

Organisation information

1. Are you 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.

No → Please do not continue with this application. You are ineligible to apply.

For more information, contact the Foundation on 03 9633 0021 or 9633 0020.

Yes → Go to question 2.

Are you endorsed as a Tax Concession Charity?

No → Please do not continue with this application. You are ineligible to apply.

For more information, contact the Foundation on 03 9633 0021 or 9633 0020.

Yes → Go to question 2.

2. Name of organisation (DGR Name)

3. Does your organisation operate under a different name?

If Yes, please specify.

4. ABN

5. Organisation street address

Street number and street name

Suburb/Town

State

Postcode

6. Postal address Same as street address above

OR different postal address nominated below

PO Box or Street number and street name

Suburb/Town

State

Postcode

7. Geographical areas of services provided

8. In which Local Government Area is your organisation located? (e.g. Port Phillip, Darebin)

9. Name of organisation Chief Executive Officer

Title (Mr etc) Given names

Surname

Position title CEO OR specify different title

10. Contact person for this application

Same person in question 9 OR specify different contact person

Title (Mr etc) Given names

Surname

Position title

11. Contact details for contact person

Business telephone number

Mobile number

Email

12. Please provide an overview of the services provided by your organisation

13. How many clients did your organisation assist in the last financial year?

14. What is the annual operating expenses of your organisation?

15. Does your organisation receive any funding from Federal, State or Local governments?

No → Go to question 16.

Yes → What percentage of government funding contributes to the overall organisation budget?

Federal %

State %

Local %

How are the government funds used?

16. Does your organisation charge any of its clients to receive services?

No → Go to question 17.

Yes → For what services?

17. Was there a significant shortfall or surplus in your organisation's operating costs at the end of the last financial year?

No → Go to question 18.

Yes → What was the significant shortfall or surplus amount? (Please state which)

\$

What was the reason/cause of the shortfall/surplus?

18. How many staff does your organisation have?

Full-time paid staff

Part-time paid staff

Number of voluntary staff

Project information

19. Project title

20. Project period

Commencement date

Completion date (if applicable)

21. Grant amount requested (maximum \$10,000)

\$

22. Total project budget (including this Grant money if received)

\$

23. Project description

Please provide an overview of project including why there is a need for this project and how it fits within the Foundation's grant-making principles (see guidelines)

24. Provide a specific breakdown of the costs involved in the project. You must include a realistic and justifiable budget. If the project is ongoing, provide the budget for one financial year.

Description of activity/cost	In kind or other support	Amount Requested

25. Have you received funding from any other source specifically for this project?

No → Go to question 26.

Yes → Provide details of the funding source and the amount of funding.

Name of funding source (government department/philanthropic trust/organisation)	Amount funded (A\$)

26. Provide details of the proposed outcomes of the project and how and when these outcomes will be evaluated?
Examples are provided below

Proposed outcome	Date to be completed	How this outcome will be evaluated	Date of evaluation
<i>Example: Provide services to 1200 persons</i>	<i>30/6/year</i>	<i>Report generated from database system</i>	<i>30/6/year</i>

Proposed outcome	Date to be completed	How this outcome will be evaluated	Date of evaluation

27. Have you previously received a Grant from the Lord Mayor's Charitable Foundation for this or any other project in the last twelve months?

No → Go to question 28.

Yes → For this Grant to be considered, you must complete a Grant Progress Report form to provide details of what was achieved with the last Grant. The Grant Progress Report should be provided at the same time as this application. If the project has not yet been completed, provide an interim report of achievements so far or provide a reason here why you cannot complete and attach the report.

Document checklist

28. For your application to be considered, you must provide 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.
- Grant Progress Report.** If you have received a Grant from the Lord Mayor's Charitable Foundation in the last twelve months, attach a completed Grant Progress Report form.
- 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.
- Referee.** Contact details of an independent referee. The referee should be familiar with your organisation and this application.

Declaration and signature

29. I declare that the information in this application and any attachments is true and correct and I am authorised to submit the application on behalf of the organisation.

Signature

X

Printed name

Position

Date

How to lodge this application

Application closing date:

Round 1: 16 March 2012

Round 2: 14 September 2012

The Foundation must receive your application in both email and hard copy forms by 5.00pm on the closing date. Late applications will not be accepted. Faxed application forms are not acceptable.

Applications longer than 5 pages (*excluding the documents listed above*) will not be considered.

The email form of the application must be sent to grants@lmcf.org.au with the Organisation Name in the subject line.

Do not send supporting documentation by email. The hard copy of the application and other documentation as per the above checklist should be posted to the address below:

Lord Mayor's Charitable Foundation
Grants Coordinator
GPO Box 1851
Melbourne VIC 3001.

What happens after I have lodged the application?

- You will be sent an email or letter acknowledging your application has been received.
- You may be contacted by a Foundation representative to provide additional information or arrange a visit to gain a better appreciation of your organisation.
- Grant recommendations are then made to the Foundation's Social Needs Committee, which then submits its assessment to the Lord Mayor's Charitable Foundation Board for approval.
- You will be advised in writing of the outcome of your submission by :
 - Round 1: Mid July (Grants will be issued to successful applicants mid September)**
 - Round 2: Mid December (Grants will be issued to successful applicants mid December)**
- If you receive funding for this project from other sources after lodging this application, please advise us as soon as possible.