

# THE FLORA & FRANK LEITH CHARITABLE TRUST

September 2018

## GRANT APPLICATION FORM 2018

### 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. Funding is only available for Victorian organisations.

Please see the Trust's website [www.leithtrust.org.au](http://www.leithtrust.org.au) for Term & Conditions.

The annual closing date for applications is **30 September 2018**. Successful applicants will be notified by mail by **31 December 2018** and unsuccessful applicants by **31 January 2019**.

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 by email will not be accepted. Applications in any other format may not be considered.

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
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Number of employees in organisation	
Full time	Part Time
Volunteer	

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<b>Supporting documentation</b>	
1. Copy of most recent annual report	
<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. GST registration (evidence)	
<input type="checkbox"/> Attached	<input type="checkbox"/> Not attached because:
5. Public benevolent institution (evidence)	
<input type="checkbox"/> Attached	<input type="checkbox"/> Not attached because:
6. Deductible Gift Recipient status (evidence)	
<input type="checkbox"/> Attached	<input type="checkbox"/> Not attached because:

## THE FLORA & FRANK LEITH CHARITABLE TRUST

### 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)

## THE FLORA & FRANK LEITH CHARITABLE TRUST

### Section D - Our contact details

**Address:** The Flora & Frank Leith Charitable Trust

Attention: Ainsley Atkins

C/- Pearce Webster Dugdales

PO BOX 16237 Collins Street West

Melbourne VIC 8007

**Telephone:** (03) 9614 5122

**Facsimile:** (03) 9614 2964

**Email:** aatkins@pearcewebster.com.au

Or the Trust Project Advisor Angela Were on 0417 360 453

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

Name of signatory:

Office held by signatory:

Date:

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Signature:

\_\_\_\_\_

### Section E - Checklist

**Applications will not be accepted by email.**

One copy of the application form posted to the Flora & Frank Leith Trust office address including supporting documents below:

1. Copy of most recent annual report
2. Current balance sheet and accounts
3. ABN evidence
4. GST registration evidence
5. Public benevolent institution evidence
6. Deductible gift recipient evidence