



GRANTS

APPLICATION GUIDELINES

Current as at May 2007

All correspondence should be addressed to:

The Lord Mayor's Community Trust
Office of the Lord Mayor
Brisbane City Council
GPO Box 2287
BRISBANE QLD 4001

Further information and application forms may be obtained by contacting:

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1. INTRODUCTION

The Lord Mayor's Community Trust is an Ancillary Fund (and a Public Fund) within the meaning of the Australian Tax Act, established solely for the purpose of providing money, property or benefits to another fund, authority or institution which has been endorsed by the ATO as a Deductible Gift Recipient.

2. PURPOSE

The purpose of the Lord Mayor's Community Trust is to Support Brisbane's Charities, by using the high-profile of the Trust to raise funds to be distributed to a range of worthy, lower-profile and generally under-funded charitable organisations within Brisbane. As outlined in the Trust Deed, the Specific Purposes of the Trust are:

- to attract and retain for the Trust the continuing interest and financial support of members of the public;
- to solicit donations, gifts, bequests and other forms of financial assistance;
- to widen knowledge and understanding among the public of the Trust, its activities, needs and objectives;
- to support organisations which do community work for the people of Brisbane; and
- to promote goodwill among the people of Brisbane and their relationship with the Lord Mayor and Brisbane City Council.

The Trust may from time to time initiate specific programs. Currently the Trust's priority funding will be targeted towards Brisbane's Youth In Need.

3. ELIGIBILITY

Applicants must demonstrate that:

- They have Deductible Gift Recipient status (eg, they are listed by name in Tax Law, are a prescribed private fund or are an endorsed deductible gift recipient); and
- They are an organisation or community group which is an incorporated body with not for profit objectives; and
- The objective of the organisation is for charitable purposes; and
- They are an organisation established and operated in Australia; and
- They intend to use the benefit for the endorsed purposes set out in their DGR status and as per the organisations' constitution or charter

Grant Limit

Although not essential, applicants should be mindful that applications that do not exceed \$10, 000 will be viewed more favourably. The Trust would like to assist as many projects as possible, and reasonable requests for funds will ensure assistance is provided to many charitable and not-for-profit organisations.

4. INELIGIBLE APPLICANTS INCLUDE

- Employees of the Brisbane City Council
- Employees and relatives of the Lord Mayor and the LMCT Trustees
- Lessees of the Brisbane City Council
- Government or semi-government organisations
- Unions and student guilds
- Professional associations
- Organisations registered as a company limited by shares

Organisations, which are not eligible to apply for a grant in their own right, cannot apply for a grant through an eligible organisation. In the same way, an organisation cannot apply on behalf of another eligible organisation.

Ineligible Application Requests

- Applications for Capital Funding including raising funds for infrastructure building and improvements and purchasing vehicles will not be eligible.

5. ASSESSMENT OF APPLICATION

Trustees of the LMCT will assess applications against the following criteria and applicants will be notified in writing of the outcome:

- Does this application fall within the priority areas for funding in this Trust cycle?
- Does the organisation do charitable or good works for the community?
- Is the organisation funded elsewhere, and if so, by whom?
- Is the project one that will deliver genuine benefit to the community?
- Is the charity located or provide services within the Brisbane City Council?

Where an eligible application is not approved in the first round of applications it will automatically be progressed to the next round of applications. If an application is unsuccessful at the second round the organisation will be advised in writing that the application is no longer current. The organisation will need to reapply.

As a general principle only one application per annum will be considered by the Trust. Where an application is set-aside after the first consideration, the second consideration will still be regarded as a single application for that year.

From time to time, the LMCT may choose a theme or particular cause to which it intends to direct part of its funds received (e.g. currently priority will be given to initiatives for Brisbane's Youth In Need). Applications may be prioritised according to the identified cause for that period, or, assessed against other applications received in that quarter on merit.

6. APPLICATIONS

Applications will include three separate sections:

1. Two general grant application for funds.
2. Grant application for the Christmas Appeal – small grant, toys, food vouchers.
3. Grant application for Easter Appeal – chocolate Easter eggs.

Applicants may choose to apply for one or all types of grants. Applications will be held for a duration of one year, after which time the applicant will be required to reapply.

Timeframe

The Trust will receive and consider applications on a half-yearly basis for organisations. The two closing months are as follows:

March
September

Closing dates for applications are 31st March and 30th September.

Multiple applications

Only one application from each organisation will be considered at a time. Organisations cannot submit multiple applications or submit an application in a subsequent round if a previous application is still valid for consideration by the LMCT.

7. APPLICATION PROCEDURE

Applications are to be submitted on the LMCT application form with the following required supporting documentation:

- Evidence of DGR status
- Extract of constitution showing not for profit and charitable objectives
- Certificate or other evidence of incorporation
- Document proving the organisation is established and operated in Australia
- Copy of the last financial year's audited statement of accounts
- A funding submission that indicates the primary purpose of the grant, the primary service provided by the organisation and the primary target group for the project

By signing the application form the applicant agrees to abide by the conditions of grant.

8. OUTCOME OF APPLICATIONS

There are three outcomes for submitted applications:

- Approved (in full or in part)
- Deferred to next round
- Not approved

9. ACCOUNTABILITY

A certificate from the recipient organisation will be required providing the acquittance which shows documentary evidence of the expenditure of the funds for the purpose for which the grant is provided.

The Trust reserves the right, following acquittance, to request the return of unexpended funds.

10. ACKNOWLEDGEMENT OF TRUST

In any publicity made in relation to the grant from the Trust, the Trust requests that it be acknowledged as the donor of the funds. Further, where the organisation publishes an annual return, the Trust would appreciate recognition of its grant within that record. The Trust will assist in making the Trust logo available for marketing collateral to assist with the acknowledgment.