



Application Guidelines

Please read these guidelines **before** you make an application to The Hope Fund.

Contents:

1. What is The Hope Fund?
2. Who is eligible to apply to The Hope Fund?
3. What can I apply for?
4. How do I make an application?
5. What happens next?
6. Further information and support

1. What is The Hope Fund?

The Hats Off Positive Endeavour (HOPE) Fund has been established to provide support to people living with HIV/AIDS (PLWHA) in Queensland who are in need. The Fund provides small grants of goods and services to PLWHA who are experiencing financial hardship, have a material need and/or are looking to improve their lives.

The Fund is an initiative of Oz Showbiz Cares/Equity Fights AIDS and Queensland Positive People (QPP), in partnership with the National Association of PLWH/A (NAPWA), Queensland Association for Healthy Communities (QAHC) and Spiritus (Positive Directions).

Money for the Fund is provided through community fundraising events (e.g. Hats Off BrizVegas) proceeds from World AIDS Day (including the sales of red ribbons) and through donations from individuals and businesses. The Hope Fund does not receive any government funding. All donations to the Fund (via QPP) over \$2 are tax deductible.

QPP administers the Fund and is the accountable body. A volunteer Hope Fund Administrator provides support to the Fund, including receiving applications, liaising with applicants and making payments. Decisions on applications are made by a committee of representatives from the organisations listed above.

2. Who is eligible to apply to The Hope Fund?

To be eligible to make an application to The Hope Fund you must fulfil **all** of the following criteria:

- be HIV positive
- have an income, from all sources (inc. job, benefits, investments) **no greater** than \$37,934 per year (equivalent of maximum earnings under Disability Support Pension)
- not have access to savings, investments or major assets greater than \$5,000 – other than one motor vehicle and one residence
- have been a resident in Queensland for at least 3 months
- be able to show how assistance from The Hope Fund will improve and assist your life

You will be required to provide proof of the above in your application.

Eligibility to make an application does not guarantee your application will be successful, only that it will be considered by The Hope Fund Committee.

3. What can I apply for?

If you meet the above criteria, you are able to make an application to The Hope Fund for:

- **Goods** – e.g. washing machine, refrigerator, equipment to aid study or returning to work
- **Services** – e.g. one-off repairs to goods or equipment
- **Courses** – e.g. training, TAFE courses, study and skills development

The average amount awarded by The Hope Fund is \$800. Applications over \$2,000 are unlikely to be accepted, except where there is clear evidence of exceptional circumstances.

The Hope Fund will **not** fund:

- purchases that have already been made before the application is lodged
- ongoing or recurrent costs (e.g. insurance, telephone bills, car registration)
- computer equipment, software or service charges (unless directly related to employment or long term study, or it is your only means of communication)
- medical services or equipment
- emergency funds/relief

Applications for medical services can be made to the Spiritus – Positive Directions “Client Care Fund”. Applications for “Emergency Relief” can be made to emergency relief providers (a list is available from Positive Directions).

4. How do I make an application?

- (a) Applications to The Hope Fund must be made using The Hope Fund “**Application Form**” available from the services listed in section 6.
- (b) In addition to the application form, you must also provide **written proof** of:
- HIV status via :-
 - a signed original letter on letterhead form your treating doctor or support worker confirming your status, or
 - existing QPP ordinary members who have already had their HIV status verified by QPP do not have to provide additional information (but must consent to The Hope Fund confirming their status with QPP)
 - Income and/or savings and investments via :-
 - a full Centrelink Statement
 - bank statements, and/or
 - pay-slips
 - 3 months minimum Queensland residency via :-
 - utility bill (e.g. electricity, gas)
 - lease
 - drivers license
- (c) **Supporting letter/s** must be provided from people who know your personal situation, can confirm that you need what you are applying for and that it will improve your well-being.

These letters can be provided by your doctor, HIV client support worker, counsellor or other professional and must include your name, your relationship to the person writing the letter, why they believe the application will improve or assist your well-being and any other relevant information.

- (d) If you are applying for goods (e.g. washing machine) or services (e.g. repairs) you must provide **quotes** form at least two (2) suppliers.

If your application is for education or training you must provide **details** of :-

- name of organisation or school where the training will take place
- dates of training or course
- outline of the content/objectives of the course or training
- cost of the training course

- (e) The “Application Form”, written proofs, support letter/s and quotes must be sent (free of charge) to:

The HOPE Fund
C/- QPP
PO Box 8449 (REPLY PAID)
Woolloongabba 4102

All information provided to The Hope Fund remains confidential among The Hope Fund Administrator and the representatives on The Hope Fund Committee.

5. What happens next?

When your application is received by QPP, the volunteer Hope Fund Administrator will check your application form and support information to ensure that you have completed the form fully and that all written proofs, support letter/s and quotes have been provided.

If there is an error in your application or there is something missing, the Administrator will contact you. Your application will **not** be considered until all required information is provided.

Once your fully completed application form, written proofs, support letter/s and quotes have been received they will be passed on to The Hope Fund Committee for their assessment and decision.

The Hope Fund Committee makes their decision on the following basis:

- you meet the application criteria
- you have provided the necessary proofs
- you have provided support letter/s
- you have provided quotes or details of courses
- you have clearly outlined what you are asking for
- you have clearly explained why you need what you are asking for
- the cost of your application
- your financial hardship and/or ability to fund or part-fund the application
- whether you have already received a grant from The Hope Fund in the previous 12 months

Any person on The Hope Fund Committee who is perceived to have a conflict of interest with an application will exclude themselves from any decision made about the application.

Once The Hope Fund Committee has made their decision, the volunteer Hope Fund Administrator will write to you informing you of their decision. If your application has been turned down, you will be given an explanation of why.

If your application has been accepted, the volunteer Hope Fund Administrator will arrange for payment to be made direct to the supplier of the goods or service. The Hope Fund does **not** make payments direct to applicants.

You can expect to hear the outcome of your application within 3 weeks of it being received (in full).

If you have questions about your application, the decision made by the Committee or have a complaint to make, please contact the volunteer Hope Fund Administrator who will pass your concerns on to one of the Committee members, who will get back to you.

6. Further information and support

To get a copy of The Hope Fund Application Form, or for assistance in completing the form, please contact:

Spiritus – Positive Directions
www.positivedirections.org.au
Ph (07) 3900 8000

Queensland Positive People
www.qpp.org.au
Ph (07) 3013 5555
1800 636 241

Queensland Association for Healthy Communities
www.qahc.org.au
Ph (07) 3017 1777
1800 177 434

You may also like to get assistance in completing your application from your doctor, counsellor, support worker or friend/partner.