

## GRANT GUIDELINES

### Universal Charitable Fund



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#### Please read the following CAREFULLY before you apply for a grant

Universal Charitable Fund (UCF) is a non-profit Public Ancillary Fund (DGR2) and as such is constrained **by law** to only distribute grants to Australian registered charitable organisations with Deductible Gift Recipient status (known as DGR1) **and** tax deductibility.

#### What this means to you:

- We cannot make grants to individuals (even if you are raising money for a good cause).
- Applications must be from the organisation to which the grant will be awarded. This organisation must be the owner of any separate fund which has the DGR1 status (see below).
- Typically, the organisations we award grants have an income of less than \$1 million per annum.
- The applying organisation **MUST** be registered with the ACNC.
- The applying organisation **MUST** have Deductible Gift Recipient status, commonly known as DGR1.
- The applying organisation **MUST** be endorsed as Tax Concession Charity (TCC) meaning donations must be tax deductible.
- DGR status is not the same as having Income Tax Exemption. If you are in any doubt please enter your organisation's ABN at <http://abr.business.gov.au/Index.aspx> – at the bottom of the information will be stated whether or not your organisation has DGR status.
- We check your ABN record, ACNC record and website.

**\*\*\*\*\* UCF does NOT accept overseas applications. \*\*\*\*\***

**Australian applicants only** – funds may be expended on overseas projects if your organisation has an **Australian registered office**, or already has an auspice arrangement (project account) with an Australian organisation (such as RAWCS, GDG or ACC International Relief). If in doubt please phone or email us as to whether an application might be considered by UCF.

#### What we fund

Our priority is to fund smaller Australian organisations (less than \$1 million income). whose application should fit into one (or more) of the following areas

- o Education
- o Health
- o Building self-sufficient communities (sustainable)
- o Children and youth

Any programme you ask us to fund must be able to be completed within 12 months.

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#### What we do NOT fund

- We do not make donations to general funds.
- If you are applying for funds for a programme which has an expected cost larger than the amount you are applying for, you must demonstrate via a small budget that you have the rest of the costs covered. Meaning, if you are applying to UCF for \$2,000 for something that will cost \$25,000 then you should show how the remaining of the costs are being funded.
- In general, we do not fund social welfare i.e. community feeding programmes, supply of school uniforms, school equipment etc. We no longer fund “comfort packs” for hospitalised children.
- We do not fund printing, marketing or advocacy.
- We do not fund start-ups. If you are applying for a grant for a programme it should have been running for 12-18 months and you must be able to demonstrate impact/outcomes using numbers not assumptions or “motherhood” statements (soft outcomes).
- Publications, audio or video productions - although we may make an exception if they serve as supporting materials to a project within our focus. Ring to discuss.
- Requests to support travel for groups or individuals when that is the primary reason for the proposal.
- The Fund does not make grants in religion or research.
- We do not fund staffing costs or capital works.
- Training costs must have a measurable outcome, not simply an education process.
- Equipment will be judged on a case-by-case basis using the assessment criteria below. Ring to discuss if you wish.

#### FILLING IN THE GRANT APPLICATION

- Be succinct. Make it easy for the Directors to read your application and make a decision.
- Your text should be single spaced 10 pt (Word) and Normal text not Bold or italic or coloured.
- Please fill in the first page as it is (no reformatting). While Questions 3 and 4 are evenly spaced on the blank document, they may cover pages 2, 3 and 4 in whatever proportion is appropriate for your answers.
- PLEASE **DO NOT** EXCEED FOUR PAGES IN TOTAL. We realise you might feel this is brief but if you focus on addressing each question clearly and succinctly it will be fine.
- Please read the Assessment Guidelines below to inform your application.
- Do not provide a "shopping list" of all your needs, focus on something that will make a difference if your application is approved.
- Applications close at 5 pm on the last Friday of each month.
- Please also send a copy of your organisation's latest audited financials.

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#### HOW THE GRANT APPLICATION IS ASSESSED

This section is intended to guide you when providing your answers in the Grant Application – you are not required to answer these specific questions. UCF is interested in what “reach” a grant to your organisation will provide. In other words, longevity and “ripple effect”.

The **overriding criteria** used to judge applications is **measurable outcomes**.

**The Directors will evaluate your application against the following criteria :**

##### **Impact:**

- Will the funds provided make a significant difference for those the project is designed to assist? How?
- How many people will be assisted?
- Are there objective measures of impact? What are they?
- How will the applicant know that the project has been successful?

##### **Funding:**

- Is the applicant a small charity or is it a programme within a larger charity?
- Does the programme receive government funding?
- Does the organisation receive government funding?

**If you are in any doubt** about your application, email [office@ucf.org.au](mailto:office@ucf.org.au) or ring 0404 211 330 for clarification *before* you spend time filling in the application.

**Please remember** to send a copy of your organisation's latest audited financials separately.