



# Migrants and Refugees Settlement Fund

Established by the Anglican Diocese of Melbourne  
Administered by the Melbourne Anglican Foundation Ltd.  
The Anglican Centre, 209 Flinders Lane, Melbourne 3000  
Email: [foundation@melbourneanglican.org.au](mailto:foundation@melbourneanglican.org.au)  
Website: [www.melbourneanglican.org.au/melbourne-anglican-foundation](http://www.melbourneanglican.org.au/melbourne-anglican-foundation)  
Phone: (03) 9653 4286

ABN: 75 256 775 286

## **Migrants and Refugees Settlement Fund Grant Application**

Dear Applicant,

Thank you for your interest in the Migrants and Refugees Settlement Fund, a charitable entity under the administration of the Melbourne Anglican Foundation.

### **Instructions for new Applications**

It is important that prospective and new applicants carefully read and consider the objects of the Migrants and Refugees Settlement Fund, which conform to Australian taxation law, and constitute the criteria against which applications will be assessed.

#### **The objects of the Migrants and Refugees Settlement Fund are:**

- (i) to provide money for the sole purpose of providing help and financial assistance in the settlement of migrants and refugees within and through parishes of the Anglican Diocese of Melbourne, either individually or in association with other churches or community organisations;
- (ii) to provide funds to enable such migrants and refugees to be interpreted, housed, maintained, transported, counselled and generally assisted in any way required by their situation and status;
- (iii) to provide funds for the training and equipping of voluntary workers in pursuit of these objects together with the preparation and evaluation of settlement programmes;
- (iv) to provide activities designed to assist the integration of individual migrants and refugees, migrant and refugee families, and migrant and refugee groups, within the Australian community;
- (v) to provide materials, speakers and programmes to heighten community awareness of migrants and refugees, their situation and their culture;
- (vi) to solicit, collect, receive and take, by gifts, grants, devise or bequests, money, funds, and real or personal property and the income therefrom in and towards the settlement of migrants and refugees.



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## Criteria for new Applications

1. The proposed program/activity/purpose must align in a tangible capacity with the stated purpose and mission of the Migrants and Refugees Settlement Fund
2. The proposed program/activity/purpose must be fully compliant with the most recent Anglican Diocese of Melbourne Safe Ministry Practice standards
3. The proposed program/activity/purpose must include visible details and branding of the Melbourne Anglican Foundation on published donation materials including printed and digital media appeals
4. The proposed program or activity must be fully compliant with all pertaining Government and Legal requirements (OH&S, Working with Children Checks, RSA permits, etc.)
5. Any adults involved in the proposed program or activity must have a current clearance for service from Kooyoora in accordance with clause 2(b)(ii) of Schedule 1 of the Professional Standards Uniform Regulations 2017.

In order for your application to be considered, please complete the attached application form and return to:

The Chair  
The Melbourne Anglican Foundation  
209 Flinders Lane  
Melbourne Vic 3000  
PH. 0426 238 886  
E. [pmcdonald@melbourneanglican.org.au](mailto:pmcdonald@melbourneanglican.org.au)

You may wish to also include any additional information which you consider may assist your application. Please ensure you address how your application will meet and further the objects of the Fund as stated above.

Applications are assessed by the Board of Directors on a quarterly basis. You will be notified in writing as soon as possible after your application is tabled, of the outcome.

If you have any queries or require any further information please contact Paul McDonald, Executive Assistant to the CEO, for advice. Paul is in the office and can be contacted on 0426 238 886 or by Email [pmcdonald@melbourneanglican.org.au](mailto:pmcdonald@melbourneanglican.org.au)

Sincerely,

Carolyn Clark OAM

Chair, Melbourne Anglican Foundation



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## APPLICATION FORM : Migrants and Refugees Settlement Fund

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### CONTACT DETAILS

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Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position held: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of the Proposed Program: \_\_\_\_\_

### Grant Amount

The total amount you are applying for : \$ \_\_\_\_\_

## GRANT PURPOSE DETAILS ; Migrants and Refugees Settlement Fund

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Grant Purpose: \_\_\_\_\_



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Please briefly outline the purpose of the grant, noting any attachments or additional information included with your application.

- Who will benefit from the grant?
  
  
  
  
  
  
  
  
  
  
- If applicable, what are the expected number of attendees and / or how many are likely to benefit from the program or activity? How will the intended attendees be reached and access the program?
  
  
  
  
  
  
  
  
  
  
- Will any members of staff be employed as part of this program or activity?  
If so how many full and part time? How many volunteers will contribute to the program or activity?

## BUDGET

- Please **detail the budget** for this grant, with particular details (where possible) on how the grant monies will be spent (expenditure report).
  
  
  
  
  
  
  
  
  
  
- Upon full usage of the grant monies or conclusion of the purpose please **create an acquittal report** that corresponds with the proposed budget

## APPOINTMENT OF REPRESENTATIVE : Migrants and Refugees Settlement Fund

The application is required to nominate a representative, who will provide a report for each calendar year, comprising:

1. The stated objectives of the grant purpose, and achievements;
  
  
  
  
  
  
  
  
  
  
2. A financial report for the past year of operation or part thereof;
  
  
  
  
  
  
  
  
  
  
3. Sign a declaration stating that the program or activity has been carried out in accordance with the objects and criteria of the Migrants and Refugees



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Settlement Fund. and is, thereby, compliant with the Australian Tax Office deductible gift recipient (DGR) requirements.

Program Name:

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Parish or Ministry Context:

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Minister/ Manager:

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Appointed Representative:

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Contact details for appointed Representative:

Phone:

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Email:

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## DECLARATIONS : Migrants and Refugees Settlement Fund

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Declarations in support of the application:  
MINISTER / CEO / CHAIRPERSON

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

CHURCHWARDENS or DIRECTORS

Name/s \_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

I hereby consent to my appointment as the Representative for the purposes of the Migrants and Refugees Settlement Fund and confirm my understanding of the roles and responsibilities

Name \_\_\_\_\_

Signed: \_\_\_\_\_

REPRESENTATIVE

Date: \_\_\_\_\_

