

**POSITION DESCRIPTION:**

**Grants Officer**

**JOB OVERVIEW:**

Responsible for seeking and applying for grants on behalf of the kindergarten

**KEY ACCOUNTABILITIES:**

- Work closely with teachers, treasurer and relevant committee members (e.g. maintenance, IT) to identify key requirements so grant applications target the kindergarten's highest priority items
- Investigate and research any grants and funding available to the kindergarten
- Track and monitor application periods and deadlines. Refer to previous years logs to ensure eligibility. Bear in mind many grant periods are at the start of the year (February/March) and require preparation in advance
- Many grant criteria require detailed budgets and costings. Advance planning and liaison with other responsible committee members (e.g. special projects) as well as teaching staff is required to ensure all information is prepared on time. Assume this will take 3-4 weeks per application
- Keep committee regularly informed of application outcomes
- Complete all necessary paperwork involved with grants and funding applications and follow up paperwork if successful
- Coordinate with committee, teachers, maintenance officers etc. to ensure project granted is completed by set date
- Represent HPK at presentation ceremonies (where applicable)

**DUTIES OF ALL COMMITTEE MEMBERS:**

- Attend monthly committee meetings and be punctual
- Keep informed by reading the agenda, reports, minutes and other relevant information
- Participate in all the activities of the committee
- Be aware of your health and safety responsibilities as per the Occupational Health and Safety Policy of the kindergarten
- Ensure any tasks allocated to you are completed by the agreed date
- Assist with Kinder Open Day
- Assist with planning and preparing for Annual General Meeting (AGM)

**COMMENTS / ADDITIONAL INFORMATION:**

- All information templates and previous years grant applications are stored on Google Drive