



Rayma's VIP Perth Zoo experience



Pam's TV and Apple Watch gift



Valerie's opera backstage pass



Shirley's surprise family reunion

Life's Possibilities Program

Nominate your client for Brightwater's
Life's Possibilities Program



Brightwater

We see what others don't

Life's Possibilities Funding Application Guidelines



What is Life's Possibilities?

Life's Possibilities is a grants program specifically for Brightwater clients and residents, funded by donations and fundraising appeals. This funding program aims to improve the health, wellbeing and quality of life for our clients and residents.

The grant is open to all clients within Brightwater including Residential Aged Care, Brightwater at Home, Capacity Building, Supported Independent Living, Transitional Accommodation Program (Marangaroo) and Transitional Rehabilitation Program (Oats Street).

This Life's Possibilities grant provides for the socialisation and wellbeing of individual clients and residents to enjoy experiences, activities, outings or by the provision of an item that will assist in their overall welfare and happiness.

A committee made up of senior representatives of the key relevant areas within Brightwater is charged with assessing the applications received and once the application has been considered the nominator will be advised of the outcome.

Staff can easily apply on behalf of their clients, with the approval of their manager. Consider your clients' needs and aspirations, will this experience/activity add to the clients social and emotional wellbeing? Will it enhance their quality of life?

Applying is easy, simply fill in the form enclosed and send to fundraising@brightwatergroup.com

Criteria

Please consider the following when making the application. It must achieve the following:

- Be tailored to an individual client, resident or small group
- Have meaning and purpose to the client or resident
- Aim to improve the social and emotional wellbeing of the client or resident
- Comply with Brightwater values, policies and procedures
- The cost of the activity must be competitive, measured and considered
- The funding to be spent in a considered and careful manner with a view to providing opportunities to clients or residents
- Not be able to be funded by other sources/budgets including the client or resident's own funds
- Not included in normal operational budgets (site care and client management)
- Not be used to deliver outcomes or services that would normally be considered part of normal operations
- Not put any person at excessive risk

Payment process for approved applications

The payment for approved applications will differ depending on the amount:

Payments less than \$500

Use petty cash to pay for the activity. Please use your site code then the GL code 922-2010-3063 on the petty cash reconciliation. Receipts will be required.

Payments from \$500 to \$1,000

This payment is at the discretion of the site manager. You will need to either submit the invoice for payment to Finance which will then be processed through the system OR pay the invoice at site via petty cash and charge back using your site code then the GL code 922-2010-3063.

Payments above \$1,000

The site manager can approve the invoice and use your site code then the GL code 922-2010-3063 for charge back.

*To allow enough time for processing, please ensure invoices are submitted for payment at least **two weeks prior to the due date.***

Reimbursement of staff hours

If an application contains a request for staff hours to be covered, these hours should be allocated as per usual from a site budget but also itemised in the Life's Possibilities Funding Application Form.

Following the completion of the activity, please fill out the Reimbursement of Staff Costs section of the Funding Acquittal Form with the name, position, date, hours and cost of each staff member.

At the conclusion of every month the Life's Possibilities Administrator will provide Finance with a reconciliation of any staff hours paid as part of a Life's Possibilities initiative. These hours will be journaled out of the relevant site budget and into the Life's Possibilities account.

Close-out of the funding

Please complete and submit the enclosed Funding Acquittal Form to fundraising@brightwatergroup.com within 7 days of the conclusion of your activity or item purchase.

The Committee encourages staff to provide feedback on the activity/item by way of providing photographs and a story. In some instances, a member of the Brightwater Communications team may attend the activity to assist with capturing photos and narrative for the story. If this is not possible, the nominator should provide photos and a story within 7 days of the event, submitted as part of the acquittal process.

For further information or assistance with your application please email fundraising@brightwatergroup.com