



GUIDELINES FOR the APEX FOUNDATION/ASSOCIATION of CIVILIAN WIDOWS QUEENSLAND BRANCH INCORPORATED TRUST DEED

Essential Criteria for Allocation of Grants

1. The eligible purpose of the trust deed *'means a purpose that is charitable at law and which is primarily aimed at improving the welfare and living conditions of women in need and or Disadvantaged Youth.'*
2. An eligible charity of the trust deed *'means a fund, authority or institution which is charitable at law and which is primarily aimed at assisting to raise the status of women in need in the community and to improve the welfare and living conditions of women in need and or Disadvantaged Youth.'*
3. Disadvantaged Youth *'means any children in need being resident in Queensland and under the age of 18 years'.*

Process for Applications & Grant Conditions

1. A call for applications will be made annually following the approval of the annual accounts by the Annual General Meeting of the Apex Foundation, usually held by 30 November each calendar year.
2. The Board of the Apex Foundation will advise the committee of the amount of funds available for granting in each year.
3. The Committee will advise the Board of the Apex Foundation, its recommendations, including amounts to be granted, from applications received.
4. Applications will be received throughout each annual period.
5. Call for grant guidelines will be posted on the web sites of the Apex Foundation & Apex Australia. These guidelines will also be available for distribution through other networks with the approval of the Committee.

6. Applications will be on an approved form with documentation attached to support the application.
7. Grant applications will be accepted from Queensland.
8. Successful recipients will be eligible for one grant in any one year.
9. Grants will be received at the office of the Apex Foundation in Sydney. (Level 5, 201 Kent Street, Sydney, NSW, 2000, or electronically mailed to info@apexfoundation.org.au). Upon receipt, the office will distribute the applications to committee members. The Committee Chair will convene appropriate meetings/teleconferences to consider the applications.
10. Where a number of payments are to be made from the grant, the Apex Foundation Accountant will keep records of payments and receipts.
11. Where grants are made to a third party, full documentation will be necessary to ensure compliance with conditions of the grant and financial accountability.
12. Grants may take the form of scholarships or bursaries, but a more detailed application and special approval will be required. These grants will be for a maximum of 5 years (and for children, up to the age of 18 years). Need must be demonstrated each year. Satisfactory assessments need to be attained. Reapplications will be accepted for consideration.
13. Scholarships and bursaries will be granted to the following limits:
 - Years 7 – 10 \$500 pa
 - Years 11 & 12 \$800 pa
 - Tertiary \$1500 pa

Beneficiary Grant Guidelines

1. Applicants, by the applications, must demonstrate their disadvantaged status and financial need.
2. Applicants can be individuals or charitable organisations where individuals are the benefactors.
3. Full details of grant recipients and grant benefactor/s must be provided.
4. Full details of the benefit of the grant must be provided.

5. Details of any additional funding sources, if applicable, must be provided.
6. Any relevant supporting documentation must be provided. e.g. support letters from school, doctors, relevant government departments, local government and charities.
7. Monies received for grants may only be used for the purposes for which the grant was supplied.
8. Applications should be forwarded to the *Apex Foundation at Level 5, 201 Kent Street, Sydney, NSW, 2000* or *applications can be electronically mailed to info@apexfoundation.org.au*