



ABN 68 064 593 148

Caxton Commemoration Fund (Journalist Fund)

APPLICATION GUIDELINES

The Caxton Commemoration Fund was established by Public Subscriptions in 1871.

PURPOSE OF FUND

The purpose of the Fund is to assist in relieving distress experienced by bona fide journalists, pressmen or persons engaged in literary pursuits. The distress may be caused by illness, indigence, physical incapacity or other such cause deemed by the Advisory Committee to constitute personal distress. Eligible persons must also currently reside or have previously resided in Victoria.

Grant Application Procedures

- Applications are accepted from applicants Australia-wide;
- Applications are reviewed regularly;
- The Trustee, upon the advice of the Advisory Committee selects successful applicants. The Advisory Committee comprises members of the Journalist Association Section of the Media Entertainment and Arts Alliance and STL;
- Referees may be contacted for verification of details supplied by the applicant.

The Trustee requests that applications include:

- A completed grant application form;
- A one-page letter describing:
 - The reason why funds are being sought (details of current distress);
 - A summary of your fortnightly budget;
 - Details of any funding you have received from the Fund or other funds in the past;
 - Any other details that may verify your financial situation.
- Confirmation of income details (e.g. pension statement);
- A copy of your outstanding accounts and details of funding sought;

- Brief one page résumé including two referees;
- Sample of work (e.g. newspaper articles);
- Consent of other persons identified in this application to the disclosure of their personal information.

If you are providing personal information relating to another person it must only be provided if the consent of that person has been obtained.

If any documents provided with your application need to be returned, please include a stamped self-addressed envelope with your application.

The Trustee does not notify applicants of the receipt of their applications. However, the Trustee endeavours to inform all applicants of the outcome of their application within eight to ten weeks of receipt.

The Trustee considers all applications to determine whether the application fits the purposes of The Fund. It reserves its discretion to decline to grant payment. It is the policy of The Fund not to provide reasons for declining an application.

Applicants should note that where an application is successful, funding is forwarded directly to vendor/service providers in relation to which funding has been sought.

Applications (including the application form) and relevant supporting material can be sent to either:

charitabletrusts@statetrustees.com.au

or

Charitable Trusts
State Trustees
GPO Box 1461N
Melbourne VIC 3001

The Trustee may from time to time modify the procedure that it requests applicants to follow when making applications.



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GRANT APPLICATION FORM

Name (applicant): _____
Address: _____
Postcode: _____
Phone: (BH): _____ (AH): _____ (Mobile): _____
Email: _____
Amount of funding sought: \$ _____

Please indicate whether you have attached the following:

A one-page letter describing the reason why funds are being sought	ATTACHED	<input type="checkbox"/>
Confirmation of income details (eg pension statement)	ATTACHED	<input type="checkbox"/>
Brief resume attached, including name and contact telephone number of two referees	ATTACHED	<input type="checkbox"/>
News articles:	ATTACHED	<input type="checkbox"/> N/A <input type="checkbox"/>
*Consent of other persons identified:	ATTACHED	<input type="checkbox"/> N/A <input type="checkbox"/>

Personal information

State Trustees is bound by privacy obligations with regard to personal information under Federal and State privacy laws. You are entitled to request access to personal information that you provide to us. Our contact details are set out below.

The information you provide will be used for the purpose of determining the eligibility of the application in accordance with the terms of the Fund.

The information may be provided to members of the Advisory Committee within the Media Arts and Entertainment Alliance. It may also be disclosed to other organisations where required by Law or where those organisations assist us in the provision of trustee services or in monitoring and improving our provision of these services.

Where a grant from the Fund is made, your landlord, rental agent or mortgagee (where applicable) will be advised of the amount of the grant and your identity as beneficiary of the grant.

If we do not receive the information requested, we may be unable to determine the eligibility of the application and therefore be unable to make a grant.

*Please do not provide personal information relating to another person unless that person has consented to the use of their information for the above purposes. Your confirmation that this has been done is requested above.

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