

TISHER LINER FC LAW

CHASDEI DAVID CHARITY FUND LTD POLICY FOR PROVIDING ASSISTANCE TO INDIVIDUALS

Introduction

Chasdei David Charity Fund Ltd (CDCF) provides financial and other assistance to individual beneficiaries in line with its charitable objects. CDCF considers all requests for assistance fairly and equally, in line with this policy.

The purpose of this policy is to outline the due diligence process for CDCF in order to identify potential candidates for the receipt of its funds and benevolent services. Adherence to this policy protects the assets of CDCF and its donors.

Application for assistance

A person seeking assistance will be required to complete the application form contained in Schedule 1 (Application Form).

Criteria for financial assistance

Unless the board of CDCF determines otherwise, CDCF will only consider providing financial assistance if the prospective recipient has submitted an Application Form. The process described below must occur in order to show sufficient due diligence, proper approval and compliance with Australian law before issuing funds or providing services to individuals.

In this regard, Australian law includes but is not limited to any provision under the:

- (i) Charities Act 2013 (Cth);
- (ii) Australian Charities and Not-for-Profits Commission Act 2012 (Cth); and
- (iii) Income Tax Assessment Act 1997 (Cth).

CDCF assesses potential recipients of funding and/or services against the following benchmarks:

- Severity of the need
- Where assistance is likely to have greatest impact
- Whether the recipient is a member of the orthodox Jewish community (priority may be given to people in this demographic – although this is not a strict requirement)
- Previous assistance (with priority to be given to applicants who have not received financial assistance from CDCF in the last 12 months)
- Other factors at the discretion of the board

The board is responsible for applying the above criteria and for making all final decisions on the provision of assistance and the amount of assistance given. They may delegate this task as appropriate but they retain responsibility for ensuring that this policy is followed.

Due diligence

CDCF will only provide assistance to an individual if:

- (a) the identity of the recipient is known and verified; and
- (b) the individual has received a reference supporting that person's level of need either from a Rabbi, social worker or Centrelink.

TISHER LINER FC LAW

If CDCF is providing funds via a service provider, CDCF must first carry out reasonable due diligence checks in relation to the service provider and its activities.

In all cases, CDCF should complete an application checklist in the form (or in a similar form) to that contained in Schedule 2 below (**Application Checklist**).

Methods of financial assistance

Wherever possible, financial assistance should be provided by way of payment of invoices on behalf of the beneficiary or directly to service providers, rather than cash distributions directly to individuals.

If a cash distribution is considered necessary in a particular case, the reason for this must be recorded and CDCF should seek to establish methods to verify the use of the funds.

Record Keeping

CDCF must keep written records of any funds or services that are provided or considered. These records must be retained for a period of seven years from the date that the relevant funds or services were or were not issued.

Review of policy

This policy shall be reviewed by the board every two years as a minimum.

Adopted by the board of CDCF onof.....2019

2 April