

Malvern Farmers' Veterinary Club Charitable Trust Grants Policy

1. Introduction

The Malvern Farmers' Veterinary Club Charitable Trust seeks to advance the welfare of rural communities within its Trust boundaries and individuals connected with these communities.

The majority of grants made by the Trust are under \$5,000. The Trustees favour projects to which funds are specifically targeted. From time to time the Trust may also make larger grants or pledges over a number of years at the discretion of the Trustees.

2. Who is eligible to apply

The Trust takes applications from organisations and groups that are based within the Trust's boundaries, or carry on a distinct activity within that area.

Organisations or groups should preferably be incorporated in their own right or directly linked to another organisation that is.

The Trust also accepts applications from individuals who live within the Trust's boundaries or are connected with one or more rural community within this area.

It is the policy of the Trust generally not to make grants to other Trusts which are accumulating money to give away.

Under normal circumstances, applicants who are successful may only apply once within a 12 month period.

3. What the grants can be used for

The Trust may make grants available for charitable purposes that advance the welfare of:

- rural communities within the Trust boundaries; and
- individuals who live within the Trust boundaries and/or who are connected with one or more rural communities within the Trust boundaries.

The charitable purposes for which the Trust may make grants available include (without limitation):

- the relief of poverty
- the advancement of education
- the provision of financial and other support for specific community projects that advance charitable purposes
- the strengthening of charitable community and voluntary organisations
- the provision of financial and other support in anticipation of or in response to emergencies or adverse events
- the enhancement and retention of essential services that enhance charitable purposes

Funds granted must be spent on the purpose allocated and successful applicants could be required to verify this. Failure to adhere to these requirements will require the grant to be refunded to the trust and

may disqualify the applicant from future grants.

4. How to apply

The Trust operates two standard funding rounds per year, with applications for grants closing on 30

th

April and 31

st

October.

Applications must be received by 5pm on the closing date in order to qualify for the relevant standard funding round.

Applications concerning emergencies or adverse events may be submitted at any time and may be considered outside of the standard funding rounds at the discretion of the Trustees.

Applications must state in writing:

- A description of the project
- How the proposed use of funds by the applicant falls within the charitable objects of the trust
- Details regarding the applicant's eligibility
- The benefit to:
 - o one or more rural communities within the Trust boundaries; and/or
 - o an individual who lives within the Trust boundaries and/or is connected with one or more rural communities within the Trust boundaries
- The total cost of the project
- The reason for the project
- The outcomes of the project
- The contribution, if any, by applicant or other organisations

Applications over the amount of \$5,000 must be accompanied by a full project budget and, in the case of applications submitted by an organisation, financial statements.

Applications will not be considered in retrospect.

A decision made in respect to an application is final and there is no right of appeal.

5. Withdrawn applications

Applications may be withdrawn prior to consideration by the Board in the following circumstances:

- a written request from the applicant that the application be withdrawn.
- a documented lack of response from the applicant to requests for further information after a reasonable period of time has elapsed.

Applications may be returned to the applicant if they are incomplete. At this stage in the process they are not deemed to have been received.

6. Consideration of applications

The Trust operates two standard funding rounds per year, with applications for grants closing on 30th

April and 31st

October.

Applications will be considered at a full meeting of the Trust board following the relevant closing date.

All completed grant applications received will be presented to the Trustees.

As noted above, the Trustees may consider applications concerning emergencies or adverse events

outside of these standard funding rounds.

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7. Payment of grants

All applicants will be notified in writing of the outcome of their application for funding.

Grants are payable upon receipt of the necessary documentation by the applicant:

- A GST invoice, where applicable, for the grant
- A deposit slip with account number and organisation's name

8. Accountability

Expenditure returns are required from an organisation receiving funding, either:

- As soon as the funds are spent; or
- Within one (1) year of receipt of funds, whether spent or not

Any unspent funds must be returned within one year of receipt unless there is prior agreement to carry over such funds.

Any discrepancies in funding (e.g. funds spent other than on the intended project) may result in an audit of the organisation's accounts.

Organisations receiving a grant of over \$5,000 must provide financial statements disclosing the grant and the purpose to which the grant was put.

9. Changing circumstances

From time to time an applicant may request that their grant be able to be used for another project. Such requests are to be considered by the Board.

10. Grants budget

The Trustees will review the grants budget annually.

11. Review of grants policy

The Trust will review this grants policy on at least an annual basis to ensure that it continues to support the Trust to effectively deliver its charitable purposes.

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