

INNOVATION GRANT

Guidelines

The Lord Mayor's Charitable Foundation was formed in 1923 by the Lord Mayor of Melbourne, Sir John Swanson, to support Melbourne's hospitals and charities. The Foundation provides grants to a large number of charities each year within four key Impact Areas. Some of our grants support organisational capacity building and some are focused on innovative solutions to current community challenge.

Please ensure you are familiar with the Foundation's funding principles, as stated on our website: <https://www.lmcf.org.au/grants/funding-principles>.

Applicants **must** speak with a Grants Program Manager before submitting an application or the application may not be considered.

About the Innovation Grants

Innovation Grants are an opportunity for leaders within the charitable sector to take a creative approach to tackling a social or environmental issue through:

- Piloting or scaling up a new service model or social enterprise.
- Applying a new approach to improving service effectiveness and/or service quality.
- Increasing impact and/or service effectiveness through sharing space or back office support, or other forms of partnership or collaboration.
- Building understanding of an emerging issue or area through applied research.

Privacy

The Lord Mayor's Charitable Foundation (LMCF) collects, uses and discloses your personal information for a variety of purposes, including to assess applications for grants, notify you about fundraisers, training and events, engage with our contractors and outsourced service providers, undertake research and for other purposes specified in our Privacy Policy.

We may disclose your personal information to third parties, including our contractors, outsourced service providers, financial institutions and charitable organisations. If we cannot collect personal information from you, we may not be able to perform the activities listed above.

LMCF's Privacy Policy contains information about how to access and seek correction of your personal information held by us and how to lodge a complaint about our management of your personal information. The Privacy Policy is available online at <http://www.lmcf.org.au/privacy-policy> or can be obtained from our Privacy Officer at 03 9633 0033, GPO Box 1851 Melbourne VIC 3001 or info@lmcf.org.au.

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Eligibility

Organisations applying for an Innovation Grant under the [Education & Employment](#) and [Environment & Sustainability](#) Impact Areas:

- Must be endorsed as a Tax Concession Charity (TCC).
- Grants provided especially to Australian charities operating in Victoria, New South Wales and Australia Capital Territory.

Organisations applying for an Innovation Grant offered under the [Healthy & Resilient Communities](#) and [Homelessness & Affordable Housing](#) (Impact 2 only)* Impact Areas:

- Must be endorsed as a Tax Concession Charity (TCC) and as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997.
- Grants provided to Australian charities registered and operating in Victoria especially but not limited to Greater Melbourne.

* Early intervention to prevent entry into and entrenchment in homelessness

Within the [Education & Employment](#) and [Healthy & Resilient Communities](#) (Impact 1 & 3 only)* Impact Areas, the Foundation has a specific focus on two age groups: **Youth (8-28 years)** and **Older Australians (55 years+)**. When applying for an Innovation Grant under either of these two Impact Areas, organisations must ensure that their project is working within one of these two age groups.

* (1) Building Age-Friendly Communities and supporting ageing well

* (3) Supporting communities to build resilience in the face of climate change

How much can I apply for?

The maximum amount available for an Innovation Grant is **\$300,000** over 2 years (maximum of \$150,000 per year).

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What documents do I need to support my application?

For your application to be considered, you will be required to attach the following documentation to your application. Please note there is a limit of 3MB per document.

Financial Statements

- A copy of your organisation's most recent Audited Financial Statements* (including signed Director's Declaration). If your organisation has been in operation for less than 12 months, please provide a copy of your financial statements to date.

* Due to file size limitations for attachments, if your financial statements are incorporated into your Annual Report, please separate and attach your financial statements only.

Tax Endorsement Notices

- A copy of your organisation's most recent Notice of Endorsement for Charity Tax Concession* (TCC) (as issued by the ATO on or after 1 July 2005).
- A copy of your organisation's most recent Notice of Endorsement as a Deductible Gift Recipient covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997***.

* Please note that a copy of your organisation's entry on the ABR Register will not be considered sufficient evidence of tax endorsement status.

** Applicable to organisations applying under either of the Healthy & Resilient Communities and Homelessness & Affordable Housing Impact Areas.

Letters of Support

- A copy of any Letters of Support in relation to any confirmed funding or in-kind support for your project.

Project Implementation Plan

- A completed Project Implementation Plan (using the template available [here](#)).

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How and when do I apply?

The Foundation accepts Innovation Grant Applications annually:

- Applications will be accepted from Monday 19 June 2017 to 5pm Friday 14 July 2017.
- Applications must be submitted online via the Lord Mayor's Charitable Foundation's [Grants Portal](#) by 5pm Friday 14 July 2017.

When will I know if my application has been successful?

All applicants will be notified the outcome of their application in December 2017.

What do I need to do if my application is successful?

If your organisation's application for funding is successful, a copy of your Grant Agreement, once signed by both parties, will need to be returned to the Grants Team, along with a completed EFT form. Once these documents have been received, payment of the grant will be made.

Your organisation will also be required to submit a Progress and/or an Acquittal Report – the due date/s will be specified in your Grant Agreement. A template will be available on the Lord Mayor's Charitable Foundation's Grants portal.

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