

CHARITABLE FUND ACCOUNT ESTABLISHMENT FORM



Inspiring Philanthropy
Since 1923
lmcf.org.au
ABN 63 635 798 473



ABOUT US

As Australia's oldest and largest independent community foundation, Lord Mayor's Charitable Foundation works to inspire philanthropy to influence and support positive social change.

At Lord Mayor's Charitable Foundation, we believe that community philanthropy transforms and changes communities for the better. Through our future focussed research and innovative grantmaking, we are helping communities across Melbourne and Australia transition to become healthy, resilient and sustainable. Our model of philanthropy is based on social change philanthropy.

We believe that innovation and change occurs in communities when the intersection of ideas, knowledge and funding comes together to improve lives and increase life opportunities for all people and communities experiencing disadvantage.

OUR VISION

**Inspiring Philanthropy.
Sustained social impact.**

OUR MISSION

As a community foundation, we work in partnership with our stakeholders to lead positive social change. We do this through innovative and inspired philanthropy. This includes granting, community engagement, partnerships, research, sharing knowledge, influencing policy, and impact investment.

FORM A: CHARITABLE FUND ACCOUNT ESTABLISHMENT



CHARITABLE FUND ACCOUNT HOLDER DETAILS

Name First _____ Last _____
Organisation Name (If applicable) _____
ACN/ABN _____
Address _____
Suburb _____ State _____ Postcode _____
Email _____
Phone H _____ W _____
M _____

(Complete below if there is more than one Charitable Fund Account holder, or if an entity is establishing the Account, please enter the contact details of the authorised representative/contact to receive fund-related communication materials.)

Name First _____ Last _____
Address _____
Suburb _____ State _____ Postcode _____
Email _____
Phone H _____ W _____
M _____

ESTABLISHMENT DONATION TO LORD MAYOR'S CHARITABLE FOUNDATION

Initial donation of less than \$10,000

You have the option of establishing a Charitable Fund Account with an initial donation of \$2,000. It is expected that Charitable Fund Accounts will grow to reach \$10,000 at which time they will become fully-fledged Charitable Fund Accounts. A fully-fledged Charitable Fund Account means you will be able to nominate Eligible Charities within your chosen Impact Area/s or preferred areas of interest to receive grants from your annual Granting Allocation.

Initial donation of \$10,000 or more

You can establish a fully-fledged Charitable Fund Account with an initial donation of \$10,000 or more. It is expected that Charitable Fund Accounts will build over time, through regular donations or a bequest. You may nominate Eligible Charities within your chosen Impact Area/s or preferred areas of interest to receive grants from your annual Granting Allocation.

I / We propose to make unconditional gifts to Lord Mayor's Charitable Foundation, starting with an initial donation of \$ _____

I / We propose to make further unconditional donations to Lord Mayor's Charitable Foundation as trustee of the Lord Mayor's Charitable Fund (63 635 798 473) for my Charitable Fund Account.

FORM A: CHARITABLE FUND ACCOUNT ESTABLISHMENT



NAME OF CHARITABLE FUND ACCOUNT

You may nominate a name for the Charitable Fund Account. This can be named after yourself, your family, a loved one, a business or a cause meaningful to you.

I / We request Lord Mayor's Charitable Foundation establish a management account (the Charitable Fund Account) within the Lord Mayor's Charitable Fund, to be managed in accordance with the Charitable Fund Account Terms (refer to page 11).

I / We request that the Charitable Fund Account be named:

the _____ Fund,
(Specify name)

a Charitable Fund Account of Lord Mayor's Charitable Foundation.

ACKNOWLEDGMENT AND SIGNATURE

I / We have read the Charitable Fund Account Terms (including the administration fees) and agree to be bound by them. Signed by the Charitable Fund Account holder/s:

Signature

Signature

Name of Charitable Fund Account holder

Name of Charitable Fund Account holder

Date

Date

Accepted by Lord Mayor's Charitable Foundation:

Signature of Catherine Brown
Chief Executive Officer

Date

Signature of Chair

Date

FORM B: PREFERENCES



YOUR PHILANTHROPIC INTERESTS AND GOALS

Briefly describe what you would like to achieve through your Charitable Fund Account. What issues do you care about? Who in the community would you like to help? Understanding your areas of interest and funding priorities enables the Foundation to keep you informed about relevant issues, projects and events.

The Foundation applies gender and cultural diversity lenses in our granting program. Please indicate if you have a particular interest in supporting:

- | | |
|---|--|
| <input type="checkbox"/> Women and girls | <input type="checkbox"/> Men and boys |
| <input type="checkbox"/> Indigenous communities | <input type="checkbox"/> Culturally and linguistically diverse communities |
| <input type="checkbox"/> People with disabilities | |

NOMINATE YOUR GRANTMAKING IMPACT AREAS

With the commitment of our donors like you, Lord Mayor's Charitable Foundation is making a lasting impact on critical issues facing Melbourne. The Foundation's granting is focused on building the capacity of charities and driving innovative solutions through our work in four key Impact Areas.

From the list below, please advise us of your Impact Area/s of choice that best reflect your philanthropic goals. All Charitable Fund Account holders are required to nominate at least one Impact Area to which all or part of your annual Granting Allocation will be directed.

OUR PRIORITY IMPACT AREAS

- Education & Employment**
Supporting young and older people to access education and work.
- Environment & Sustainability**
Transitioning towards a low carbon economy, building a sustainable food system and protecting aquatic eco-systems.
- Healthy & Resilient Communities**
Addressing the inequities in healthy ageing, building community resilience in the face of climate change and strengthening social cohesion and reducing discrimination.
- Homelessness & Affordable Housing**
Increasing the supply of affordable housing and early intervention to prevent entry into and entrenchment in homelessness.

To learn more about our Impact Areas visit: lmcf.org.au/our-impact

FORM C: DONATIONS



INITIAL DONATION

I will make an initial unconditional donation of \$ _____ to Lord Mayor's Charitable Foundation (as trustee of the Lord Mayor's Charitable Fund) for my Charitable Fund Account by the following method:

Credit Card:
Please charge my credit card:
 Visa MasterCard American Express

Name on card: _____

Card Number: Card Number: /

Online:
I will visit lmcf.org.au to make a credit card payment.

Cheque:
I will make a donation by cheque
Payable to: Lord Mayor's Charitable Foundation
Reference: Name of your Charitable Fund Account

We can also accept donations by bank deposit/EFT or BPAY.
Please contact the Foundation for details.

ESTABLISHING A DIRECT DEBIT

I would like to establish a regular monthly donation of \$ _____ to my Charitable Fund Account via direct debit from:

Bank Account:
Account Name: _____

Account Number: BSB:

Credit Card:
 Visa MasterCard American Express

Name on card: _____

Card Number: Card Number: /

Start date:

I authorise the Foundation to deduct the above amount monthly from the above bank account / credit card on

/ / (Specify date)

FORM D: ADDITIONAL CONTACTS



NAME OF CHARITABLE FUND ACCOUNT:

I/We request that Lord Mayor's Charitable Foundation allow the following person/s to be Additional Contacts, with permission to:

(Please select one or both of the following options, as applies)

- access statements about the Charitable Fund Account and receive information about the Foundation and its events (subject to opting-out of receiving such information);
- assume the role of the Charitable Fund Account holder in nominating preferences where no Charitable Fund Account holder remains involved (for example, due to death or incapacity).

NAME _____
Address _____
Suburb _____ State _____ Postcode _____
Email _____
Phone H _____ W _____
M _____
Relationship _____

(Complete below if more than one additional contact)

NAME _____
Address _____
Suburb _____ State _____ Postcode _____
Email _____
Phone H _____ W _____
M _____
Relationship _____

NAME _____
Address _____
Suburb _____ State _____ Postcode _____
Email _____
Phone H _____ W _____
M _____
Relationship _____

Please inform each additional contact that you have nominated them.

Signature _____ Signature _____
Name of Charitable Fund Account holder _____ Name of Charitable Fund Account holder _____
Date _____ Date _____



CHARITABLE FUND ACCOUNT TERMS



Please return your completed forms and bring your original identification documents to:

Lord Mayor's Charitable Foundation
Level 15, 1 Collins Street, Melbourne 3000
T: 03 9633 0033
E: philanthropy@lmcf.org.au

Lord Mayor's Charitable Foundation inspires and encourages accessible philanthropy by enabling donors to establish and build Charitable Fund Accounts to support positive and sustainable social change.

What are the benefits of a Charitable Fund Account?

Charitable Fund Accounts are an invaluable tool to assist parents to foster in their children philanthropic values, financial responsibility, increase social awareness and inspire future generations. In addition, donations made to a Charitable Fund Account are tax deductible and the income is tax exempt.

These Terms set out the ways that you may be involved with your Charitable Fund Account and how we will recognise your generosity.

We may amend these Terms from time to time; for example, to reflect changes in the law or to the Foundation's granting practices. You can access these Terms on our website at lmcf.org.au.

The terms 'Charitable Fund Account holder', 'you' and 'your' refer to the Charitable Fund Account holder/s named in the Charitable Fund Account Establishment Form.

1. WHAT IS A CHARITABLE FUND ACCOUNT?

A Charitable Fund Account is a management account of the Lord Mayor's Charitable Fund (ABN: 63 635 798 473), a public ancillary fund with Deductible Gift Recipient status.

We will apply your initial donation, any further donations, and any investment income (the Property) towards your Charitable Fund Account and will account for it separately in our internal financial reporting. We will hold the capital of your Charitable Fund Account in perpetuity and make grants of income each year to eligible charities within your chosen impact areas and areas of interest.

2. HOW MUCH DO I NEED TO DONATE TO ESTABLISH A CHARITABLE FUND ACCOUNT?

Option 1: Initial donation of less than \$10,000

You have the option of establishing a Charitable Fund Account with an initial donation of \$2,000 or more, and then building it up to \$10,000 over time (e.g. a minimum of \$1,000 per year over 8 years).

Option 2: Initial donation of \$10,000 or more

You can establish a fully-fledged Charitable Fund Account with an initial donation of \$10,000 or more.

Further donations

We encourage you to make regular donations via our online donation portal which provides a quick, easy and secure way of contributing to your fund.

For further information on how to build your Charitable Fund Account, you can contact our Donor Engagement Manager on (03) 9633 0033 to discuss easy and engaging ways for you to donate or to encourage family and friends to become involved in philanthropic fundraising and regular giving.

CHARITABLE FUND ACCOUNT TERMS



3. HOW WILL THE FOUNDATION MANAGE AND INVEST THE PROPERTY?

We will invest the Property in accordance with our investment policy, ethical investment policy and the provisions of the Lord Mayor's Charitable Foundation Act 2017 (Vic).

Our investment policy is reviewed annually by the Foundation's Board and Investment Committee. The Investment Committee meets regularly and includes experienced finance and investment professionals.

The nature of the tax-deductible status of the Lord Mayor's Charitable Fund means that your donations, once made, become the property of the Foundation and cannot be refunded.

The Property will form part of the Lord Mayor's Charitable Fund and does not form a separate fund or trust. This means that the Property will not be separately accounted for in the public statutory financial statements of the Lord Mayor's Charitable Fund;

4. WHAT IS THE FOUNDATION'S PROCESS FOR MAKING GRANTS?

Grants decisions are made by the Foundation

All decisions about grants from Charitable Fund Accounts are approved by the Board following a due diligence process. When making grants, the Foundation selects organisations and projects based on our up to date know-how and extensive research into the current issues facing Melbourne and Victoria and shared learning with internal and external experts and community partners. The Foundation is committed to granting to projects which can demonstrate quality outcomes that can maximize their impact through: good governance, solid leadership, strong strategy, with a focus on improved sustainable outcomes for the communities in which they operate.

Through this process, the Foundation is well-positioned to match your philanthropic objectives with suitable projects. We encourage you to contact the Foundation to discuss your philanthropic goals and, if relevant, to explore collaborative granting opportunities with the Foundation.

In making grants, we will consider the Impact Areas and particular areas of interest that you have indicated on this form to make your philanthropic vision a reality.

The management of donor requests in accordance with the paragraphs below is necessary for any donations to be tax deductible, where the Charitable Fund Account is tax deductible:

- (a) The Foundation is not required to respond to any request or donor direction for a grant to be made to a particular not for profit organisation;
- (b) The Foundation may invite the donor to make requests or indicate preferences at certain times but the Foundation is not required to invite the donor;
- (c) The Foundation may make grants from the funds from the donor's gifts along with other money in the Fund without first advising the donor or seeking a request.

CHARITABLE FUND ACCOUNT TERMS



Only Eligible Charities may receive grants

We will grant the Property to Eligible Charities, being organisations that are endorsed by the ATO as both:

- A. Tax Concession Charities, and
- B. DGR Item 1 (Deductible Gift Recipient).
- C. Charities that are eligible but for their connection with government.

We will not make a grant unless we are satisfied that an Eligible Charity is reputable, is not in or at risk of being placed in receivership or at risk of revocation to their registration as an Australian Charity, or deductible gift registration endorsement, and/or charity tax concessions and that making the grant is consistent with our duties under Australian laws.

Exclusions

The Foundation cannot provide retrospective funding, nor can it make grants to:

- Organisations that are not Australian registered charities, established or carried on within Victoria
- Clinical research projects
- Endowment funds
- Recurrent expenditure where there is no plan in place for the long-term sustainability of the project or program
- Auspicing – the organisation recommended must be the one undertaking the program or project.

We grant a minimum amount each year

Each financial year, we determine a total amount to be distributed from the Lord Mayor's Charitable Fund (the Fund Distribution).

The Public Ancillary Fund Guidelines 2011 require the Foundation to distribute at least 4% of the net value of the Lord Mayor's Charitable Fund each financial year.

We attribute to your Charitable Fund Account an amount available for granting, based on the Fund Distribution and less any administration fees (the Granting Allocation).

The Foundation's policy is to distribute the Granting Allocation in full each financial year.

We apply a portion of grants to your Impact Areas

The Foundation's granting and strategic initiatives are focused on tackling the most important community needs – captured within our Impact Areas.

To learn more about the impact the Foundation has had in each of these areas and the organisations who need our support, visit lmcf.org.au. As the needs of the community change, we adjust the Impact Areas to continue to address key issues within our community.

We encourage you to nominate the Impact Areas that best reflect your philanthropic goals.

Charitable Fund Accounts with balances of less than \$10,000

If the balance of your Charitable Fund Account is less than \$10,000 at 30 June of the previous year, you may express a preference that the Granting Allocation be returned to capital, rather than distributed, for a maximum of five years or until your Charitable Fund Account reaches a balance of \$10,000 (whichever occurs first).

5. WHAT INFORMATION AND RECEIPTS WILL I RECEIVE?

The Foundation will provide you with an annual statement on the investments, administration fees and grants attributed to your Charitable Fund Account.

We will issue tax deductible receipts for the value of your initial donation, and any additional donations.

CHARITABLE FUND ACCOUNT TERMS



6. WHAT IS THE ANNUAL ADMINISTRATION FEE?

The Foundation charges minimal fees to strike a balance between the Foundation's commitment to accessible and cost-effective philanthropy and ensuring the ongoing sustainability of the organisation.

The Foundation's current annual administration fees are based on the capital balance of a Charitable Fund Account at 30 June the previous year.

| Charitable Fund Account balance | Administration fee (% PA) |
|---------------------------------|---------------------------|
| Up to \$500k | 1.4% |
| \$500k – \$1m | 1.3% |
| \$1m + | 1.1% |

There is no fee to establish the Charitable Fund Account. The annual administration fee assists the Foundation to operate efficiently and effectively, ensuring fiscal responsibility in grant due diligence, donor education, research, reporting and compliance and other activities.

Fees are set by the Foundation's Board, who may decide to vary our administration fee over time to reflect increases to the costs of managing your Charitable Fund Account.

7. CAN I NOMINATE ADDITIONAL CONTACTS?

We will consider your requests to allow one or two representatives, such as family members, to:

- access statements about your Charitable Fund Account and receive information about the Foundation and its events, and/or
- assume the role of Charitable Fund Account holder in nominating preferences where no Charitable Fund Account holder remains involved (for example, due to death or incapacity).

We may ask additional contacts to acknowledge these Terms before expressing granting preferences.

8. WHAT HAPPENS IF MY CHARITABLE FUND ACCOUNT FALLS DORMANT?

We may consider your Charitable Fund Account to be dormant if:

- we have not had contact with you, or a person nominated by you, for a period of five years or more; or
- the balance of your Charitable Fund Account is less than \$10,000 and you have made donations of less than \$1,000 over the last five years.

If your Charitable Fund Account falls dormant, we will continue to honour your generosity and ensure your donations have a lasting impact. We will make grants based on your philanthropic goals.

9. CAN I FUNDRAISE FOR MY CHARITABLE FUND ACCOUNT?

Yes. The Foundation allows donors to produce published and electronic material on Charitable Fund Accounts to aid in attracting funding and donations. However, our prior written authorisation is required.

When marketing a Charitable Fund Account it is important that you first consult with the Foundation and understand your legal obligations. Any fundraising activities you conduct must comply with our Fundraising Guidelines and not be misleading as to the control or the activities of the Charitable Fund Account.

All public references to your Charitable Fund Account should indicate that it is 'a Charitable Fund Account of Lord Mayor's Charitable Foundation'.

Contact the Foundation's Donor Engagement Manager for a copy of the Foundation's Fundraising Guidelines or download it from lmcf.org.au/start-a-fund/fundraise.

10. CAN I USE THE FOUNDATION'S NAME AND LOGO?

Please contact the Foundation to seek approval prior to printing and distribution of any public materials containing the Foundation's logo or wording about the Foundation in relation to your Charitable Fund Account.

II. PRIVACY

The information you provide is used to establish and manage your Charitable Fund Account, and for other purposes set out in our Privacy Policy, available at lmcf.org.au/privacy.

With your consent, we may refer to your Charitable Fund Account by its name in our promotional materials and publications, including the Foundation's annual report.

Our Privacy Policy sets out the ways in which we collect, use and disclose individuals' personal information, the countries outside Australia where personal information of recipients may be located, the process by which individuals can access or seek correction of their personal information or make a privacy complaint, and how the Foundation will deal with requests or complaints.





LORD MAYOR'S CHARITABLE FOUNDATION

Lord Mayor's Charitable Foundation Act 2017 (Victoria)
Level 15, 1 Collins Street, Melbourne 3000
GPO Box 1851 Melbourne 3001

(03) 9633 0033

philanthropy@lmcf.org.au

Lord Mayor's Charitable Foundation ABN 48 042 414 556
Lord Mayor's Charitable Fund ABN 63 635 798 473



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