

Wyatt Funding Key Process Statement

Purpose

To provide clarity for staff when filling out a Wyatt Form and the process to follow.

Operational Information

Wyatt Funding supports Indigenous South Australians with funding for a diverse range of expenses which support the recipient and their household. Wyatt funding can provide funding for:

- School uniforms including year 12 jumper
- WSC Laptop invoices
- Additional tutoring-SSO hours
- School camps and excursions
- Transport expenses
- Birth certificate purchase for driver's license
- Clothing for job interviews
- Contribute to TafeSA training course gap payment

Student eligibility

- Student must be indigenous
- Living in South Australia for last 5 years
- School card eligible
or
- Health Care/concession card holder.
- Formal tickets
- School photos
- Materials and Services charges

Wyatt Funding Application Process

- The AET, Aboriginal Education Coordinator, ASETO's, Principal and Business Leader are the only staff able to refer a student for Wyatt Funding.
- The ASETO will assist students and parents to correctly fill out a Wyatt Consent Form.
- The ASETO ensures that one copy stays with the ASETO and one copy is provided to the Business Leader/Finance Officer for filing.
- ASETO to fill out an internal requisition form for the purchase of any services/goods with Wyatt funding, this form then goes to Business Leader for approval.

Please note: items must not be given out until internal requisition form has been approved by the Business Leader.

Internal requisition form is filled out including

- Name of student
 - Items required to be paid for
 - Why (student engagement and attendance etc)
- Once the requisition form is approved by the Business Leader the ASETO will need to enter student details and funding approval onto Wyatt Grant Toolbox Application as per reporting process. <https://wyatt.granttoolbox.com.au/>

- Wyatt Trust reporting and financial period is from January-July each year then a new funding period will start from July-Dec.
- Financial reporting is due at the end of every 6 months or as required by Wyatt Grants Manager.
- Finance Officer to create purchase order if required and apply Wyatt credit on EDSAS.
- Once purchase order is completed ASETO to advise student of outcome and purchase item/services.
- Finance Officer to fill out 6-month financial acquittal documents.
- ASETO/AET to fill out student achievement report based on the 6-month period on the Wyatt Grant Toolbox application.

Role	Responsibilities
Aboriginal Education Teacher (AET)	<ul style="list-style-type: none"> • Refer students for funding to ASETO's.
Aboriginal Education Coordinator	<ul style="list-style-type: none"> • Refer students for funding to ASETO's.
Principal	<ul style="list-style-type: none"> • Refer students for funding to ASETO's.
AESTO	<ul style="list-style-type: none"> • Refer students onto funding. • Assist parents/students fill out Wyatt Consent form. • Fill out student achievement report based on funding on Wyatt Toolbox Application.
Finance Officer	<ul style="list-style-type: none"> • Create purchase order if required and apply Wyatt credit on EDSAS. • Finance Officer to fill out 6-month financial acquittal documents. • Send initial invoice off to Wyatt for Grant funds.
Business Leader	<ul style="list-style-type: none"> • Check funding is spent in line with Wyatt grant procedure. • Approve internal requisition/purchase forms. • Oversee process.