



ABN 68 064 593 148

## M.A. Ingram Trust APPLICATION GUIDELINES

**The M.A. Ingram Trust was established by the late Janet, John, Mary and Will Ingram; in memory of their mother.**

### **PURPOSE OF FUND**

The objects of this trust are:

1. The preservation of, and
2. The funding of, research, to increase education and knowledge with respect to the origin, history, habits, life and use, and the scientific benefits (if any), of

Indigenous Australian (especially Victorian) mammals and birds, and the flora providing their food, habitat, etc., and research into the relationship of one or more to the other.

### **Grant Application Guidelines**

- Applications are accepted from applicants Australia-wide;
- Applications are reviewed **annually** in May;
- Applications for consideration should be **received by 15 April** each year;
- Applications should be submitted **via email** (including the application form).
- The Trustee selects successful applicants.
- Referees may be contacted for verification of details supplied by the applicant.
- Successful grant recipients are required to submit a publication / final report to the Trustee on the completion of work funded by M.A. Ingram Trust.

### **Grant Monies**

- The Trustee considers applications to a **maximum of \$5,000** (majority of grants between \$1,000 and \$2,000).
- **Approximate funds available for granting each year is \$5,000;**
- When funds are limited, the Trustee may have a preference for applications which require funding for equipment essential for field-based research.

### **Grant Application Procedures**

The Trustee requests that **applications should include:**

- A completed grant application form;

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- A one-page letter describing:
  - Why funds are being sought;
  - A summary of funds requested including a justification of the budgetary request;
  - 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.
- Title and details of proposed research (including work already carried out by the applicant, methods to be used and the expected duration of the project);
- Brief one page résumé including two referees;
- Sample of work (e.g. publications);
- 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 the cut-off date.

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.**

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Applications (including this application form) should be emailed to:  
[charitabletrusts@statetrustees.com.au](mailto:charitabletrusts@statetrustees.com.au).

Any hard copy supporting documentation you wish to provide can be sent to:

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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Trust of M.A. Ingram  
GRANT APPLICATION FORM

Name of applicant organisation:  
Name of contact at applicant organisation:  
Address:  
Postcode:  
Phone: (BH): (AH): (Mobile):  
Email:  
Title of project:  
Amount of funding sought (maximum \$5,000): \$

**Please indicate whether you have attached the following:**

A one-page letter describing the reason why funds are being sought (incl. budgetary request)	ATTACHED	<input type="checkbox"/>
Details of research program	ATTACHED	<input type="checkbox"/>
Brief resume attached, including name, contact and telephone number of two referees	ATTACHED	<input type="checkbox"/>
Publications (if any)	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 an Advisory Committee. 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.

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 the information for the above purposes. Your confirmation that this has been done is requested above.

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