

SCBO Chapter Grants Assessment, Monitoring and Evaluation Policy

Society for Conservation Biology (Oceania) Limited (ABN 36 506 039 084)

1 Introduction

Society for Conservation Biology (Oceania) Limited ABN 36 506 039 084 (**SCB Oceania**) aims to protect, conserve and enhance the natural environment, provide information or education, or carry on research, about the natural environment or a significant aspect of the natural environment, and to advance science and further the practice of conserving the Earth's biological diversity in Oceania (**Charitable Environmental Purpose**).

SCB Oceania has a number of affiliated chapters, which are regional groups of SCB Oceania members who have satisfied the requirements for recognition as an SCB Oceania chapter (as specified by SCB Oceania) (**Chapters**).

One way SCB Oceania furthers its Charitable Environmental Purpose is to award grants to eligible Chapters (**Chapter Grants**). Such grants are awarded for proposed Chapter programs, projects and activities that further the Charitable Environmental Purpose (**Chapter Activities**).

Due to limits on its resources and relevant risks SCB Oceania must, from time to time, make decisions and choices about which Chapters to support via its Chapter Grants.

This policy contains guidance on how SCB Oceania will select Chapter Grant recipients and how it should monitor and evaluate them generally.

2 Project selection

2.1 General

The opportunity to apply for Chapter Grants will only be available to Chapters, with applications required to comply with SCB Oceania's application process (as may be updated SCB Oceania from time to time).

For SCB Oceania to support a Chapter via a Chapter Grant, it must be satisfied the proposed Chapter Activity is:

- consistent with, and in the furtherance of, SCB Oceania's stated purpose found at rule 3.1 of its constitution;
- well designed and managed;
- subject to appropriate reporting and accountability requirements;
- subject to evaluation; and
- is, or will be, conducted in compliance with the Australian Charities and Not-for-profits Commission's External Conduct Standards (**External Conduct Standards**).



2.2 Alignment with Charitable Environmental Purpose

(a) Requirement

When assessing whether the awarding of a Chapter Grant is consistent with, and in furtherance of, the Charitable Environmental Purpose and SCB Oceania's strategic objectives, SCB Oceania must be satisfied the Chapter Activity will further the Charitable Environmental Purpose.

(b) Implementation

When assessing whether the awarding of a Chapter Grant is consistent with, and in furtherance of, the Charitable Environmental Purpose and SCB Oceania's strategic objectives, SCB Oceania will review and give consideration to:

- where applicable, the applicant Chapter's website content, mission, vision statements, governing rules, strategic plan, policies, meeting minutes or similar documentation (as applicable);
- the desired outcomes of the Chapter Activity, as demonstrated in any applicable application form; and
- any previous projects of the Chapter and the outcome of such projects.

2.3 Design, management and evaluation

(a) Requirement

When assessing the Chapter Activity design, management and evaluation, SCB Oceania must be satisfied:

- the applicant Chapter has operated to a high standard of accountability and transparency;
- the applicant Chapter has appropriate processes and procedures in place for training and monitoring of its personnel (including SCB Oceania members and volunteers) in relation to the treatment of children and vulnerable persons, and in relation to harassment, abuse, bullying and discrimination;
- the Chapter Grant and associated Chapter Activity will be implemented and managed to a high standard of accountability and transparency, including in relation to anti-money laundering, modern slavery and counter-terrorism financing risks (including undertaking checks such as review of the list of groups proscribed as terrorist organisations under the Criminal Code on the [Australian National Security website](#) and review the [Consolidated List](#) and targeted financial sanctions against persons and entities appearing on the Consolidated List);
- the Chapter Activity will be operated in compliance with the External Conduct Standards;
- the record keeping and reporting requirements are appropriate in the context of the Chapter Grant and associated Chapter Activity;

- the Chapter Activity is informed by genuine consultation and will be implemented using an inclusive model;
- the Chapter Activity has been designed with appropriate evaluation measures and systems; and
- the Chapter Activity will be supported or staffed by a sufficient number of people all of which are appropriately qualified.

(b) Implementation

When assessing the Chapter Activity design, management and evaluation, SCB Oceania will review and give consideration to:

- any studies, reports or gap analysis;
- Chapter Activity development and design documents, implementation strategy and other materials;
- any previous projects of the Chapter and the outcome of such projects; and
- CV's or bios of involved Chapter volunteers / employees / members.

3 Project selection and assessment committee

The criteria and guidance described at part 2 will be applied by a program selection committee established at the direction of the directors of SCB Oceania. This committee will:

- be responsible for applying the assessment criteria to proposed Chapter Grant and associated Chapter Activities;
- meet as regularly as it thinks fit to perform its functions or as otherwise directed by SCB Oceania directors;
- be of an advisory nature only and may not make any decision that binds SCB Oceania;
- prepare recommendations and Chapter Activity summaries by the time and in a form agreed by the directors of SCB Oceania;
- must conduct its meetings in accordance with good corporate governance practices; and
- must comply with SCB Oceania's conflict of interest policies and procedures at all times, including when assessing any potential Chapter Grant application.

4 Monitoring and evaluation

SCB Oceania must be active in enquiring about, monitoring, providing updates on and evaluating the Chapter Activities it has chosen to support through Chapter Grants. As such, SCB Oceania:

- requires regular formal reports from the Chapter about:

- the progress of the Chapter Activity against the Chapter Grant budget and any deadlines or milestones; and
 - compliance with anti-money laundering and counter-terrorism financing requirements, modern slavery elimination and reporting requirements, the External Conduct Standards and related matters;
- may from time to time, with the permission of the Chapter, contact the stated beneficiaries of any Chapter Activity for their input on the implementation, management and progress of a Chapter Activity;
 - may from time to time send directors or other advisors or stakeholders overseas to see firsthand how Chapter Activities are being conducted and the outcomes that are being achieved; and
 - requires a final report on the conclusion of a Chapter Activity describing, among other things, how the stated objects were achieved, how the Chapter Grant was applied, the outcomes and impact of the Chapter Activity, any lessons or other learnings arising from the Chapter Activity and what future steps, if any, are required.

5 Review and evaluation

The Board may regularly, and in any event no less than once every three years, review this policy and make any changes it determines to be necessary or desirable. However, any such changes must be subject to the policies or directives of the Province.

Amendments log

First approved: 19 April, 2023		
First approved by: SCBO Board. Directors present: Micha Jackson, Courtney Melton, Aimee Sato, Nicola Nelson, Shannon Rivera, Tim Doherty, Andrew Mack, Natalie Forsdick.		
Amendments		
Date	Authorised by	Description of amendment