



General Grants Program Guidelines for Grantseekers

About the General 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 support to a large number of charities each year. The Foundation's 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.

Grant Categories

There are four General Grant categories:

- **Youth & Family.** Areas of interest include:
 - Youth mental wellbeing
 - Out of home care
 - Multicultural youth
 - Children, youth and family services

- **Ageing & Health.** Areas of interest include:
 - Ageing with a lifelong disability
 - Cultural diversity
 - Health services and public hospitals
 - Disability services

- **Environment.** Areas of interest include:
 - Community education
 - Grass roots action groups

- **Arts, Sport & Education.** Areas of interest include:
 - To improve the lives of those people who are socially or physically disadvantaged through arts, sport and education.
 - Community development and engagement activities to increase participation by disadvantaged groups.
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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 the following year.

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

- Generally Grants are provided for projects delivered in the Melbourne Metropolitan area, however applications for projects to be delivered in Regional Victoria or other States will be considered.
- General Grants may be provided for projects and programs which include salaries or operating costs.
- Preference will be given to service delivery projects that are demonstrating best practice or piloting innovative services. Projects should not be within usual government funded services.

Exclusions

General Grants are **not** provided for:

- Clinical or medical research;
- Capital or endowment funds;
- Conferences, events or fundraising;
- Retrospective funding;
- Recurrent expenditure where there is no plan in place for the long term sustainability of the project or program;
- Auspicing – the organisation applying must be the organisation undertaking the project.

How much can I apply for?

The maximum amount available for a General Grant is **\$40,000 per year**.

How and when do I apply?

- You must use the General Grant application form to apply.
- Applications are received during the period January to March each year. **Applications must be received at the Lord Mayor's Charitable Foundation by 5pm on 30 March 2012.** Late applications will not be accepted.
- Organisations can submit only one General Grant application in any year. An application for a Major Grant or a Direct Aid & Equipment Grant can also be made in the same year.
- Applications longer than 5 pages (not including the documents listed below) will not be considered.

Documents you must attach as part of the application

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

- **Tax Endorsements.** 1) A copy of the applicant organisations endorsement as an Item 1 Deductible Gift Recipient; and 2) Notice of endorsement for Charity Tax Concessions (TCC) issued by the ATO on or after 1 July, 2005.
- **Financial Statements.** A copy of your organisation's most recent financial statements. If you have been operating less than 12 months, provide copies of your financial statements to date.
- **Grant Progress Report.** If you have received a Grant from the Lord Mayors Charitable Foundation in the last twelve months you must complete and attach a Grant Progress Report form. The Grant Progress report form can be found on the Foundation website under 'Grants'.
- **Referee.** You may wish to provide us with 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