



NUDGEE TRUST

DISBURSEMENT POLICY AND PROCEDURE

THE TRUSTEE FOR THE NUDGEE TRUST



MARCH 2023

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Policy Statement

The Nudgee Trust is a grant making body and distributions will be determined via an annual grants round. The Nudgee Trust makes grants to support charitable works. The Trustee has established the following policy settings to guide the Trustees in decision making with regard to the disbursement of Trust Income.

Financial metrics

- The Nudgee Trust will distribute up to 85% of the net Trust income with the balance being held as working capital for the Trust.
- Larger grants will be disbursed half yearly or quarterly.
- Depending on the applications received the Trustees may resolve to make a single grant or multiple grants each year.
- The Trustees may resolve to commit to multiyear funding for a particular ministry or program.
- Multi-year grants will depend on adequate annual acquittals.

Grantees

- Grant recipients must be registered charities with TCC status.
- There will be a preferential focus on Mercy Partner sponsored ministry, but no objection to other aligned charitable endeavours.

Projects

- Preference will be given to projects which have a direct service delivery focus.
- A program or project not in receipt of other funding will be given favourable consideration.
- The project endeavours to extend the reach of mission rather than subsidise existing activities.
- The Trustees may identify the area/s of need, in line with the Trust objects, to be focused on in each annual grant round.
- There will be a structured application to support adequate due diligence graded based on the level and/or duration of funding requested.
- Grants will be distributed based on an annual cycle geared towards distributions being made in line with the normal financial year (July-June).

Purpose of the Fund

In accordance with the Trust Deed, the purpose of the Fund is “... *the provision and maintenance of facilities, resources and programs for the purposes of providing assistance, support, accommodation and counselling for children, adolescents and adults in need, including the intellectually and physically disabled and the aged and infirmed.*”

The WHAT

Provision of facilities – capital grants	Amenity, appliance, equipment
Maintenance of facilities – operating expense subsidies	
The provision of resources	Assets, wherewithal, supplies
The provision of programs	Training, a linked series of activities

The WHY

To provide assistance	Aid, relief, intervention
To provide support	Fund, assist, relief, help
To provide accommodation	Shelter, space, housing
To provide counselling	Guidance, information, mentoring

The WHO

Children	}	“including” – ‘to contain as a whole’
Adolescents	}	People with an intellectual and physical disability
Adults	}	The elderly and the infirm

NB: the simple English definition of the word ***including*** does not convey any particular emphasis or weighting to the groups mentioned. The aged and infirm were target groups in the original Trust Deed.

Process

Applications should include name of organisation, ABN, corporate office address, name of contact person. Organisations must hold ACNC registration as well as endorsement as an income tax exempt charitable entity. The grantee must outline reasons for applying for grant, including amount being applied for, on the approved form. The grant application form must be signed by the CEO or senior executive of the Ministry, the senior Finance Officer re the budget and the Chair of the Governing body.

The Trustee will review grant applications against the following criteria¹ as well as the policy settings and any theme established for a grant year:

Strategy: Evidence of strategic goals and objectives, as well as monitored, evaluated, and outcome-oriented measures. This encompasses the organisation's mission and the ability of the organisation to fulfil the mission through the activity for which funding is requested.

Outcomes: Evidence of realistic, measurable and achievable goals and outcomes, including societal impact.

Capability: Evidence of the organisation's demonstrated ability to achieve its objectives; evidence that the organisation is striving towards a sustainable business model; and effective and efficient business practices.

Leadership: Evidence of a demonstrated willingness by the organisation to collaborate with other charitable and non-charitable organisations pursuing similar goals and an ability to leverage opportunities, including sharing learnings. This includes an awareness of the external environment including public policy, government, other organisations working within the sector, and the community.

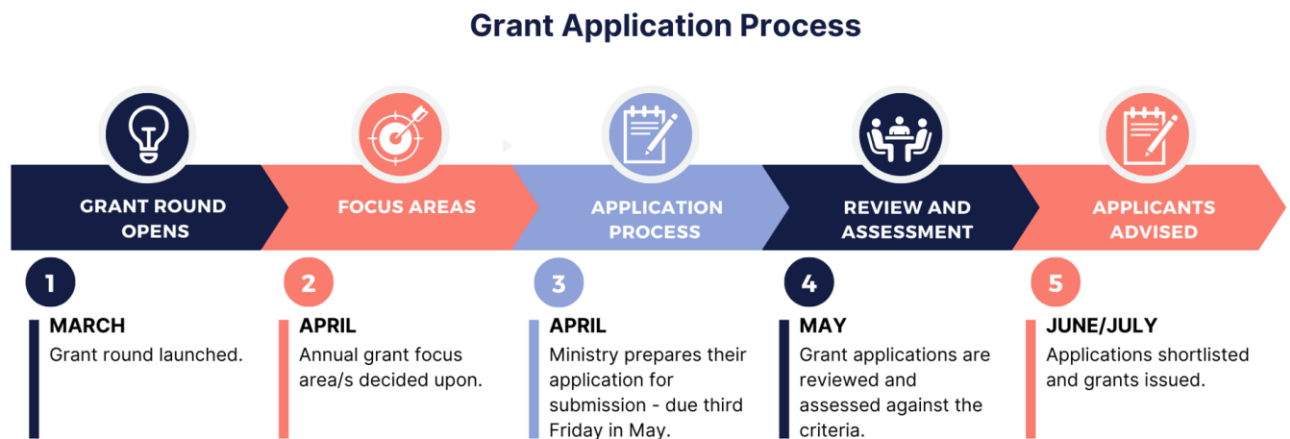
At the end of the financial year a report containing an evaluation on the implementation of the project and an acquittal of funds must be submitted. It is a requirement that grant money is spent within the financial year. Monies not expended on the nominated project within the financial year must be returned to the Trustees of the Nudgee Trust by 30 June. However, in the case where approved grant money has not been fully expended in the year, a request, in writing, to extend the funding for up to 6 months will be considered.

Social Impact

The Trustee is focused on using the resources of the Nudgee Trust to make the greatest possible positive impact. The grant form has been structured to assist applicants to articulate the expected social impact delivered by a successful project. Applicants are strongly encouraged to factor in suitable measurements etc. that will assist in the acquittal process.

¹ Inspired by a Perpetual presentation to the Fundraising Institute – with thanks

Timeline



Grants are generally not captured by the GST law where the following conditions are met:

The grant agreement provides no material benefit to the grant-maker and specifies only the conditions set out below, then the agreement is not “supply” and the recipient will not be subject to GST in respect of the grant. The grant agreement can:

- 1. identify the project to which the funds are intended to be applied*
- 2. establish a date for completion of the project*
- 3. require the grantee to maintain separately in its books how the grant has been used*
- 4. require that the grantee acknowledge the assistance in published or display materials*
- 5. require a report on the use of the grant*
- 6. require repayment of any part of the grant not applied for the project.*

Nudgee Trust Small Grants Application Form

SECTION 1: ORGANISATION DETAILS

Organisation Name:			
Australian Business Number (ABN):			
ACNC Registered:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date of Registration:			
Postal Address:			
Suburb:		State:	Postcode:
Website:			
Head of Organisation (CEO or equivalent)			
Name:			
Telephone:			
Email:			
Signature:		Date:	
Head of Governing Body			
Name:			
Telephone:			
Email:			
Signature:		Date:	
Contact for application			
Name:			
Position/Title:			
Telephone:			
Email:			
Tax Status			
Deductible Gift Recipient:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tax Concession Charity:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

SECTION 2: PROJECT DETAILS

Project Title:			
Project Start Date:		Project End Date:	
Amount Requested:		Total Project Cost:	
Brief description: (A short summary of your project – 100 words)			
How does the proposal meet the purpose of the Nudgee Trust?			
What does your organisation do? (A brief overview focusing on the activities of the programs you deliver – 200 words)			

SECTION 3: DETAILED PROJECT DESCRIPTION

Why does this work need to be done? (The specific issue or need you want to address – 200 words)

What will you do? (The specific activities that will take place and where they will take place – 200 words)

Who will benefit? (The specific target population that will participate in and/or benefit from this project – including number of people, age, gender and other demographics – 100 words)

What are the expected outcomes? (What you want to achieve with the project – outcomes are the effects on participants/beneficiaries from their involvement in the project – 200 words)

How will you know if these outcomes have been achieved? (How will you measure the social impact of the project? Vs the baseline? (150 words and or hard measures)

SECTION 4: PROJECT BUDGET

Outline your project budget including details of other funding that has been confirmed and applied for. The budget must balance (total income = total expenditure).

INCOME	\$
Amount requested in this application	
<u>Other funding sources</u> Confirmed Funding (list name of funders and confirmed amount, including your cash contribution) <ul style="list-style-type: none">▪▪▪ Unconfirmed Funding (if you have applied for other funding that is unconfirmed please list the name of the organisations applied to and amount)	
In-kind contributions (include an estimated value for non- cash contributions such as services, equipment, time and materials) <ul style="list-style-type: none">▪▪	
TOTAL INCOME	
EXPENDITURE (Breakdown of individual line items such as salaries, equipment, travel/transport, administration etc.)	\$
In-kind contributions (as above)	
TOTAL EXPENDITURE	
Budget Signed off by senior Financial Officer	

Applications should be emailed to nudgeetrust@mercypartners.org.au by **19 May 2023**

Nudgee Trust Small Grants Acquittal Report

SECTION 1: ORGANISATION DETAILS

Organisation Name:					
Contact for the report:					
Postal Address:					
Suburb:		State:		Postcode:	
Email:					
Telephone:					

SECTION 2: PROJECT DETAILS

Project Title:			
Project Start Date:		Project End Date:	
Grant Amount:		Total Project Cost:	
Brief description: (A short summary of your project – 100 words)			
What did you do? (The specific activities that took place, where, when and who participated/benefited)			

What changes were made? (Change to the original proposal, reasons for them and how they affected the project).

What were the actual outcomes? (What you achieved with the project, i.e. the effects on participants/beneficiaries from their involvement in the project and how you measured this)

What did you learn? (For example: improvement areas, reasons for success or challenges and applying learnings to future projects)

SECTION 3: STATEMENT OF PROJECT INCOME AND EXPENDITURE

Complete the table below for total project income and expenditure.

INCOME	\$
Grant amount received	
Other funding sources and amounts ▪ ▪ ▪	
TOTAL INCOME	
EXPENDITURE (Breakdown of individual line items such as salaries, equipment, travel/transport, administration etc.)	\$
TOTAL EXPENDITURE	
BALANCE REMAINING (if any)	

Please include other key project information you would like to share. We encourage you to provide copies of project evaluation reports (if any), photographs and to share quotes and stories from project beneficiaries. The provision of such information and images will be taken as permission to publish it.

Please return this acquittal report and accompanying documentation via email to

nudgeetrust@mercypartners.org.au by 15 August 2023