

## CWS Policy – Funding CWS Activities.

### Contents

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Overview .....	1
What costs does the Coolum Women’s Shed incur? .....	2
How do we fund the Coolum Women’s Shed? .....	3
Profit Sharing for Activities Organised by Group Coordinators .....	5
Income from selling items made at CWS activities (classes, groups, workshops) .....	7
Further Information .....	8

### Overview

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This policy addresses how we fund the activities that we provide for our members and how we will generate funding for our own shed. It outlines the income and expenses associated with running the Coolum Women’s Shed, how we calculate attendance fees, and how we fund activities.

#### Why do we need this policy?

- To ensure that members and non-members pay a fair contribution
- To empower group coordinators and members to fund their activities
- To allow the management committee to have the flexibility to support initiatives associated with:
  - creating an organisation that creates a connected community of women participating in a variety of activities
  - funding the building of the Women’s Shed

#### Intended users

- Group coordinators
- Admin coordinators
- General manager
- Management committee

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The Womens Shed Coolum Inc

## What costs does the Coolum Women's Shed incur?

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### Activity Costs :Start up costs for groups

- Studio space
- Equipment
- Start up materials

### Activity Costs :Session expenses

- Facilitator cost
- Venue Hire
- Materials (to replace as used)
- Refreshments

### Organisation Costs

- Office Expenses
- Marketing
- Building fund
- Large equipment purchases
- Website Costs
- Meeting room hire
- Training
- Tea/Coffee/Biscuits for members
- Printed timetables, flyers, membership packs
- Other costs as agreed by the management committee.
- Insurance

**Start up costs** are associated with setting up a group. **Session expenses** are associated with running an activity including workshops, classes and group meetings. Some activities run at a loss, and may be approved as 'loss leaders' for the purpose of offering marketing opportunities, or broadening our offering to members for example drop in and walking group

## How do we fund the Coolum Women's Shed?

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### Start up costs for groups are funded through:

- Shared Purchase (Group members)
- Women's Shed contribution
- Future Session Income Profit Share (SIPS)
- Future Sales Income (FSI)
- Fundraisers
- Donations
- Grants

### Session costs are funded through:

- Attendance fee
- Coolum Women's Shed contribution
- Group Contribution
- Sponsorship
- Grants

### Organisation costs are funded through:

- Membership fees
- Non-member surcharge
- Profit on activities organised by general manager and admin coordinators
- Donations
- Fundraisers e.g. sausage sizzles
- Sponsorship
- Grants

**Shared Purchase (Group members)** contribution refers to when members decide to 'split the costs' between them e.g. if they wanted to buy a specific tool and decided it would be easier to chip in \$15 rather than seeking other funding sources.

**Future Session Income Profit Share (SIPS)** uses future attendance fees to pay back costs incurred during group start up.

**Future Sales Income (FSI)** is monies made from the sale of items made by the new group, which will be used to pay back the start up costs.

The **Coolum Women's Shed contribution** is an allowance given by the management committee out of available funds in order to subsidise an activity, for example towards start up costs for a group.

**Group contribution** is where groups wish to subsidise an activity from funds they have previously generated. This could be from previous activities organised by the group or funds generated from the sale of goods made previously by the group.

**Grants** are funds given as a result of finding appropriate grants and filling in an application. Grants are then awarded based on whether we meet the criteria. Grants can really kick start a project and are a significant source of funds, but they can also be time consuming to apply for and may require additional work to deliver. It is usually necessary to complete an acquittal following the receipt of a grant to show that you have delivered what you said you would deliver in the application. There is no guarantee that a grant will be awarded, therefore this method of funding needs to be sought well in advance of the planned activity so that alternative funding sources may be found if grant money isn't awarded. Due to the additional work and commitment resulting from grant applications, **potential grant applications must be approved by the management committee before any significant work is done for the application and before the grant application is submitted.**

**Fundraisers** are events specifically planned to create funds for the Coolum Women's Shed – for example sausage sizzles, social events. Fundraisers can generate a lot of money for the Shed, and usually require a lot of planning and volunteer hours. There are strict regulations relating to fundraising that must be adhered to – permits may be required.

**Membership fees** are an important source of income for the Coolum Women's Shed. They were originally set to cover just our insurance costs but as the organisation has grown we realise the importance these fees have in covering our organisational costs. Membership fees are especially important for activities that do not incur any session cost for example walking and running groups. Requiring people to pay weekly when they know that the coordinator is a volunteer and that we have no material or venue costs has been difficult to enforce. This has created conflict with other groups where the policy on attendance fees has been unclear. Going forward, membership fees will be at a level that will assist the organisation to cover not just insurance costs, but also other costs. We will still aim to keep membership fees at a level that is affordable.

**Sponsorship** is an amount given by a business or political figure. It is standard practice to publicly acknowledge any sponsors, which we do by noting in our newsletters, social media and the sending of a letter of thanks. In the future we will have a place on our website that also thanks them. We may be asked to have our photo taken for the newspaper or for the sponsor to use in their social media and marketing. Some sponsorship requires us to put branding on the specific event they are sponsoring. The Coolum Women's Shed needs to ensure that we protect our brand identity, therefore **any offers of sponsorship must be approved by the management committee. No-one should seek sponsorship without first getting authority from the management committee.**

**Non member surcharges** This is an additional amount added onto ticket prices for non-members.

**Profit on activities organised by general manager and admin coordinators.** The bookings coordinator and general manager have a responsibility to our members to offer a variety of activities available at different times. As part of this responsibility we also aim to keep activities affordable in order to maximise participation, but we also aim to make a small profit to fund the organisation. We make profits on workshops and classes that we organise, and we share profits on workshops and classes that groups organise. (See 'Profit Sharing for activities organised by group coordinators')

## Profit Sharing for Activities Organised by Group Coordinators

The Women's Shed aims to empower its members to take ownership of activities. This includes organising activity groups which are able to fund the costs of equipment, materials and facilitators as decided by group members. Activities may be organised by admin coordinators or the general manager in order to make money for the shed and ensure that a broad range of activities are on offer. When a group decides to run an activity, we will allocate funds to the group based on their level of involvement and organisation. If an activity is completely organised by the admin coordinators and general manager then 100% of any profit goes to the shed to support our funding needs. Groups that organise income generating activities will be allocated a share of any profit up to a maximum of 50% of the profit. The profit allocated is dependent on who does what for the organisation of the activity.

### **Who organised the activity?**

Each task can be done by our admin coordinators, by group coordinators, their members, the facilitator or other volunteers (except creating the activity in our booking system). Groups receive 5% of the net profit for each task they do, up to a maximum of 50%. A group's profit share will be based on the following formula:

$$\text{Profit\% allocated to group} = \text{No. of Tasks} \times 5$$

Each task in the table is worth a 5% profit allocation. For example, the group coordinator sourced facilitator, sourced materials, completed the activity proposal and supplied volunteers on the day. That is four of the tasks required.  $4 \times 5\% = 20\%$  of net profit will be allocated to the group for future activities.

<b>Task responsibility</b>	<b>Admin Coordinators</b>	<b>Group Coordinator</b>
Source and contact the facilitator	Y	Y
Complete the activity proposal*	Y	Y
Seek and gain grant funding or sponsorship*	Y	Y
Provide copy and images (for advertising)	Y	Y
Booked it into the system & calendar	N/A	N/A
Promote to members and others e.g. sharing the FB event in different groups, putting up posters	Y	Y
Supply volunteers to help on the day	Y	Y
Source necessary materials and equipment	Y	Y
Book the venue	Y	Y
Supply refreshments	Y	Y
Completed any grant acquittal*	Y	Y
Women's Shed Profit allocation	100%	50%
Group Profit allocation	0	50%

\*the admin coordinators may guide the group coordinator – this is an example of skills that we are sharing with our members.

The activity proposal in the CWS Toolkit allows the profit allocation to be calculated before any tasks are engaged in and ensures everyone is clear about the amounts involved, and who will do each task.

Some tasks may seem more onerous than others – this system is a way for the people involved to ensure that tasks are done, earn money for their group based on effort and to have greater consistency in profit making decisions.

## Income from selling items made at CWS activities (classes, groups, workshops)

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We are implementing a pricing structure based on covering the costs of material and facilitators through session expenses. Therefore if attendees make an item at an activity that they have paid to attend, they are free to do what they want with that item. Including:

- Keep it
- Sell it for personal gain
- Sell it as a fundraiser for the group or shed

Profit from the **sale of goods made** by the group are calculated less a share of any expenses incurred to sell the items. E.g. if two groups wanted to sell items at a market, they would each incur half of the cost of the market stall which would be offset against sales income. It is assumed material costs have already been expensed by the time the items are sold, therefore **material costs do not need to be subtracted from sales income.**

Another common scenario would be if the Coolum Women's Shed bought materials to make items to sell. In this case the volunteers would not be charged an attendance fee because they are donating their time to make items for the fundraiser. In this case all of the income will be allocated to the Coolum Women's Shed. **Volunteers that helped make the items may be offered the option to take an item for free or at cost,** depending on the item, in recognition of their contribution. A decision on any sort of volunteer benefit should be made in the planning phase.

**Any goods sold must be safe and suitable for purpose-** for example we cannot make and sell baby toys with small parts that could be a choking hazard. This also applies to any food items, which must be made in a commercial kitchen if they are to be sold. **Identification of risks associated with items that have been made is part of the risk assessment in the Activity Proposal.**



## Further Information

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Other relevant documents:

- CWS Procedure – Setting up a Group, Workshop, Class or Other Activity
- CWS Toolkit: Activity Proposal & Risk Assessment

For any feedback, questions or comments relating to the use of this procedure, please contact the general manager via [coolumwomensshed@gmail.com](mailto:coolumwomensshed@gmail.com).

Hard copies of our procedures and policies are held in a file at the Community Centre.

Online access is available to volunteers via the volunteer section of our website [www.thewomensshed.org](http://www.thewomensshed.org). Access to this is given to volunteers as part of their induction.

This document may be updated at any time – the latest version will be available on our website. Where there is a discrepancy between the website version and any printed copy, the website version is deemed as the latest copy.

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