



FUNDING GUIDELINES

Grant Application

Before you apply

Before you make an application, please carefully consider the grant criteria and conditions of the Hannan Mason Charitable Trust to see how well your project fits.

Write factually and simply

Keep in mind that the reader may have little or no detailed knowledge of your organisation or its activities.

Attachments

Attachments may be made to each section of the Application. While the application does not need to be lengthy it does need to be supported by sufficient information that demonstrates alignment with the assessment criteria and consistent with the purpose and objectives of the Trust.

Finance

If you have difficulty highlighting the financial information requested in the application, ask your organisation's accountant or treasurer. Please provide a copy of a complete set, including notes, of your organisation's annual audited financial statement.

Checklist before submission

Ensure you have included:

- the name and contact details of the contact person for the application
- all information and documentation requested.

Our grant conditions

Eligibility

To be eligible for a grant an Applicant must be charitable in the legal sense. To substantiate charitable status the Applicant must be registered with ACNC and have DGR status or at least be Tax Exempt. Proof must be supplied. The Grant must be utilised within twelve months. Only in exceptional circumstances will an extension of this period be considered by the Trustees and it must be upon formal request prior to the expiration of the twelve-month period. Any approved extension will constitute a variation of the Agreement.

Special conditions

The Trust places certain conditions on the making of its Grants. These conditions are standard conditions. In special circumstances additional conditions may be included which are known as special conditions.

Grants have no Goods and Services Tax (GST)

No GST is paid on the Grant.

Standard conditions

The Grantee must use the whole of the Grant exclusively for the project as described in the Application and not for any other purposes.

The Grantee will use its best endeavour to complete the project within twelve months from the date of approval of the Grant. The Grantee will promptly advise the Foundation of any material change which may affect the Grantee's ability to undertake or complete the project within the twelve-month period.

The Grantee will expend the Grant only within Australia and in the approved specified location.

The Grantee will show the Grant separately in its books of account and keep records adequate to enable the use of Grant funds to be checked readily.

The Grantee must give the Trust a final report at the sooner of either two months from completion of the project or twelve months from the date of receipt of the Grant.

Our application process

Dates for applications

Applications are on invitation. Before you are invited to make application you must have submitted an Expression of Interest in the prescribed form which has been considered by the Trustees and have been invited to proceed to application.

Application lodgement

All sections of the application must be thoroughly completed and all documents and information requested must be provided with the application when it is submitted.

Application receipt

Receipt of your application will be acknowledged when received.

Outcome notifications

An applicant will be notified of the outcome of their application within four to six weeks from the date of the trustees meeting.