CHARTER

SUFFOLK PARK COMMUNITY ASSOCIATION

Grants, Fundraising & Events Subcommittee

Suffolk Park Community Association (SPCA)

Grants, Fundraising & Events Subcommittee - Charter

This Charter formally establishes the Grants, Fundraising & Events Subcommittee of the Suffolk Park Community Association (SPCA). The subcommittee is authorised to identify funding opportunities, coordinate fundraising initiatives & support the planning & delivery of community events within its defined scope, while operating under the direction of the SPCA Committee. All financial commitments, funding agreements & public activities remain subject to SPCA Committee approval.

1. Purpose

The Grants, Fundraising & Events Subcommittee is established to support SPCA in securing funding, generating revenue & delivering community events that align with the Association's objectives & priorities.

2. Objectives

The Subcommittee will:

- Identify, assess & pursue grant funding opportunities aligned with SPCA priorities
- Support the preparation & coordination of grant applications & funding proposals
- Develop & deliver fundraising initiatives to support SPCA activities
- Plan & coordinate community events that strengthen engagement & participation
- Build relationships with funding bodies, sponsors & community partners
- Provide recommendations to the SPCA Committee on funding, events & revenue opportunities

3. Scope of Activities

The subcommittee may undertake:

- Research & identification of relevant grants, sponsorships & funding programs

- Drafting & coordination of grant applications & supporting documentation
- Planning and delivery of fundraising activities & community events
- Liaison with Council, funding bodies, sponsors & stakeholders
- Development of budgets, event plans & funding proposals for Committee approval

The subcommittee does not have independent decision-making authority & operates under the direction of the SPCA Committee.

4. Authority & Limitations

The Subcommittee may:

- Develop & submit recommendations, proposals & draft applications
- Undertake planning, coordination & engagement activities

The Subcommittee may not:

- Enter into contracts, funding agreements or sponsorship arrangements without SPCA Committee approval
- Commit SPCA to expenditure outside approved budgets
- Independently manage or hold funds

All financial & legal authority remains with the SPCA Committee.

5. Structure & Membership

- The subcommittee will include at least one SPCA Committee member
- Membership may include community members, volunteers & individuals with relevant skills (e.g. grant writing, event management, finance, marketing)
- A Subcommittee Coordinator will be appointed
- Additional roles (e.g. grant lead, event coordinator) may be assigned as required

6. Governance & Reporting

- The subcommittee reports to the SPCA Committee
- Regular updates will be provided at Committee meetings or as required

- All grant applications, funding agreements & event proposals must be approved by the SPCA Committee
- Activities will align with the SPCA Constitution & relevant policies

7. Key Focus Areas (Initial)

- Securing grant funding for priority SPCA initiatives
- Supporting delivery of community-led projects
- Developing sustainable fundraising streams
- Planning & delivering community events
- Building partnerships with Council, funding bodies & local organisations

8. Financial Management

- All funds must be managed through SPCA accounts
- Accurate records must be maintained for all income & expenditure
- Funding conditions, reporting requirements & compliance obligations must be met
- Financial activities must align with SPCA financial policies & approvals

9. Review

This Charter will be reviewed within 12 months of adoption or as required.

Adoption

Adopted by resolution of the Suffolk Park Community Association Committee.

Date: 6th May 2026

Chair/Secretary: Hayley