



LORD MAYOR'S CHARITABLE TRUST  
*Caring for Brisbane's Community*

## **MAJOR PROJECT EXPRESSION OF INTEREST RE-ADVERTISED**

### **Overview**

For more than 50 years the Lord Mayor's Charitable Trust's (the Trust) fundraising efforts have improved the wellbeing of the most marginalised, vulnerable members of the Brisbane community. Established in the 1960s, the Trust supports charities servicing Brisbane that assist people suffering from disability, homelessness, mental illness, drug or alcohol addiction, trauma, abuse and neglect.

The Trust's program of giving includes two grant rounds in March and September for grants of up to \$10,000, an Easter grant round providing Easter eggs for clients of recipient charities and a Christmas grant round where small grants, Foodbank vouchers and toys are given to recipient charities for distribution to their clients. The Trust also supports the NextGen Athletes program, which provides small grants to athletes with an intellectual disability to participate in sport.

To supplement these regular grant programs, the Trust has a major grant program which provides significant funds to make a lasting impact on a specific issue. In previous years, major grants have been awarded to projects that have addressed homelessness and disability. The most recent major project, which was delivered by Foundation H and completed last year, built two houses and four villas for adults living with disability. The Trust's contribution to this project was \$250,000 and the outcome was achieved using a partnership model.

### **Our Next Major Project**

This year the Chairman, Lady Mayoress, Mrs Anne Quirk and the Trustees have decided to seek interest from organisations working in the area of abuse and neglect with a view to supporting a project designed to assist people escaping domestic violence situations.

This Expression of Interest is seeking to provide one-off funding of a project or program that provides a direct service to assist these people. It is the Trust's preference to see funds going towards innovative projects such as the development of accommodation for people who are escaping domestic violence and their families.

This could include the extension of an existing facility or the development of a new facility. However, all proposals will be considered on their merits, as long as they relate to direct service provision to assist people escaping abuse and neglect.

It is the Trust's requirement that the initiative be sustainable after any funding provided by the Trust has expired, and that the proposal include information on the sustainability of the project at the time of submission. It is also the Trust's desire to ensure its grant obtains the largest outcome possible using supplementary funding sources, including a contribution from the recipient charity or consortia. **It is a requirement that the successful organisation or consortia must provide at least a dollar for dollar contribution in the form of cash and/or land.**

The Trust is looking to provide a one off grant of **up to \$650,000** toward the successful project. It will also consider applications that seek to obtain further funding from other like-minded third parties be they the applicant or private or government entities.

Applicants must be in Brisbane and the project must be located within Brisbane City Council local government area.

Applicants must:

- Be able to prove Deductible Gift Recipient (DGR) Status as endorsed by the Australian Tax Office;
- Be an organisation or community group which is an incorporated body with not for profit objectives;
- Have an organisation objective of being for charitable purposes;
- Be an organisation established and operating in Australia;
- Use the benefit for the endorsed purposes set out in their DGR status and as per the organisation's constitution or charter.

The Trust will not provide funding to individuals, lobbying organisations or organisations or entities whose primary function is fundraising activities, Government or Semi Government organisations, Unions and Student Guilds, Professional Associations or Organisations registered as a company by limited shares.

In order to be considered, Applicants should send an Expression of Interest, which should be no more than a 2 – 3 page summary of the proposed project/program. This Expression of Interest should contain:

- Name, address, website and tax status of the requesting organisation.
- Name, title, email address and phone number for the primary contact.
- Name of the project/program.
- Short project/program narrative including:
  - program/project description
  - the need to be addressed and the population to be served
  - potential number of people to be impacted
  - how the program/project will be implemented, and how success will be measured
  - ongoing support services for the facility (if applicable)
  - arguments that show long-term sustainability is possible
- Estimated top line budget, including the financial contribution of the recipient charity or consortia.
- A demonstrated history of achieving results, in the form of a quantified summary of outcomes of previous initiatives.
- Consideration of whether the initiative would require registration with the National Regulatory System of Community Housing, and, if so, whether the organisation has already achieved this registration.
- Any other information that you feel will help us in our evaluation.

Please email your Expression of Interest to [lmct@brisbane.qld.gov.au](mailto:lmct@brisbane.qld.gov.au) by **5pm Friday 1 February 2019**. You may also include links to websites, video or audio information.

If you are selected to proceed to the next phase of this process, which will require you to present to the Trustees a more detailed grant request, project narrative and proposed budget, you will be contacted by Trust officers on or before Wednesday 13 February 2019. Your written detailed grant request will be required to be sent back to the Trust by **5pm Monday 25 February 2019**. You may then be asked to present to the Board of Trustees in person. You will also be contacted if the Trust has any questions or requires additional information in order to determine whether to advance your grant request to the next round for consideration.

By issuing this Expression of Interest, the Trust is under no obligation (whether equitable or legal) to proceed either in whole or in part with the Grant to which this Expression of Interest relates. The Trust is not committed contractually or in any way to any person who may receive this Expression of Interest or submit a response to the Expression of Interest.

**For further information, please contact the Lord Mayor's Charitable Trust on 3403 5381.**

### **Terms and Conditions**

A formal agreement with the successful applicant (the Grantee) will be entered into. However, for information purposes only, conditions of the final grant will include at least the following matters (subject to change and addition).

1. The whole of the Grant must be used exclusively for the project as described in the application for the Grant. Grant monies must not be used for any other purpose without seeking prior and written approval of the Lord Mayor's Charitable Trust (the Trust).
2. In the event that the Grantee is unable to expend the funds for the approved purposes, the Grantee must return, in full, all funds to the Trust.
3. The Grantee or consortia must provide at least a dollar for dollar contribution in the form of cash and/or land.
4. The Grantee must comply with all legislative requirements and obtain all appropriate permits and approvals, and appropriate insurance cover, relating to Grant.
5. The Grantee must provide the Trust with a detailed project plan and provide regular updates to Trustees on its progress.
6. It is expected that the project will be completed by an agreed Completion Date. Any extension to the Completion Date must be approved in writing by the Trustees of the Trust. No part of the Grant may be paid out or otherwise used past the Completion Date without the prior written consent of the Trustees of the Trust.

7. The Grantee must advise the Trustees of the Trust of any material change which may affect the Grantee's ability to undertake or complete the project by the Completion Date.
8. The Grantee must provide the Trust with an official receipt within such period after payment as specified by the Trust.
9. The Grantee must keep accurate and detailed financial records to enable the use of the grant funds to be checked, acquitted, and, if necessary, audited.
10. The Grantee must provide the Trust with a financial acquittal and grant report upon completion of the project or as otherwise agreed to in writing by the parties.
11. The Grantee must acknowledge the support of the Trust in any promotional, published or display material related to the project to the satisfaction of the Trust. The form of any acknowledgement will be as directed by the Trust from time to time.
12. The Grantee must ensure that all rights, consents, licenses and permissions have been obtained prior to submitting images for use by the Trust. Captions, names of people in images and any acknowledgements required must be forwarded to the Trust with the image.
13. The Grantee must indemnify the Trust against any legal matters arising from the project for which the grant has been applied, including any issues associated with the construction of the project.
14. The payment of the Grant may be made in installments as determined by the Trust. However, a proportion of the Grant may be provided to the Grantee on project initiation.