

Funding Guidelines & Grant Conditions

About the Trust

The John Villiers Trust is a perpetual Charitable Trust established under the Will of the late John (Jack) Villiers, who died on 11 July 2002.

We seek to support people and organisations to build more equitable communities and alleviate disadvantage, particularly in rural and regional communities.

We give added consideration to organisations operating in remote and regional Queensland, particularly Central Queensland, as it was in these areas that John Villiers spent much of his life.

Our grants support Queenslanders to participate in projects that will enrich lives and strengthen social spirit.

What We Fund

1. Program area

The Trust currently has five program areas with specific focus areas for grants. You can apply in **one program area only**. Your project should fit within at least one of the focus areas listed in your selected program.

Arts & Culture

- Engaging rural audiences
- Fostering creativity for youth
- Enabling participation by disadvantaged

Community Wellbeing

- Enhancing community activities
- Improving local facilities
- Protecting and caring for the environment

Education & Vocational Pathways

- Engaging and retaining children and youth in education
- Providing pathways to employment

Health & Ageing

- Improving regional service infrastructure
- Delivering programs for better health outcomes and quality of life

Indigenous Advancement

- Creating initiatives that protect, sustain and empower indigenous communities

2. Type of support

The Trust currently focuses on innovation, sustainability and building capacity within our five program areas.

In addition to selecting a program area under item 1 above, we ask applicants to identify the type of support that is relevant to the application. The Trust currently has 3 Types of Support that it will fund and your project should fit within at least one of the Support subtypes listed below.

Please ensure that your project has all 4 elements being:

1. It satisfies one of the listed Program areas;
2. It satisfies at least one of the focus areas listed under that Program area;
3. The funding is for a particular Type of Support; and
4. The items being funded fit within a Support Subtype.

Support Subtypes:

Activities, Services or Programs

- Creating initiatives that develop new services
- Creating initiatives that expand services or activities into new areas of Queensland
- Creating initiatives that support participation by disadvantaged Queenslanders

Capital Works, Fitout or Equipment

- Improving local facilities or regional service infrastructure
- Expanding the use of facilities to other charitable organisations/purposes

Organisational Development/Building Capacity

- Creating initiatives that develop better governance processes
- Creating initiatives that develop new social enterprises

For example:

Your project relates to producing a play for disabled students in Western Queensland in the circumstances where such a performance was previously only performed in metropolitan areas. Accordingly, you would identify that:

1. It fits within one of the Program areas (*Arts and Culture*);
2. It fits within one of the focus areas of the Arts and Culture program area being “*Enabling participation by disadvantaged*” (Note it may also satisfy “*engaging rural audiences*” and so please select what you believe to be the most appropriate focus area);
3. It fits within the Type of Support being “*Activities, Services or Programs*”;
4. It fits within the Support Subtype being “*Creating initiatives that support participation by disadvantaged Queenslanders*” (Note it may also satisfy “*creating initiatives that expand services or activities into new areas of Queensland*”). Please select what you believe to be the most appropriate Support Subtype.

However, the following example would not be eligible:

Your project relates to an existing school reading program in Central Queensland. Your organisation has provided this service in the past in the areas listed on your application. It may be that:

1. It fits within one of the Program areas (*Education and Vocational Pathways*);
2. It fits within one of the focus areas of the Education and Vocational Pathways program area being “*Engaging and retaining children and youth in education*”;
3. It fits within the Type of Support being “*Activities, Services or Programs*”;
4. However, an existing school reading program is unlikely to be a new initiative unless there is a significantly new innovative element incorporated into the program. Nor will it be an expansion of an existing service into a new area of Queensland if it has been provided in these areas in the past. Unless it could fulfil the criteria of a relevant Service subtype, that

is, it can be evidenced that it “*Creates initiatives that supports participation by disadvantaged Queenslanders*”, it would not be a project that satisfies our criteria.

3. Priority consideration

The Trustees give priority consideration to:

- Applications from organisations operating in remote and regional Queensland, particularly Central Queensland, having regard to the areas where John Villiers spent much of his life.
- Projects which strengthen the viability of local communities
- Projects which bridge the tyranny of distance
- Emergency relief to restore social life and contacts
- Projects where the applicant organisation or its project partners provide, at the very least, a reasonable and material contribution in either cash, in kind support or both.

Application Process

The John Villiers Trust has implemented a two-stage application process. The first step of which is to submit a brief Expression of Interest form, and if successful, a more comprehensive Grant Application by invitation.

1. Check your organisation’s eligibility

The John Villiers Trust is legally bound by the terms of the Will of the late John Villiers. To be eligible to receive a grant, an organisation must have both Charity Tax Concession status **and** Deductible Gift Recipient (DGR) status under item 1 of the table in Subdivision 30-B of the Income Tax Assessment Act 1997.

You can check your charity’s tax status on the ABN Lookup website at www.abn.business.gov.au

* Please do not make an application to us unless you have both of these two statuses as we cannot give a grant to your charity.

All eligible applications we receive are given careful consideration. We are always happy to discuss your proposal with you prior to submission.

2. Is your project eligible?

The John Villiers Trust is unable to consider grants for the following:

- Projects that take place outside of Queensland
- Applications submitted on your behalf by an auspice organisation
- Retrospective or deficit funding
- General fundraising appeals
- Recurrent administrative costs
- Infrastructure projects and service programs considered to be a government responsibility at a Federal, State or Local Government level

- Promotion of religion
- Political organisations
- Purchase of motor cars or any type of passenger transport
- Direct grants to individuals, including travel expenses, personal study or attendance at conferences
- Projects, services or programs which are focused on preparation for or delivery of NDIS related services

3. Limitations

There are limitations on the number and frequency of grant applications that can be submitted by any one organisation:

- Only one application per organisation within any 12-month period except in special circumstances at the discretion of the trustees.
- Existing grants need to be successfully acquitted at least one month before a new Expression of Interest can be submitted.
- An applicant cannot reapply for a previously declined project, except by invitation following discussion with Trust staff.
- Organisations that have been registered with the ACNC for a period of less than 3 years should not apply, except by invitation following discussion with Trust staff.
- An applicant cannot reapply for a project where the Trust has funded that project at any time during the previous 2 years, except by invitation following discussion with Trust staff.
- The request amount in the Grant Application must match the request amount in the Expression of Interest, unless there are exceptional circumstances. If you feel that exceptional circumstances exist, please discuss this in detail with Trust staff. It would be appreciated if this contact with Trust staff is made at least one week prior to the closing date for lodgement of an Expression of Interest.
- Please note that if you intend to seek a grant of \$100,000 or more, it is a requirement that you must contact the office of The John Villiers Trust before lodging your Expression of Interest, so that your proposal can be discussed in detail with Trust staff. This contact with Trust staff should be made at least one week prior to the closing date for lodgement.

4. Grant Round 2017 - Opening & Closing Dates

4.1. Expression of Interest (EOI) form

Opens: 19 February 2018.

Closes: 5 March 2018

Please use the EOI form available on our website. Your emailed Expression of Interest must be received by 5pm on Monday 5 March 2018. Late EOIs will not be considered, nor can an extension of time be granted.

All applicants will receive a brief acknowledgement email that their EOI form has been received.

4.2. EOI outcome

Following consideration of EOIs, applicants will receive an email in the last week of March advising the outcome of their EOI.

4.3. Full Grant Application

If your EOI has been selected to proceed to a more comprehensive Grant Application, you will receive an email with the relevant application form and guidelines.

Closes: 14 May 2018.

Expressions of Interest selected to proceed to a Grant Application will be required to submit the application and associated documentation by 5pm on Monday 14 May 2018. Late applications will not be considered, nor can an extension of time be granted.

5. Application Outcome

The trustees will meet in late May to consider grant applications and you will receive notification of the outcome by mid-June 2018.

Please ensure that the commencement date of your project is after the notification date.

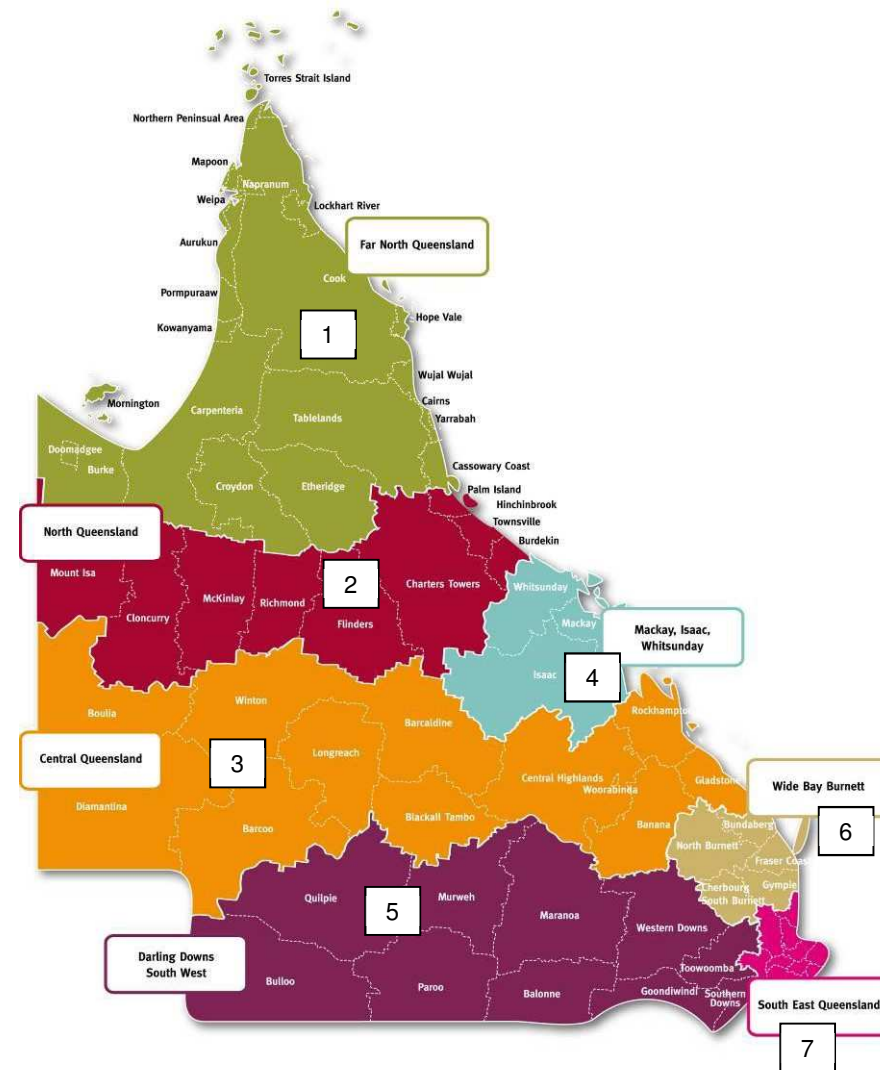
If you have any queries, please call 07 3102 9588 or 0472 526 917. Alternatively, please email grants@jvtrust.org.au

Queensland Regions – Where is your project taking place?

You will need to answer this question in the Expression of Interest.

1. **Far North Queensland** – Cairns, Cape York Peninsula and Gulf region
2. **North Queensland** – Townsville and Mount Isa
3. **Central Queensland** – Rockhampton, Gladstone and west to the Northern Territory and South Australian borders
4. **Whitsunday** – Mackay, Isaac and Whitsunday
5. **Darling Downs South West**
6. **Wide Bay-Burnett**
7. **South East Queensland**

Queensland Regional Boundaries



Standard Grant Conditions

To satisfy the provisions of the Will of the late John Villiers under which the constitution of this Trust has been established, together with the other interpreted regulations under which grants are exempt from the application of GST, the Trustees have determined that the following standard Conditions will apply to all Grants approved to Grantees:

1. The Grantee has successfully secured all budgeted funds for the Project (as set out in the grant application) and the Project has recently commenced or is about to commence and now seeks the grant funds from The John Villiers Trust.
2. In order for the grant to be paid, the Grantee will supply a Tax Invoice to The John Villiers Trust for the agreed amount of the grant or instalment as per the approved payment schedule. Please note that grants made by The John Villiers Trust are generally regarded as gifts for the purposes of GST legislation and therefore not subject to GST.
3. The Grantee will use the whole of the grant exclusively for the Project as described in the application submitted by the Grantee and not for any other purpose without the prior written consent of The John Villiers Trust.
4. The Grantee of:
 - a. A one-off Grant will use its best endeavours to complete the Project within twelve months from the date of receipt of the grant unless otherwise agreed in writing with The John Villiers Trust;
 - b. A multi-year Grant will provide satisfactory annual progress reports and financial acquittals to the satisfaction of The John Villiers Trust in order for subsequent grant payments to be made.
5. The Grantee will use its best endeavours to complete the project within the timeframe specified in their grant application unless otherwise agreed.
6. The Grantee will promptly advise The John Villiers Trust of any material change that may affect the Grantee's ability to undertake or complete the Project within the agreed timeframe and as outlined in the application approved by The John Villiers Trust.
7. If the Project is not completed within the agreed timeframe (or any extension to the agreed timeframe approved in writing by The John Villiers Trust), no part of the grant may be paid out or otherwise used after the agreed timeframe or extension without the approval in writing of The John Villiers Trust.
8. The Grantee will maintain adequate records to enable the use of grant funds to be identified, reported and checked readily. The John Villiers Trust has a right to inspect such records of relevance to grant funds on reasonable notice to the Grantee.
9. The Grantee will appropriately acknowledge the assistance of The John Villiers Trust in any published or display material and will only use The John Villiers Trust's logo within the approved Logo Guidelines.

10. The Grantee will provide a Grant Report of the Project within two months of the end of the agreed project period using the Grant Report Forms as supplied by The John Villiers Trust. The Grantee will report against the Project's objectives, aims and expected outcomes as stated in the original Grant Application, and provide a signed statement of expenditure showing the amount received, details of expenditure and any balance of unspent grant funds.
11. The Grantee agrees that The John Villiers Trust may use general information regarding the Grantee organisation, project and size of grant for communication purposes (e.g. on The John Villiers Trust's website; in The John Villiers Trust's annual report etc).
12. The Grantee must ensure that all rights, consents, licences and permissions have been obtained prior to submitting images and/or video. Images sent to The John Villiers Trust should include captions, names of any people pictured and any acknowledgements required. The provision of information and images will be taken as permission to reproduce and publish.
13. In addition to the Standard Grant Conditions above, the Grantee accepts that The John Villiers Trust may set additional specific conditions and requirements on the grant as advised in writing in the official grant approval notification.
14. Failure to meet with any of the above Standard Grant Conditions may result in The John Villiers Trust withdrawing the grant. In addition, non-compliance with the grant conditions will be taken into consideration if future applications are submitted to The John Villiers Trust by the Grantee.