



## 2019 Grant Application Guidelines – Impact100Melbourne

Impact100Melbourne has been established as a Giving Fund of the Lord Mayor's Charitable Foundation. Impact100Melbourne has appointed a Committee which calls for and reviews all applications and makes recommendations for grants to be approved by Lord Mayor's Charitable Foundation as Trustee.

Impact100Melbourne aims to raise in excess of \$100,000 each year. Our grant strategy includes making a primary grant and a series of secondary grants. The following percentage breakdowns are estimates only.

Primary grant: 92.5% of total funds up to \$100,000

Secondary grants: 2.0% of total funds, increasing if total funds in excess of \$100,000

Administration costs: 1.5% of total funds, increasing if total funds in excess of \$100,000

### **Key Objective for 2018-19**

Impact100Melbourne will consider applications for proposals that:

- address homelessness among Melbourne's youth (12 – 25 year olds); and
- meet the eligibility requirements outlined below.

Impact100Melbourne will prioritise applications where the grant will have the most impact on:

- directly affected individuals/communities within the greater Melbourne area; and
- the organisation serving those individuals/communities.

**2018-19 APPLICATIONS DUE 19 April 2019**

**email**

**[INFO@IMPACT100MELBOURNE.ORG](mailto:INFO@IMPACT100MELBOURNE.ORG)**

## Eligibility

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Impact100Melbourne has developed the following criteria and guidelines and will only receive applications which meet the following criteria.

- Are aligned with Impact100Melbourne's key objectives
- Have Deductible Gift Recipient (item 1) status
- Have income tax charity endorsement from the Australian Taxation Office
- Have been operating for at least 24 months
- Have an annual turnover of less than \$5 million
- Have less than 15 full time equivalent staff
- Applications are submitted on or prior to the relevant due dates

Further,

- Applications will be accepted from all states and territories of Australia for proposals focussed on operations within the greater Melbourne area, although priority will be given to Melbourne-based organisations

Please note:

- All recommendations for funding are at the discretion of the Impact100Melbourne Committee and subject to approval by Lord Mayor's Charitable Foundation as Trustee.
  - Reasons for rejection of proposals will not necessarily be given.
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## **Expenditure that will not be considered for funding**

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Expenditure that will not be considered for funding includes:

- Debt reduction or operational deficits
- Political or fundraising events
- Religious organisations where the grant is intended for the principal benefit of the organisation's own members or adherents, or where the grant is intended for inherently religious activities
- Legal expenses
- General campaigns

Please note our guidelines continue to evolve and Impact100Melbourne reserves the right to change its criteria without notice at any time.

## Timing

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Key dates in 2019 are as follows:

Date	
19 April (5pm)	<p>Deadline for 1<sup>st</sup> round of grant applications. Please email <a href="mailto:info@impact100melbourne.org">info@impact100melbourne.org</a> for a copy of the 1<sup>st</sup> round application form if one is not available on the website.</p> <p>Completed applications must be emailed to <a href="mailto:info@impact100melbourne.org">info@impact100melbourne.org</a></p>
10 May	<p>Impact100Melbourne will advise applicants whether they have made it through progressed to the 2<sup>nd</sup> round. Applicants will be asked to provide more detail in the 2<sup>nd</sup> round including proposal plans and budgets – a template will be provided.</p>
7 June (5pm)	<p>Deadline for 2<sup>nd</sup> round applications</p>
27 June	<p>Final four announced (those that do not progress will also be informed), subject to approval by Lord Mayor's Charitable Foundation as Trustee</p>
July	<p>Site visits will be coordinated with each finalist to provide an opportunity for Impact100Melbourne members to learn more about each organisation.</p>
15 August	<p>Annual Grant Awards Dinner, where major grant recipient announced. Representatives from the finalists will have an opportunity to engage Impact100Melbourne members prior to the final vote on the night.</p>

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## Funding Conditions

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Please note:

- You should ensure your organisation is eligible and that the proposal meets objectives before applying.
- The key dates are provided in these guidelines, however may be subject to change.
- If your organisation is amongst the selected 4 finalists, you will be required to attend our annual Grant Awards Dinner on 15 August 2019. Attendance at this event is likely to involve the presence of a table/stand, engagement with our members, and may include a pre-recorded video.
- Any organisation may submit only one application each year.
- Organisations that have previously been awarded our Primary Grant may not re-apply in the subsequent year.

It is expected that the grant funds will be expended:

- in accordance with the submission provided in the second-round application; and
- within 24 months.

Impact100Melbourne contributions should be acknowledged in any relevant publication, promotional material or news releases.

Public liability insurance any other insurance category appropriate to the activities within your proposal are the responsibility of the applicant.

If you apply for a grant, you must ensure that the activity that is the focus of your application complies with relevant statutes, regulations, by-laws, mandatory codes and requirements of any Commonwealth, State, Territory or Local Authority.

It is your responsibility to be aware of laws and protocols that regulate the way you must conduct your work.



Privacy – the information requested in the application form is to be used for the purposes of determining whether or not an organisation is eligible for funding. The information will be accessible by members of Impact100Melbourne for these purposes.

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