following:
- emergency needs arising from unforeseen or unexpected circumstance resulting in financial or other hardship;
  - where government assistance and other avenues have been exhausted to meet such needs.

**1.2** ELIGIBILITY

Emergency funding applications must be referred by one of the following:

- A registered non-profit organisation;
- A registered charitable organisation;
- A Sub-ordinate committee/group of a registered non-profit/charitable organisation.

The amount of emergency assistance for any application can be up to a maximum of \$1000.

There is no closing date for applications of Emergency Assistance until the amount allocated for the year has exhausted.

Please note: Grant support for the same client is limited to once per year.

**1.3** APPLICATION TERMS AND CONDITIONS

- Funded clients and families are required to use funds for the purpose stated in the application.
- All applications must be made online with an official application form provided by ACCF.
- All applications must be made by the referring organisation who has the responsibility to assess the client's circumstance against the guidelines.
- The referring organisation must provide a client's bank statement from their Transaction Account dated within the last 3 months prior to the time of lodgement of this application.
- In addition to the letter of support, referring organisation must provide adequate supporting documentation for the application and the emergency need/unforeseen circumstance, including:
  - Eviction notice in the case of potential or recent eviction
  - Letter or documentation from a medical professional in the case of medical circumstance
  - Any other appropriate documentation or evidence to support the application

**\*Please note that the referring organisation is responsible for providing this evidence with the initial application. ACCF will not follow up for further details following this point.**

- The decision of ACCF in the provision of emergency assistance is final and is not subject to any appeal process.