

# Terms & Conditions for MediTrain Waikato's Breathing Life into the Community programme

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## **TERMS AND CONDITIONS**

In order to achieve the aims of the Breathing Life into the Community programme it is essential that organisations applying to join the programme understand and agree to the terms and conditions of the programme. Failure to adhere to these terms and conditions may result in suspension or termination of registration.

## **ELIGIBILITY**

- Organisations applying to join the programme must explain or illustrate how funding generated from the Breathing Life into the Community programme will directly benefit their community (or core activities).
- Funding is not to be used for the organisation's general expenses, including administration expenses, or be considered as a discount on the course fee.
- Acceptance to the programme is not guaranteed.
- A representative of MediTrain Waikato must meet with the organisation interested in joining the Breathing Life into the Community programme to assess eligibility.

## **ACTION PLAN**

- Specific fundraising target(s) and planned promotion activity must be specified in an Action Plan.
- Beneficiary Organisations must have a current Action Plan at all times.

## **PROMOTION**

- MediTrain Waikato will supply Beneficiary Organisations with a *Toolkit* of helpful resources to assist the organisation with creating promotional material (e.g. templates, terminology, photos).
- Beneficiary Organisations are promoted on the MediTrain Waikato website.
- Promotion expenses (if any) are the responsibility of the Beneficiary Organisation.
- MediTrain Waikato must approve all promotional material prior to use, and may ask for evidence of promotion.

## **NOMINATIONS**

- It is the responsibility of the Beneficiary Organisation to inform the community to complete a Nomination form when they attend their course.
- Nomination forms are available at each MediTrain Waikato First Aid course, and must be completed and submitted on the day of the course.
- Nominations received in retrospect of the course date will not be counted.
- Participants who pay a special or corporate rate (not including the prompt payment discount) are not eligible to nominate a Beneficiary Organisation.
- Beneficiary Organisations must have a current Action Plan to be eligible for any further nominations.

## **FUNDING APPLICATION**

- Once a target has been reached (i.e. sufficient nominations for the organisation have been received) the Beneficiary Organisation can apply for funding.
- A *Funding Application* form must be completed and approved by MediTrain Waikato.
- MediTrain Waikato will then provide a cheque for the approved amount.

## **AFTER FUNDS HAVE BEEN PAID**

Within 14 days of the Beneficiary Organisation receiving funds, MediTrain Waikato must receive:

- An appropriate written story and photo(s) showing the success of the programme for the organisation.
- Receipts or other proof of purchase.
- MediTrain Waikato may use the story and photo(s) to promote the Breathing Life into the Community programme.