

GRANTING PROGRAMS: FREQUENTLY ASKED QUESTIONS



These FAQs have been prepared to assist individuals and organisations to apply and manage a grant from the Foundations managed by Equity Trustees. The responses are general in nature and we encourage you to refer to specific trust guidelines in preparing a grant application. The term 'Foundation' is used to describe both 'trust' and 'foundation' in these FAQs.

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APPLYING FOR A GRANT

1. How do I apply for a grant?

Equity Trustees manages a wide range of charitable foundations. Some foundations run their own standalone grant program whilst others distribute their funds through a combined grant program. Our website contains information about the granting programs available, including detailed guidelines, the application process and application forms.

It is important that you refer to the guidelines for each foundation or grant program to see if your organisation is eligible, to check if your proposed project fits the guidelines and determine the closing date for an application and/or expression of interest (EOI).

Complete all requirements of the application/expression of interest form and attach any additional documents as requested.

Most application forms are available through the SmartyGrants online granting platform. Links to all open grant programs are available on our website.

If you have any difficulties navigating through SmartyGrants, please email us at charities@eqt.com.au.

2. Why can't I find the trust that I'm looking for?

There are a number of reasons why you might not be able to find the trust that you are looking for. The trust might distribute its funds through a joint grant program with other foundations that share a similar focus. Alternatively, the trust might not run an open grant program. Please also check to ensure that the trust is one that is managed by Equity Trustees.

3. How do I login to SmartyGrants?

When you follow an application link from our website to SmartyGrants you will be presented with a page where you can either preview the application or start a submission. If you click on 'Start a submission', you will be presented with a login page where you can either login as an existing user or register a new account.

If you have any difficulties navigating through SmartyGrants, please email us at charities@eqt.com.au.

4. Can I save my application, expression of interest, progress & final report forms?

SmartyGrants allows you to save your progress on all applications and progress reports. Your unique login details allow you to return to SmartyGrants at any time to complete your incomplete forms.

5. For applications that require an attachment, is there a required file name format that should be used?

Yes there is – please use the following naming convention:
Nameoforganisation_year_file_nameofgrantround.pdf

E.g. redcrossaustralia_2012_annualreport_BCK2012S001.pdf



6. What is the maximum individual file size attachment?

There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under five megabytes.

If your attachments are over this size, you can either send them in separate emails or some software allows you to manually reduce the size of graphics and files. In addition, logos, pictures and other graphics can be deleted to reduce the file size.

7. Can I change or add to my application after submitting?

If you need to change your original application you can do so prior to the Closing Date by contacting us at charities@eqt.com.au. We can unlock the application form for you, allowing you to access your application again.

Changes cannot be made after the Closing Date. Any applications that are not submitted by the Closing Date will not be reviewed.

8. Can I use old or previous versions of EOI's, Application or Report Forms?

No – old forms will no longer be accepted as many programs have been changed with different guideline requirements and questions. When applying, always use the most up-to-date application form.

Before submitting an application, please check our website for the most recent application forms and guidelines. These are normally accessible through SmartyGrants. If you are unsure, please email charities@eqt.com.au.

9. Can I submit multiple EOIs or Applications to the one Foundation per granting round?

Unless otherwise stated, we will only accept one EOI and/or application from an organisation per grant program. We generally receive more EOIs and applications than can be funded during any one granting round. We look more favourably upon an organisation which is able to prioritise its own activities and focus on the project with the highest potential impact and closest alignment with the interests of the trusts or program it is applying to.

If you have any queries regarding this, please email charities@eqt.com.au.

10. Can I put in the same EOI and/or Application to multiple Foundations?

There are no formal rules regarding submission of the same EOI and/or application to multiple Foundations managed by Equity Trustees and an outcome with one trust or foundation will not impact on an application to another.

However, we do look more favourably upon an organisation which has reviewed the guidelines of Trusts and Foundations managed by Equity Trustees and applies only where there is clear alignment in interests and the type of programs funded with the applicant organisation's project.



TECHNICAL ISSUES

11. Who do I contact if I experience a technical issue with SmartyGrants?

If you are experiencing difficulties with the SmartyGrants platform, please email us at charities@eqt.com.au. We can provide support with technical difficulties.

12. Our SmartyGrants account holder has left our organisation, how do we login?

SmartyGrants Account details can be transferred to a new user. If you would like us to do this for you, please contact us at charities@eqt.com.au.

APPLICATION OUTCOMES

13. When and how will I find out if my application has been successful?

Generally, after you lodge your application/EOI you will receive an automated email from SmartyGrants to acknowledge receipt of your application. If you do NOT receive an email acknowledgment within three working days, please check your spam filter. If you have still not received the acknowledgement, please let us know by sending an email to: charities@eqt.com.au.

As a general rule, written advice of the Trustees' decision is usually sent to applicants between two to three months after the closing/submission date. However, this can be as much as six months after the closing date depending on the specifics of the particular grant program.

All applicants will receive a notification email or letter advising of the outcome of their application regardless of whether their application has been successful or not.

14. If my application is unsuccessful, can I get feedback?

Generally no feedback is given unless there is something quite specific in the application that could be improved, or the organisation is ineligible to apply. There are typically more applications than funding available and often strong applications and worthy projects are unable to be supported.



REPORTING AND ACKNOWLEDGMENTS

15. What project reporting must I provide to Equity Trustees?

Equity Trustees is very interested in the outcomes of all funding it provides. We expect to receive a Final Report within two months of the completion of the grant period. If you receive a grant over multiple years, typically you will also be required to submit an annual progress report.

Progress and Final Report templates will generally be uploaded to your SmartyGrants account three months prior to the completion of your current grant period. You will receive an email from SmartyGrants when your acquittal form is accessible.

If your grant was awarded prior to the use of SmartyGrants, please email us at charities@eqt.com.au and we can provide you with the necessary report templates.

16. How and when should I acknowledge the foundation and/or Equity Trustees?

We understand that your organisation may want to recognise the support provided by the particular Foundation managed by Equity Trustees. For our preferred wording of an acknowledgment or to access a copy of a Foundation's logo, please email us at charities@eqt.com.au.

ELIGIBILITY FOR A GRANT

17. How do I determine my organisation's tax status?

Go to the Australian Business Register website at: abr.business.gov.au/

You can then search by your organisation name or ABN and lookup your organisation's tax status.

The tax requirements for each Grant will be dependent on the particular Foundation providing the funding. Some of our Foundations require TCC only and some require TCC and DGR. It is important you refer to the guidelines for the foundation to which you are applying and ensure that you satisfy the necessary tax endorsements. Applications that do not meet the tax requirements will be ineligible.

Where an organisation uses different names, such as a business name and a legal name, the application must be made in the name of the entity with TCC and/or DGR status.

18. Can my application be auspiced by another organisation?

Generally we do not accept applications which are auspiced by another organisation.

Auspicings refers to the practice of an organisation which does not have DGR and TCC status applying to our foundations under the name of another organisation which does have the required tax status. The organisation applying to our Foundations must be the organisation which would manage the project or program for which a grant is being sought.



19. Can individuals apply for a grant?

The Foundations administered by Equity Trustees do not provide grants directly to individuals or unincorporated bodies. An exception to this is foundations established specifically to provide scholarships.

20. My organisation is doing work overseas – can I apply to a Trust managed by Equity Trustees for support?

The vast majority of trusts and foundations managed by Equity Trustees can only fund projects and organisations working in Australia. You can check the types of support available through Equity Trustees and the trusts that we manage on our website.

21. If my organisation has received a prior grant, when is my organisation eligible to re-apply?

Prior grants may be a factor when applications are being considered however there are no formal restrictions around when an organisation is eligible to re-apply following a successful application for any of the programs managed by Equity Trustees.

PAYMENTS

22. Is GST payable on grants?

Equity Trustees considers the grants made to organisations as gifts that are freely given and would not ordinarily constitute consideration for taxable supply by recipients. The Australian Taxation Office [ATO] provides information on GST and grants on its website www.taxreform.gov.au. Information on GST and non-profit organisations forms part of the ATO's "Resolved Issues Document" (July 2001). Applicants and grant recipients are advised to seek further information from the ATO.

23. Why do we need to send in a Tax Invoice?

This ensures that the grant is recorded for taxation and auditing purposes by the grantor (Equity Trustees) and the grantee. In addition, as all grant payments are made by EFT, this also ensures that EFT advice can refer to a Tax Invoice Number for verification and reconciliation purposes. The Tax Invoice should clearly indicate that supply of the grant is GST-free.

24. My organisation has been successful in receiving a multi-year grant. How do we obtain an instalment payment?

Grant instalments are generally paid annually after the anniversary of the grant. To receive your next instalment payment, please complete a progress report and send us a completed EFT request and attach a Tax Invoice.

Once the Progress Report has been reviewed and considered satisfactory, and we have your tax invoice and EFT banking details the next payment will be made.



OBLIGATIONS AND CONDITIONS

25. What are my obligations by sending an application, EOI, progress report or final report to Equity Trustees?

By submitting an application, EOI or report:

- You certify that to the best of your knowledge the statements contained therein and any supporting documents are true.
- You consent to the information being disclosed to or by Equity Trustees for the purpose of assessing, administering and monitoring any current or future Grant Applications.
- You understand that if Equity Trustees approves a Grant Application, your organisation will be bound by the contents of the Grant Application to carry out the project as described therein and in accordance with the grant conditions, timeline for completion and reporting requirements as set out in Equity Trustee's Letter of Approval to the successful applicant.
- You consent to Equity Trustees making public any successful Grant Applications, including the project description, the name of your organisation and the grant amount awarded to you.

26. What are the general grant conditions?

Unless otherwise stated, the Grant Conditions below apply to all grants associated with Equity Trustees. Those conditions are:

1. The Grantee will use the whole of the Grant exclusively for the Project as described in the Grant Application and not for any other purpose.
2. The Grantee will use its best endeavour to complete the Project usually within 12 months from the date or receipt of the Grant or in the case of multiple year grants as specified by the Grantor (the "Specified Period").
3. The Grantee will promptly advise the Grantor of any material change which may affect the Grantee's ability to undertake or complete the Project within the Specified Period.
4. The Grantee will expend the Grant only within Australia and where specified within the particular State or Territory (with the exception of Government accredited Australian Overseas Aid Agencies).
5. The Grantee will show the Grant separately in its books of account and keep records adequate to enable the use of grant funds to be checked readily.
6. The Grantee will acknowledge the assistance of the Grantor in any published or display material.
7. The Grantee will give the Grantor an annual Progress Report (in the case of multiple year grants) and a Final Report within two months of completion of the project. The Grantor will send the Grantee instructions for accessing the template report.

27. What if I need to make a significant change to a project funded by a grant?

Any proposed material changes to a project must be made in writing or by email and must be approved by Equity Trustees. Please ensure that you outline the changes proposed (timing/scope/funding) and any reasons for the change from the originally proposed project.

For research grants, funding is provided to the institution, not to the individual researcher. Where a researcher changes institutions, the researcher must apply to have the grant transferred to the new institution.

If you are unsure of your obligations, please email us at charities@eqt.com.au.



PRIVACY STATEMENT

28. What is the Privacy Statement?

Equity Trustees Limited, Equity Trustees Superannuation Limited, and Equity Trustees Wealth Services Limited (the EQT Group) are committed to protecting your privacy and supporting the Australian Privacy Principles under the Privacy Act 1988 (Cth).

Our Privacy Statement is available here and is intended to inform you about the following:

- The type of personal information that we collect
- The manner in which we collect your personal information
- The main purposes for which we use that information
- How you can access, correct or update any personal information that we hold about you
- How we keep the information secure.

Before submitting your application, please ensure you have read [Equity Trustees' Privacy Statement](#).

FURTHER ASSISTANCE

29. Who can I contact if I still have a query?

If you cannot resolve your query by reference to these FAQs or our website, please email us at charities@eqt.com.au.

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