

Funding Round Instructions and Guidelines 2010

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 Charity Tax Concession (TCC) endorsement
- Australian Taxation Office Deductible Gift Recipient (DGR) endorsement

Application

Only applications made using the online form (accessed at www.perpetual.com.au/philanthropy) will be accepted.

Organisations may only submit one application for funding for the 2010/2011 period.

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

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

Any additional applications received from your organisation above the maximum limit will be deemed ineligible for funding. If you are a national organisation, university, hospital or medical research institute, please liaise and co-ordinate with your head office or central research office.

Medical Research Applicants

- Only applications approved by your organisation's central research or fundraising office will be deemed eligible.

Types of funding

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 of Perpetual, and can not be applied for without invitation. Multi-year funding will be considered subject to a satisfactory acquittal report and in most cases, a further application being made.

All funding applications are considered in the context of the period in which they are received.

Size of gifts

As a guide, gifts generally range between \$10,000 and \$100,000. In 2009, the average gift was approximately \$50,000. The maximum amount an organisation can request is \$300,000.

Opening and closing dates for applications

The application form will be available on our website from Monday, **2 November 2009**.

Applications for funding will be accepted between Monday, **2 November 2009** and Friday, **5 February 2010, 5pm EDST**. Late applications will not be considered.

Activities funded

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. Please apply for your organisation's greatest strategic need. We will focus on the following criteria in our assessment of proposals:

Assessment criteria

Assessment criteria will be based on the governance of the organisation including 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 application to a specific trust. As part of our assessment process, we will match your organisation to all appropriate trusts and foundations.

Specific purposes

To meet the requirements of the trusts and foundations that we manage which have specific funding criteria, we seek applications for the following purposes or in the following regions:

1. Aid and support for people with disabilities
2. Blind and vision impaired people
3. Animal welfare and the preservation of animal wildlife
4. Care, welfare and education of children
5. Education, early intervention and rehabilitation of disadvantaged young people
6. Medical research and advancement of medical science
7. Assistance for the homeless and families living in poverty
8. Support for the aged
9. Social and educational advancement of Tibetan Buddhism
10. Organisations working within the Jewish Community
11. Myeloproliferative disease
12. Lupus
13. Parkinson's disease

Charitable organisations that submit applications which fall outside these areas (for example in the arts and environmental sectors) are eligible for funding from trusts and foundations that support general charitable purposes.

Specific regions

NSW: Gilgandra and Warren shires, Taree, within a fifty mile radius of Matong

Queensland: Toowoomba and Darling Downs, Northern Queensland

Victoria: Ballarat, Benalla, Geelong

Charitable organisations that operate outside these areas are eligible for funding from state-based and national trusts and foundations that are not restricted to a specific region.

Perpetual's assessment process

Assessment of your application

Please note the following with regards to your application:

1. Your proposal will be reviewed by Perpetual's Philanthropic Services team who may contact you requesting additional information regarding your application. Please do not attach any additional information as part of your application for funds unless you receive a specific request to do so.
2. Your proposal is then considered by the relevant committee or board of trustees.
3. If necessary, your application may also be assessed by an appropriately qualified person/panel to make a recommendation to the trustees.
4. If at any time after you have submitted your application, you secure funds from another source which changes your funding situation from that recorded on your application; please contact us via email, philanthropy@perpetual.com.au, with details of the change. Circumstances will be considered on a case by case basis.

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 2010. Please do not contact Perpetual before this time about the progress of your application.

Please ensure the email address on your registration 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 2010 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 your 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 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 must 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 payment.
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

1. Download the Application Form from our website, www.perpetual.com.au/philanthropy. This is a writeable PDF and can be saved, shared and refined internally before being lodged.
2. Read the instructions and guidelines carefully to ensure your organisation is eligible for funding.
3. Complete the Application Form below in Adobe Acrobat Reader.

The latest version of Adobe Acrobat Reader can be downloaded for free by clicking the 'GET ADOBE READER' button from <http://www.adobe.com/downloads/>
Please note there is a limited amount of space to answer each question and the character limits have been provided.
4. Part 3 must only be completed by Medical Research applicants.
5. Save your completed application as "<Organisation Name> Perpetual Funding Round 2010".
6. Ensure the form is accurate and complete and email the form to philanthropy@perpetual.com.au, with the subject line reading "<Organisation Name> Perpetual Funding Round 2010". It is imperative to state your organisation name in the subject line of the email.
7. Please do not include any additional material in the email.

This brochure was prepared by Perpetual Trustee Company Limited (PTCo) ABN 42 000 001 007, AFSL 236643. References to Perpetual, we or us are to Perpetual Limited (ABN 86 000 431 827) and its subsidiaries. All financial advice and trusteeship is provided by Perpetual Trustee Company Limited ABN 42 000 001 007, AFSL 236643 or its authorised representatives whose registered office address is Angel Place, Level 12, 123 Pitt Street, Sydney NSW 2000, Australia.



For further information

Perpetual Philanthropic Services

Phone 1800 501 227

Email philanthropy@perpetual.com.au

www.perpetual.com.au

Application form

1. Organisation information

organisation name	50 characters		
department (for universities and hospitals)	50 characters		
ABN	11 characters		
is your organisation a hospital, university or medical research institution?	yes <input type="checkbox"/>	no <input type="checkbox"/>	
street address	50 characters		
suburb	50 characters	state	postcode
postal address	50 characters		
suburb	50 characters	state	postcode
organisation's establishment date	60 characters		

Contact details

Chief executive officer

title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	other <input type="text"/>
first name(s)	50 characters				
last name	50 characters				
phone (after hours)	10 characters	phone (business hours)	10 characters		
email	50 characters				
position	50 characters				

Chair

title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	other <input type="text"/>
first name(s)	50 characters				
last name	50 characters				
phone (after hours)	10 characters	phone (business hours)	10 characters		
email	50 characters				
position	50 characters				

1. Organisation information (continued)

Chief finance officer

title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	other <input type="text"/>
first name(s)	<input type="text" value="50 characters"/>				
last name	<input type="text" value="50 characters"/>				
phone (after hours)	<input type="text" value="10 characters"/>		phone (business hours)	<input type="text" value="10 characters"/>	
email	<input type="text" value="50 characters"/>				
position	<input type="text" value="50 characters"/>				

Briefly describe your organisation’s establishment and achievements to date

what is the approximate annual revenue generated by the organisation?

provide a percentage breakdown of how revenue is generated:	government <input type="text" value=""/>	% <input type="text" value=""/>	philanthropic membership income <input type="text" value=""/>	% <input type="text" value=""/>	corporate/ sponsorship <input type="text" value=""/>	% <input type="text" value=""/>
	fundraising <input type="text" value=""/>	% <input type="text" value=""/>			service fees <input type="text" value=""/>	% <input type="text" value=""/>
	other <input type="text" value=""/>	% <input type="text" value=""/>				

website link or contact for financial statements

are your accounts audited? yes no please provide the year your accounts were last audited

how many people work within the organisation (paid) how many people work within the organisation (volunteer)

do you give Perpetual consent to contact your organisation? (events, surveys, research, IMPACT newsletter) yes no

What is the organisation’s mission statement?

the organisation works within which sector:	<input type="text"/>
the organisation or department primarily assists	<input type="text"/>
people of the following religion:	<input type="text"/>

What is the primary objective of the organisation?

1. Organisation information (continued)

Demonstrate why your organisation is best placed to address issues facing this sector. (relevant or related experience, credentials, etc)

800 characters

What differentiates your organisation from like minded organisations? What is your niche offering?

500 characters

What key performance indicators does your organisation use to measure organisational efficiencies on an annual basis?

800 characters

Demonstrate how you are performing against these measures

800 characters

What key performance indicators does your organisation use to measure organisational effectiveness (social impact) on an annual basis? (Include evaluation methodology – eg, SROI, LogFrame)

800 characters

Demonstrate how you are performing against these measures.

800 characters

1. Organisation information (continued)

How does your organisation work collaboratively with other organisations in your sector to maximise social impact. Please provide examples (Examples- shared resources, sharing research, referring clients to other organisations)

800 characters

Demonstrate how your organisations shares results with other organisations and/or the public

800 characters

Summarize the major external issues and challenges facing organisations in this sector (Consider public policy, government funding etc)

500 characters

Please list risks affecting your organisation and accompanying mitigation strategies (consider strategy, budget, and community risks etc)

800 characters

2. Activity information

Application contact

title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	other <input type="checkbox"/>	<input type="text"/>
first name(s)	<input type="text"/>					
last name	<input type="text"/>					
phone (after hours)	<input type="text"/>			phone (business hours)	<input type="text"/>	
email	<input type="text"/>					

Provide a brief overview of your organisation’s “top” (strategy) priorities for 2010-2011

500 characters

Please describe the nominated activity for which your organisation is seeking funding

500 characters

Please provide an activity title for which your organisation is seeking funding

50 characters

the activity for which your organisation is seeking funding is a new activity an existing activity

The activity in this application **primarily** assists people with the following illness

Myeloproliferative diseases <input type="checkbox"/>	Cancer <input type="checkbox"/>	Asthma <input type="checkbox"/>	Diabetes <input type="checkbox"/>	Obesity <input type="checkbox"/>	Alzheimer’s disease <input type="checkbox"/>
Arthritis <input type="checkbox"/>	Cystic fibrosis <input type="checkbox"/>	Eating disorders <input type="checkbox"/>	Heart disease <input type="checkbox"/>	Parkinson’s disease <input type="checkbox"/>	Multiple sclerosis <input type="checkbox"/>
Lupus <input type="checkbox"/>	Blindness <input type="checkbox"/>	Deafness <input type="checkbox"/>	Spastic <input type="checkbox"/>	other <input type="checkbox"/>	not applicable <input type="checkbox"/>

The activity in this application **primarily** aims to assist

people with a disability <input type="checkbox"/>	people with mental health needs <input type="checkbox"/>	people affected by addiction or other drug and alcohol issues <input type="checkbox"/>
people affected by domestic violence or other violence/ assault issues <input type="checkbox"/>	people who are homeless and or poverty stricken <input type="checkbox"/>	other <input type="checkbox"/>
the activity in this application primarily aims to assist <input type="text"/>		
demographics of individuals the activity in this application primarily aims to assist <input type="text"/>		
gender of individuals the activity in this application primarily aims to assist <input type="text"/>		
age of individuals the activity in this application primarily aims to assist <input type="text"/>		
the activity in this application will take place primarily in which State? <input type="text"/>		
this application primarily seeks to address issues in which geographic area? <input type="text"/>		

2. Activity information (continued)

Describe performance indicators for the nominated activity

what will be done?

200 characters

when will it be achieved (month and year)

MM/YYYY

expected outcomes and performance measures – how will you determine if anyone is better off?
State how the results (outcomes/outputs) will be measured.

200 characters

Describe how the intended outcomes of the project can be sustained beyond the life of the project. Also describe the basis for conclusions that the intended outcomes will extend beyond the term of funding

800 characters

What are the risks which will prevent you from achieving a successful outcome from this activity?

300 characters

consent to Perpetual sharing details of application

yes

no

Income (for this project only)

Funding – Secured Source

income – government	10 characters	income – philanthropic trusts	10 characters
Income – provide trust name(s)	50 characters		
income – direct fundraising	10 characters	income – membership or service fees	10 characters
income – organisation investment	10 characters		

Funding – Pending/unconfirmed Source

income – government	10 characters	income – philanthropic trusts	10 characters
income – provide trust name(s)	50 characters		
income – amount requested from trusts managed by Perpetual (maximum amount \$300,000)			6 characters
	Total income		10 characters

Expenditure

expenditure – equipment	10 characters	
expenditure – equipment (describe)	50 characters	
expenditure – employment costs	10 characters	expenditure – admin/infrastructure/operational 10 characters
expenditure – admin/infrastructure/operational (describe)	50 characters	
expenditure – evaluation	10 characters	expenditure – publicity 10 characters
expenditure – other	10 characters	expenditure - other (describe) 10 characters
		Total expenditure 10 characters

has your organisation been asked to apply for funding from a trust managed by Perpetual yes no

asked to apply by whom

for which trust

Please provide any additional comments/information as you see fit

200 characters

3. Medical research applicants

Please complete this section if your organisation is in the Medical Research Sector

this application has been authorised by your central research or funding office yes no

Contact details of chief investigator

title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	other <input type="text"/>
first name(s)	50 characters				
last name	50 characters				
phone (after hours)	10 characters		phone (business hours)	10 characters	
email	50 characters				
institute	50 characters				
current appointment	50 characters				
department	50 characters				

3. Medical research applicants (continued)

Academic qualifications of chief investigator

qualifications	10 characters		
institute	75 characters	year	YYYY
qualifications	10 characters		
institute	75 characters	year	YYYY
qualifications	10 characters		
institute	75 characters	year	YYYY
qualifications	10 characters		
institute	75 characters	year	YYYY
qualifications	10 characters		
institute	75 characters	year	YYYY

Recent and relevant publications

chief investigator publications 1	250 characters
chief investigator publications 2	250 characters
chief investigator publications 3	250 characters
chief investigator publications 4	250 characters
chief investigator publications 5	250 characters

Provide a brief description of the research in non-technical terms including why it is unique, the impact it will have on society and how this will be evaluated or measured:

500 characters

Provide a description of the research in technical terms under the following headings

specific aims

2000 characters

methods

2000 characters

pilot data (if available)

2000 characters

scientific plan

2000 characters

Ethical and hazardous implications of the project

ethical – i) human	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
ethical – ii) animals	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
ethical – iii) carcinogens	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
ethical – iv) radiation	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
ethical – v) DNA	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
If you have ticked any of the above, please confirm approval from ethics committee	yes	<input type="checkbox"/>	no	<input type="checkbox"/>