

## Funding Round Instructions and Guidelines 2012

### General Information

#### Eligibility

##### Charitable status

To be eligible for funding from all trusts and foundations that are managed by Perpetual, your organisation must have at least one of the following:

- Australian Taxation Office Tax Concession Charity (TCC) endorsement
- Australian Taxation Office Deductible Gift Recipient (DGR) endorsement and is covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997*.

#### Application

Only applications made using the online form (accessed at [www.perpetual.com.au/fundinground](http://www.perpetual.com.au/fundinground)) will be accepted.

Organisations may submit three applications in total, with no more than one application in any given state or territory.

Universities, hospitals, and medical research institutions may submit one application per department, up to a maximum of four applications per organisation.

If submitting multiple applications, each activity is to have a different title.

Any additional applications received from your organisation above the maximum limit will be deemed ineligible for funding. If your organisation is a national organisation, university, hospital or medical research institute, please liaise and coordinate with your head office or central research office. Only applications approved by your organisation's central research or fundraising office will be deemed eligible.

Please ensure the Organisation Name entered in the application is your organisation's trading name and the ABN registered name is the "Entity name" as per the Australian Business Register website (<http://www.abr.business.gov.au/>). Please note in most cases cheques will be made payable to the entity's ABN registered name. It is in your organisation's best interest that you ensure you supply us the correct entity details.

If at any time after you have submitted the application, your organisation secures funds from another source which changes the funding situation from that recorded on the application; please contact us via email, [philanthropy@perpetual.com.au](mailto:philanthropy@perpetual.com.au), with details of the change. Circumstances will be considered on a case by case basis.



#### Types of funding

Past funding has been provided for a wide range of projects at different developmental stages including pilot and existing projects. Early career medical researchers should not be discouraged from applying.

Perpetual's trusts and foundations recognise that for organisations to achieve their objectives, funds may need to be directed towards operational costs which are not necessarily project-specific.

The following will not be considered for funding:

- deficit funding requests eg, funding of past activities, loan repayments, operational deficits
- fundraising appeals (excluding capital appeals)
- funding for individuals

#### Reporting

**Failure to submit an acquittal report on activities funded in the past from a trust managed by Perpetual will result in your organisation being declared ineligible for funding in future funding rounds (until the report is received).**

#### Period of funding

Funding is generally provided for a one year period.

Multi-year funding will only be considered by invitation by Perpetual, and can not be applied for without invitation.

#### Size of gifts

As a guide, gifts generally range between \$10,000 and \$100,000. In 2011, the average gift was approximately \$60,000. The maximum amount an organisation can request is \$200,000.

#### Opening and closing dates for applications

The application form will be available on our website from Friday, **28 October 2011**.

Applications for funding will be accepted between Friday, **28 October 2011** and Thursday, **12 January 2012**, 5pm EDST. Late applications will not be considered.

## Assessment criteria

Assessment criteria will be based on the governance of the organisation and the activity information. The applicant should seek advice from the most appropriate person in the organisation when answering all questions in the application.

The assessment criteria will include the following:

1. **Strategy.** Evidence of strategic goals and objectives, as well as monitored, evaluated, and outcome-oriented measures. This also encompasses the organisation's mission and the ability of the organisation to fulfil the mission through the activity for which funding is requested.
2. **Outcomes.** Evidence of realistic, measurable and achievable goals and outcomes, including societal impact.
3. **Capability.** The organisation's demonstrated ability to achieve its objectives, evidence that the organisation is striving towards a sustainable business model, and effective and efficient business practises.
4. **Leadership.** Demonstration and willingness of the organisation to co-operate with other charitable and non-charitable organisations pursuing similar goals and the ability to leverage opportunities, including sharing learnings. Awareness of the external environment including public policy, government, other organisations working within the sector, and the community.

## Focus areas

As a trustee it is our duty to ensure the funds from the charitable trusts and foundations we manage are distributed according to the terms of the founding document, eg a will or trust deed. In most cases, restrictions are placed on the trustee to provide funds:

- to a specific type of organisation
- for a specific cause or purpose
- to a specific geographical area.

You do not need to direct your organisation's application to a specific trust. As part of our assessment process, we will match your organisation to all appropriate trusts and foundations.

## Assessment of your organisation's application

Please note the following with regards to the application:

1. The application will be reviewed by Perpetual's Philanthropic Services team who may contact you requesting additional information regarding the application. Please do not attach any additional information as part of the application for funds unless you receive a specific request to do so.
2. If necessary, the application may also be assessed by an appropriately qualified person/panel to make a recommendation to the trustees.
3. The application is then considered by the relevant committee or board of trustees.

## Notification

The majority of funding decisions are made by the Trustees between March and June each year.

You will be notified of funding outcomes, both successful and unsuccessful applications, by 30 June 2012 via email. Please do not contact Perpetual before this time about the progress of the application.

Please ensure the email address on the application form is correct.

We receive more funding requests from eligible organisations than there are funds available. Often trustees must decline applications even if they meet the stated criteria.

We cannot provide individual feedback on applications at any point.

## Successful applications

1. Gift recipients will receive a letter in July 2012 detailing the trust/s that have provided funding for the activity, together with the funding cheque and other important information such as reporting requirements.
2. The letter will be mailed to your organisation's CEO as detailed on your application form. In some cases, a Perpetual representative may personally deliver the funding cheque.
3. While not a requirement or obligation, it is considered an appropriate courtesy to acknowledge the trust(s) or foundation(s) providing the gift in any publications or reports. If you would like to do this, please visit our website or contact Perpetual Philanthropic Services to obtain the corporate logo and appropriate trust or foundation name.

## Terms

1. The decision of the trustees is final and is not subject to any appeal process.
2. Gifts to organisations will be given and should be used for the purpose stated in the application.
3. Funded organisations are required to provide a receipt, made out to the appropriate trust within 21 days after receipt of funds.
4. Funded organisations are required to provide an acquittal report by the date advised in funding correspondence.
5. Multi-year funding will, in most cases, be dependent on a further application being submitted.
6. Perpetual considers the funding provided to organisations as gifts that are freely given and would not ordinarily constitute consideration for taxable supply by the recipient.
7. As a general rule, Perpetual does not intend to include the GST incurred by an organisation for the purchase of equipment or provision of services to the community in any gifts. It is presumed your organisation is registered for the GST and therefore you are able to reclaim this amount.

## Instructions for completing your organisation's application

1. Read the instructions and guidelines carefully to ensure your organisation is eligible for funding.
2. Access the online application form via [www.perpetual.com.au/fundingground](http://www.perpetual.com.au/fundingground)
3. To submit an application you'll need to first obtain login details. This gives you secure access to the application so that you can work on it over time, allowing you to save and return to it at a later stage. It also helps us contact you if there is a problem. If your organisation is a national organisation, university, hospital or medical research institute, please liaise and coordinate with your head office or central research office, to ensure your organisation does not exceed the application limit.
4. Complete the application form by typing in your responses directly into the spaces provided in the web form.
5. Please keep your answers as concise as possible as there is only limited space in the form to answer each question. Word limits have been provided in the form.
6. Please complete each answer in full i.e. **do not use 'as above' or 'refer to x section'**.
7. Section 3 of the form only needs to be completed by Medical Research applicants.
8. Ensure the application is accurate and complete before you submit it. You will receive an automated email indicating that the application has been submitted.
9. Please do not attach any additional material at this stage, we will request further information if required.



### For further information

**Perpetual Philanthropic Services**

**Phone** 1800 501 227

**Email** [philanthropy@perpetual.com.au](mailto:philanthropy@perpetual.com.au)

**www.perpetual.com.au**