

APPLICATIONS

APPLICATION ASSESSMENT

Applications are made in two stages, Preliminary Enquiry and Detail Application. A Preliminary Enquiry will be notified of the outcome within two weeks of receipt and if considered to have merit may be invited to submit a Detailed Application. A detailed application, provided all required information has been received, will be reviewed and submitted to the Board for approval. Applicants may be required to supply further documentation before an assessment is made.

Applicants will be notified in writing of the outcome of their detailed submission.

Applicants submitted without the information described under How To Apply cannot be considered and grants are made on the basis of assessments against the Foundation's grant criteria by its Board of Directors at its discretion. The Board's decision on an application is not subject to review and reasons not to fund a project may or may not be given.

A decision not to fund a project does not reflect on the merits of the applicant or the value of the project. Reporting and evaluation will neither positively nor adversely influence future grants. Each application will be reviewed independent of the past performance of the grant seeker on an individual basis.

PRELIMINARY ENQUIRY FORM

A preliminary enquiry to the Harvey Foundation must include the following information:

- A brief description of the organisation including its ABN.
- Background and history of the organisation or a web site address that this information may be obtained from.
- Provide a brief description of the project or support requested its aims and objectives, beneficiaries and anticipated outcomes.
- The amount of support requested from the Foundation.

Enquiries which do not contain the relevant information will not be considered.

DETAILED APPLICATION

If the foundation is of the view that your project may fall within priorities, you will be invited to submit a Detailed Application with the following information:

- If project based the total funding required from all sources to complete the project
- If project based, the timeline to completion of the project
- If general support is requested then the target desired to be reached by the organisation.

DEADLINES

Applications can be made throughout the year and will be assessed by the Foundation's Board at their next meeting.

APPROVALS

Successful applicant must comply with the Foundations guidelines and relevant ATO law.

Organisations will be required to formally accept the Foundation's terms and conditions before collection of the grant and will be asked to meet the reporting requirements of the Foundation. Organisation in receipt of funds must notify the Foundation of its intention in relation to unspent funds.

Recipients must submit regular reports on the expenditure of grants to demonstrate that funds have been spent on the approved project and must retain receipts to substantiate expenditure.

Organisations may elect to allow the Foundation to publicise their project via newsletters, website, etc.

The Foundation will approve any publicity or recognition of its contribution prior to public release.