LORD MAYOR’S CHARITABLE TRUST

2020 SEPTEMBER GRANT APPLICATION FORM

UP TO $10,000

For the 2020 September grant round, the Lord Mayor’s Charitable Trust will be giving priority to charities who have an immediate and emergent need due to the COVID-19 pandemic. Please read the 2020 September grant guidelines before completing this application form.

**DETAILS**

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| Exact Name of Organisation: | ABN |
| Postal Address: | |
| Street Address: | |
| Direct Debit Details: (for transferring of funds if application is successful)  Bank: BSB No. Account No. | |
| Social media handles:  Facebook: Instagram:  LinkedIn: | |
| Explain what your organisation does (100 words maximum)  Has COVID-19 impacted your capacity to deliver community services, and if so, how? (100 words maximum) *If not impacted please leave blank.* | |
| Contact Person: Mr Mrs Ms Miss Dr Other  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail Address: | |
| Accountable Officer: (eg. President/Chairperson of the Organisation)  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: | |

**ELIGIBILITY**

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| An organisation is eligible to apply for this grant if all of the following criteria are met. | |
| * The organisation has been endorsed as a Deductible Gift Recipient in its own right or has been endorsed as a Deductive Gift Recipient in relation to a fund, authority or institution it operates. | ☐ |
| * The organisation is an incorporated body with not for profit objectives. | ☐ |
| * The objective of the organisation must be for charitable purposes. | ☐ |
| * The organisation must have been established in Australia and operate in Australia. | ☐ |
| * The organisation must use the grant for the endorsed purposes set out in their Deductable Gift Recipient status and in accordance with their constitution. | ☐ |
| * The organisation must be located or provides services within the Brisbane City Council local government area. | ☐ |
| * The organisation must provide proof the organisation intends to provide the grant directly to clients residing within the Brisbane City Council local government area. | ☐ |
| * The organisation is not a public or private ancillary fund as defined by the ATO. | ☐ |
| Please note that funding priority will be given to organisations that meet the ACNC threshold for small and medium charities. This is a total annual revenue of below $1 million. | |

**OTHER FUNDING**

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| If your organisation currently receives funding from a Commonwealth, State or Local Government program or any other benefactor, you must state what funding this is below otherwise leave blank.  Funding Body\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Funding Body\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Funding Body\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If your organisation has made or is intending to make an application to another funding body for a grant for this project/item, please state what funding this is below otherwise leave blank.  Funding Body\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Funding Body\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Funding Body\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**FUNDING SUBMISSION – WHAT IS YOUR ORGANISATION’S IMMEDIATE NEED?**

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| Please attach a funding submission that describes the immediate need of your organisation and the primary target group for the grant. Please make sure that this submission is no longer than one A4 page.  If successful, we encourage photos to be provided (in jpeg or png format) of your charity and the project/program/items funded so the Trust can promote your organisation’s work through our social media, website and/or annual report. |

**BUDGET**

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| Please list below items for which a grant is sought and the cost of each item in priority order. Where possible, please attach quotes/estimates to support your application. | | | |
| **ITEM/PROJECT** | **TOTAL COST**  **OF ITEM/PROJECT** | **AMOUNT RAISED BY YOUR ORGANISATION FOR THE ITEM/PROJECT** | **AMOUNT SOUGHT FROM LORD MAYOR’S CHARITABLE TRUST** |
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| **TOTAL GRANT SOUGHT FROM LORD MAYOR’S CHARITABLE TRUST** | | | $ |

**SUPPORTING DOCUMENTATION**

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| Please attach a copy of the following documents to your application form. | |
| * Letter of Deductible Gift Recipient status | ☐ |
| * Most recent audited financial statements | ☐ |
| * Funding submission | ☐ |
| * Quotes/estimates for requested items | ☐ |
| * 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 which do not have the required supporting documents attached will be deemed ineligible for a grant. Applications received by the Trust after the closing date and time of the grant round, as publicised on the Trust’s website, will be deemed ineligible for a grant. | |

**Grant conditions**

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| All grants approved by the LMCT are subject to the following standard Grant Conditions.   1. For the purpose of these Grant Conditions, “you” and “your” are references to the organisation receiving a grant from the LMCT and “us”, “we” and “the LMCT” are references to the Lord Mayor’s Charitable Trust. 2. You must use the whole of the grant exclusively for the purposes set out in your Deductible Gift Recipient endorsement and otherwise in accordance with your constitution or charter. 3. You must use the whole of the grant to provide services to clients residing within the Brisbane City Council local government area. 4. If you do not use the whole of the grant, or expend the grant other than in accordance with clauses 2 and 3 of these Grant Conditions, we may request that you refund all or part of the grant. 5. You must provide the LMCT with an acquittal report detailing how the grant was spent within three months of the date the grant was made to you. 6. You must promptly advise us of any material change which may affect your ability to expend the grant as contemplated in your application. 7. You must keep detailed financial records to enable the use of the grant to be checked readily by us. 8. You must acknowledge the support provided by the LMCT in any published or displayed material related to the purpose for which the grant was given. 9. You consent to the LMCT using and publishing any information you provide us, including photographs, to promote the LMCT, the grant or for any other purpose connected with the LMCT. You are responsible for ensuring that all rights, consents, licenses and permissions have been obtained before providing us with the information and photographs. 10. These Grant Conditions may be amended at any time as advised by the LMCT to you in writing at or before the payment of the Grant. By accepting the payment of the grant, you acknowledge that any amendment to these Grant Conditions apply to the grant. 11. The LMCT may take into consideration any failure by you to comply with these Grant Conditions for any future grant applications by you. |

**CERTIFICATION**

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| The recipient certifies that the information contained in this application form is true and correct. By signing the application form the applicant agrees to abide by the Grant Conditions.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Accountable Officer Signature of Witness  Date: Date: |

**SUBMITTING APPLICATION**

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| Please submit your application via email to [lmct@brisbane.qld.gov.au](mailto:lmct@brisbane.qld.gov.au)  For more information please visit our website at [www.lmct.org.au](http://www.lmct.org.au) or contact us on (07) 3403 5381. |