

## **GENERAL GRANTS PROGRAM GUIDELINES FOR GRANTSEEKERS**

### ***Introduction***

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 role has expanded over time and its Mission now is *"To enhance the quality of life of members of the community, particularly the disadvantaged, through effective raising, stewardship and granting of funds to charities"*. The Foundation provides financial assistance to over 400 charities each year, distributing 100% of donations received. Current priority areas are homelessness, youth and ageing.

### ***Process***

- The Lord Mayor's Charitable Foundation supplies an application form in response to a request or through its website **[www.lmcf.org.au](http://www.lmcf.org.au)**
- Applications are received during the period January to March each year.
- Receipt of applications are acknowledged by email or letter.
- Applications will be categorised as follows:
  - **Family** *(children, youth and family services)*
  - **Health** *(blind, deaf, drug & alcohol addiction, health services and public hospitals)*
  - **Life Care** *(aged care, welfare & disability services)*
  - **Environment** *(including climate change)*
  - **Arts, Sport & Education** *(including cultural activities)*
  
- Applicants may be visited by a Foundation representative to discuss the application and gain a better appreciation of the organisation.
- Based on application information, grant recommendations are made to the Foundation's Executive Committee, which then submits its assessment to the Lord Mayor's Charitable Foundation Board for approval.
- Applicants shall be advised, in writing, of the outcome of their submission by the end of August.
- The Lord Mayor's Charitable Foundation invites successful applicants to attend the October "Celebration of Giving" ceremony, where grants are distributed.
- The Foundation may contact successful applicants to arrange a follow-up visit to learn of the progress of their grant at some stage during the following year.

## **Criteria**

- Grants are provided for equipment, projects, programs or for general funding such as salaries or operating costs.
- Grants are not provided for clinical or medical research, capital construction, primary, secondary or tertiary education, travel or associated costs, conferences, events or fundraising.
- Grants made by the Foundation are generally between \$5,000 and \$50,000; in 2009 the average grant was \$13,000.
- Applications must include a realistic and justifiable budget.
- Organisations can submit only one General Grant application in any year. Application can also be made for a Major Grant in the same year.
- In relation to applications from public hospitals, preference will be given to service delivery projects.
- Organisations applying for a grant 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.

## **Procedure**

The information required is set out in the attached application form for submission in January - March. The closing date for applications is close of business, Wednesday 31 March 2010. Late applications will not be accepted.

Following the initial application period, applicants may be contacted by a Foundation representative for additional information.

Regrettably, not all grant requests can be satisfied, however, the Foundation seeks to provide a fair balance between applicants. If an eligible organisation does not receive a grant in this funding round, it should not be dissuaded from applying again the following year (even if for the same cause or project). Eligible organisations, whether successful or not, may submit an application each year.

Applications must include an explanation of how and when the project is to be evaluated.

Previous grant recipients will be required to complete the attached '**Grant Acquittal Report**' on the last grant received. For example, if the previous grant was received in 2009, the report should detail the progress made as at the date of the 2010 application. The report should also include an example of how the grant has made a difference to those accessing its services.

**Applications must be received at the office of the Lord Mayor's Charitable Foundation GPO Box 1851 Melbourne 3001, by 5pm on Wednesday 31 March 2010, or may be hand delivered to the fourth floor of the Melbourne Town Hall.**

## 2010 GENERAL GRANT APPLICATION FORM

<b>1. ORGANISATIONAL INFORMATION</b>	
<b>Name of Organisation</b>	
<b>Postal Address</b>	
<b>Street Address</b>	
<b>Australian Business Number</b>	
<b>Overview of services provided</b>	
<b>Geographical coverage of services provided</b>	
<b>Local government area in which organisation is located</b> <small>(e.g. City of Yarra)</small>	
<b>Chief Executive Officer</b> <small>(of applicant organisation)</small>	
<b>Contact Person</b> <small>(for this application)</small>	
<b>Position Held</b>	
<b>Telephone number</b>	
<b>Mobile</b>	
<b>Facsimile</b>	
<b>Email Address</b>	

**2. FINANCIAL**

<b>Annual Operational Budget</b>		
<b>Number of Clients Assisted in the last year</b>		
<b>Government Funding</b>	<b>YES / NO</b> If yes, please provide details, what percentage of this formed the organisation's overall budget and how funds were used.	
<b>Charges made to Clients</b>	<b>YES / NO</b> Details:	
<b>Shortfall in Operating Costs at the end of the last financial year.</b>	<b>YES / NO</b> Details:	
<b>Staff</b>	<b>Number of Full-Time Paid Staff</b>	
	<b>Number of Part-Time Paid Staff</b>	
	<b>Number of Volunteers</b>	





**8. GRANT ACQUITTAL REPORT :** (full or interim report on last project for which a grant was provided)

**Year of Funding**

**Project Title & Amount Received**

**How was the grant utilised?**

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**What were the measurable outcomes?**

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**How has this grant been of assistance to the community?**  
(please provide an example)

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**If the purpose of the grant was for a time-specific project, was the project completed? If not, why?**

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**9. AUTHORISING OFFICER:**