

PHYLLIS HILL BEQUEST
Policy and Procedure for Application
February 2007

1. INTRODUCTION

In September 2006 the Council received a Bequest from the estate of Phyllis Hill named the Phyllis Hill Bequest. This document outlines the specific requirements and policies of the Bequest and the process for applying for Bequest funds.

2. THE PHYLLIS HILL BEQUEST

The Phyllis Hill Bequest of \$88 970 has a broad application and, under the terms of her will, the funds are to be utilised for general charitable purposes by the WA AIDS Council.

3. THE PRINCIPLES RELATED TO THE USE OF THE PHYLLIS HILL BEQUEST:

- The **Phyllis Hill Bequest** will meet a charitable purpose namely the advancement of health, education, and/or the alleviation of poverty for People Living With HIV/AIDS or otherwise vulnerable to being infected with HIV;
- People who have received funds through the Watson-Browne Bequest will not be eligible for funds under the Phyllis Hill Bequest;
- The Bequest will fund projects and programs that provide the greatest good for the greatest number of people rather than individuals - with the exception of some items (see below);
- The Bequest is to be managed by the WA AIDS Council. Funds from the Bequest will NOT be available to other organisations or third parties, however it does not preclude funding projects or programs run in partnership with WAAC;
- The Bequest will generally fund projects and programs for which there is no other funding available and/or there is a paucity of access to services;
- The Bequest will be placed in separate funds which receive interest;
- The amount of money from the Bequest used in any one financial year will be limited to up to \$15 000 until the funds run out; and,
- The outgoings and balance of the Bequest's funds will be reported annually.

4. CRITERIA FOR THE USE OF THE PHYLLIS HILL BEQUEST

5.1 Individuals

HIV+ individuals are eligible to apply for assistance. Up to \$2000 per financial year with a maximum of \$5000 in a three year period for personal needs such as dental work, re-training or education, provision of equipment or items to alleviate discomfort and/or nursing services, complementary therapies or domiciliary services. This amount may be increased in the case of a person in receipt of palliative care.

Please note: Only applications from HIV+ people other than gay men will be considered for the Phyllis Hill Bequest. HIV+ gay men should apply to the Watson Browne Bequest.

5.2 Projects or programs

Projects or programs for groups such as, but not limited to:

- Retreats for HIV+ people (other than gay men) and those vulnerable to acquiring HIV, including people from rural and remote areas and Aboriginal people;
- Educational forums/ conferences where external speakers or facilitators are funded;
- Scholarships for eligible people to attend interstate conferences;
- Updating the library and resources for target groups;
- Subscriptions for appropriate newsletters;
- Funding videoconferencing for people living in rural and remote regions and facilitated groups via teleconferencing etc.

6. PROCESS OF APPLICATION FOR FUNDS:

The following applies to programs and projects aimed at providing services to groups and individuals. For individuals requiring palliative care, the decision for using Bequest funds will be made by the Manager of Positive Services in conjunction with the Business Manager.

- Details are to be provided on the application form (attached), except for individuals requiring palliative care;
- These applications will be assessed (by face to face meeting or electronically) by a small group (eg Board Member (other than the Chairperson), the Business Manager and the openly HIV+ person on the WA AIDS Council Board or an appropriate member of the positive community) on a regular basis. The HIV+ member(s) of the panel will not be able to assess any application for which they would receive a benefit;
- The Applicant will need to demonstrate support for the project (in the case of an individual application, a quote or invoice should be supplied);
- Decisions will be relayed to the applicant in a timely manner;
- Funding will only be paid out on the production of evidence that an expense has been incurred eg invoice/quote;
- A request for funds to assist with pharmaceutical expenses must demonstrate significant financial hardship;
- Any grievances with the process or decision to be addressed to the Chairperson of the WA AIDS Council.

**PHYLLIS HILL BEQUEST
APPLICATION FORM**

Date: _____

Name: _____ DoB _____

Address: _____

Phone number: _____ email _____

Have you ever made an application previously? (Please circle) Yes No

If yes, please state when and for what purpose:

How much are you requesting in this application? : _____

Please state what the funding will be used for:

Please describe how the funding will enhance the health, education, and/or the alleviation of poverty for People Living With HIV/AIDS or otherwise vulnerable to being infected with HIV:

Please state if alternative funds have been sought and, if so, what?

Please show evidence that support for the project has been sought and by whom:

