

2014 Granting Programs – Frequently Asked Questions (FAQs)

These FAQs have been prepared to assist individuals and organisations to apply and manage a grant from the Foundations managed by ANZ Trustees. The responses are general in nature and we encourage you to refer to specific trust guidelines in preparing a grant application. The term 'Foundation' is used to describe both 'trust' and 'foundation' in these FAQs.

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1. Who can I contact if I have a query and/or wish to talk to someone about my organisation's application for a particular program?

If you cannot resolve your query by reference to these FAQs or our website, please email us at charitabletrusts@anz.com.

2. How do I apply for a grant?

ANZ Trustees manages a wide range of charitable foundations. The website contains information about all granting programs available, including detailed guidelines, the application process and application forms.

It is important that you refer to the guidelines for each Foundation to see if your organisation is eligible, to check if your proposed project fits the guidelines and determine the closing date for an application and/or expression of interest (EOI).

Complete all requirements of the application/expression of interest form and attach any additional documents as requested and/or to support your application/expression of interest. Most application/expression of interest forms can be submitted by email and there is no requirement to send a 'hard' copy in the mail (unless requested to do so).

3. What is the difference between an application form, an expression of interest form and an application by invitation form?

Expression of Interest (EOI) – is usually a shorter form which is used to shortlist proposals rather than having to complete a detailed application. If the EOI is successful, applicants are then invited to complete a more detailed application form.

Application Form – is a more detailed form used to provide sufficient information upon which to evaluate a proposed project for consideration and recommendation by Trustees of the Foundation.

Application by Invitation Form – is an application form that organisations should only use when invited to do so. Typically, organisations will either be invited to make an application as a result of an EOI they have previously lodged or when a particular trust has an interest in their work and wishes to receive a formal application for support from them.

4. What if I have trouble opening the PDF files on the website?

Usually all PDF files should open in a new window once you <Click> on them. If the PDF does not open automatically, try <Right Click> and select <Save target as....> and save it to your computer. Then open the PDF saved to your computer.

A problem has also been identified with Google Chrome. You may need to use a different browser such as Internet Explorer to access our application and reporting forms.

5. Can I save my application, expression of interest, progress & final report forms?

You can save and edit all forms on the website prior to submitting by using Adobe Reader above Version 8 – which is available free of charge at: [download Adobe Reader](#).

6. What happens when I press SUBMIT?

When you click <Submit> it does not disappear!

You may be asked to select the type of email system which you wish to use, and then an email, with your PDF application/expression of interest/progress/final report attached will appear.

At this stage you can add any other required files as attachments.

You can also add other recipients to the email and/or outline any other details in the body of the email.

Please insert the name of your organisation in the Subject line of the email.

Once you have everything in order, you can then click **SEND** and the email and attachments will be sent to ANZ Trustees at: trustapp@anz.com.

Some versions of Adobe Reader may give you a message indicating that only a data file will be sent – rather than the full PDF, please ignore this message and proceed.

If you receive an error message to your email (eg unable to deliver email – mail box is over limit), please forward the error message to: charitabletrusts@anz.com.au and retry to send your application/report etc. ANZT will use your error message as proof that you tried to send your application prior to the closing date.

You will receive a formal email acknowledgement.

If you have **NOT** received an email acknowledgement within 2 weeks of sending or 2 weeks after an advertised closing date, please email us at charitabletrusts@anz.com and tell us.

7. Is there a required file name format for attachments?

Yes there is – please make sure that all files have at least your organisation name in the title:

Nameoforganisation_year_file_nameoftrust applyingto(if known).pdf

redcrossaustralia_2012_annualreport_buckland.pdf

8. What is the maximum individual file size attachment?

Maximum total email attachment size is: 3MB.

If your attachments are over this size, you can either send them in separate emails or some software allows you to manually reduce the size of graphics and files. In addition, logos, pictures and other graphics can be deleted to reduce the file size.

9. Can I change or add to my application/EOI after submitting?

If you need to change your original application you can do so prior to the Closing Date by resubmitting the complete application again – indicating that the previous application is to be discarded.

If you need to change your original EOI you can do so by the end of the month of original submission by resubmitting the complete EOI again – indicating that the previous EOI is to be discarded.

If you need to add new information, please submit, using the file name format as soon as possible after the original submission.

10. What email address do I send my application/EOI/Progress Report/Final Report and any other attachments to?

trustapp@anz.com

11. What happens if I am unable to email my application/EOI/Progress/Final Report – due to computer error, software issue etc?

1. Send an email to: charitabletrusts@anz.com letting us know you are having problems and that you are sending a copy in the mail.
2. Send the application/EOI/Progress/Final Report in the mail to:
ANZ Trustees
Attention: Philanthropy
GPO Box 389
Melbourne Vic 3001

12. How do I determine which region in Victoria my project relates to?



Region 1 <i>Inc Region 8</i>	Melbourne Metropolitan & Mornington Peninsula			
Region 2	Central	Bacchus Marsh Blackwood Broadford Clunes Creswick	Daylesford Hepburn Springs Kilmore Kyneton Macedon	Mount Macedon Seymour Woodend
Region 3 <i>Inc Region 10</i>	Gippsland	Bairnsdale Bruthen Cabbage Tree Creek Drouin Foster Golden Beach Inverloch Kilcunda Korumburra Lakes Entrance Leongatha Mallacoota	Marlo Metung Mirboo North Moe Morwell Neerim South Noojee Omeo Orbost Paynesville Phillip Island Port Albert Port Welshpool	Sale Sandy Point Seaspray Tarwin Lower Traralgon Venus Bay Walkerville Waratah Bay Warragul Wonthaggi Yanakie Yarragon Yarram
Region 4	Bendigo	Avoca Ballarat Beaufort	Bendigo Castlemaine Heathcote	Maldon Maryborough Talbot
Region 5	Grampians	Ararat Charlton Dimboola Donald Halls Gap	Hamilton Horsham Kaniva Lake Bolac Natimuk	Nhill St Arnaud Stawell Warracknabeal Wycheproof
Region 6	South West	Aireys Inlet Anakie Anglesea	Forrest Geelong Lavers Hill	Port Fairy Portland Queenscliff

		Apollo Bay Barwon Heads Camperdown Cape Otway Clifton Springs Colac	Lorne Nelson Ocean Grove Point Lonsdale Portarlington Port Campbell	Smythesdale St Leonards Torquay Warrnambool Wye River
Region 7 Inc Region 8	North East	Alexandra Barnawartha Beechworth Benalla Bright Chiltern Eildon Euroa	Harrietville Jamieson Mansfield Merrijig Milawa Mount Beauty Myrtleford Nagambie	Porepunkah Rutherglen Wandiligong Wangaratta Wodonga Yackandandah Yea
Region 9	Murray	Cobram Cohuna Corryong Echuca	Kerang Mildura Ouyen Red Cliffs Robinvale	Shepparton Swan Hill Yarrawonga
Region 11	Yarra Valley & Dandenongs	Belgrave Cockatoo Emerald Healesville Kallista	Kalorama Lilydale Marysville Montrose Mount Dandenong	Olinda Sassafras Warburton Yarra Glen

Source: <http://www.travelvictoria.com.au/regions/>

13. How do I determine my organisation's tax status?

Go to: <http://www.abr.business.gov.au/Index.aspx>

You will need to type in your organisation name or ABN.

Some of our Foundations require TCC only and some require TCC and DGR. It is important you refer to the guidelines for the foundation to which you are applying and include the tax endorsements required, otherwise your application may be deemed ineligible.

Where an organisation uses different names, such as a business name and a legal name, the application/EOI must be made in the name of the entity with TCC and/or DGR status.

14. Can my application be auspiced by another organisation?

No. Auspicing refers to the practice of an organisation which does not have DGR and TCC status applying to our foundations under the name of another organisation which does have the required tax status. The organisation applying to our Foundations must be the organisation which would manage the project or program for which a grant is being sought.

15. Can individuals apply for a grant?

The foundations administered by ANZ Trustees do not provide grants directly to individuals or unincorporated bodies. An exception to this is foundations established specifically to provide scholarships.

16. When and how will I find out if my application/EOI has been successful?

Generally, soon after you lodge your application/EOI we will send you an email to acknowledge receipt of your application/EOI and to inform you of when you can expect to know the outcome of your application/EOI. If you do **NOT** receive an email acknowledgment within 5 working days, please let us know by sending an email to: charitabletrusts@anz.com

As a general rule, written advice of the Trustees' decision is usually sent to applicants between 2-3 months after the closing/submission date.

17. Can I submit more than one EOI and/or Application to the one Foundation per granting round?

No – we generally receive more EOI's and applications than can be funded during any one granting round. We look more favourably upon an organisation which is able to prioritise its own activities and focus on the project with the highest potential impact and closest alignment with the interests of the trusts or program it is applying to.

18. Can I put in the same EOI and/or Application to multiple Foundations?

There are no formal rules regarding submission of the same EOI and/or application to multiple Foundations managed by ANZ Trustees and an outcome with one trust or foundation will not impact on an application to another.

We do however look more favourably upon an organisation which has reviewed the guidelines of Trusts and Foundations managed by ANZ Trustees and applies only where there is clear alignment in interests and the type of programs funded with the applicant organisation's project.

19. Can I use old or previous versions of EOI's, Application or Report Forms?

No – old forms will no longer be accepted as many programs have been changed with different guideline requirements and questions. When applying – always download new forms directly from the website to ensure that they are current.

20. What project reporting must I provide to ANZ Trustees?

ANZ Trustees is very interested in the outcomes of all projects funded. We expect to see a Final Report within two months of the completion of the project. Progress and Final Report templates are available on the website:

<http://www.anz.com/personal/private-bank-trustees/trustees/granting/granting-programs/>

You should use the reporting template related to the particular trust or granting program from which you received your funding. If you are unsure which form to use please send an email to charitabletrusts@anz.com quoting the CT reference number provided to you in the letter we sent you advising of the outcome of your application.

21. My organisation has been successful in receiving a multi-year grant. How do we obtain an instalment payment?

Grant instalments are generally paid annually after the anniversary of the grant. To receive your next instalment payment, send a completed progress report, completed EFT request and attach a Tax Invoice (Report formats are available on the website: www.anz.com/anztrustees). These should be submitted by email to: trustapp@anz.com

Once the Progress Report has been reviewed and considered satisfactory, and we have your tax invoice and EFT banking details the next payment will be made.

22. How and when should I acknowledge the foundation and/or ANZ Trustees?

We understand that your organisation may want to recognise the support provided by the particular Foundation managed by ANZ Trustees.

This can be done via text:

This project was funded by a grant from <insert name of Foundation>, which is managed by ANZ Trustees.

If you wish to use a logo of a particular Foundation and/or ANZ Trustees, please complete the Brand Assets Usage Request Form, located at: <http://www.anz.com/personal/private-bank-trustees/trustees/granting/> – and email a scanned copy to charitabletrusts@anz.com

23. What are my obligations by sending an application, EOI, progress report or final report to ANZ Trustees?

By **SUBMITTING** to ANZ Trustees you acknowledge that you:

- are authorised by your organisation to make this application/EOI/Progress/Final Report on its behalf and declare all the information provided is true and correct
- have read the terms and conditions for all grants managed by ANZ Trustees, including the

Privacy Statement and Consent to use of Personal Information, and agree to those terms and conditions.

24. What are the general grant conditions?

1. The Grantee will use the whole of the Grant exclusively for the Project as described in [*the application for the grant*] and not for any other purpose.
2. The Grantee will use its best endeavour to complete the Project usually within 12 months from the date or receipt of the Grant or in the case of multiple year grants as specified by the Grantor (the "Specified Period").
3. The Grantee will promptly advise the Grantor of any material change which may affect the Grantee's ability to undertake or complete the Project within the Specified Period.
4. The Grantee will expend the Grant only within Australia and where specified within the particular State or Territory (with the exception of Government accredited Australian Overseas Aid Agencies).
5. The Grantee will show the Grant separately in its books of account and keep records adequate to enable the use of grant funds to be checked readily.
6. The Grantee will acknowledge the assistance of the Grantor in any published or display material.
7. The Grantee will give the Grantor an annual **Progress Report** (in the case of multiple year grants) and a **Final Report** within two months of completion of the project. These reports can be downloaded from the website.
8. The Grantee consents to ANZ Trustees publishing information about the grant on its website, in annual reports and such other publications and communications as it determines.

25. Is GST payable on grants?

ANZ Trustees Limited 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

26. Why do we need to send in a Tax Invoice?

This ensures that the grant is recorded for taxation and auditing purposes by the grantor (ANZ Trustees) and the grantee. In addition, as all grant payments are made by EFT, this also ensures that EFT advice can refer to a Tax Invoice Number for verification and reconciliation purposes. The Tax Invoice should clearly indicate that supply of the grant is GST-free.

27. What is the Privacy Statement and Consents?

PRIVACY STATEMENT AND CONSENTS

ANZ Trustees will collect and use information about you during the course of your relationship with ANZ Trustees. We explain when and how ANZ Trustees may collect, use and disclose this information.

It is important that the information ANZ Trustees holds about you is up to date. You must let ANZ Trustees know when information you have provided ANZ Trustees has changed.

Collection, use and disclosure of information

ANZ Trustees may use and disclose the information we collect about you for the following purposes:

- to assist in providing information about a product or service;
- to consider your request for a product or service;
- to enable ANZ Trustees to provide a product or service;
- to tell you about other products or services that may be of interest to you;
- to assist in arrangements with other organisations (such as loyalty partners) in relation to the promotion or provision of a product or service;
- to manage accounts and perform other administrative and operational tasks (including risk management, systems development and testing, credit scoring, staff training, collecting debts and market or customer satisfaction research);
- to consider any concerns or complaints you raise against ANZ Trustees and/or to manage any legal action involving ANZ Trustees;
- to identify, prevent or investigate any fraud, unlawful activity or misconduct (or suspected fraud, unlawful activity or misconduct);
- to identify you or establish your tax status under any Australian or foreign legislation, regulation or treaty or pursuant to an agreement with any tax authority; and
- as required by relevant laws, regulations, codes of practice and external payment systems.

Absence of relevant information

If you do not provide some or all of the information requested, ANZ Trustees may be unable to provide you with a product or service.

Information required by law

ANZ Trustees may be required by relevant laws to collect certain information from you. Details of laws that require us to collect information about individuals (personal information) and why these laws require us to collect personal information are contained in ANZ's Privacy Policy and at www.anz.com/privacy.

Providing your information to others

ANZ Trustees may provide your information to:

- any related entity of ANZ Trustees which may use the information to: carry out ANZ Trustees' functions and activities; promote its own products and services; assess your application for one of its products or services; manage your product or service; perform administrative and operational tasks (including debt recovery); or comply with regulatory requirements and prudential standards;
- an organisation that is in an arrangement with ANZ Trustees to jointly offer products and/or has an alliance with ANZ Trustees to share information for marketing purposes (and any of its outsourced service providers or agents), to enable them or ANZ Trustees to provide you with products or services; and/or promote a product or service;
- any agent, contractor or service provider ANZ Trustees engages to carry out or assist its functions and activities (for example, mailing houses or debt collection agencies);
- an organisation that assists ANZ Trustees to identify, prevent or investigate fraud, unlawful activity or misconduct;
- regulatory bodies, government agencies, law enforcement bodies and courts;
- other parties ANZ Trustees is authorised or required by law or court/tribunal order to disclose information to;
- participants in the payments system (including payment organisations and merchants) and other financial institutions (such as banks);
- any person who introduces you to ANZ Trustees;
- your referee(s);
- your employer;
- your joint borrower(s) or account holder(s); and
- your adviser; your authorised agents; your executor, administrator or trustee in bankruptcy; your legal representative; your attorney; or anyone acting for you in connection with your account.

If you do not want us to tell you about products or services, phone ANZ Trustees' Client Service Centre on 1800 011 047 to withdraw your consent.

ANZ Trustees may disclose information to recipients (including service providers and ANZ's related entities) which are (1) located outside Australia and/or (2) not established in or do not carry on business in Australia. You can find details about the location of these recipients in ANZ's Privacy Policy and at www.anz.com/privacy.

Accessing your personal information

You may request access to your information by calling ANZ Trustees' Client Service Centre on 1800 011 047. Access will be granted in accordance with the Privacy Act 1988 for a reasonable fee. If any of your information is inaccurate, you may request that it be corrected.

ANZ Privacy Policy

ANZ's Privacy Policy (www.anz.com/privacy) contains information about:

- the circumstances in which ANZ may collect personal information from other sources (including from a third party);
- how to access personal information and seek correction of personal information; and
- how you can raise concerns that ANZ has breached the Privacy Act or an applicable code and how ANZ will deal with those matters.

Collecting sensitive information

ANZ Trustees will not collect sensitive information about you, such as information about your health, without your consent.

If applicable, ANZ Trustees may collect health information with your consent. Your health information will only be disclosed to service providers or organisations providing medical or other services.

Personal information about someone else

If you give ANZ personal information about someone else, please show them a copy of this clause so that they may understand the manner in which their personal information may be used or disclosed by ANZ in connection with your dealings with ANZ.

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

Philanthropy Partners, ANZ Trustees

ANZ Trustees Limited

GPO Box 389, Melbourne, 3001

FREECALL™: 1800 011 047

Email: charitabletrusts@anz.com

28. If my organisation has received a prior grant, when is my organisation eligible to re-apply?

Prior grants may be a factor when applications are being considered however there are no formal restrictions around when an organisation is eligible to re-apply following a successful application for any of the programs managed by ANZ Trustees.

29. If my application is unsuccessful, can I get feedback?

Generally no feedback is given unless there is something specific in the application that could be improved, or the organisation is ineligible to apply.

There are typically more applications than funding available and often strong applications and worthy projects are unable to be supported.

30. My organisation is doing work overseas – can I apply to a Trust managed by ANZ Trustees for support?

The vast majority of trusts and foundations managed by ANZ Trustees can only fund projects and organisations working in Australia. You can check the types of support available through ANZ Trustees and the trusts that we manage on our website.

31. Do we need to send receipts for grant payments?

No receipts are required as all grant payments are made on Tax Invoices.

32. Where do I find out about recently awarded grants?

Go to: <http://www.anz.com/personal/private-bank-trustees/trustees/granting/recent-grants/>

33. What are the closing dates for 2013?

Each Foundation has different closing dates some of which are listed below and on their respective guidelines.

Electronic Closing times are 5pm (Eastern Standard Time – Melbourne) on the closing date stated and late applications will not be accepted (even if the closing date falls on a weekend or public holiday).

Granting programs which allow applications in the mail – applications must be received by ANZ Trustees by 5pm on the closing date (if the closing date is on a public holiday or weekend, then they must be received by 5pm on the next working day). There is no facility for hand delivery of applications.

Expressions of Interest	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Alfred Felton Bequest - Major Grant EOI							1 July					
ANZ Trustees Community Engagement Program (Vic) - EOI		15 Feb										
ANZ Trustees Community Inclusion Program (Vic) - EOI		15 Feb										
ANZ Trustees Local Communities Program - EOI		15 Feb										
ANZ Trustees Organisation Capacity Building Program (Vic) - EOI		15 Feb										
McEwen Foundation - TBD												
The JO & JR Wicking Trust (EOI)					1 May							
William Buckland Foundation - Major Grant EOI	EOIs accepted all year round											
Applications	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Alfred Felton Bequest - Small Grant Application				1 April								
ANZ Trustees Emergency Grants (Vic) - Application	Applications accepted all year round											
ANZ Staff Foundation	15 Jan						15 July					
ANZ Trustees Foundation - Holsworth Wildlife Research Endowment				1 April				1 Aug				
ANZ Trustees Medical Research in Queensland PhD Scholarships				15 April								
Blum Foundation										1 Oct		
Mason - JJ Mason & HS Williams Memorial Foundation (Med & Sci research - CFS & AD)							1 July					
Medical Research & Technology in Victoria							1 July					
Sylvia & Charles Viertel Charitable Foundation (Medical Grants - SMRFS & CIs)					1 May							
The Dafydd Lewis Trust												13 Dec
The JO & JR Wicking Trust - Invited Applications							31 July					
The Mary Jane Lewis Scholarship Foundation												13 Dec
VCF - Felice Rosemary Lloyd Trust										1 Oct		
VCF Holsworth Local Heritage Trust								1 Aug				
William Buckland Foundation - Small Grant Application	Applications accepted all year round											
Invited Applications	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Alfred Felton Bequest - Major Grant Invited Applications									1 Sept			
ANZ Trustees Community Engagement Program (Vic) - Invited Applications					1 May							
ANZ Trustees Community Inclusion Program (Vic) - Invited Applications					1 May							
ANZ Trustees Local Communities Program - Invited Applications					1 May							
ANZ Trustees Organisation Capacity Building Program (Vic) - Invited Applications					1 May							
Collie Print Trust (Key partners invited)					15 May					30 Oct		
William Buckland Foundation - Major Grant Invited Applications	1 Jan		1 Mar		1 May		1 July		1 Sept		1 Nov	