

LORD MAYOR'S CHARITABLE TRUST

CHRISTMAS GRANT GUIDELINES

UP TO \$2,000 FOR CLIENT CHRISTMAS PARTY, CHRISTMAS TOYS, FOODBANK VOUCHERS

All correspondence should be addressed to:

The Lord Mayor's Charitable Trust
GPO Box 2287 BRISBANE QLD 4001

Further information and application forms may be obtained by contacting:

Phone: 07 3403 5381

Email: lmct@brisbane.qld.gov.au

Website: www.lmct.org.au

INTRODUCTION AND PURPOSE

The Lord Mayor's Charitable Trust (Trust) is an Ancillary Fund (and a Public Fund) within the meaning of the Australian Tax Act, established solely for the purpose of providing money, property or benefits to another fund, authority or institution which has been endorsed by the Australian Tax Office as a Deductible Gift Recipient.

The purpose of the Trust is to support Brisbane's Charities, by using the high-profile of the Trust to raise funds to be distributed to a range of worthy, lower-profile and generally under-funded charitable organisations within Brisbane. As outlined in the Trust Deed, the Specific Purposes of the Trust are:

- To attract and retain for the Trust the continuing interest and financial support of members of the public;
- To solicit donations, gifts, bequests and other forms of financial assistance;
- To widen knowledge and understanding among the public of the Trust, its activities, needs and objectives;
- To support organisations which do community work for the people of Brisbane; and
- To promote goodwill among the people of Brisbane and their relationship with the Lord Mayor and Brisbane City Council.

The Trust may from time to time initiate specific programs and causes to assist in the community.

ELIGIBILITY

An organisation is eligible to apply for this grant if all the following criteria are met:

- Has Deductible Gift Recipient Status;
- Is an incorporated body with not for profit objectives;
- The objective of the organisation is for charitable purposes;
- The organisation was established and operates in Australia;
- The organisation intends to use the benefit for the endorsed purposes set out in their Deductible Gift Recipient status and in accordance with their constitution;
- The organisation is located or provides services within the Brisbane City Council boundaries; and
- The benefit afforded by the Trust be directly provided to clients residing within the Brisbane City Council local government boundaries by the organisation

INELIGIBILITY

The following are ineligible applicants:

- Employees of the Brisbane City Council;
- Employees and relatives of the Lord Mayor and the LMCT Trustees;
- Government or semi-government organisations;
- Unions and student guilds;
- Professional associations; and
- Organisations registered as a company limited by shares.

Organisations, which are not eligible to apply for a grant in their own right, cannot apply for a grant through an eligible organisation. In the same way, an organisation cannot apply on behalf of another eligible organisation.

The following are ineligible applications:

- Capital funding for infrastructure building and improvements and purchasing vehicles;
- Salaries or wages and other operating costs of the organisation;
- Funding request for baskets and hampers;
- Funding request for food vouchers other than those supplied by Foodbank (eg. from Coles or Woolworths, etc);
- Funding request for presents (eg. Christmas, birthday); and
- Funding request for additional support over Christmas.

APPLICATIONS

The Trust can choose to receive and consider applications on a yearly basis generally occurring before Christmas in conjunction with the Christmas Appeal. The Trust reserves the right to forgo any grant rounds as they see fit.

Only one application from each organisation will be considered at a time. Organisations cannot submit multiple applications or submit an application in a subsequent round if a previous application is still valid for consideration by the Trust.

The application must be postmarked or e-mailed on/or before grant closing date and time as published on the Trust's website, otherwise the application will be deemed ineligible. Late applications will not be accepted.

The organisation agrees that any received Christmas toys will not be re-sold to raise funds.

The application for Foodbank food vouchers is through Foodbank at Morningside and is not for food vouchers available anywhere else.

The funding for up to \$2,000 for a Client Christmas Party is for room hire, entertainment (eg. face painting, Santa) and food/catering. The \$2,000 must not be used for anything other than a Client Christmas Party.

ASSESSMENT OF APPLICATION

Trustees of the Trust will assess applications against the following criteria, whilst reserving the right as Trustees to exercise discretion in assessing all applications:

- Does this application fall within the priority areas for funding in this Trust cycle?
- Does the organisation do charitable or good works for the community?
- Is the organisation funded elsewhere, and if so, by whom?
- Is the project one that will deliver genuine direct benefit to the community?
- Is the organisation located or does it provide services within the Brisbane City Council boundaries?
- Will the benefit afforded by the Trust be provided directly to clients residing within the Brisbane City Council local government boundaries?

The Trustees reserve the right to choose a particular cause to which it intends to direct part of its funds received. Applications may be prioritised according to the identified cause for that period, or, assessed against other applications received in that quarter on merit.

APPLICATION PROCEDURE

Applications are to be submitted on the correct Trust application form with the following required supporting documents:

- Letter of Deductible Gift Recipient status;
- Most recent audited financial statements;
- Funding submission;
- Quotes/estimates for requested items; and
- Proof the organisation intends to provide the benefit afforded by the Trust directly to clients residing within the Brisbane City Council local government boundaries.

Applications received by the Trust after the closing date and time of the grant round, as publicised on the Trust's website, and/or which do not have the required supporting documents attached will be deemed ineligible for a grant. By signing the application form the applicant agrees to abide by the conditions of grant.

OUTCOME OF APPLICATIONS

There are two outcomes for submitted applications:

- Approved (in full or part); or
- Not approved.

Applicants will be notified by the Trust regarding the outcome of their application.

ACCOUNTABILITY

The recipient organisation will be required to complete an acquittal form (provided by the Trust) showing documentary evidence of the expenditure of the funds for the purpose for which the grant was provided within 3 months of grant receipt.

The Trust reserves the right, following acquittal, to request the return of unexpended funds or fund expended for a purpose other than for which the grant was provided.

ACKNOWLEDGEMENT OF TRUST

In any publicity made in relation to the grant from the Trust, the Trust requests that it be acknowledged as the donor of the funds. Further, where the organisation publishes an annual return, the Trust would appreciate recognition of its grant within that record. The Trust will assist in making the Trust logo available for marketing collateral to assist with the acknowledgment.