

Thompson Charitable Fund Grant Application Guidelines

PLEASE DOWNLOAD, READ AND UNDERSTAND THESE GUIDELINES.

It's essential you follow these guidelines in your application, so we suggest you keep a printed copy handy.

Eligibility Criteria

Your organisation must be:

- (1) endorsed by the ATO as a Deductible Gift Recipient 1 (DGR1), and
- (2) a legal entity or incorporated association which holds a current Australian Business Number (ABN) or Australian Registered Body Number (ARBN), and
- (3) registered with the Australian Charities and Not-for-profit Commission (ACNC).

Organisations which are not eligible to receive a grant

- Businesses or Sole Traders.
- For-profit public or private companies.
- Federal, State and Local Governments and Government authorities or agencies.
- Organisations that do not have enough reserves or revenue to cover their operating costs and all debts as they fall due.
- Organisations that have not acquitted a grant previously received from the Buderim Foundation Community Fund.
- Any organisation or entity which the Buderim Foundation deems (in its sole and unfettered discretion) to be ineligible.

Projects or activities which will not be considered for a grant

- A project or activity that does not specifically benefit recipients in the Sunshine Coast or Noosa Council regions.
- Anything the Buderim Foundation considers illegal or unethical.
- Anything the Buderim Foundation considers inherently a risk to life or property.
- Budget deficits and the repayment of debts or loans.
- Fundraising campaigns, overseas or domestic appeals, or sponsorship.
- Overseas or domestic travel.
- Gifts, donations or scholarships.
- Promotion of Religious or political activities, views and ideologies.
- Funds for investment or organisational reserves.
- Activities without prior requisite Governmental approval, including Council development approval, or other approval.
- Project management fees, project contingency costs or feasibility study costs.

Thompson Charitable Fund Grant Application Guidelines

- Projects or activities, in whole or in part, for the personal gain or benefit of an individual.
- Projects, purposes or activities which the Buderim Foundation deems (in its sole and unfettered discretion) as not providing relief to those in necessitous circumstances.
- General operating expenses for organisations including:
 - Salaries or wages and on-costs e.g. superannuation, workers compensation.
 - Rent and outgoings,
 - Funding for staff or member social events.
 - Staff training and conferences.

The type of projects eligible to receive a grant

For your organisation to be considered for a Buderim Foundation Thompson Charitable Fund Grant you'll need to **demonstrate how your project or activity will provide relief or assistance directly to those who are in necessitous circumstances* and reside in the areas covered by the Sunshine Coast Council and Noosa Council.**

*Necessitous circumstances are where a person's financial resources are insufficient to obtain all that is necessary for a modest standard of living in the Australian community. In other words, a person in necessitous circumstances is financially unable to afford the necessities of life such as food, clothing, accommodation and/or essential goods and services. The relief or assistance should be provided directly to the person in necessitous circumstances or provided directly for their benefit in one or more of the following ways:

- Direct cash payment to or on behalf of the recipient or the provision of vouchers.
- Provision of food, clothing, and/or essential goods and services on a free basis, or in exchange for the payment of a price below current market price.
- Provision of emergency, short term and medium-term accommodation.
- Funding essential repairs to the Recipient's home to ensure it remains habitable.

Grant Value

There is no maximum value per grant application.

Application assessment process

Applications will be carefully evaluated by the Buderim Foundation's Grants Committee shortly after receipt and will be assessed in relation to the objectives described under 'The type of project' and eligibility requirements.

Recommendations then go to the Buderim Foundation Board for approval. We will notify you of the success or not of your application shortly thereafter.

If your application is unsuccessful, we encourage you to ask for feedback in order for you to reapply with a stronger application in a future grant round.

If you would like to request feedback following notification of the grants, please email us at: grants@buderimfoundation.org.au

Awarding the grants

Thompson Charitable Fund Grant Application Guidelines

The payment for the specified project is transferred by electronic funds transfer into a bank account held in the name of the successful organisation.

We ask that:

- representatives of your organisation attend any public announcement and celebration held by the Buderim Foundation.
- you contribute any photos, testimonials, and feedback so that we may use them in our publicity of this program.

How to apply

Applications are always open and are available on the Buderim Foundation website. Applications are assessed on an on-going basis.

PLEASE ENSURE YOU FOLLOW THE THOMPSON CHARITABLE FUND GUIDELINES

Stage 1 – Eligibility assessment

Step 1. Go to buderimfoundation.org.au

Step 2. Under GRANTS select 'Submit or Manage Grant Applications'

- a) If you are a **previous applicant** – login with username and password and proceed to Stage 2.
- b) If you are a **new applicant** – Please develop your Organisation's description in a **Microsoft Word Doc on your computer** (max 200 words) so you can easily copy and paste it into the Organisation Application Form.

It is essential that this organisational description includes elements A, B and C below:

- A. Explain how and why your organisation's objects/purposes and activities can be identified as being **solely or predominantly directed towards the relief of persons in necessitous circumstances.**
- B. Explain **how you determine whether a potential recipient of your assistance is in necessitous circumstances**, e.g. you undertake an assessment of their financial circumstances.
- C. As a percentage of your total expenditure on assisting all of your recipients/clients in the last financial year, **what percentage is attributable to the provision of cash/vouchers, food, clothes, accommodation/shelter and/or essential goods and services to those in necessitous circumstances?**

Step 3. Select the **Organisation Application Form** and complete all sections. Copy and paste the organisation description from your computer into the form

Step 4. When completed, **submit.**

Step 5. Organisation's Constitution *

Please provide a link to your Organisation's Constitution. If no link available, please email a PDF copy to cameron.rogers@buderimfoundation.org.au.

**We will advise if your organisation meets the eligibility criteria.
If successful, proceed to Stage 2.**

Stage 2 – Grant proposal

Thompson Charitable Fund Grant Application Guidelines

Step 1. Using a Microsoft Word Doc. on your computer, develop the description of the project (200 words max) you are requesting the grant for.

Save this on your computer and paste it into the Application Form in Step 4.

Your description should include the following information:

- (1) On what and/or how will you expend the grant to provide relief to those recipients you have identified as being in necessitous circumstances
- (2) An outline of the project and its implementation
- (3) A description of the intended recipients and their circumstances including their geographic location
- (4) The number of recipients you estimate will benefit from the project
- (5) The name and contact details of any person or organisation you will partner with in order to complete the project.

Step 2. Assemble the necessary budget and other supporting documents that you will upload into the Application Form.

Step 3. Please email your organisation's financials and ASIC information to grants@buderimfoundation.org.au, Please include the following:

- **Organisation Financials**

In a single document, please provide either last audited financial statement OR current profit & loss and balance sheet.

Files must be less than 10 MB.

Allowed file types: jpeg txt html pdf doc docx xls xlsx.

- **ASIC Information**

Please email the latest copy of your organisation's Company Statement as lodged with ASIC.

Files must be less than 10 MB.

Allowed file types: jpeg txt html pdf doc docx xls xlsx.

Step 4. Go to buderimfoundation.org.au and sign in using your username and password, then select the Thompson Charitable Fund Application Form

- Select your organisation
- Fill in all sections of the form
- Paste the project description from your computer into the appropriate field
- Upload the project budget and other support documents into the Application Form

Step 5. Check and certify your application

Step 6. Submit Application.

Stage 3 – End of project report and grant acquittal

Thompson Charitable Fund Grant Application Guidelines

A project report and grant acquittal are due three months after completion of the project, but no later than 12 months after receiving the grant (unless exceptional circumstances have been approved).

Step 1. Please develop your Acquittal Report (max. 200 words) in a Microsoft Word doc. on your computer, then simply copy and paste it into the Acquittal Form when you are ready to submit. In the report, describe how you met and measured your project objective, what was achieved, who benefitted, and how you spent your grant funds.

Step 2. Go to buderimfoundation.org.au select 'Submit or Manage Grant Applications'. Login using your username and password.

Step 3. Select the Acquittal Form and fill in all fields.

- Paste the Acquittal Report from your computer into the appropriate field in the Acquittal Form
- Upload evidence such as:
 - photographs, community references, or quotes.
 - clear detail demonstrating that the grant funds were expended in accordance with your application.

Step 4. Check and certify the Acquittal Form. **Note: The person certifying and submitting this Acquittal form MUST be the same person that certified and submitted the Application.**

Step 5. Submit

We're here to help

Information about the Buderim Foundation Thompson Charitable Fund Grants can be found on our website at:

www.buderimfoundation.org.au/grants

If your organisation does not have access to a computer and is unable to lodge an online application, please contact our administrator on (07) 5456 1757 during business hours.

If you have questions, please contact us at: **grants@buderimfoundation.org.au**