



Andrew Shaw Foundation

Preamble:

1. The Andrew Shaw Foundation (ASF) is a fund established in 1987 and incorporated into the Constitution and Rules of the Tasmanian Council on AIDS, Hepatitis and Related Diseases Incorporated (TasCAHRD) on 1 July 1997. It was conceived following the death of a young Tasmanian man (Andrew Shaw) who died of an AIDS related illness. His parents (Bill and the late Joan Shaw) provided invaluable support in ensuring the success of the ASF.
2. In addition to other sources of revenue (including bequests, donations, fund-raising etc), proceeds from red ribbon sales throughout Tasmania are directed to the ASF which provides assistance for Tasmanians affected by HIV/AIDS.

Principle:

3. The ASF recognises the sometimes unique circumstances faced by HIV positive people who may lack financial and other resources, may face added financial burdens, and may be isolated from main stream support networks.
4. The ASF does not replace other available forms of assistance provided by Government and non-government agencies, but seeks to provide additional financial support for people living with HIV/AIDS in Tasmania.

Objectives:

5. By the provision of material, emotional and social support, the ASF aims:
 - a) to promote the health status and well-being of Tasmanians living with HIV/AIDS;
 - b) to reduce the impact of HIV/AIDS on individuals in Tasmania;
 - c) to enhance the dignity and quality of life of Tasmanians affected by HIV/AIDS;
 - d) to assist people in households affected by HIV/AIDS;
 - e) to encourage self-help groups of people affected by or at high risk of HIV/AIDS;
 - f) to address the causes of HIV/AIDS-related poverty in Tasmania;

- g) to encourage, assist, monitor and promote medical, social and scientific research into the causes, prevention and cure of HIV/AIDS and HIV/AIDS-related conditions;
- h) to promote the health of people who are at higher risk of / or living with HIV/AIDS, and educate for and promote personal lifestyles which minimise the risk of transmission of HIV/AIDS;
- i) to raise funds to achieve these objectives.

Who can apply?

HIV Positive People

- 6. A person living with HIV/AIDS can apply directly to the ASF at TasCAHRD.
- 7. If a person living with HIV/AIDS has granted permission, a primary care provider can apply on behalf of an individual for assistance. All guidelines set out in this document shall still apply.
- 8. An individual may receive a maximum of \$500 during any 12-month period. The ASF Trustees in exceptional circumstances may approve applications by a client that exceed the annual limit.

Partners or Immediate Family

- 9. The ASF will consider applications from the partner or immediate family of a person living with HIV/AIDS. Generally, a limit of \$200 per annum applies for partners and a combined total of \$200 for immediate family, i.e. son, daughter, mother, father, sister, brother, guardian, etc.
- 10. Assistance is generally available only to Tasmanian residents and only to people who are in economic hardship. The ASF will require information to support an individual's claim.
- 11. Assistance must be directly related to the care and support of a person living with HIV/AIDS, for example airfares to visit a sick partner or relative, costs associated with providing care to a person living with HIV/AIDS, etc.
- 12. The ASF will also consider applications for assistance in relation to the costs of funeral expenses.
- 13. All applications are treated in strictest confidence.

Guidelines:

Criteria for providing assistance

- 14. Assistance is available to people living with HIV/AIDS who are in economic hardship.

15. The ASF will require information to support an individual's claim. All applications are treated in strictest confidence.
16. Each client must, at the time of making each application for assistance, sign an approval for information relating to the application(s) to be made available as necessary to the Trustees and to the ASF's external Auditor.
17. Assistance is normally limited to one half of the client's share of any account.
18. In all cases, clients will be expected to make a reasonable contribution towards the costs being met.
19. Assistance will be provided only when no other financial support options are available to the client.
20. No cash payments will be made to an applicant.
21. Assistance may be extended if there are exceptional circumstances, and should be discussed with Care and Support staff at TasCAHRD.
22. Assistance provided by the ASF to its clients may include the following:
 - a) assistance with the purchase of vitamins;
 - b) assistance with the purchase of pharmacological or complementary therapy treatments which have a beneficial impact on the health of a person living with HIV/AIDS;
 - c) assistance with developing budgeting skills;
 - d) assistance towards payment of electricity and telephone expenses (including Aurora cards);
 - e) rental or bond payments (only after all other avenues of Commonwealth and State Government and Non-Government Agency assistance have been explored unsuccessfully);
 - f) medical, dental, pharmaceutical and hospital expenses (except where they are recoverable from private health insurance or Medicare);
 - g) provision of a food or supermarket voucher (to a limit of \$40 in any single instance);
23. Where the client can satisfy the TasCAHRD support worker or the Chief Executive Officer (as appropriate) that the client or a person acting on behalf of the client has had to pay for goods or services upon receipt or prior to the provision of those goods or services (including Aurora pay-as-you-go cards), the ASF may reimburse up to 50% of the total of the account to that client or to that person subject to:
 - a) the goods or services provided falling within the scope of paragraph 22 hereof;
 - b) the reimbursement not causing the client to exceed the annual claim limit as defined in paragraphs 8 or 9 hereof;

- c) the production to the TasCAHRD support worker or the Chief Executive Officer (as appropriate) of an invoice for the goods or services made out in the name of the client (where available);
- d) the production of a receipt for payment of the account made out in favour of the client or of the person acting on behalf of the client (whichever is applicable); and
- e) production of a signed letter or statement from the client or from the person acting on behalf of the client (whichever is applicable) confirming that he/she has paid the account.

24. **The Andrew Shaw Foundation will not assist with:**

- a). loans, including re-payments of personal loans or loans to individuals from the ASF;
- b). payments towards meeting credit card accounts;
- c). cash. All payments will be made by cheque or voucher. Cheques will be stamped "Not Negotiable" and made payable only to an incorporated body or registered business, except as provided in paragraph 23 hereof.

Accommodation for medical and other support services

25. In recognition of the limited medical and social/support services available in areas of Tasmania outside Hobart, the ASF will meet the payment of reasonable costs of accommodation and meals incurred by clients required to travel to Hobart for medical appointments/treatment or TasCAHRD client functions/events on condition that:

- a). arrangements are made one (1) week in advance in consultation with TasCAHRD Care and Support staff;
- b). the ASF receives evidence that the client attended the medical appointment/event;
- c). receipts are produced for any costs claimed or prior arrangements are made for direct billing to the ASF;
- d). the maximum limit for any such claim is \$100 per occasion and shall not exceed \$500 per annum for social events.

26. Such claims will not be deemed to be part of a client's \$500 annual allocation limit.

Billeting arrangements

27. Should a client wish to be billeted with another client (the host) when coming from outside of Hobart for a medical appointment the ASF will reimburse the host a maximum of \$25 per day. The conditions for this are as follows:

- a). arrangements are made one (1) week in advance in consultation with TasCAHRD Care and Support staff;
 - b). the ASF receives evidence that the client attended the medical appointment;
 - c). a receipt that is signed by both parties to enable ASF to pay the host.
28. ASF will consider billeting payments for some HIV support functions. Applications for such payments will need to be submitted to the ASF Trustees at least 2 weeks prior to the function date.

Other assistance

29. The ASF may, at the discretion and direction of the Trustees, set aside up to 10 per cent of its annual revenue for payment to incorporated bodies associated with HIV/AIDS in Tasmania. Any such revenue being dispersed by the Trustees is conditional on matched contributions being made by the recipient organisations.
30. Any such payments will generally be “one-off” in nature and likely to have sustained benefit to the quality of life of people living with HIV/AIDS.
31. At its discretion, the Trustees may approve loans to the Nigel Mallett Housing Project for the purposes of providing housing for people living with HIV/AIDS.

Application Approvals

32. All relevant documentation (including application form and invoice) must be sighted and validated by at least one of the Trustees prior to an application being processed.

Within ASF Guidelines

33. Applications for amounts of up to \$250 may be approved on the recommendation of the relevant TasCAHRD support worker by the Chief Executive Officer, or if unavailable, by any two (2) Trustees.
34. Applications for amounts \$250 and over (consistent with the policy guidelines and the Rules of the Association) may be approved by any two (2) Trustees on the recommendation of the relevant support worker(s) employed by TasCAHRD.
35. All applications within the policy guidelines will be processed within ten (10) working days.

Outside ASF Guidelines

36. All applications submitted due to exceptional circumstances, which fall outside the ASF policy guidelines, are referred to a meeting of the Trustees of the ASF for determination.
37. All such applications will be processed within fifteen (15) working days.

Appeals

38. Decisions made by authorised officers of the ASF may be appealed to the Trustees in accordance with TasCAHRD's Feedback and Complaints Procedure. The decisions of the Trustees of the Fund on appeals shall be final.

Management:

39. The ASF Trustees are responsible for the management, policies and operation of the Foundation. Day to day management is vested with the Chief Executive Officer of TasCAHRD on the basis of an administration fee paid by the Foundation to TasCAHRD.
40. The TasCAHRD Chief Executive Officer shall ensure that quarterly financial assistance reports are submitted to the ASF Trustees for review. The Trustees forward the reports to the TasCAHRD Board of Management for its information.
41. An annual report (including the audited financial statements) of the ASF operations shall be included in the Annual Report of TasCAHRD.
42. The Trustees are authorised to invest the funds of the ASF in such a way as to ensure convenient access to valid and properly authorised requests for funds from eligible people, and to maximise returns to the ASF.
43. Cheques drawn on the account(s) of the Fund may be signed as follows:
 - a). for amounts of \$300 or less, by any two (2) of the following: the Trustees of the Fund, the Office Manager of the Association;
 - b). for amounts in excess of \$300, by any two (2) of the Trustees.

Records

44. Responsibility for the management and confidentiality of client records remains with the Chief Executive Officer on behalf of Trustees. At all times, Trustees and staff must safeguard the confidentiality of client records. Records shall be kept in accordance with TasCAHRD's Privacy Policy, Client Record Policy and Consumer Rights and Responsibilities Policy.

45. A confidential recording system will be used to record grants to individuals in accordance with the Privacy Policy. This will not be available to people or organisations other than the Trustees, relevant staff of the Council, and the Fund's Auditor.

Audit

46. Regular six-monthly internal spot audits will be conducted by an appointed Trustee to ensure that records are kept in accordance with TasCAHRD's Privacy Policy, Client Record Policy and Consumer Rights and Responsibilities Policy.
47. Random spot checks of client records may be conducted by the Chief Executive Officer and an appointed Trustee to ensure application authenticity.
48. Validation of client codes is to be undertaken by the Chief Executive Officer and appointed Trustee on an annual basis. The Chief Executive Officer and appointed Trustee will ensure that the codes listed in Quarterly Reports to the Trustees are valid, and will investigate any discrepancy, with a report on any such discrepancies to the Trustees.
49. All ASF records will be made available for annual review by the appointed external auditors to enable fulfilment of requirements under the *Associations Incorporation Act 1964 (Tasmania)*. The Auditors will be directed in their letter of appointment to undertake such a review, and to report thereupon in their Report.

Policy Revision

50. The ASF Policy is to be reviewed and endorsed by the ASF Trustees on an annual basis.

Approved: 8 March 1997

Amended: 30 March 2005. Approved by electronic meeting of the Trustees 29 April 2005

Policy: PSD-06