

THRIVE GRANT

Guidelines

The Lord Mayor's Charitable Foundation was established 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.

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 to a Grants Program Manager before submitting an application or the application will not be considered.

About the Thrive Grants

The Thrive Grants supports organisational capacity building, and acknowledges the importance of smaller, grass-roots charitable organisations, supporting them to do what they do better in the Foundation's priorities with the Impact Areas.

Thrive Grants are provided for the following areas of support that will demonstrably improve the ability of the organisation to achieve its mission. Applicants must select the organisational capacity area that they will be focussing upon.

Leadership capacity

- Clarify or share vision & values
- Enhance decision making
- Board governance
- CEO development

Management capacity

- Staff development
- Operational planning
- Knowledge management
- Financial planning and management
- Human resource planning and management

Operational capacity

- Core operating support
- Fundraising or marketing
- Communications
- Information technology
- Management of legal issues

Change management capacity

- Partnership development
- Program development
- Organisational learning
- Monitoring and evaluation
- Strategic planning

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

Thrive Grants are available to organisations with an annual revenue of \$3 million or less who are working in one of the Foundation's four key Impact Areas.

Within the [Education & Employment](#) and [Healthy & Resilient Communities](#) Impact Areas, the Foundation has a specific focus on two age groups: **Young people (12-25 years)** and **Older people (55 years+)**. When applying for a Thrive Grant under either of these two Impact Areas, organisations must ensure that their project is working within one of these two age groups.

Organisations applying for a Thrive Grant:

- Must be endorsed as a Tax Concession Charity (TCC).
- Must be endorsed 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 are provided to Australian charities registered or operating in Victoria, especially Greater Melbourne.

A preference will be given to supporting organisations involving volunteers in achieving their mission.

How much can I apply for?

Grants of \$20,000 to \$40,000 per year are available for between 1-3 years. Organisations may also request up to an additional \$10,000 to support any small infrastructure requirements (computers/hardware/software, furniture and refurbishments, cameras and monitoring equipment, and/or leasing of equipment, including office equipment) which will assist with meeting the objectives of the organisation's capacity building project.

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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.

Letters of Support

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

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Project Implementation Plan

- A completed Project Implementation Plan.

How and when do I apply?

The Foundation accepts Thrive Grant Applications annually:

- Applications will be accepted from Friday 1 December 2017 to 5pm Thursday 25 January 2018.
- Applications must be submitted online via the Lord Mayor's Charitable Foundation's Grants Portal by 5pm Thursday 25 January 2018.

When will I know if my application has been successful?

All applicants will be notified the outcome of their application in May 2018.

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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