



## NAVY CANTEENS GRANT BUSINESS RULES

### Introduction;

Navy Canteens offers a range of benefits and services to its stakeholders. One such benefit is the provision of grants, i.e. one-off non-repayable payments, for worthy causes. Every year, Navy Canteens receives a large number of requests for grants and these business rules have been developed to manage expectations regarding how requests are analysed by the RAN Central Canteens Board (RANCCB). Funds available for grants are obviously limited and the RANCCB will prioritise requests to make best use of these funds.

Navy Canteens should not be viewed as a bottomless 'slush' fund to cover financial shortfalls for events and activities. It must be recognized that grants are only one way of distributing profits to shareholders and that approval of a grant is not a right or a condition of service. Navy Canteens has outsourced the distribution of sporting grants to the RAN Sporting Council and should not normally be approached directly to provide support for sporting activities.

At the end of the day, Navy Canteens is a business that constantly seeks ways to maximize business opportunities and distribute profits back to shareholders. Like any business, Navy Canteens plans its activities and manages its cash flow to ensure that all monies are put to work to benefit as many Navy members as possible. Navy Canteens does not have an infinite amount of money to share around – it must make money before it can distribute it. On occasions, an interest free loan from Navy Canteens will be more appropriate than a grant.

These business rules should be read prior to completing the application for a grant from Navy Canteens.

### Objectives of the Navy Canteens Grant Process;

The objectives of the Navy Canteens grant process is to:

- ensure that maximum benefit is derived for the greatest number of people,
- support the concept of participation rather than winning or performing at elite level,
- maximise exposure or business opportunities for Navy Canteens to advertise the contribution made by the fund (e.g. exclusive sponsorship),
- encourage beneficiaries to conduct fund raising activities to reduce the size of Navy Canteens' investment, and,
- seek opportunities for grants to be repaid over time (i.e. loans rather than grants) to recover funds for future investment.

### Approval of Requests;

Whilst each request will be examined on its own merits, the Board would be unlikely to approve a request for a grant when:

- Public monies should be utilised (i.e. Government funds),
- The item or service should be provided as part of a contract with a third party (e.g. CSIG),
- It is a large investment on an individual,
- Linkage to Navy Canteens as a sponsor would be inappropriate,
- The investment is consumed in a very short timeframe,
- The requirement arises from an incident where compensation should be sought from the Commonwealth,
- The requirement arises from an incident where compensation should be sought from an individual,
- The requirement arises from a poor business decision from a business unit,
- No opportunity exists to acknowledge the contribution of Navy Canteens,
- A unit's CO's Fund could be utilized,



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- It is a repeat investment for the same group of people,
- It is for a non-Navy-specific group,
- It is for an ADF Group with no corresponding investment from Frontline etc,
- A funding shortfall has been caused by poor planning or management (i.e. bail out),
- The RAN Sports Council is responsible for funding such an event, clothing or equipment,
- The request is for items or services that are not essential for the success of the activity (nice-to-haves rather than must-haves),
- It is appropriate to expect participants to pay for a particular item or service,
- A loan from Navy Canteens would be more appropriate, and
- No plan is in place to fund future occurrences of this activity.

### Value for Money;

When approving a grant, the RAN Central Canteens Board (RANCCB) will consider the following factors when determining value for money:

- Number of people directly benefiting from the Navy Canteens contribution,
- Amount per person,
- Number of people made aware of the Navy Canteens contribution, and
- Opportunities for Navy Canteens marketing or merchandising.

### Priority;

Whilst the primary focus of providing grants is usually on serving RAN personnel, it is acknowledged that there are other groups and individuals who may seek a grant.

The following list has been prioritized to indicate the proximity of an individual or group to the primary focus of Navy Canteens:

- PNF and Active Naval Reserves
- Families of PNF and Active Naval Reserves
- Naval Reserve Cadets
- Inactive Naval Reserves
- Ex-ship / Navy group associations
- Ex-Navy – no association