



FUNDING APPLICATION GUIDELINES

The Foundation is in its infancy and building its distribution pool, therefore we request that the maximum amount of funding sought per application does not exceed \$30,000. Consideration may be given to applications for larger amounts, that can be distributed over a longer term.

Monetary applications will be considered by the Foundation's Board of Governors on a quarterly basis, on the 2nd Tuesday of September, December, March and June. Applications will be assessed based on:

- ~ their individual merits
- ~ meeting Foundation eligibility and assessment criteria
- ~ other applications tabled at that meeting
- ~ availability of Foundation funds

An acknowledgement of receipt will be sent to the applicant contact person confirming the application has been received.

ELIGIBILITY TO APPLY FOR FUNDING

The Coopers Brewery Foundation can only provide funding support to organisations that have been endorsed as a Deductible Gift Recipient (DGR) by the Australian Tax Office (ATO).

Proof of your organisation's DGR status must accompany your application form. If you do not know whether your organisation has DGR status, please visit www.abr.business.gov.au, or telephone the Australian Tax Office on 13 24 78 for assistance.

(Please refer to the Coopers Brewery sponsorship guidelines found on the Coopers website if you do not have this status).

ASSESSMENT CRITERIA

Application assessment will be based on how the project fits the Foundation's focus, philosophy, availability of funds and any cause related synergy. It will support Australian charities that assist causes and initiatives in the following areas:

- Medical research and health care
- Educational development for the young
- Aged care
- Promotion of family and community support based on Christian values
- Funding requests are to be submitted to the Foundation office by completing the Foundation's funding application form. This can be obtained by emailing the Foundation Office at foundation@coopers.com.au or phoning the Foundation office on 1300 664 344 to request a copy be posted to you.
- Only one application per organisation/DGR per funding round can be submitted for consideration.
- The Foundation cannot approve funding requests for individuals. Applications may, however, be submitted by organisations with DGR status that are project based and for the benefit of an individual.
- It is preferred that applications be project based and not for general fundraising revenue. Details of the project including cost estimates/quotes, timeframes and people involved are to be detailed as requested in the application form.

- The Foundation cannot consider applications from other Foundations or ancillary funds with DGR status that distribute their funds to other charities. (Please ring the Foundation office if you are unsure of your status or if you wish to discuss your organisation's eligibility).
- Capital fundraising donations and pledges will be considered on merit.
- Funding requests are not to include any GST amount that is payable on the project.
- Please only send the original copy of your application, printed single sided and stapled together, with one copy of your latest annual report (including financials) and any copies of relevant supporting documentation or quotes.
- Emailed applications will not be accepted.

KEY CRITICAL DATES for 2007/08 financial year:

Closing Dates*#	Assessment Dates
21st August 2008	9th September 2008
20 th November 2008	9th December 2008
19th February 2009	10th March 2009
21st May 2009	9th June 2009

**A maximum of 15 applications will be assessed per funding round. Once this limit has been reached, all further applicants will be contacted and given the option of having their application held over for the next round of funding, or withdrawn.*

#Applications must be posted or delivered with complete documentation to the Foundation Office by close of business on the Closing Date. Funds will be distributed provided all documentation is complete and the project is ready to commence upon payment.

ADDITIONAL INFORMATION

If your application is successful;

- The Foundation will require you to sign and return a Funding Agreement Form. This confirms that any funds donated will be applied in accordance with the purpose(s) stated in your application. It will also request that you provide the names and amounts of other corporate funding or grants that have been donated to this project.
- A tax deductible receipt from your organisation will be required within 14 working days to acknowledge receipt of funding from the Foundation.
- A funding outcome form supplied by the Foundation is to be completed and sent back once the project is completed.
- The Foundation office may contact you to provide a photo and short article about the benefits received from the funding.

Should your application be declined, a further application for a different project may be submitted by your organisation at the next funding round, for consideration.

Please contact the Foundation Office on 1300 664 344 if you would like to discuss whether your particular project is eligible or to clarify any of the above information.

Coopers Brewery Foundation Incorporated Trust may collect and use any personal information provided in your funding application to contact you about your request for funding. Your personal information is treated as confidential and is not usually disclosed to other organisations without your consent. Please be advised that should you be successful, only your Organisation's name and funding amount will be published in the Foundation's annual report and other public documents. Should you wish to discuss this further or access your personal information, please contact us on 1300 664 344.