

*The*  
**WILLIAM BUCKLAND  
FOUNDATION**

WBF

4/100 Queen Street Melbourne Vic 3000 GPO Box 389 Melbourne Vic 3001  
Phone **FREECALL™** 1800 808 910 Fax (03) 9273 6354  
Website: <http://www.anz.com/aus/fin/Trustees/>

The **Terms of the Will** of William Lionel Buckland [1960] that established the Foundation upon his death 1964 directs that:

"...income derived there from upon the following trusts that is to say as to one half of such income to divide the same in each year among such public hospitals public benevolent institutions or public benevolent societies in Victoria (being hospitals institutions and societies which are in law charitable or the purposes of which are in law charitable) and in such proportions as my Trustees shall in each year from time to time determine and I HEREBY INDICATE to my Trustees my hope that in the division of such income they will favourably consider charities for children as for example children's hospitals and orphanages and as to the other one half of such income to apply the same in each year to or for such public scientific or public educational purposes in Victoria which are in law charitable ...

...In administering the public educational purposes to which portion of the income from my estate shall be applied as herein before provided I EXPRESS the wish that my Trustees shall give preference to agricultural and related pursuits."

**In considering how the benefactor's wishes would best be fulfilled in a contemporary context, the Trustees have developed a strategy that seeks to use the funds to their greatest impact for the benefit of the greatest number of Victorians, present and future.**

**Mission:**

To fund innovative ideas and projects for the lasting benefit of the Victorian community.

Focus on **innovation**;  
An interest in **leverage**;  
Addresses **sustainability**  
Provision of **benefits for disadvantaged and marginalised groups**;  
Focus on **children**;  
**Victorian** organisations for the benefit of **Victorians**.

**Core Values:**

When choosing organisations and projects to fund the Trustees value and seek:

Innovation & Creativity  
Leadership capable of practical outcomes  
Collaboration  
Commitment  
Integrity

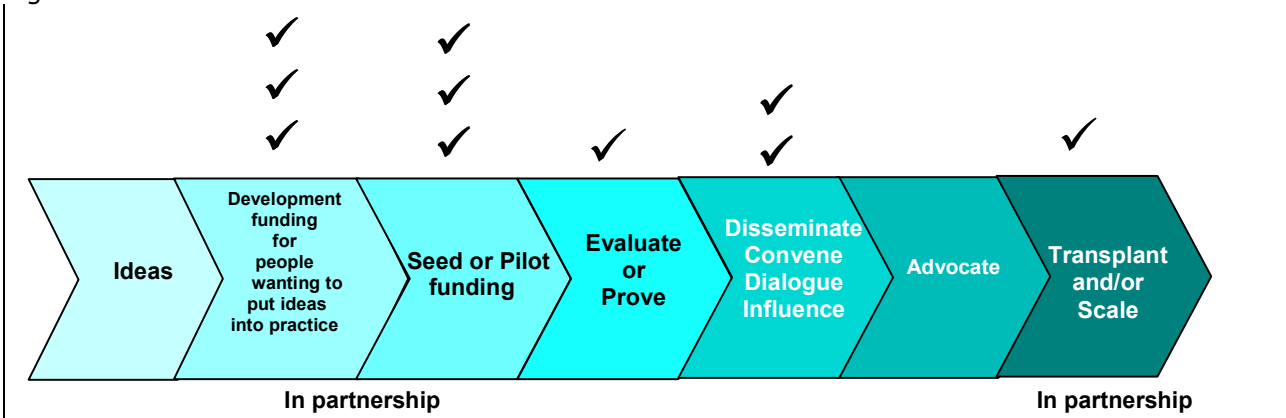
## The Contribution and Approach of the Foundation

The William Buckland Foundation provides innovation funding to Victorian charitable organisations. The Foundation seeks to enhance and improve the social fabric of Victoria by investing in new ideas that benefit the marginalised and disadvantaged.

The Foundation welcomes approaches from creative thinkers and community organisations proposing new ideas backed with sound implementation plans. It values and seeks organisational leadership capable of achieving sustainable outcomes. The Foundation is respectful of community leadership and is not directive, however, it is selective as to partners, projects, needs and causes. The Foundation is prepared to take risks where practical, outcome-focused projects with a sound theoretical basis are proposed.

The contribution and approach of the Foundation reflects its core values of innovation and creativity. It values partnership, particularly in the funding of larger and more complex projects. The Foundation has the freedom to be independent and selective when making grants as philanthropic funds are generated from the Foundation's own investments. It is essential that proposals submitted must consider, address and work towards sustainability as organisational dependence on philanthropic funding is not appropriate.

The diagram below shows the parts of the innovation process in which this Foundation seeks to grant.



- The main interest of the Foundation is in providing seed funding and funding pilots.
- The Foundation acknowledges the importance of evaluation, however, it only gives some selective support to evaluation, usually for those projects currently within its portfolio.
- The Foundation considers the dissemination of results to be important where such dissemination influences adoption of enhanced practices, stimulates new approaches, or signals that alternatives may be more useful.
- Every proposal needs to demonstrate sustainability.
- The Foundation would rarely participate in transplantation or scaling, that is, replicating the initiative in multiple settings, unless for the purpose of achieving leverage. In these cases it might provide funding in partnership with a funder with a long term commitment to the work.

### The Trustees:

Mrs Louise Gourlay OAM – Chairman

ANZ Trustees Limited – represented by Mr Bruce Bonyhady, Chairman ANZ Trustees Limited

Mr C G (Sandy) Clark

Dr Jane Gilmour OAM

Professor Robert Officer

**Other Information:**

Annual Report of The William Buckland Foundation is available on

<http://www.anz.com/aus/fin/Trustees/guNamed.asp#WillBuck>

**Biography of William Lionel Buckland**

A brief story of the founder is at the front of the Annual Report. For those interested to learn more, the publication "William Lionel Buckland" by David Merett, is available from public libraries.

**Secretariat and Granting Advisory Services**

Provided by Philanthropy Partners, ANZ Trustees

**Contact Details:**

GPO Box 389 Melbourne Vic 3001

4/100 Queen Street Melbourne Vic 3000

**Telephone:** 1800 808 910 **Facsimile:** (03) 9273 6354

## **Guidelines**

### **1. General Granting Program**

The Foundation is permitted to fund only Victorian organisations, for projects which benefit Victorians.

Every proposal undergoes a legal review to determine its eligibility for funding. To be eligible for a grant from the Foundation, organisations must be endorsed by the Australian Taxation Office (ATO) as a Tax Concession Charity (TCC). In addition, the project submitted must be "charitable at law." Please note that the Foundation will not fund projects that are auspiced by another organisation. Genuine partnerships are eligible.

The Foundation is interested in building the capacity of charitable organisations and the community sector. Proposals should demonstrate the organisation's capacity to undertake the project.

The Foundation provides seed funding for new ideas that benefit the marginalised and disadvantaged, especially children.

Overall, the Foundation is open to funding grants for a duration of 3- 5 years. This is in recognition that innovation requires sufficient time to be tested. The Foundation may be open to longer engagements after this time, where the appropriateness and importance of further engagement is demonstrated. The Foundation is initially interested in working with organisations in small short term engagements to test partnership fit.

The Foundation prefers to fund larger initiatives in the range of \$50,000-\$150,000 per annum. In some exceptional circumstances grants may be made outside this range and there is scope for smaller grants where appropriate.

Before submitting proposals for major projects seeking multi-year funding, it is recommended that organisations consult with the Foundation's staff.

The Foundation prefers to fund the full amount required to deliver a project. Where projects are outside the scope of the Foundation's preferred range, organisations are encouraged to seek partnerships with other foundations and/or government bodies. The Foundation values partnership and recognises there are instances when an initiative derives benefit from having a range of funding sources which share the Foundation's values and aspirations.

The Foundation is supportive of groups that are collaborating in search of solutions to complex problems. These collaborations may be with agencies or groups within a particular field of work, or with agencies or groups that bring essential complementary skills to a project.

The Foundation is interested in supporting dissemination of project outcomes. It has a limited interest in funding post-project evaluation, and then usually only when projects have been initiated with the support of the Foundation.

The Foundation also holds a small reserve of funds that it allocates in response to special requests for particularly needy causes responsive to immediate need. These grants are usually under \$15,000 per annum.

**The Foundation prefers to support proposals that:**

- Are not eligible for government funding programs, or for funding sources other than philanthropy in the community;
- Focus on the prevention of problems, addressing the causes of disadvantage, rather than the symptoms;
- Have quantified a need and wish to explore a new approach to addressing that need;
- Have the potential to deliver benefits for the disadvantaged group and have a systemic impact;
- Explore new fields of interest;
- Are sustainable in the long-term;
- Have the potential to change practice in the field and
- Share the values of the Foundation and seek to create positive change.

**The Foundation does not usually support proposals that:**

- Are research proposals, unless these are in collaboration with a community agency and have prospects of practical outcomes being delivered in the community in the short to medium-term;
- Capital works, unless these support a significant new initiative and are integral to a new model of service in the community;
- Are for medical scientific research (with the exception of proposals fitting the guidelines below) and
- Are clearly and directly eligible for a government funded program.

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

- Existing programs;
- Private educational institutions, except those whose students are disadvantaged;
- Equipment purchases that are an essential part of delivery of the ongoing core business of the organisation;
- Property purchases, material aid, video and multimedia productions, conferences and conference attendance;
- Projects that have a primarily commercial purpose;
- Religious activities or programs that serve, or appear to serve, specific religious groups or denominations. Religious organisations are eligible to apply for support for programs that otherwise meet the Foundation's guidelines;
- Shortfalls or deficits in budgets for basic operating expenditure or core funding and
- Unspecified donations.

**2. Specialised Granting Programs:**

**2.1 Medical and Scientific Research**

The Foundation provides an annual allocation to the Medical Research and Technology Program in Victoria. The Program identifies that philanthropic funding can address the gap in funding for specialised equipment related to specific projects. Assessments and recommendations for funding are made by an expert panel. Grants are allocated based on the panel's judgment as to the quality of the science and the specific relevance of the equipment to the success of the project. Grants are in the order of \$6,000 to \$30,000. Organisations seeking funding for medical research should download these guidelines.

<http://www.anz.com/aus/fin/Trustees/guPrograms.asp>

**2.2 Rural Victoria**

The Foundation is in partnership with the Foundation for Rural and Regional Renewal (FRRR) and contributes to FRRR's '**Small Grants for Small Rural Communities**' program in Victoria. The grants from the funds provided by The William Buckland Foundation seek to deliver public benefit to small communities in rural locations in Victoria, particularly for public education or cultural initiatives. Communities with a population of 10,000 or less receive priority and grant amounts are up to \$5,000. FRRR from time to time establishes priority areas for allocations.

Version: FINAL December 2007

Note that 'Small Grants for Small Rural Communities' actually has a national reach and covers broader areas of interest utilising funds provided by other contributing foundations with different funding restrictions from this one. Full information on this program is available on the FRRR website: [www.frrr.org.au](http://www.frrr.org.au)

### **How to apply for a grant:**

1. Read all material in these Guidelines.
2. For a fuller understanding of requirements, you may wish to read other material on the ANZ Trustees website.
3. Submit your application using the Grant Application Forms:
  - Application Details
  - Application Cover Sheet
  - Application Checklistand supply all the information requested, including signatures and dates, and copies of documentation showing your organisation's taxation status.
4. Provide the original and one copy of each separate application.
5. Do not include any materials other than those specifically requested.
6. Sign and date all forms.
7. Review the checklist and enclose a copy with your application.
8. Post or deliver the application to Philanthropy Partners, ANZ Trustees. Email submissions will not be accepted.

If you are not sure whether your project is eligible under the guidelines or if you are considering a large, multi-year project, contact Philanthropy Partners, ANZ Trustees on 1800 808 910.

### **Closing dates for applications:**

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

**1 January**

**1 April**

**1 July**

**1 October**

### **Lodgment of applications:**

#### **Postal address**

Philanthropy Partners, ANZ Trustees  
GPO Box 389 Melbourne Vic 3001

#### **Delivery address**

Philanthropy Partners, ANZ Trustees  
4/100 Queen Street Melbourne Vic 3000

**Telephone:** FREECALL™ 1800 808 910 **Facsimile:** (03) 9273 6354

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### **Application process:**

The application will be assessed in accordance with directions made by the benefactor in his will. This includes determining whether the organisation and the project are legally eligible to receive a grant. This means that the tax status of your organisation is checked and an assessment is made as to whether the proposal as presented is 'charitable at law'. Applications deemed ineligible will be referred back to the organisation and reported to Trustees.

During the research and assessment process, you may be contacted by research staff and sometimes a visit is requested. Referees will be contacted and other confidential external advice may be sought.

Written advice of the Trustees' decision is sent to applicants as soon as possible after the meeting, generally within two weeks of the meeting date.

For successful applicants, the letter of advice will detail conditions, if any, attached to the grant, as well as reporting requirements. Annual progress reports and a final report are required. Report proformas are sent to successful applicants with the advice letter and with each installment in the case of multi-year grants.

## **PRIVACY STATEMENT AND CONSENTS**

This statement applies to ANZ Trustees 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:

Philanthropy Partners  
ANZ Trustees Limited  
GPO Box 389, Melbourne Vic 3001  
Telephone: 1800 808 910  
Facsimile: (03) 9273 6354

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**Application Details**

We welcome succinct applications that respond clearly and thoughtfully to each item. Applications are assessed according to fit with the guidelines and the Foundation's granting strategy.

**A. Project information to be provided (3-8 pages max.):**

1. Describe the project, including the expected dates of commencement and completion.
2. Specify the location or place where the project will be conducted.
3. Define the aims of the project and the methods or strategies that will be used.
4. Define the target group in need that you wish to assist. Provide quantitative data if possible.
5. Explain the need that is being addressed and why this is important. Provide quantitative data if possible.
6. Describe the benefits, outputs and outcomes the project is designed to achieve.
7. How and by whom will the effectiveness of the project be measured?
8. How will this project be sustained after the grant funds have been expended? [It is important that you respond to this question].
9. If the project seeks funding for service delivery, give evidence of the organisation's ability and expertise to deliver that service.
10. What other organisations are undertaking similar initiatives and in what way does your project differ?
11. Provide an itemised budget (income and expenditure) for each year of the project or activity. [This is important in the event that the application can only be part funded].
12. List the names and qualifications or experience of the individuals who will direct and manage the activity or project, and state whether they are current staff.
13. List the trusts, foundations, corporations and other sources, including governments, from which you are seeking funding for this project.
14. Provide the names and contact details (including telephone) of two individuals or organisations who would speak in support of the application if requested to do so. Alternatively, enclose letters of support from them.

**B. Organisational information to be provided**

1. Give a brief description of the history and purpose of your organisation.
2. Include information on any advocacy or lobbying that your organisation undertakes.
3. List the characteristics of the population that your organisation serves, for example, geographic location, socio-economic status, age.
4. Summarise the current programs and accomplishments of your organisation.
5. How many paid full-time, part-time and casual staff, does the organisation employ? How many volunteers regularly assist?
6. Provide a copy of your most recent annual report, including a list of your board of directors. Identify any conflict of interest directors may have regarding your application for funding. Also, identify which of your board members are executive directors. If no annual report is produced, supply a list of directors and key executive staff.
7. Provide the most recent financial statement, audited if available. This statement should reflect actual expenditures and funds received in the most recently completed financial year. Show what proportion of your organisation's budget comes from government, foundations, corporate funding, and general fundraising.
8. Provide a brief summary of all grants that your organisation has received in the last three years from foundations.
9. You must have the required tax status to be legally eligible for a grant. You must provide copies of documents that show that the Australian Tax Office (ATO) has endorsed your organisation as a Tax Concession Charity (TCC) [with effect from 1 July 2000 or later].

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**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			
<b>Tax Status:</b> You <u>must</u> provide certification from the Australian Tax Office [ATO] that shows that the ATO has endorsed your organisation's tax status with effect from 1 <sup>st</sup> 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):			
<b>Applicant's declaration:</b> 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 The William Buckland Foundation and ANZ Trustees, including the Privacy Statement and Consent to use of Personal Information, and agree to those terms and conditions.			
<b>Date:</b>			
<b>Applicant's signature</b>			

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**FOUNDATION**  
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**Application Checklist**

This application checklist is intended to assist you to lodge a complete application. Complete and sign the checklist and attach a copy behind each application cover sheet.

Have you read the Privacy Statement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your project fit the Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included copy of your TCC documentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you signed the application Cover Sheet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included a response to each item under Project Information and Organisational Information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included the original and one copy of everything requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signed:		
Date:		

**If you have not received an acknowledgement of your application three (3) weeks after the advertised closing date, please phone 1 800 808 910 and tell us.**

ANZ Trustees Limited ABN 33 006 132 332 (ANZ Trustees) is a wholly owned subsidiary of Australia and New Zealand Banking group limited ABN 11 005 357 522 (ANZ).