



Direct Aid & Equipment Program Guidelines for Grantseekers

About the Direct Aid & Equipment Grants Program

The Lord Mayor's Charitable Foundation was formed in 1923 by the Lord Mayor of Melbourne Sir John Swanson, to support Melbourne's hospitals and charities. The Foundation's vision is for "A caring and giving society enhanced by the initiatives of the Lord Mayor's Charitable Foundation".

The Foundation provides financial assistance to a large number of charities each year and its current priority areas are homelessness, youth and ageing. It also funds projects in the areas of environment, sport, arts and education.

Grant Principles

To inform the organisation's grant-making and to provide greater clarity on how the Foundation seeks to grant, the following grant-making principles have been developed which will guide the organisation's decisions.

These principles are as follows:

Increase life opportunities – We will support programs which work to increase life opportunities and overcome barriers for participation.

Promote social inclusion – We will support projects, programs or organizations which actively promote social inclusion.

Engage beyond grants – We will leverage our grant-making, when appropriate, with other tools for change.

Knowledge creation and dissemination – We will promote and encourage knowledge creation and dissemination through our work, both as an organization and as a partner.

Transparency and Accountability – We will work transparently and responsibly across all of our operations and will encourage our partners to do the same.

Sustainability – Sustainability of the activity following the conclusion of the grant will be taken into consideration for general and major grants.

Balanced Giving – We will work to achieve a balance in our granting between addressing immediate needs and investing in projects and organisations that support long term social change.

Eligibility

To be eligible to apply for a Grant, an organisation must be endorsed as a Deductible Gift Recipient as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 and be endorsed as a Tax Concession Charity. With your application please provide:

1. A copy of the applicant's endorsement as a Deductible Gift Recipient issued by the ATO;

AND

2. A copy of the applicant organisation's 'Notice of endorsement for Charity Tax Concessions (TCC) issued by the ATO on or after 1 July, 2005.

Criteria

Small Grants are provided for emergency relief, material aid and equipment projects delivered in the Melbourne Metropolitan area, however applications for projects to be delivered in Regional Victoria will be considered.

Regrettably, not all Grant requests can be successful. If an eligible organisation does not receive a Grant in this funding round, it should not be dissuaded from applying again in the next funding round.

How and when do I apply?

The Foundation will run Direct Aid & Equipment Grant Funding Rounds twice yearly.

- You must use this application form to apply for a Grant.
- Applications are accepted during the period January to mid March each year for Round 1 and August to end September for Round 2. **Applications must be received at the Lord Mayor's Charitable Foundation by 5pm on 16 March and 28 September 2012.** Late applications will not be accepted.
- Organisations can submit application for a Major Grant or a General Grant in the same year.
- Applications longer than 5 pages (*not including the documents listed below*) will not be considered.

How much can I apply for?

The maximum amount available for a Direct Aid & Equipment Grant is \$10,000.

Documents you must attach as part of the application

For your application to be considered, you must attach the following documents:

- **Annual Report & Financial Statements.** A copy of your organisation's most recent Annual Report & Financial Statements. If you have been operating less than 12 months, provide copies of your financial statements to date.
- **Tax Endorsements.** Please provide a copy of your organisation's DGR notice of endorsement and a copy of the 'Notice of endorsement for Charity Tax Concessions' issued by the ATO on or after 1 July, 2005
- **Grant Progress Report.** If you have received a Grant from the Lord Mayors Charitable Foundation in the last twelve months, please attach a completed Grant Progress Report form. The Grant Progress Report form can be found on the Foundation website under 'Grants.'
- **Referee.** Details of an independent referee. The referee should be familiar with your organisation and this application.

Privacy

The Lord Mayor's Charitable Foundation is committed to protecting the privacy and confidentiality of those we support and those who support us. We are bound by and support the Privacy Amendment (Private Sector) Act 2000 and the National Privacy Principles. Information may be provided to other funding agencies. You can request access to or update your personal information by contacting us. Our information privacy policy is available at www.lmcf.org.au