

The
WILLIAM BUCKLAND
FOUNDATION

WBF

21st Floor 530 Collins Street Melbourne GPO Box 389D Melbourne Vic 3001 Phone (03) 9273 2701 Fax (03) 9273 2319
Web site: <http://www.anz.com/aus/fin/Trustees/>

The Founder, the Foundation and applying for a financial grant.

This brochure provides important information and guidelines for organisations seeking a financial grant from the William Buckland Foundation [ABN 23 196 005 019]. It provides information about the founder or benefactor of the Foundation, William Lionel Buckland; about the Foundation and its operations as specified in William Buckland's Will; and about the procedures which must be followed by organisations seeking a financial grant from the Foundation.

The Founder: William Lionel Buckland 1899 - 1964

The Foundation that bears his name commemorates William Buckland, a highly successful businessman and pastoralist of the middle years of the Twentieth Century. On his death in 1964, after bequests to his family and some favourite causes, William Buckland left the bulk of his large estate – four million pounds – to establish a Foundation, the income of which was to be used in his words “to benefit a wonderful country and a wonderful people, Australia and Australians.”

The William Buckland Foundation

The William Buckland Foundation was established following the death of William Buckland in 1964. Formal establishment took place in 1966 in accordance with the provisions of William Buckland's Will. The Will provides for Trustees to administer the Foundation and specifies the purposes for which the income from the Foundation can be distributed (or granted).

The Trustees

Mr Barry Capp (Chairman)

Mr C. G. (Sandy) Clark

Mrs Louise Gourlay OAM

Professor Robert Officer

ANZ Executors & Trustee Company Limited [ABN 33 006 132 332],

represented by Mr Bruce Bonyhady, Chairman ANZ ET

ANZ Charitable Services provides administrative services to the Foundation.

Sandra Whitty & Associates [ABN 71 672 042 836] provides research services and advice to the Foundation.

The Terms of the Will

The terms of the Will mean that the income from the Foundation can be distributed (or given as grants) **only in Victoria**. The Will specifies that income from the Foundation shall be distributed as follows:

One half of the income to assist:

- public hospitals;
- public benevolent societies; and
- public benevolent institutions, with special emphasis on children.

One half of the income to assist:

- public scientific purposes; and
- public education purposes with some preference for agricultural and related pursuits.

The Objectives of the Foundation

The Trustees have determined that the Foundation will strive to identify, research and support initiatives that have the capacity to make a lasting, significant and positive impact on the well-being of the community.

The Guidelines established for the Foundation to achieve its Objectives

In order to carry out the charter established by William Buckland's Will, the Trustees have set out Guidelines by which the Foundation will achieve its objectives. These Guidelines provide for the Foundation to make financial grants to organisations for programs which exhibit the characteristics set out below. Organisations must be eligible within the terms of the Will and must be able to demonstrate a capacity to undertake the programs successfully.

Grants are made only to organisations, not individuals.

The Foundation encourages organisations to seek partnerships between the Buckland Foundation and other Trusts and Foundations and/or governments in the financing of programs for which organisations are seeking grants. In making grants, the Foundation gives priority to organisations which have co-operative relationships with other agencies or groups working in the same or similar fields, and which harness voluntary community support and involvement.

In general, the Foundation supports large projects or those which are likely to have a significant impact and consequently applications for grants of less than \$10,000 are not preferred. However, consideration may be given for more modest grants to programs which evaluate projects, or which enable the dissemination of a successful model program so that it can be replicated elsewhere.

Grant funding is normally provided by the Foundation for one year only. Nevertheless, applications for funding of projects for up to three years will be accepted but there must be special reasons, such as sufficient time to test an innovative new approach, and the reasons must be justified fully.

Minimum required program characteristics:

- focus on **prevention** of problems;
- respond to an **identified** area of need in the community;
- take initiatives which address the **issues** that contribute to the **creation** of needs in the community; and
- seek to produce outcomes which will make a significant contribution to **expanding the body of knowledge** of the subject area.

Priority for grants is given by the Foundation to programs which have one or more of the following characteristics:

- take **innovative** approaches to solving community problems;
- **advance concepts** to the demonstration stage or **explore new fields of interest** through research and development;
- are able to **leverage financial support from or in partnership** with other Trusts and Foundations, governments or others;
- are able to become **financially self-sustaining**; and/or
- are able to be **replicated** if the program proves to be successful.

Medical Research

In fulfilling its charter to make grants for “public scientific purposes”, the William Buckland Foundation sets aside a portion of income each year specifically for these purposes. The Foundation receives recommendations from a Medical Advisory Committee which meets once a year to consider applications for medical, preferably clinical, research. There are special guidelines for medical research and these are available from The Secretary of the Foundation at the address shown below.

Other limitations on the provision of financial grants:

The Foundation **will** usually provide grants:

- to support research **only** when it is seen to have the prospects of a practical outcome.

The Foundation **will not** usually provide grants:

- to projects where they are more appropriate to the policies of another Trust or Foundation;
- to projects where they are eligible for corporate sponsorship
- to projects where the applying organisation has received substantial support already from the Foundation at some time in the preceding three years
- to either private educational institutions or to Government schools;
- for capital works programs, vehicle purchases or conferences;
- to projects which have primarily a commercial purpose or which Government would normally support;
- to support religious activities or programs that serve, or appear to serve, **specific religious groups or denominations** [nevertheless, religious organisations have the same eligibility to apply for support for programs which otherwise meet the Foundation’s guidelines];
- to fund shortfalls, deficits, basic operating expenses, core funding; or
- for unspecified donations.

Applying for a Grant from The William Buckland Foundation

Making an application

Before you make an application to the William Buckland Foundation for a financial grant, you must have read the information and guidelines contained in this brochure. You should only proceed to submit an application if your proposed project meets the guidelines.

For enquiries, copies of guidelines and application forms or if there are any matters you wish to clarify before submitting your application, further information is available from ANZ Charitable Services on

Telephone: FREECALL™ 1800 808 910 or (03) 9273 2701 **Fascimile:** (03) 9273 2319

FREECALL™ is a trademark of Telstra Corporation Limited ABN 33 051 775 556

Web site: <http://www.anz.com/aus/fin/trustees/>

Applications must be submitted on the special form attached to these guidelines.

How applications are dealt with

Once processed, the funding request is examined more closely. The Foundation’s research staff may initiate a telephone conversation, or a visit, to discuss the request more fully. Referees will be contacted and other confidential external advice may be sought.

Applications are considered by the Trustees at the next meeting. The Foundation may invite up to two applicant organisations to attend the meeting. The primary purpose of this is to keep Trustees informed about policies and concerns in the community sector.

Written advice of the Trustees’ decisions is sent to applicants as soon as possible after the meeting. The letter will also detail any conditions attached to grants, as well as the reporting requirements of the Foundation.

Evaluation of projects for which a grant application is made:

Please note that the application form requires an explanation of how you will measure the effectiveness of your project if you are successful in receiving a grant from the Foundation.

Lodgement: You may lodge your applications, delivery or post. Email applications are not accepted.

Postal address

The Secretary
The William Buckland Foundation
ANZ Charitable Services
GPO Box 389D Melbourne Vic 3001

Delivery address

The Secretary
The William Buckland Foundation
ANZ Charitable Services
21/530 Collins Street Melbourne Vic 3000

Closing dates

The **closing dates** for applications to be considered by the Trustees at their meetings are the **first of January, April, July and October**. The Foundation usually meets in early March, June, September, and December each year. Applicants will be informed of the outcome of their requests within two weeks of the meeting date.

Foundation requirements for successful applicants

The Foundation expects those organisations to which it provides a grant to submit at least one report at the conclusion of the project. This final report must describe the outcomes of the project, include an outline of and the results of the evaluation of the project, and describe how the findings of the project will be disseminated to those who would benefit from that information. Because the Foundation desires successful models to be widely disseminated, it will request funded organisations to nominate twenty other bodies to which the report will be sent.

Information about other Trusts and Foundations

The *Australian Directory of Philanthropy* contains summary information on the major Trusts and Foundations in Australia. Contact your local library for access to a copy or if this is not possible, the Directory's publishers, Philanthropy Australia on (03) 9620 0200.

Note: GST

The William Buckland Foundation considers the grants made to organisations as gifts that are freely given and would not ordinarily constitute consideration for taxable supply by recipients. The Australian Taxation Office [ATO] provides information on GST and grants on its website <http://www.taxreform.gov.au>. Information on GST and non-profit organisations forms part of the ATO's "Resolved Issues Document" (July 2001).

Applicants and grant recipients are advised to seek further information from the ATO.



Overview

This **Grant Application** form should be used for all applications to the William Buckland Foundation. Please read the Foundation's guidelines before completing this form and note particularly the tax requirements of the Foundation.

Closing dates: 1 January, 1 April, 1 July and 1 October each year.

Closing times for applications: 5pm on the date stated. Late applications will not be accepted. Trustee meetings are usually held within eight (8) weeks of the closing date of applications. If the closing date falls on a weekend, you may submit until 5pm on the following business day.

Lodgement of applications:

Postal address

The Secretary
The William Buckland Foundation
ANZ Charitable Services
GPO Box 389D Melbourne Vic 3001

Delivery address

The Secretary
The William Buckland Foundation
ANZ Charitable Services
21/530 Collins Street Melbourne Vic 3000

Enquiries Telephone: FREECALL™ 1800 808 910 **Facsimile:** (03) 9273 2319

FREECALL™ is a trademark of Telstra Corporation Limited ABN 33 051 775 556

Internet access available at <http://www.anz.com/aus/fin/trustees/>

Instructions:

- Complete, sign and date the "Application Cover Sheet" and the "Privacy Statement and Consents".
- Attach to it your typed "Application Details":
 - Answer all of the questions in the order listed.
 - Use the numbers and headings provided.
- Complete a **separate** application for:
 - each project for which you are seeking a grant; and
 - each Program, Project, Foundation or Bequest from which you are seeking a grant.
- Provide **two (2) copies** in full of each separate application.
- Provide your organisation's completed and signed "Privacy Statement and Consents".
- **Do not** include any materials other than those specifically requested.
- **Do not** send original documents, videotapes or CD ROMS.

PRIVACY STATEMENT AND CONSENTS

This statement applies to ANZ Executors and Trustee Company Limited ABN 33 006 132 332 (**ANZ Trustees**), the other Trustees of the particular charitable trust, settlement or foundation (**Trust**) to which your grant application relates (together, **Trustees**) and advisors appointed by the Trustees or otherwise under the terms of the Trust to advise or assist the Trustees in considering your grant application.

Collection of personal information

In its application to ANZ Trustees for a grant, your Organisation (the Applicant) gives ANZ Trustees contact details and other personal information about directors and other key personnel (Individuals). In the future ANZ Trustees, its researchers and advisors may obtain other information about the Individuals from the Applicant, from any of them, or from other sources. We may collect 'sensitive information' but only when it is necessary for the purpose of the Application. This is all "Personal Information".

Use of personal information

We use Personal Information for the primary purpose of assessing the Applicant's application, and if it is successful, to provide a grant to the Applicant.

We may also use Personal Information for our internal operations including accounting, record keeping, archiving, compliance monitoring and compliance with legislative and regulatory requirements.

Without some or all of your information, we might not be able to process your application.

If your application is not successful, we may hold Personal Information we collect in relation to the application for our records. If your application is successful, after the grant is completed we may hold Personal Information concerning the grant for our records. We will not continue to hold Personal Information if it is not necessary.

Disclosure of Personal Information

We may disclose Personal Information for the purposes set out above, to people and organisations who carry out functions for us, for example our agents and our researchers, any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the Personal Information, and any party to whom the person whose Personal Information we hold authorises us to disclose it.

Data quality

We take reasonable steps to make sure that the Personal Information we collect, use and disclose is accurate complete and up to date.

Data security

We take reasonable steps to protect the Personal Information we hold from misuse and loss and from unauthorised access, modification or disclosure.

Access and correction to personal information

Subject to exceptions permitted by law, an Individual may obtain access to the Personal Information we hold about them by contacting the Trustees at the address set out below. An access fee may apply. If we are informed by an Individual the Personal Information we hold about them is not accurate, complete or up to date, we will take reasonable steps to correct it.

Where we receive and keep Personal Information about an Individual from another source, generally that person will have the same access to that information and it can only be used for the same purposes and shared with the same persons as the Personal Information that you give us. However, to the extent permitted by law, Personal Information that we receive from other sources will be kept confidential.

Informing Individuals

You must inform each Individual of the contents of this Statement and Consent. By signing the Application for a grant, you acknowledge you are aware of this Statement and, on behalf of each Individual, consent to sensitive information being collected if it is necessary for the purposes of the Application.

If you require any further information about privacy, please contact us:

ANZ Charitable Services
ANZ Executors & Trustee Company Limited
GPO Box 389D, Melbourne, 3001
FREECALL™: 1800 808 910
Facsimile: (03) 9273 2319

FREECALL™ is a trademark of Telstra Corporation Limited ABN 33 051 775 556



**The William Buckland Foundation
Application Cover Sheet**

You must provide the original and one copy of the full application

The information you need to provide with your application is detailed below and on the following pages. Applications must provide the information, including required attachments, in order to be considered. :

Name of Organisation:

ABN number:

Postal Address:

Street Address:

Telephone Number:

Facsimile Number:

Project Contact Person's Details:

[a] Name & Title

[b] Telephone Number

[c] Email address

Tax Status: You must provide certification from the Australian Tax Office [ATO] that shows that the ATO has endorsed your organisation's tax status with effect from 1st July 2000 or later – either by its inclusion in legislation, its inclusion in a publicly accessible register, or by notification.

Failure to provide this certificate will result in your application being returned.

Name of the project for which you are seeking a grant:

Brief description of project:

Amount (\$) of grant being requested:

Year 1:\$

Year 2:\$

Year 3:\$

Total budget for the project or activity:

Total budget for your organisation (current year):

Applicant's declaration:

I, (insert full name) _____ am authorised by the organisation to make this application on its behalf and say that all the information provided is true and correct. I have read the terms and conditions relating to the application for a grant from ANZ Trustees Programs, including the Privacy Statement and Consent to use of personal information, and agree to those terms and conditions.

Date:

Applicant's signature

Grant Application - Details

YOU MUST PROVIDE THE FOLLOWING DETAILS

1. **History and Purpose:** Give a brief description of the history and purpose of your organisation.
2. **Current Activities and Population Served:** Summarise the current programs and accomplishments of your organisation; and list the characteristics of the population that your organisation serves, for example, geographic location, socio-economic status, age.
3. **Staff Numbers:** Number of paid full-time, part-time and casual staff, and volunteers.
4. **Financial Statement:** Your most recent financial statement, audited if available. This statement should reflect actual expenditures and funds received during your most recent financial year.
5. **Tax Status:** You must show that the Australian Tax Office has endorsed your organisation's tax status (as an income tax exempt and/or deductible gift recipient) with effect from 1 July 2000 or later – either by its inclusion in legislation, its inclusion in a publicly accessible register, or by providing us with a copy of the letter of endorsement from the Tax Office.
6. **ABN Number and GST:** You must provide your ABN Number and answer the question on the Common Grant Application Cover Sheet. Grants made to organisations as gifts are freely given and would not ordinarily constitute consideration for taxable supply by recipients. The Australian Taxation Office [ATO] provides information on GST and grants on its website <http://www.taxreform.gov.au>. Information on GST and non-profit organisations forms part of the ATO's "Resolved Issues Document" (July 2001). Applicants and grant recipients are advised to seek further information from the ATO.
7. **Directors' List:** - A list of your Board of Directors, with their affiliations. Please identify which of your Board Members are employees or executive directors.
8. **Annual Report:** Provide a copy of your most recent annual report.
9. **Brief description of the project (or activity) for which your organisation is seeking a grant:** Summarise in no more than two pages [a] the project for which your organisation is seeking a grant, [b] its main purpose, [c] the need which is being addressed, [d] the methods or strategies which will be used, [e] the people who will benefit, [f] the outcomes you aim to achieve, [g] how the project will be sustained when the grant funds have been expended, and [h] where your organisation seeks funding for services delivery, evidence of your ability and expertise to deliver that service.
10. **Project Time:** Anticipated dates of commencement and completion of the project.
11. **Evaluation Measures:** Explain how and by whom the effectiveness of your project will be measured.
12. **Budget:** Provide an itemised/detailed budget (income and expenditure) for each year of the project or activity. This is important in the event that your application can only be part funded. Indicate if you are seeking a grant for general operating funds.
13. **Project Directors:** The names and qualifications of the individuals who will direct the activity or project.
14. **Funding Sources:** Please list the Trusts, Foundations, corporations and other sources, including governments, from which you are seeking funding and to the best of your knowledge the status of each request.
15. **Other Organisations:** What other organisations are doing similar work and in what way does your project differ from these other organisations?
16. **Recent Grants:** Provide details of all grants which your organisation has received in the last three years from trusts and foundations administered.
17. **Referees:** Provide the names and contact details (including telephone number) of two individuals or organisations who would speak or write in support of the application.