

# Funding Guidelines & Grant Conditions

## About the Trust

The John Villiers Trust was originally established on the death of John (Jack) Villiers on 11 July 2002 as a charitable trust, and in 2019 became a Public Ancillary Fund.

It is through grants to eligible charities that the Trust works towards its mission to achieve transformative impact in Queensland communities through active engagement and strong partnerships, with a specific focus on support for children and youth in rural, regional and remote Queensland communities.

The Trust's granting is aligned to two key strategic goals:

### Partnerships

Build partnerships and engage in collaborations to leverage our resources.

### Communities

Build strategic relationships with communities founded in our values of respect, integrity, transparency and collaboration.

**Therefore, we encourage applications that:**

#### 1. Check your organisation's eligibility

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](http://www.abn.business.gov.au)

Further, we require organisations to be registered as a charity with the Australian Charities and Not-for-Profits Commission and to be up to date with their reporting requirements on the ACNC Charity Register <https://www.acnc.gov.au/charity>.

Please do not make an application to us unless you meet all these criteria as we do not give grants to charities that do not meet them. Of course, we are always happy to discuss the eligibility criteria with you.

#### 2. Check your project's eligibility

The John Villiers Trust is unable to consider Grant Applications which include the following:

- Projects that take place in full or in part outside of Queensland
- Where submitted on your behalf by an auspice organisation
- Requiring retrospective or deficit funding
- Part of a general fundraising appeal
- Infrastructure projects and service programs considered to be a government responsibility at a Federal, State or Local Government level
- Promotion of religion
- Political agendas or from political organisations

- The purchase of cars or any type of passenger transport
- Direct grants to individuals, including travel expenses, personal study or attendance at conferences

### 3. Limitations on Submission of EOI and Grants

There are limitations on the number and frequency of EOIs that can be submitted.

- One application only to be submitted by any organisation within a 12-month period except in special circumstances at the discretion of the Directors.
- Existing grants must be successfully acquitted at least three months before a new EOI can be submitted.
- An applicant cannot reapply for a previously declined project except by invitation following discussion with Trust staff.
- A re-application for a project which the Trust has funded during the previous 2 years 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.

The processing of your submission is likely to be enhanced if you discuss your proposal with Trust staff prior to submission.

### 4. Essential Requirements of a Grant Application:

- Grant Funds from The John Villiers Trust must be applied in Queensland.
- The project or service described in the grant must have a demonstrated benefit to people living in rural, regional or remote Queensland.
- The application must clearly demonstrate that the project or service meets the needs of the particular community they serve and achieves transformative change for the wellbeing and development of children and youth.
- The application must clearly identify potential outcomes or impacts of the project or service in accordance with the ACNC charitable purposes and in addition, it must include means of measuring and/or evaluating the outcomes/impact of the project at the grant acquittal stage (and in some circumstances, for some period thereafter).

### 5. Grant attributes which will be given priority:

- Demonstration of potential outcomes/impacts of the project or service applied across more than one area of social need - ie health, education, social welfare, disability. Given that The John Villiers Trust is a charity registered with the ACNC we prefer to see the purpose of the grant categorised according to the ACNC Charitable purposes.

*For example, a vocational training program in a regional area of Queensland focusing on young people with special needs will satisfy the multiple impacts of Advancing Education, Advancing Health and Advancing Social or public Welfare.*

- Demonstration of the utilisation of partnerships or collaboration with other charitable

organisations, foundations, industry or Government to broaden or expand the anticipated impact of a project or service.

- A project or service which is multi-year with demonstrated longer term sustainable impact.
- A project or service where the applicant organisation or its project partners provide a reasonable and material contribution in either cash, in kind support or both.
- A project or service which has an additional and intended outcome/impact of increasing the organisation's capacity or the communities' collective capacity.

## 6. 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 (EOI), and if successful, a more comprehensive Grant Application by invitation.

The Board may, in its discretion, invite organisations to submit an EOI or Grant Application.

EOIs may be lodged at any time via the following link  
[https://www.grantrequest.com/SID\\_5392?SA=SNA&FID=35016](https://www.grantrequest.com/SID_5392?SA=SNA&FID=35016)

The Board of The John Villiers Trust will meet regularly, approximately quarterly, to consider lodged EOIs and Grant Applications.

**It is strongly recommended that those wishing to apply to the Trust under the EOI process contact the Trust's office via the Contact Us page on our website prior to lodging an EOI, to discuss the proposal, eligibility requirements and timeframes.**

If receipt of acknowledgement of a submission has not been received within 2 weeks of submission, please contact the Trust's office ([grants@jvtrust.org.au](mailto:grants@jvtrust.org.au) or 07 3102 9588).

If you have any queries, please submit them via the Contact Us page on our website ([www.jvtrust.org.au](http://www.jvtrust.org.au)).

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## Standard Grant Conditions

The following Standard Grant Conditions apply to all grants approved by the John Villiers Trust. The grant is accepted by the Grantee organisation with the understanding that:

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 the 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 timeframe specified in the Grant Application.
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 from 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 is encouraged to 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 /impact as stated in the 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 and social media).

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.

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