



ABN 68 064 593 148

Trust of Elsie Murray
APPLICATION GUIDELINES

The Trust of Elsie Murray was established under the terms of the Will of Elsie Murray.

PURPOSE OF FUND

The purpose of the Fund is to support 'the relief and assistance of indigent persons residing in Echuca or its surrounding district. The Fund will also provide financial assistance to any institution, organisation or body at Echuca whose object is charitable'. Preference will be given to elderly persons and applicants in financial need who require assistance for current, short-term financial difficulties.

Grant Application Procedures

- Applications are reviewed regularly.
- Applications are accepted from applicants who have resided for more than one year in Echuca or its surrounding district.
- The Trustee selects successful applicants.
- 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
 - A summary of your fortnightly budget
 - Details of any funding you have received in the past
 - Any other details that may define your current financial situation
- Confirmation of income details (e.g. pension statement)
- Brief one page résumé including two referees
- 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. 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 the service provider / vendor in relation to which funding has been sought.

Applications (including this 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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Trust of Elsie Murray
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: \$

Please indicate whether you have attached the following:

A one-page letter describing the reason why funds are being sought. **(Organisations to submit project plans)**

ATTACHED



Supporting Documentation confirming financial hardship (indigence). **(Individual Applicants only)**

ATTACHED



Brief resume, including name and contact telephone number of two referees, confirming residence in the Echuca region for a minimum of one year.

ATTACHED



*Consent of other persons identified.

ATTACHED



N/A



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

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