

IMPACT PHILANTHROPY APPLICATION PROGRAM

INSTRUCTIONS AND GUIDELINES 2017

ELIGIBILITY

CHARITABLE STATUS

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

- Be a registered charity on the ACNC register.
- Australian Taxation Office Deductible Gift Recipient (DGR1) endorsement (covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997*).

APPLICATION CONDITIONS

Only applications made using the online form will be accepted. The application form can be accessed at www.perpetual.com.au/impactfunding

Organisations that operate in one State may submit one application relevant to their State.

Organisations that operate nationally or internationally may submit up to three applications in total, provided each application relates to an activity in a different state, territory or country.

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

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

Any additional applications received from your organisation that are above the maximum limit will be deemed ineligible for funding. If your organisation operates nationally or is a university, hospital or medical research institute, please coordinate the lodgement of your application with either your head office or central research office. For medical research applications, 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 ABN registered name as per the Australian Business Register website (www.abr.business.gov.au/). Please note that payment will be made to the entity's ABN registered name. It is in your organisation's best interest to ensure you supply us with the correct details.

If at any time after you have submitted the application your organisation secure funds from another source, which changes the funding situation from that recorded on the application, please contact us via 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, capacity building requests and support for early career researchers.

Perpetual recognises that for organisations to achieve their objectives, funds may need to be directed towards operational costs.

The following will **not** be considered for funding:

- retrospective funding, meaning support for activities that have already taken place;
- fundraising appeals (including general capital appeals);
- Funding direct to individuals.

REPORTING

Failure to submit acquittal reports on activities funded in the past from a trust or endowment managed by Perpetual may result in your organisation being declared ineligible for funding in future programs. Acquittal reports are due by 31 January annually until grant obligations have been completed and funds fully expended.

PERIOD OF FUNDING

Funding is generally provided as a one-off grant.

In some cases, multi-year funding will be considered, however this is only by invitation from Perpetual.

SIZE OF GRANTS

As a guide, grants generally range between \$10,000 and \$100,000. In 2016, the average grant was approximately \$60,000. The maximum amount an organisation can request is \$200,000 per application.

OPENING AND CLOSING DATES FOR APPLICATIONS

The application form will be available on our website from **Thursday , 27 October 2016**.

Applications for funding will be accepted between **Thursday , 27 October 2016, 9am AEDT and Friday, 2 December 2016, 5pm AEDT**. **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 is wholly based on questions specific to the criteria below within the application form.

The assessment criteria will include the following:

1. **Strategy:** Evidence of strategic goals and demonstrable outcome-orientated measures. This also encompasses how an organisation tracks its effectiveness against its mission and risks related to its ongoing operation.
2. **Outcomes:** Evidence of realistic, measurable and achievable goals and outcomes, including societal impact. We ask that applicants look beyond the outputs related to their request and demonstrate the potential impact of their activities.
3. **Capability:** Evidenced by the organisation's demonstrated ability to achieve its objectives with the resources available to it. To that end, we look closely at each applicant's measures of organisational efficiency in business practice.
4. **Leadership:** 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 endowments we manage are distributed according to the terms of the founding document e.g. 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, unless specifically invited to do so. As part of our assessment process, we will match your organisation to all appropriate trusts and endowments.

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 which 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

If your application does not meet the minimum requirements to be recommended for funding, you will be notified of this outcome in February 2017. All other applicants will be notified of funding outcomes, both successful and unsuccessful applications, by the end of June 2017 via the applicant's email address. Please do not contact Perpetual before this time about the progress of the application unless your circumstances have changed.

Please ensure the applicant 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. Distributions will be paid to your organisation in the last week of June 2017. These payments will be made via EFT into the nominated bank account as provided in the application form submitted. The application ID number will appear on the recipient's bank account.
2. Grant recipients will receive formal notification via letter shortly after payment has been made detailing the trust(s) and/or endowment(s) that have provided funding for the activity. 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 letter.
3. While not a requirement, if you wish to acknowledge the trust(s) and/or endowment(s) providing the grant in any publications or reports, please contact Perpetual Philanthropic Services at philanthropy@perpetual.com.au for approval.

TERMS OF FUNDING

1. The decision of the trustees is final and is not subject to any appeal process.
2. Grants to organisations will be given and should be used for the purpose stated in the application.
3. Funded organisations are required to provide acquittal reports by the date advised in funding correspondence.
4. Multi-year funding will, in most cases, be dependent on regular acquittals being submitted.
5. Perpetual considers the funding provided to organisations as grants that are freely given and would not ordinarily constitute consideration for taxable supply by the recipient.
6. 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 grants. It is presumed your organisation is registered for the GST and therefore you are able to reclaim this amount.
7. By submitting the application form you consent to Perpetual sharing the details of your application with potential funders. And if funded, the details of your application may be made public.

APPLICATION INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING YOUR ORGANISATION'S APPLICATION

1. Read the instructions and guidelines carefully to ensure that you understand the assessment criteria, and your organisation is eligible for funding.
2. Go to Perpetual's website at www.perpetual.com.au/impactfunding Under Forms, click on **2017 Application Form**.
3. Read the information on the main page carefully, then click on **Start a Submission**.
4. To make an application you will need to create a login first.
 - If you don't have a login, you will need to create one by completing the **Register** section.
 - If you already have a login, then enter your login details in the **Login** section.
5. Complete the application form by typing your responses directly into the spaces provided in the form.

(Please keep your answers as concise as possible as there is 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. Ensure the application is accurate and complete before you submit it. Once the application is submitted it is deemed final and cannot be amended. You will receive an automated email indicating that the application has been submitted.

FOR FURTHER INFORMATION

Perpetual Philanthropic Services

Phone: 1800 501 227

Email: philanthropy@perpetual.com.au

www.perpetual.com.au/impactphilanthropy