



## GENERAL TRUST GRANT

### APPLICATION GUIDELINES

The following information is provided for Apex Clubs wishing to apply for an Apex Foundation General Trust Grant and is to be considered as a guide where applicable. The more information that Clubs provide as part of their application, then the greater the Club's chances of gaining a Grant.

The application should attempt to include the following:

1. All applications **MUST** be forwarded under covering letter on Club letterhead and **MUST** be typed. Whilst there is no formal application form, all applications should reflect the areas addressed below. Applications will be dealt with at each Foundation Board Meeting.  
Send applications to:  
Director of General Trust  
Apex Foundation  
Level 5, 201 Kent Street,  
Sydney NSW 2000  
Ph: (02) 9253 7775  
Email: [info@apexfoundation.org.au](mailto:info@apexfoundation.org.au)
2. Contain a brief outline of:
  - a) The geographical area that the Club serves.
  - b) Details of the Club's fundraising activities, donations and service projects over the past two years.
3. A brief on the current status of the project at the time of the application including:
  - a) Summary of project's history
  - b) Estimated total budget and sources of all funds required to complete the project from start to finish
  - c) Expected date of completion
  - d) Number of Apexian service hours required to complete the project/raise the funds
  - e) Level of community support/involvement in the project
  - f) Copies of plans, maps, photographs.

4. Specify the level of grant for which your Club is applying either
  - a) Major Grant of \$2,000 (one available per year)
  - b) Significant Grant of \$1,000 (four available per year)
  - c) Minor Grant of \$500 (ten available per year)

*[NB. The sum of money attached to each Grant and the number available each year may vary depending on the number of applications received and the level of funding available from the General Trust]*
5. Supporting letters from:
  - a) Local Council
  - b) Other organisation/service clubs/politicians etc.
6. Evidence that the local authorities have approved the project and that it confirms to statutory requirements [if applicable]
7. Explain how the project will benefit:
  - a) The person, persons, or organizations for whom the Grant is applied.
  - b) The local community.

It is critical that Clubs appreciate that Grants will only be issued for "public benevolent purposes".
8. Provide a copy of the receipt which verifies your Club's current membership of The Apex Foundation.
9. State whether your Club has ever received a General Trust Grant. If so, please provide details of the year it was granted and the level of funding your Club received from the Apex Foundation.
10. In the application for the Grant, the Apex Club **MUST** acknowledge in writing that it is prepared to be bound by "*The conditions applying to the awarding of grants*" [listed below].
11. List the fundraising activities and the amounts raised by the Club for Apex Foundation in the preceding 2 years

#### APEX FOUNDATION LIMITED

Patrons: The Honourable John Howard • Emeritus Professor, Dame Leonie Kramer AC DBE

Governors: Sir Jack Brabham OBE • Wayne Gardner AM

AON Tower, Level 5, 201 Kent Street Sydney NSW 2000 • Telephone 02 9253 7775 • Fax 02 9253 7117  
Website: [www.apexfoundation.org.au](http://www.apexfoundation.org.au) • Email: [info@apexfoundation.org.au](mailto:info@apexfoundation.org.au) • [www.apex.org.au](http://www.apex.org.au) • ABN 58 001 347 897



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<b><u>CONDITIONS APPLYING TO THE AWARDING OF GRANTS</u></b>	
<ol style="list-style-type: none"> <li>1. Preference for Grants will be given to Apex Clubs which are financial members of the Apex Foundation and which have not received a Grant from the Foundation within the past 5 years.</li> <li>2. All Grants from the Apex Foundation General Trust are required to be used for "public benevolent purposes." Grants will be paid by cheque and they will be made out to your Apex Club's Service account.</li> <li>3. A receipt is required to be forwarded to the: Apex Foundation, Level 5, 201 Kent Street, Sydney NSW 2000</li> <li>4. Where Grants are passed onto another charitable body or organization, a receipt should be obtained and a copy of that receipt should be forwarded to the Apex Foundation at the address in point 3 above.</li> </ol>	<ol style="list-style-type: none"> <li>5. Where a number of payments are to be made from the Grant, Clubs should keep accurate records of payments and obtain receipts, in the event that an audit is required.</li> <li>6. Monies received for the Grant may only be used for the purposes for which the Grant was applied.</li> <li>7. WITHIN 3 MONTHS of receiving the Grant, a written report on the project MUST be submitted to the Secretary of the Apex Foundation or the Director responsible for the General Trust.</li> <li>8. Clubs should attempt to gain maximum local publicity on presentation of the Grants to local charity/beneficiary and it should be acknowledged that the Grant was made by the Apex Foundation in conjunction with the local club. Clubs are required to forward copies of all publicity to the Apex Foundation.</li> </ol>

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