



Grant Application Guidelines

The L. E. W. Carty Charitable Fund is a Perpetual Charitable Trust established in 1977 by the late Olive Muriel Carty to perpetuate the memory of her late husband.

Mrs. Carty's Will provides that the Trustees may make grants to those institutions which they believe to be in need of funds **to assist or promote research into the diagnosis, prevention, or treatment of physical or mental disorders of human beings.**

Grants from the Fund can only be made to charities within the State of Victoria.

The Fund will accept a maximum of two (2) applications per organisation.

Applications from a university or research institute must be submitted through their applicable research or grants office.

All applications for grants must be submitted in writing, setting out full details of the proposed research to be undertaken. Each application should include, in addition to the Coversheet, the following information:

1. Background of your organisation including its history;
2. A copy of endorsement by the Australian Taxation Office that your organisation is one of the following: a Charitable Institution; a Public Benevolent Institution; a Health Promotion Charity; or a Charitable Fund.
3. A copy of the Objects Clause of your Constitution indicating that medical research is a major objective of your organisation;
4. A copy of your latest Annual Report including your audited annual accounts together with a copy of the report and accounts of the Victorian Branch, if applicable;
5. A list of the members of the Board or Management Committee if not included in the Annual Report and a list of the members of the Victorian Branch, if applicable;
6. Details of the purpose of the request, including the potential benefits to the community;
7. A list of applications to other Trusts and Foundations for assistance for this particular request and their response;
8. An indication of financial assistance received, committed or expected from any Government source for this project.

Applications are considered by the Trustees at meetings held in June each year and should be received by the 31 March addressed to the Chairman of Trustees, LEW Carty Charitable Fund, Level 43, 80 Collins Street, Melbourne Vic 3000.

Conditions Under Which A Grant Is Considered Or Made

1. If the organisation is based outside Victoria, grants can only be made if applied for programs conducted by a Victorian Branch under an autonomous Victorian Board of Management.
2. If the organisation is based in Victoria, but the Constitution does not specifically limit its operations or application of funds to Victoria, written assurance is required that the organisation does not and does not intend to operate or apply funds outside Victoria.
3. The Grantee will use the whole of the Grant exclusively for the Project as described in the application and not for any other purpose without the consent of the Trustees.
4. Grants for major projects will only be paid when all funding is in place and the project has commenced.
5. The Grantee will use its best endeavour to complete the Project within twelve months from the date of receipt of the Grant unless otherwise agreed.
6. The Grantee will promptly advise the Grantor of any material change that may affect the Grantee's ability to undertake or complete the project within twelve months.
7. The Grantee will maintain records adequate to enable the use of Grant Funds to be identified.
8. The Grantee will acknowledge the assistance of the Trust in any published or display material.
9. The Grantee will give a report of the project within two months of the end of the agreed period. That Report will include:-
 - 9.1 A brief description of the Project as submitted in the application and the subject of the Grant.
 - 9.2 A brief description of the Project at the time of the Report and details and reasons for any changes made.
 - 9.3 A signed statement of expenditure showing the amount received, details of expenditure and any balance of the Grant unspent.