

**City of Logan Charitable Trust**  
**Grant Funding Guidelines**  
**(External)**  
**April 2023**

*The City of Logan Charitable Trust (Trust) was established to provide benefits to the Logan Community through the distribution of charitable funding in a transparent, community-led approach to maximise outcomes at a grass roots level.*

*The Trust is a public ancillary fund established as a not-for-profit entity solely for the purpose of providing charitable funding to eligible gift recipients (DGRs).*

*The core purpose of the Trust is to create hope by building and uplifting a sustainable, empowered and connected community inspired by the generosity of the Logan spirit. In so doing, the Trust is also committed to supporting projects aimed at uplifting the youth of Logan.*

### **Contact Details**

All correspondence should be addressed to:

[enquiries@cityoflogancharitabletrust.org.au](mailto:enquiries@cityoflogancharitabletrust.org.au)

alternatively,

The City of Logan Charitable Trust

Administration Office

150 Wembley Street

Logan, QLD

4114

## About the City of Logan Charitable Trust

The City of Logan Charitable Trust exists to provide grant funding to eligible entities in the Logan City Council region.

The City of Logan Charitable Trust Fund is a discretionary investment fund established to allow the Trust to meet requests for financial assistance from eligible community organisations for community purposes. The Trust Fund seeks to fund activities by community organisations fulfilling one or more of the following activities:

- focussing on uplifting the youth of Logan
- encouraging a vibrant, engaged and resilient community
- building on the strengths in the local community
- valuing local collaboration and partnerships
- encouraging participation in community life and fostering social cohesion
- promoting and encouraging environmental protection and sustainability

### Eligibility

The following criteria must be met to ensure an organisation is eligible to apply for this grant with copies of supporting documents provided when requested:

- Deductible gift recipient status and that the organisation intends to use the grant for the purposes set out in their deductible gift recipient status and in accordance with their constitution;
- The organisation is established and operated within Australia;
- The organisation is located in or delivers services within the City of Logan; and
- The organisation must provide proof that the grant provided by the Trust will be used to benefit people residing within the City of Logan.

Applicants must also provide the following with the funding request:

- Confirmation the Applicant's project will address one or more of the objectives of the Trust Fund;
- a declaration that any approved funding will be used in a manner that does not cause detriment to members of the community, or cause damage to the reputation of the City of Logan; and
- a declaration they have, or will ensure, all permits and other approvals relating to the funding application are addressed and that there is adequate insurance to cover the project; and
- a declaration that the community organisation is not-for-profit (and provision of evidence where registered as not-for-profit); and
- a declaration that the person signing the application is over 18 and is authorised to sign documents on behalf of the applicant organisation (where applicable); and
- a declaration that they will spend and acquit any approved funds within eight weeks of the event/funding purpose; and
- a declaration and the provision of relevant documentation that the organisation is financially viable; and
- provide sufficient documentation with the funding request form to support the request; and

- where able to do so, ensure the request has been made prior to the project or activity being undertaken, noting that all applications (including retrospective applications) will still be assessed against the eligibility criteria.

## **Ineligible Activities**

Activities that are ineligible for support under the Trust Fund include:

- any activities that are deemed to discriminate or encourage discriminating behaviour;
- any activities that market, promote or advertise products in a misleading or deceitful manner;
- any activities that produce, promote or distribute materials or services likely to be harmful to the community or Logan's reputation;
- commercial activities;
- overseas trips (e.g., to attend training, charity missions);
- private events (e.g., ceremonies, functions);
- payment of debt, addressing bankruptcy, insolvency, or liquidation;
- donations for transfer to a third party;
- funding of cash prizes (excluding gift cards) or bidding on auction items;
- donations for commercial or business activities;
- ongoing operational expenses (e.g., insurances, rent, electricity bills and wages);
- sponsorships;
- purchase of alcohol;
- any other funding purpose that does not provide a benefit to the wider Logan City community.
- Excludes payment of advances or temporary loans

## Application and Approval Process

The following provides an outline of the Application and Assessment Process.

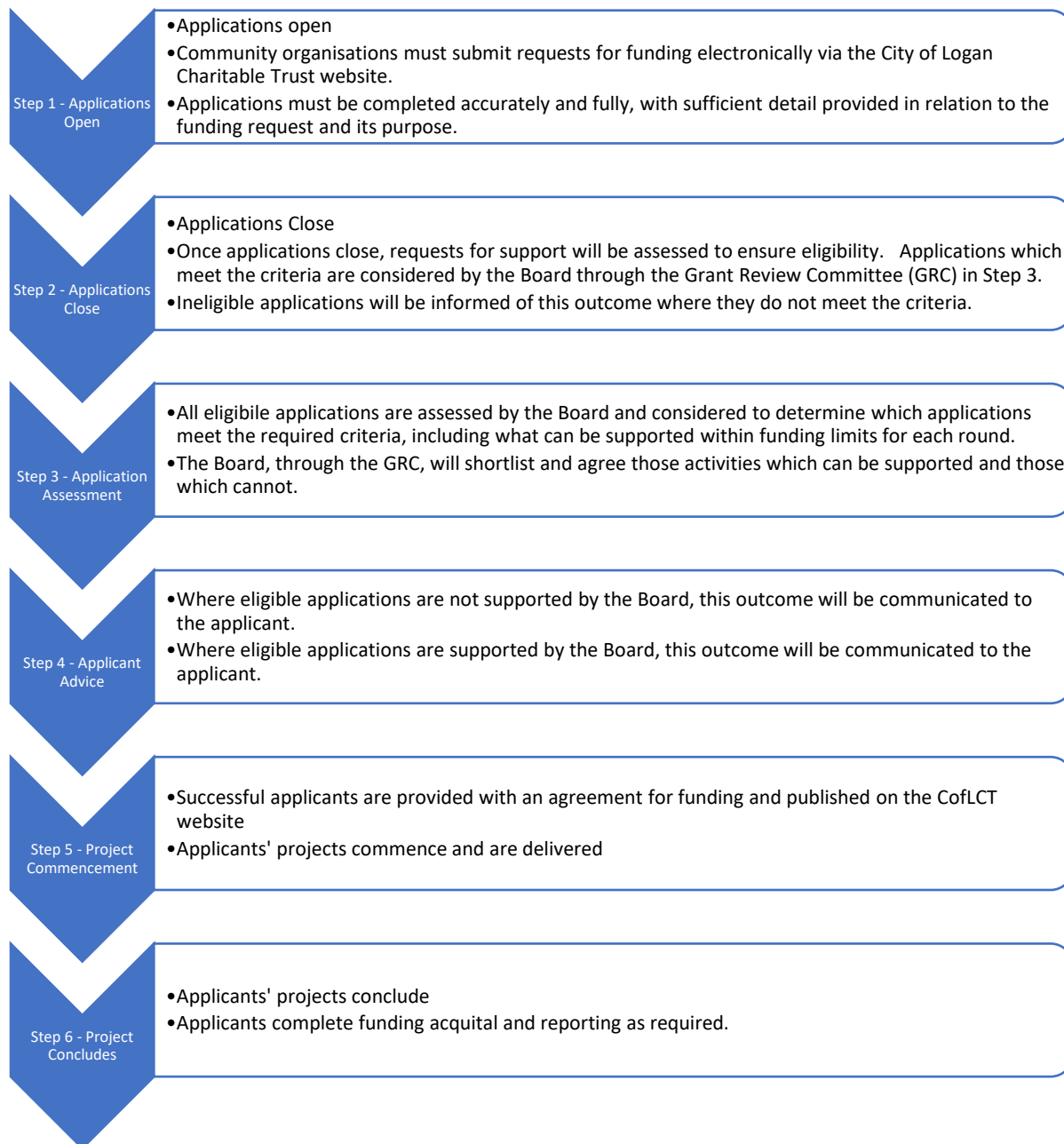


Figure 1 Application and Approval Process

## Funding Eligibility

The following table details community organisations that are eligible (and ineligible) to apply:

Eligible Applicants with Type 1 DGR status	Ineligible Applicants
Not-for-profit community organisations	For-profit businesses
Welfare groups	Individuals
Community sporting clubs	Government or semi-government organisations (with the exception of schools), e.g., hospitals
Other community organisations that can demonstrate they meet all of the funding eligibility criteria and can demonstrate the funds will be utilised for a not-for-profit community purpose within the boundaries of Logan City	Applicants with outstanding grant acquittals from the Logan Charitable Trust
Applicants that are based and operate outside of Logan City but can strongly demonstrate a direct benefit to the Logan community.	Political parties and political lobby groups

Table 1 Funding Eligibility of Organisations

## Assessment Considerations

The City of Logan Charitable Trust Board recognise that there will be a range of worthwhile activities and projects which may be provided during a grant round. As such, it is likely that not all submissions will be able to be supported.

To consider proposals in a manner which is fair, and to ensure that funds are spent in the most appropriate way, all applications will be considered to ensure they will:

- encourage a vibrant, engaged and resilient community
- build on the strengths in the local community
- value local collaboration and partnerships
- encourage participation in community life and foster social cohesion
- promote and encourage environmental protection and sustainability

To assist the Board in reviewing submissions, all applicants must provide details on the following:

- The community need/problem the project will address
- The project solution and how it will work to address these needs.
- The organisations experience in delivering this or similar activities or results
- How the impact and success of the project will be measured.
- How this project will be managed and who will be responsible for the project, include details of any in-kind support or partnerships delivering the project.

- The requested funding amount and how recently the applicant has received funding from the Trust. Applicants who have not received funding through the Trust in the past will be considered more favourably than those who have.

While applicants are encouraged to complete the text-based form provided, the Trust is open to receiving applications in alternative formats (for example video) provided all aspects of the response have been addressed. These can be uploaded in the online form under 'Other Information'.

## **Reasons an Eligible Application may not be supported**

While the board members are authorised to support eligible requests for funding at their discretion, applications may not be supported for the following reasons:

- Other applications have demonstrated a greater community benefit.
- Further information was requested by the board members to assist them in making their decision, but insufficient information was provided.
- Funding has already been provided for similar projects.
- Funding for the purpose is available from another source.
- The funding purpose does not have a wide enough community benefit.
- The board members allocate funding proportionally throughout the financial year and has insufficient funds available at the time to support the request.
- It is not considered that at this time it is in the community's interest to support the application.
- Funding has already been provided to the applicant during this financial year.
- The funding purpose does not align with the priorities or values of the Trust.
- While there is a benefit to members of the Logan community, the project or activity will be held outside of the boundaries of Logan City. Preference is given to projects and activities that are delivered within the boundaries of Logan City.

All decisions of the Board are considered final.

## **Funding Timelines**

The Grant Review Committee shall meet twice in each financial year to perform the duties of the Committee and as follows:

- a. Frequency of GRC Grant Funding will be:
  - i. In June of each year and:
    1. Communications release in March or earlier indicating grants round;
    2. Grant round at the deadline at the end of April;
    3. The GRC deadline of May for the Committee will meet for the purposes of reviewing applications and submission to the board for approval;
  - ii. In December of each year and:
    1. Communications release in September or earlier indicating grants round;
    2. Grant round at the deadline at the end of October;
    3. The GRC deadline of November for the Committee will meet for the purposes of reviewing applications and submission to the board for approval;

- b. Following review of the Grant Funding applications, the Committee may hold a special meeting to hear oral presentations from each applicant as deemed necessary.

Applications are considered on a case-by-case basis outside these periods.

## **Project Contract and Acquittal**

All successful projects will be provided with an agreement which outlines the conditions of funding.

- Funds must only be used for the purpose for which the funding was approved.
- All allocations from the Trust must be acquitted in full within eight (8) weeks of the event/funding purpose.
- Funding recipients are required to provide proof of use of the funding for the prescribed purpose. This proof will involve producing receipts or bank statements verifying expenditure of the funds, along with the completion of an evaluation form. In extenuating circumstances other documentation may be accepted, however, this is at the sole discretion of the Trust. Any unexpended funds must be returned to the Trust.
- If the funding is not fully acquitted within eight (8) weeks of the event/funding purpose the recipient must return the allocated funding.
- Where funding is not acquitted as described above, applicants will be ineligible to receive further funding from the Trust.

## **Media and Communications**

Successful applicants' detail will be published on the Trust website, and a possible media event may be organised for opportunity for photographs with the Trust members and the Logan City Council.

## **Questions**

Questions regarding the grant process can be forwarded to:

[enquiries@cityoflogancharitabletrust.org.au](mailto:enquiries@cityoflogancharitabletrust.org.au)



Document Version Control & Revision History			
Version No	Date	Changed by	Nature of Amendment
1	14 April 2023	Initial Draft	N/A
2	22 April 2023	Sohana Maharaj	Review by Chairperson
3	18 Aug 2023	Jaya Ganasan	Review and update