

GALFA DGR Grant Round Procedures

Funding eligibility guidelines

The following criteria must be fulfilled when applying for funds from GALFA:

1. The activity/organisation seeking funding must be either solely or chiefly focused on the good and betterment of Lesbian, Gay, Bisexual, Transgender, Intersex people and allied communities in Australia
2. All grant applications eligible to be funded from either the GALFA Public Fund and/or the GALFA Charitable Fund will have to meet the funding priorities as set from time to time by the Foundation
3. Organisations or groups with DGR (Deductible Gift Recipient) and ITEC (Income Tax Exempt Charity) status from the Australian Tax Office are eligible to apply for funds from the GALFA Public Fund or Charitable Fund. Other groups can apply for funding to help establish DGR and ITEC status
4. Organisations or groups with only ITEC status can apply for funds from GALFA Charitable Fund
5. Groups without DGR or ITEC status may apply to use funding for charitable purposes

A deductible gift recipient (DGR) is an entity that is entitled to receive income tax deductible gifts. All DGR's have to be endorsed by the Australian Tax Office. The deduction is claimed by the person or organisation that makes the gift. Gifts need to be \$2.00 or more.

An income tax exempt charity (ITEC) is a charity that has been endorsed by the Australian Tax Office as exempt from paying income tax and the charity does not need to lodge an income tax return unless specifically asked to do so.

Funding exclusions

GALFA will **not** fund the following*:

- Capital and building works
- Vehicles
- Furniture or equipment
- General fund-raising
- Travel
- Books
- Religious activities
- Individuals
- State and federal government bodies

* Applications are excluded if they solely include these activities. However some may be considered at the discretion of the GALFA Directors if these activities are part of a broader application.

Grant rounds using money from donors

This money is in the galfa public fund and so can only be given to groups with DGR status. An applicant without DGR or that is not incorporated could ask an entity with DGR status to auspice the project and receive the funds.

Applying for funds

There will be a two-stage process:

- A. A call for expressions of interest – short-listed by the Galfa Board within 1 month
- B. Short-listed applicants asked to submit a full application

Submissions will be by email only.

Expression of interest

No more than 3 pages:

Organisation details

1. name of applicant organisation
2. address
3. contact person/s
4. business phone, fax, email; after hours phone
5. summary of the aims and objectives of the organisation

The proposal

6. project title
7. brief background – why is it needed – 100 words
8. aims and objectives – 100 words
9. brief description of the project – 100 words
10. expected outcomes – 100 words
11. total amount requested from galfa

Full application

Organisation details

1. name of applicant organisation
2. address
3. contact person/s
4. business phone, fax, email; after hours phone
5. summary of the aims and objectives of the organisation
6. membership of the organisation
7. management structure of the organisation including positions held and agencies represented

The proposal

8. project title
9. aims and objectives of the project
10. background of the project – why is it needed, evidence for this
11. why your organisation is best placed to address this need
12. activities to be undertaken
13. who will benefit and how
14. timeline – key dates
15. expected outcomes, short term and longer term
16. evaluation procedures
17. budget
18. support for the project by other groups and individuals (provide letters)
19. partnerships or alliances with other groups
20. other funding sources obtained and applied for for this project

Attachments required

- a. Certificate of incorporation
- b. Australian Tax Office confirmation of income tax exemption (ITEC) and/or gift deductibility (DGR) status
- c. Most recent financial statements of the organisation
- d. Most recent annual report
- e. Letters of support

Grant round flow chart

Procedure	Timeline
Grant round announced including a media release	
Expression of interests close	1 month later
Galfa Board to short list	
Applicants notified to submit full application	1 month later
Full applications due	
Selection panel receive applications	1 month later
Selection panel meets to select	
Applicants notified	1 month later

Selection process

The galfa Board of Directors will meet to discuss all expressions of interest, and rate them according to criteria of eligibility, relevance to galfa priorities, feasibility, and merit. A selection panel will be formed to read and assess the full applications. This panel will include at least one person external to galfa with expertise in the galfa grant round GLBT priorities, and two galfa Board members. The applications will be independently rated prior to the meeting, and ratings then compared at the meeting. Any panel member with a conflict of interest will exclude themselves from decision making. The rating criteria:

Criterion	Total possible points
Significance to the GLBT community- who will benefit and how	3
Quality and feasibility of the project design within the time	3
Applicant/organisation track record in successful projects	3
Appropriateness of the budget	3
Evidence of support	3
Total	15

Rating for each out of 3: 1=does not meet, 2= partly meets, 3= fully meets criterion

Conditions of the grant

1. Grant recipients will agree to acknowledge galfa on any products resulting from the grant, and include the galfa logo on their website in relation to the funded project.
2. Grant recipients will agree to promote galfa to their mailing list and offer reciprocal promotion on the galfa facebook page, twitter site and website.

Reporting process

The full grant amount will be paid at the beginning of the project on receipt of the signed grant contract. A single report will be required at the end of the project. The report will contain the following information (based on the Reichstein grant acquittal form):

1. What was the purpose of the grant?
2. Have the goals of the project been met?
3. What resulted from the grant?
4. What are the lasting benefits of the project?
5. What were the problems, if any, associated with the project?
6. What, if any, are the plans for continuing the work started?
7. How have other agencies been involved with or affected by the project?
8. Was there media coverage?
9. Do you have any comments on your funding partnership with the Reichstein Foundation?
10. Please provide a statement of expenditure detailing how the grant was spent.