

SPD MAJOR EVENT FUNDING

Guidelines for Major Programs



Seventh-day
Adventist Church™

South Pacific

SPD PURPOSE

To Inspire Hope and Wholeness of
Life in Our Communities.

SPD VISION

A thriving Adventist
movement, living
our hope in Jesus
and transforming
the Pacific.

SPD MISSION

Make disciples of Jesus Christ who live as His loving
witnesses and proclaim to all people the everlasting
gospel of the Three Angels' Messages in preparation
for His soon return.
(Matt 28:18-20, Acts 1:8, Rev 14:6-12)



GUIDELINES FOR MAJOR PROGRAMS

These guidelines are to help those organising major programs on behalf of Seventh-day Adventist Church (SPD) Limited.

PROCESS

1. Prepare proposal for the program in consultation with your report/committee/stakeholders.
2. Present proposal to the funding entity.
3. Present summary of the proposal with checklist to the approving body at least 6 months prior to the event, ensuring compliance with the External Conduct standards. Programs where more than 50 attendees and/or cost more than A\$100,000 are approved by the SDAC (SPD) Ltd Board. Less than 50 attendees and/or cost less than \$100,000 are approved by Adgroup.
4. Prepare and run the program according to the plan.
5. Report the outcomes to the funding and approving entity within 30 days of completion of the program.

PROPOSAL

for the program needs to contain the following:

1. **PURPOSE:** how does the program contribute to the mission of the SPD? Is the program aligned with one of the four Tier 1 Strategies of the SPD? If so, how?
2. **SCOPE:** who are the beneficiaries of this program?
3. **SIZE:** how many attendees are expected?
4. **FUNDING:** how much it will cost to run the program and how it will be funded? Project funding application form can be obtained from Assistant to the CFO.
5. **RISK:** have risk assessments been completed with mitigation plans in place? Use the checklist and consult with Compliance officer and/or Risk Management Service (RMS).
6. **DATE:** is the date suitable? Check with the secretariat.
7. **PLACE:** is the place suitable? Check with proprietors.
8. **STAKEHOLDERS:** have stakeholders been consulted about this program? Are union administrations supportive of this initiative?

REPORT

for the program needs to be submitted to the funding and approving body and needs to contain the following:

1. **PURPOSE:** how have the goals been achieved?
2. **SCOPE:** who were the beneficiaries of this program?
3. **SIZE:** how many attendees participated?
4. **FUNDING:** how much it cost to run the program?
5. **RISK:** have risk assessments been sufficient and mitigation plans successful? Were there any reportable incidents? If yes, what is their status?
6. **OUTCOMES:** what has been the outcomes from running this program?

CHECKLIST FOR MAJOR PROGRAMS PROPOSAL TO BE SUBMITTED TO THE APPROVING BODY

NAME OF THE PROGRAM/EVENT:		DATE:
PLACE:	ANTICIPATED NUMBER OF ATTENDEES:	TOTAL COST A\$:
SUMMARY OF THE EVENT:		

ITEM	STATUS	DATE	APPROVED BY PERSON/MINUTE OF THE COMMITTEE ACTION
Proposal for the program	Accepted by		Proposal for the program
Proposal for the program	Recommended by		
Funding for the program	Approved by Finance Committee		
Risk Management	Endorsed by Compliance Officer		

Submitted by _____

Date _____