

<b>Division:</b>	<b>Finance and Support Services</b>	<b>Ref. No.</b>	<b>POL-4113</b>
<b>Department:</b>	<b>Foundation for Surgery</b>		
<b>Title:</b>	<b>Proposals for Foundation for Surgery Uncommitted Funds</b>		

## 1. PURPOSE AND SCOPE

This document outlines the policy for funding proposals for the disbursement of uncommitted funds available to the Foundation for Surgery Committee from all areas of the Royal Australasian College of Surgeons (RACS).

## 2. KEYWORDS

Foundation for Surgery, Uncommitted funds, disbursement, strategic plan, Budget

## 3. BODY OF POLICY

### 3.1. Background

- a. The Foundation for Surgery (Foundation) is the philanthropic arm of RACS, which is itself a not-for-profit organisation.
- b. The Foundation was established to raise and disburse funds to meet its mission to assist in addressing critical surgical need in disadvantaged communities, improving health equity as well as supporting research and training that advances surgical practice and patient care.
- c. Monies are received by the Foundation into uncommitted or committed corpora.
- d. The Foundation for Surgery Uncommitted Funds corpus is maintained in perpetuity unless agreed specifically by the Foundation for Surgery Committee. Council has the power to decide on recommendation from the Foundation for Surgery Committee if other funds within the corpora will be subject to capital depreciation.
- e. As a part of RACS, fiduciary responsibility requires that the Foundation funds are directed toward activities consistent with the RACS' Constitution, strategic plan and budget.

### 3.2. Foundation for Surgery uncommitted funds distribution

- a. Requests for funds from the Foundation for Surgery Uncommitted Funds corpus may be made through a funding proposal by any area within RACS that wishes to undertake a philanthropic project that aligns to the Foundation's vision, mission and strategic plan. The proposals will be considered and endorsed by the Foundation for Surgery Committee according to merit and alignment to the Foundation's mission and strategic plan.
- b. Proposals that meet all criteria will be evaluated on their merits according to the following evaluation criteria and weightings. If criteria are met and satisfactorily addressed, funding will be considered for allocation. Financial sustainability for the Foundation is essential for its long term benefit. With this in mind, financial sustainability may impact the allocations each year, and will be at the discretion of the Foundation for Surgery Committee.
- c. Funding for successful proposals may be sought from a budgeted amount from the Foundation for Surgery Uncommitted Funds corpus capital and investment income as determined by the Foundation in a given year.
- d. The amount will generally be agreed on at the Foundation for Surgery Committee March meeting.

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### 3.3. Funding exclusions

Generally, funding will not be provided for:

- Programs or activities outside Australia, Aotearoa New Zealand or the Asia-Pacific region
- RACS core operational activities
- Expenditure already incurred.

### 3.4. Decision making and the disbursement of funds

- a. Funding proposals are assessed and prioritised against the Foundation's vision, mission and principles as outlined in the Funding proposal allocation and grant-making principles and the Funding proposal guidelines, and the budgeted amount.
- b. Funding proposals will be considered by the Foundation for Surgery Committee during a scheduled Committee meeting. Managers or observers from the areas who have submitted funding proposals will not be present at the meeting prevent conflicts of interest during the deliberation.
- c. Notification of the Foundation for Surgery Committee's decision on each submitted funding proposal will be provided back to the relevant area.
- d. Notification of successful funding proposals will also be provided to the Finance department for allocation of funds to the relevant department.

### 3.5. Requirements of funded projects, activities and initiatives

Successfully funded projects, activities and initiatives are required to:

- a. Submit written reports to the Foundation for Surgery Committee on the project, its implementation, outcomes and expenditure using the Proposal Acquittal Form.
- b. Provide photos, stories and/or testimonials that can be used for marketing purposes.
- c. Adhere to any other relevant RACS policies as they pertain to their project, activity and initiative.

These requirements should be met within one year of the funds being distributed or annually for projects whose implementation is greater than one year.

The recipient may be requested to write an article of the project for Surgical News.

### 3.6. Acknowledgement of the Foundation for Surgery

The Foundation for Surgery is to be acknowledged in any relevant correspondence, public announcements, and co-badged where appropriate in advertising, publication or other material relating to the project to which the funding has been allocated.

### 3.7. Privacy

RACS and the Foundation take reasonable steps to protect the information it holds from misuse or loss and from unauthorised access, modification or disclosure. The recipient of funds from the Foundation has the right to access their information and to have it corrected if inaccurate.

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**4. Associated Documents**

- Funding proposal allocation and grant-making principles
- Funding proposal assessment template
- Funding proposal form
- Funding proposal guidelines.

**Approver** Foundation for Surgery  
**Authoriser** EGM, Finance and Support Services