

THE FLORA & FRANK LEITH CHARITABLE TRUST

March 2023

GRANT APPLICATION FORM 2023

Section A – Introduction

The Flora & Frank Leith Charitable Trust is an Anglican orientated trust that focuses on supporting projects and programs located in Victoria, aimed at helping the disadvantaged with a bias towards children, youth and families.

We prefer to fund programs that make a cost effective, demonstrable and sustainable difference for the better in the quality of life and access to opportunities for our targeted children, youth and families. Preference will be given to eligible Victorian service organisations. Interstate or internationally based organisations are generally not funded.

Please see the Trust's website www.leithtrust.org.au for Term & Conditions.

The annual closing date for applications is **30 September 2023**. Successful applicants will be notified by mail by **31 December 2023** and unsuccessful applicants by **31 January 2024**.

The application form contains fields that allow a certain number of words. Please do not exceed the size of the fields as you will not be able to print any additional words.

The use of this form is mandatory. Applications in any other format may not be considered.

Applications may be submitted by post or by email, as per the details at the conclusion of this Form.

Please refrain from sending circulars or annual reports to our office unless they are attached to an application or final report.

Section B - Your Organisation

Name of Applicant

Name of Organisation

Associated organisations (e.g. Uniting Church)

Postal address

Contact person (name and title)

Tel BH

Tel AH

Fax

Email

Chief Executive Officer or person in charge of organisation

Tel BH:

Tel AH:

Fax:

Email:

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Section B - Your Organisation continued

Total income and breakdown of sources of funds:

- Government
- State/federal/local
- Fee for service
- Investments
- Own business activities
- Trusts
- Donations
- Any other source

Please insert another page (if necessary)

Total Budget of organisation	Amount requested for project
Number of employees in organisation	
Full time	Part Time
Volunteer	

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Supporting documentation	
1. Copy of most recent annual report (unless available on your organisation's website)	
<input type="checkbox"/> Attached	<input type="checkbox"/> Not attached because:
2. Copy of current balance sheet and accounts	
<input type="checkbox"/> Attached	<input type="checkbox"/> Not attached because:
3. ABN (evidence)	
<input type="checkbox"/> Attached	<input type="checkbox"/> Not attached because:
4. Deductible Gift Recipient status (evidence)	
<input type="checkbox"/> Attached	<input type="checkbox"/> Not attached because:

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Section C - The Proposal

Name of project

Location

New Project

Existing Project, length of time:

1. Aims of project (No more than 100 words)

2. Activities of project (No more than 100 words)

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3. Who will benefit and how? (No more than 50 words)

4. Number of clients assisted per annum

5. Average contact hours per person

6. Record keeping activities (No more than 50 words)

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7. Methods of evaluation

How will you know you have been successful? (No more than 100 words)

8. Funds applied for from other sources (No more than 50 words)

9. Details of staffing for project (No more than 50 words)

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10. Brief budget (No more than 100 words)

11. Timelines (No more than 50 words)

12. Why you? What particular skills & experience do you bring?
(No more than 100 words)

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Section D - Our contact details

Address: The Flora & Frank Leith Charitable Trust

Attention: Tamara Mattson

C/- Pearce Webster Dugdales

Suite 1, Ground Floor

99 Queens Bridge Street, SOUTHBANK VIC 3006

Telephone: (03) 9614 5122

Facsimile: (03) 9614 2964

Email: info@pearcewebster.com.au

It is preferred that the signatory of this application be CEO or equivalent.

Name of signatory:

Office held by signatory:

Date:

Signature:

Section E - Checklist

One copy of the application form posted or emailed to the Flora & Frank Leith Trust including supporting documents below.

If you are submitting your application by email, please attach the supporting documents in PDF format.

1. Copy of most recent annual report
2. Current balance sheet and accounts
3. ABN evidence
4. Deductible gift recipient evidence