



Jim Bacon Foundation

The Jim Bacon Foundation provides practical support and financial assistance to cancer patients and organisations that support them and their families during their treatment

Grant

Application

Form

Jim Bacon Foundation
GPO Box 123
HOBART TAS 7001

Tel: 1330 13 55 13

Email: jimbaconfoundation@dpac.tas.gov.au

Web: www.jimbaconfoundation.tas.gov.au

Eligibility Criteria

Funding can only be granted to organisations that have Deductible Gift Recipient status with the Australian Taxation Office.

Individuals are not eligible to apply for funding.

Assessment Criteria

Priority will be given to proposals that:

- provide practical assistance for an individual or group of people undergoing treatment for cancer, or an individual with cancer receiving palliative care. This can include, but is not limited to, the purchase of aids and equipment, contribution towards short term accommodation and transport costs associated with receiving treatment, payment of household costs affected by the receipt of cancer treatment and the provision of information;
- have a positive impact on the life of an individual and/or their family;
- focus on the needs of the individual as they are identified by the individual, their family or the people who are involved in providing treatment;
- reduce the financial burden of individuals whose needs are exacerbated by low income, living a long way from the treatment centre, disability, lack of family support or other factors; and
- demonstrate value for money.

Funding will **not** be granted for:

- salaries or recurrent administration or service delivery costs;
- research; or
- organisation establishment costs.

I. **Organisation information**

I.1 Name of organisation

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I.2 Organisation contact details

Location address	
Postal address (if different to location)	
Telephone	
Fax	
Email	
Website (if applicable)	

I.3 Name of contact person and position in organisation, if applicable

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2. **Proposal details**

- 2.1 Please describe the proposal for which you are seeking funding. Additional information can be enclosed with the application as an appendix. This may include for example, publicity material, newspaper clippings, and letters of support.

- 2.2 How many people will benefit from the proposal?

- 2.3 What outcomes do you expect to achieve?

- 2.4 When will the activities take place?

3. **Statement against assessment criteria**

3.1 Please describe how your proposal addresses the assessment criteria.

Positive impact on the life of an individual and/or their family

Practical assistance for an individual or group of people undergoing treatment for cancer, or an individual with cancer receiving palliative care

Statement against assessment criteria cont.

Focus on the needs of the individual as they are identified by the individual, their family and the people who are involved in providing treatment

Reduce the financial burden of individuals whose needs are exacerbated by low income, living a long way from the treatment centre, disability, lack of family support or other factors

Demonstrate value for money

4. **Proposal budget**

4.1 How much funding are you seeking from the Jim Bacon Foundation?

4.2 Please provide details of the total budget for your proposal. (A detailed budget can be attached if necessary.)

4.3 Are you seeking funds from other sources? If yes, please provide details.

5. **Proposal evaluation and reporting**

5.1 Please describe how you will evaluate the success of the proposal.

Signature page

Signed on behalf of the organisation

Signature

Name of authorised person

Position in organisation

Date / / 20

In signing this page, you are confirming that:

- you are authorised by the organisation to submit the application;
- you have read, understood and agree with the Terms and Conditions of Grant;
- all the information contained in the application is true and accurate;
- all relevant sections of this application form have been completed and
- all relevant documents are attached.

Administration of Grant

Grant Deed

Successful applicants will be required to enter into a Grant Deed with the Foundation. The Deed specifies the terms and conditions on which the funding is provided.

Payment of Grant

On receipt of the signed Grant Deed, payment of the grant will be administered through the Finance Branch of the Department of Premier and Cabinet. If registered to pay GST, the organisation will be required to issue an appropriate tax invoice to the Department in the name of the **Jim Bacon Foundation** for the amount of the grant, plus GST. The invoice must include your organisation's ABN.

Under taxation legislation, organisations that do not provide an ABN when issuing an invoice for payment must complete the Statement by a Supplier form. This form explains why an ABN has not been provided.

Australian Business Number (ABN)

Most organisations have an ABN. It is issued through the Australian Taxation Office (ATO) and is essential in making interactions with the ATO more straightforward. If your organisation does not have an ABN, you should contact the ATO at www.ato.gov.au. If your organisation is required to register for GST, it must have an ABN.

Personal Information

Personal information provided in this grant application form will be managed in accordance with the provisions of the *Personal Information Protection Act 2004*.

Personal information is any information recorded about an individual. If your application is about an individual or a group of individuals and you need to include personal information about them, that information may be disclosed in accordance with the provisions of the Act. It may also be disclosed to public sector bodies where necessary for the efficient storage and use of the information.

For more information about the Act, go to www.thelaw.tas.gov.au and search for 'Personal Information Protection'.

Freedom of Information

Information provided in this application is subject to the provisions of the *Freedom of Information Act 1991*. The Act can be viewed at www.thelaw.tas.gov.au by searching for "Freedom of Information".

Conditions of Funding

Report to Jim Bacon Foundation

The organisation will be required to provide a comprehensive written report on the activities undertaken as part of the proposal. The report must include details of the activities that were undertaken and the outcomes achieved as a result of the activities. Importantly, it should demonstrate that the activities described in the initial grant application form have been undertaken.

The report must be provided within three months of the activity having been undertaken. For example, if funding is provided in April 2009 and the activity is undertaken or concludes in August 2009, a report on the proposal must be provided to the Foundation by November 2009.

The report does not have to include audited financial statements.

Audited financial statements

The organisation must provide audited financial statements that show the receipt and expenditure of the funding provided by the Jim Bacon Foundation. This requirement is specified in the Grant Deed. These statements may be provided in the organisation's annual report.

Acknowledgement of funding received from Jim Bacon Foundation

Recipients of funds from the Jim Bacon Foundation are required to acknowledge the financial support of the Foundation in all relevant publication and promotional material.

Required documentation

Please do not provide any original copies of important organisational documents. The Jim Bacon Foundation will not return any documents submitted as part of this application form.

- Evidence from the ATO of Deductible Gift Recipient status
- Most recent Annual Report
- Most recent audited financial statement
- Names of Members of Board of Management

Lodgement and Enquiries

Applications should be addressed to:

The Executive Officer
Jim Bacon Foundation
GPO Box 123
HOBART TAS 7001

Enquiries

Tel: 1800 13 55 13

Email: jimbaconfoundation@dpac.tas.gov.au

Web: www.jimbaconfoundation.tas.gov.au