

# Thompson Charitable Fund Grant Application Guidelines

## PLEASE DOWNLOAD AND READ THESE GUIDELINES

*To avoid submitting an ineligible grant application, it is essential that you follow these guidelines, so we suggest keeping a printed copy handy.*

## Objectives

The objectives of the Thompson Charitable Fund (TCF) Grants are to support projects and activities designed specifically to assist people in necessitous circumstances\* throughout the Sunshine Coast, including the Sunshine Coast and Noosa Council Local Government Areas (LGAs).

- \* Necessitous circumstances are defined by the Australian Tax Office as where a person's financial resources are insufficient to obtain all that is necessary for a modest standard of living in the Australian community. Further details can be found here: [Necessitous Circumstances Fund | Australian Taxation Office.](#)

## Grant Value

There is no maximum value per grant application.

## Grant Timeframe

Grants are open year-round until the annual funding is exhausted.

## Eligibility Criteria

### Organisation Eligibility

**To be eligible for a TCF Grant, your organisation's main purpose is to support people in necessitous circumstances\*.**

In addition, your organisation must be:

1. Endorsed by the ATO as a Deductible Gift Recipient 1 (DGR1), and
2. A legal entity or incorporated association which holds a current Australian Business Number (ABN) or Australian Registered Body Number (ARBN), and
3. Registered with the Australian Charities and Not-for-profit Commission (ACNC).

### **Organisations ineligible to receive a TCF Grant:**

- Businesses or Sole Traders.
- For-profit public or private companies.
- Federal, State and Local Governments and Government authorities or agencies.
- Organisations that do not have enough reserves or revenue to cover their operating costs and all debts as they fall due.
- Organisations that have not acquitted a grant previously received from the Buderim Foundation for a TCF grant.
- Any organisation or entity which the Buderim Foundation deems (in its sole and unfettered discretion) to be ineligible.
- An organisation which has a main purpose which is not specifically to support people in necessitous circumstances.

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## Project Eligibility

**Eligible TCF grant applications** should demonstrate how your project or activity will provide relief or assistance directly to those who:

- **Are in necessitous circumstances\*, and**
- **Reside in the Sunshine Coast Council and Noosa Council LGAs.**

**Ineligible TCF Grant application projects** include:

- Applications from organisations which do not meet the eligibility requirements.
- Projects which do not specifically benefit recipients in the Sunshine Coast or Noosa Council LGAs.
- Anything the Buderim Foundation considers illegal or unethical.
- Anything the Buderim Foundation considers inherently a risk to life or property.
- Promotion of religious or political activities, views and ideologies.
- Projects/activities without prior requisite Governmental approval, including Council development approval, or other approval.
- Projects/activities, in whole or in part, for the personal gain or benefit of an individual.
- Projects, purposes or activities which the Buderim Foundation deems (in its sole and unfettered discretion) as not providing relief to those in necessitous circumstances.

## Project Expenditure

**Eligible TCF Grant expenditure** includes projects which provide relief or assistance directly to a person in necessitous circumstances or provided directly for their benefit in one or more of the following ways:

- Direct cash payment to, or on behalf of, the recipient or the provision of vouchers.
- Provision of food, clothing, and/or essential goods and services on a free basis, or in exchange for the payment of a price below current market price.
- Provision of emergency, short term and medium-term accommodation.
- Funding essential repairs to the recipient's home to ensure it remains habitable.

**Ineligible TCF Grant expenditure** includes:

- Supplementing budget deficits and/or repayment of debts or loans.
- Fundraising campaigns, overseas or domestic appeals, or sponsorship.
- Overseas or domestic travel.
- Gifts, donations or scholarships.
- Funds for investment or organisational reserves.
- Project management fees, project contingency costs, or feasibility study costs.
- General operating expenses for organisations including:
  - Salaries or wages and on-costs eg. superannuation, workers compensation.
  - Rent and outgoings.
  - Funding for staff or member social events.
  - Staff training and conferences.

# Thompson Charitable Fund Grant Application Guidelines

**PLEASE ENSURE YOU FOLLOW THE THOMPSON CHARITABLE FUND GUIDELINES**

## How to Apply for a Thompson Charitable Fund Grant

Thompson Charitable Fund (TCF) Grant Applications are always open and assessed on an on-going basis. Applications are available on the Buderim Foundation website:

<https://www.buderimfoundation.org.au/>

## Stage 1 – Eligibility Assessment

**Step 1** Go to <https://www.buderimfoundation.org.au/>

**Step 2** Under the 'Grants' heading, select 'Submit or Manage Grant Applications':

- a) If you are a **previous applicant**:
  - Login using the username and password used for your previous application and proceed to Stage 2.
- b) If you are a **new applicant**, the first step is to ensure your organisation is eligible to apply for a TCF Grant by completing an 'Organisation Application Form'. To do this:
  - Select 'Don't have a user login? Create a user account now' below the login button.
  - Complete the online form and follow the instructions to finalise registration and creation of an account.
  - Login with your username and password.

**Step 3** Select the **Organisation Application Form** and complete all sections\*\*. Copy and paste the Organisation Description from your computer into the form.

**\*\*** We recommend developing your organisation's description (*max 200 words*) in a Microsoft Word document on your computer prior to accessing the Organisation Application Form. This can easily be copied and pasted into the form once you have logged in.

**It is essential your Organisational Description includes:**

1. An explanation of how and why your organisation's objectives/purposes and activities can be identified as being **solely or predominantly directed towards the relief of persons in necessitous circumstances**.
2. An explanation of **how you determine whether a potential recipient of your assistance is in necessitous circumstances**, eg. you undertake an assessment of their financial circumstances.
3. The **percentage attributable to the provision of cash/ vouchers, food, clothes, accommodation/shelter and/or essential goods and services to those in necessitous circumstances** (*as a percentage of your total expenditure on assisting all your recipients/clients in the last financial year*).

**Step 4** When form is completed, **submit Organisation Application Form**.

**Step 5** Please provide a link to your **Organisation's Constitution**. If no link is available, email a PDF copy to [grants@buderimfoundation.org.au](mailto:grants@buderimfoundation.org.au).

We will advise if your organisation meets the eligibility criteria.

**If successful, proceed to Stage 2.**

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## Stage 2 – Grant Application

**Step 1** Using a Microsoft Word Document on your computer, develop the description of the project for which you are requesting the grant (*200 words max*). Save this on your computer and paste it into the Application Form in Step 4.

**Your description should include the following information:**

1. On what and/or how will you expend the grant to provide relief to those recipients you have identified as being in necessitous circumstances.
2. An outline of the project and its implementation.
3. A description of the intended recipients and their circumstances, including their geographic location.
4. The number of recipients you estimate will benefit from the project.
5. The name and contact details of any person or organisation you will partner with to complete the project.

**Step 2** Assemble the necessary budget and other supporting documents that you will upload into the Application Form.

**Step 3** Please email your organisation's financials and ASIC information to [grants@buderimfoundation.org.au](mailto:grants@buderimfoundation.org.au). Please include the following:

- **Organisation Financials**

In a single document, please provide either the last audited financial statement OR current profit & loss and balance sheet. *Files must be less than 10 MB. Allowed file types: jpeg txt html pdf doc docx xls xlsx.*

- **ASIC Information**

Please email the latest copy of your organisation's Company Statement as lodged with ASIC. *Files must be less than 10 MB. Allowed file types: jpeg txt html pdf doc docx xls xlsx.*

**Step 4** Go to <https://www.buderimfoundation.org.au> and sign in using your username and password, then select the Thompson Charitable Fund 'Application Form':

- Select your organisation.
- Fill in all sections of the Application Form.
- Paste the project description from your computer into the appropriate field.
- Upload the project budget and other support documents into the Application Form.

**Step 5** Review your Application Form and gain appropriate authorisation to submit (if required).

**Step 6** Submit Application.

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## Assessment Process

Applications will be carefully evaluated by Buderim Foundation's Grants Committee against the TCF Grants objectives and eligibility requirements. If necessary, further information on the application may be sought by the Grants Committee.

Recommendations will then go to the Buderim Foundation Board for consideration. You will be notified of the outcome of your application shortly thereafter.

We encourage you to ask for feedback on your grant application, regardless of whether it is successful or not. Please email us: [grants@buderimfoundation.org.au](mailto:grants@buderimfoundation.org.au).

## Awarding Thompson Charitable Fund Grants

If your application is successful, we will write to you with details of the next steps, which include:

- Providing your organisation's bank account details (the grant will be paid by electronic fund transfer).
- Any conditions attached to your organisation receiving the grant funding (e.g. some grants may have tranche payment schedules and requirements).
- Progressive expenditure reporting requirements.
- Arrangements for formal public announcement and presentation of the grant.

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### End of Project Report and Grant Acquittal

A Grant Acquittal Report is due three months after completion of the project, but no later than 12 months after receiving the grant (unless exceptional circumstances have been approved).

- Step 1** Please develop your Grant Acquittal Report (*max. 200 words*) in a Microsoft Word document on your computer, then simply copy and paste it into the Acquittal Form when you are ready to submit. In the report, describe how you met and measured your project objective, what was achieved, who benefitted, and how you spent your grant funds – if applicable, please provide copies of receipts/invoices.
- Step 2** Go to <https://www.buderimfoundation.org.au> and select 'Submit or Manage Grant Applications'. Login using the username and password used in Stage 1 of the Application Process.
- Step 3** Select your organisation.
- Step 4** Select the Acquittal Form and fill in all fields:
- Paste the Grant Acquittal Report from your computer into the appropriate field in the Acquittal Form.
  - Upload supporting information, such as:
    - photographs, community references, or quotes.
    - clear detail demonstrating that the grant funds were expended in accordance with your application, eg. receipts/paid invoices.
    - any other examples showing the grant funds were expended in accordance with your application.
- Step 5** Review the Acquittal Form.
- Step 6** Submit.

### We're here to help

Information about the Buderim Foundation Thompson Charitable Fund Grants can be found on our website at: [www.buderimfoundation.org.au/grants](http://www.buderimfoundation.org.au/grants).

If your organisation does not have access to a computer and is unable to lodge an online application, please contact the Executive Officer during business hours on (07) 5456 1757 or 0474 220 895.

If you have questions, please contact us at: [grants@buderimfoundation.org.au](mailto:grants@buderimfoundation.org.au).