

# Grant application form

## Harcourts Foundation

### Our Vision **What we want to achieve**

Being positive caring members of our communities is an important part of who we are. The Harcourts Foundation enables us to better support our team in the way they wish to support their communities.

### Our current focus

We have a clear focus on providing grants to reputable community-based organisations which need funding for projects and initiatives designed to benefit as many people as possible. We will prioritise applications that demonstrate that their grant will have the widest community impact.

### Guidelines

Under the terms of the deed of the Harcourts Foundation and the taxation laws, the Harcourts Foundation can only make grants to organisations with BOTH Deductible Gift Recipient (DGR) and Tax Concession Charity (TCC) status. TCC status was formerly called Income Tax Exempt Charity (ITEC) status.

Please ensure that your organisation has DGR and TCC status before writing your application.

- Grant applications must be for a specific event, project, item, or initiative.
- Requests for the event, project, item or initiative must be scheduled to occur within four months of receiving the grant (will occur shortly after the end of the round applied in).
- Grants will not be given for items already purchased or events/initiatives/projects already held.
- If the Grant is not used for the purpose for which it was applied, we will request that you return it so we can provide

it to another group elsewhere. We may ask for supporting documents such as quotes etc.

- If you are a branch of an organisation where another branch has been successful in achieving a Grant from us in the past, this does not mean you automatically qualify for a Grant. Each application will be considered independently based on funds available and circumstances at the time.
- If you are successful, please do not apply within the next 18 months, as we would like to assist other organisations.
- You may apply as a national or regional organisation, however your application must be for a specific community event, project, item, or initiative that fits the criteria.

### Please do not submit funding requests for

- Individual needs – our focus is on supporting as many people as possible within our communities.
- Overseas or other travel costs – (individuals or groups) unless a direct community benefit can be shown.
- Religious, political, lobby causes/activities.

### Grant application rounds

- All applications are to be received by the end date of each round.
- Applications are for projects or initiatives that are scheduled to occur after the end date of the round.

January / February / March

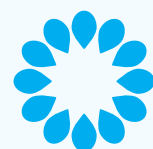
April / May / June

July / August / September

October / November / December

**“To provide support that helps, grows,  
and enriches our communities”**

[www.HarcourtsFoundation.org](http://www.HarcourtsFoundation.org)



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## Harcourts Foundation

### Part 1A The applicant group

Name of group:

ABN number:

Postal address:

Suburb:

State:

Post code:

Telephone number:

Website:

### Part 1B Project contact person's details

Name:

Position:

Telephone number:

Email address:

### Part 2 Tax status required

#### The applicant organisation must provide:

1. **EITHER** a copy of the applicant organisation's Endorsement as a Deductible Gift Recipient issued by the ATO **OR** the item number in which the applicant organisation is specifically named in Subdivision 30-B of the Income Tax Assessment Act 1997;

#### **AND**

2. A copy of the applicant organisation's 'Notice of Endorsement for Charity Tax Concessions' (TCC) issued by the ATO on or after 1 July 2005

Has the applicant's DGR or TCC status been amended revoked or expired? Yes:      No:

Is the applicant organisation an ancillary fund? Yes:      No:

Is the applicant organisation a prescribed private fund? Yes:      No:

### PART 3 YOUR ORGANISATION'S FUNDING (for last financial year or previous 12 months)

Government      AMOUNT:

Private      AMOUNT:

Real estate company      AMOUNT:

Membership/subscription      AMOUNT:

Donations      AMOUNT:

Fundraising      AMOUNT:

Grants      AMOUNT:

Other      AMOUNT:

.....

**TOTAL**      AMOUNT:

#### **Please note:**

If your organisation has received any other grants (including from the Harcourts Foundation) for this project or another in the last 18 months please attach these details to the end of the application form.

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### Part 4 Project activity information

Please describe your organisation's purpose, including short (during grant period) and long term goals:

Description of project:

Total budget for the project:

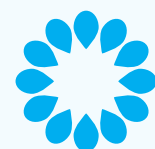
Amount (\$) being requested (attach quotes if desired):

Describe the people and size of the group which will benefit from this Grant.

What is the expected time frame of the project? Are there any foreseeable risks?

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## Harcourts Foundation

### Part 5 Declaration

It is the wish of the Harcourts Foundation with respect to the Harcourts offices and people who generously contribute to it that maximum use is made of the funds available. Please help us achieve this wish, through agreeing to the following.

In the event that we are successful in our application, we agree:

1. Any Grant provided by the Harcourts Foundation will be used ONLY for the purpose it was given and we will provide relevant receipts, records etc. as proof.
2. To use the Grant within four months of it being awarded.
3. If it is not used for the intended purpose, or within four months, to return it.
4. If the intended initiative does not go ahead, to return the Grant.
5. Any unused portion of the Grant will also be returned along with relevant receipts showing the final cost. The unused portion is not to be used for other purposes.
6. To provide a report within four months of the Grant being awarded, noting the benefit to the community, and that the report can be used by the Foundation for promotional purposes.
7. To be available to assist with further enquiries.
8. All of the requested and attached information supplied in this form is true and correct and will be used for the purposes of assessing our application for funding from the Harcourts Foundation.
9. We have read and accepted the guidelines as listed on the Harcourts Foundation website, [www.HarcourtsFoundation.org](http://www.HarcourtsFoundation.org)

Signed:

Position:

Date:

### Part 6 Apply

Return this completed form via one of the following methods

#### Post

Harcourts Finance, Harcourts Foundation  
31 Amy Johnson Place, Eagle Farm, QLD 4009

#### Email

[australia@harcourtsfoundation.org](mailto:australia@harcourtsfoundation.org)

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