



## **‘Opportunity Knox’ Small Grants Program GUIDELINES FOR ORGANISATIONS**

Zahra Foundation Australia recognises that financial abuse and disadvantage are some of the biggest barriers to women leaving and remaining free of abusive relationships. One of the ways Zahra Foundation Australia aims to address this is through the provision of small grant opportunities that can directly support women and their children into education and employment. These pathways will promote the economic empowerment of women and their children and support them to break the cycle of violence and abuse in their lives.

Zahra Foundation Australia has capacity to provide financial assistance to women and children who are accessing accommodation or outreach support from a member organisation, or like organisation as [referred to as Member Organisation] approved by the Board of Directors. This pool of funding is made available to Zahra Foundation Australia through donations, events and other fundraising activities.

### **For member organisations:**

Clients seeking an Opportunity Knox small grant must fit the following criteria:

- Be a current client of a Zahra Foundation Australia Member Organisation, *or* a like-organisation, as approved by the Board of Directors
- Be financially disadvantaged as a result of domestic or family violence

The use of funding must demonstrate a clear pathway for women and/or their children into further education, training or employment.

Member Organisations can apply for up to \$500 per client over a 2-year period to help cover the costs of entering into education, training or employment. Examples of costs that may be covered include:

- Uniforms (for work or children’s school)
- Tuition fees (proof of enrolment must be provided)
- Materials required to support study such as books, computers, trade tools (applications for children’s computers or tablets must include confirmation from the school that item is required as part of the school’s Bring Your Own Device (BYOD) policy).
- Other costs that support women to become financially independent and create pathways into study or employment (evidence of enrolment or potential employment opportunities must be provided)

Special Note: The Zahra Foundation can also provide small grant assistance in special circumstances where the safety of the women and children may be at risk and will be assessed on an individual basis by the General Manager



### **Applying for small grants:**

To access this funding, Member Organisations must make complete a needs assessment based on individual client needs and exhaust all other potential opportunities for funding such as school card, job network providers, Wyatt Trust, or other opportunities provided by Centrelink.

Following that assessment, the Member Organisation (the worker) can provide the completed 'Opportunity Knox Application Form with the relevant details (inclusive of proof of income) to Zahra Foundation via [admin@zahrafoundation.org.au](mailto:admin@zahrafoundation.org.au). An assessment will be undertaken within 7 working days and the Member Organisation will be contacted with the outcome.

Payment of funds will be made directly to the service provider only, on receipt of an invoice. **Please note that we are STRICTLY unable to provide cash or vouchers as payment.**

For any queries relating to this process please contact the Zahra Foundation Office on 8352 1889 or email [admin@zahrafoundation.org.au](mailto:admin@zahrafoundation.org.au)

**Other supporting documents: *Opportunity Knox Application Form***