



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
Website: www.melbourneanglican.org.au/melbourne-anglican-foundation
Phone: (03) 9653 4286

ABN: 75 256 775 286

Migrants and Refugees Settlement Fund Program Application

Dear Applicant

Thank you for your interest in the Migrants and Refugees Settlement Fund, part 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.

Criteria for new Applications

1. The proposed program or activity must align in a tangible capacity with the stated purpose and mission of the Migrants and Refugees Settlement Fund
2. The proposed program or activity must be fully compliant with the most recent Anglican Diocese of Melbourne Safe Ministry Practice standards
3. The proposed program or activity must include visible details and branding of the Migrants and Refugees Settlement Fund (and/or where appropriate, the Melbourne



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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. 9653 4286
E. 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 of the outcome as soon as possible pending review.

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 (03) 9653 4286 or by Email pmcdonald@melbourneanglican.org.au

Sincerely,

Carolyn Clark OAM
Chair, Melbourne Anglican Foundation

TAX DEDUCTIBLE DONATIONS

All donations made to the Migrants and Refugees Settlement Fund are tax deductible under current income tax legislation. Donors may further nominate a particular program or activity administered by the Fund, which has been approved by the Board of Directors of the Melbourne Anglican Foundation as meeting the objects of the Migrants and Refugees Settlement Fund and complying with taxation law. Donors nominate, on a prescribed Donor



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Form, the Fund or Entity (in this case the Migrants and Refugees Settlement Fund) to which they wish to direct their donation, and may further nominate a particular program or activity administered by the Migrants and Refugees Settlement Fund. Cheques are to be made payable to the “Melbourne Anglican Foundation.” An online donation facility (PayWay) is also available with the ability to direct donations to particular programs and activities administered under the auspices of the Fund.

- www.melbourneanglican.org.au/melbourne-anglican-foundation/

Donations are forwarded to the office of the Melbourne Anglican Foundation for processing. A letter of thanks, together with a tax receipt, is mailed to the donor. If the program is administered by a parish or other ministry context, at the end of each month (or other agreed period) funds are dispersed to the parish or ministry context concerned less the 5% administrative fee.

APPLICATION FORM: Migrants and Refugees Settlement Fund

CONTACT DETAILS

Name of Applicant: _____

Address: _____

Contact Person: _____

Position held: _____

Telephone: _____

Email: _____

Name of the Proposed Program:



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PROGRAM DETAILS: Migrants and Refugees Settlement Fund

➤ Description of the program or activity:

Please briefly describe the program or activity, noting any attachments or additional information included with your application.

- Who will benefit from the program or activity ?

- 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 ?

- Has this program operated in the past ? If so please provide some history as to its success. Include any financials / annual reports where possible.

- 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 program or activity, with particular details on how the money raised will be spent (expenditure report).

- Upon completion of the program or activity, please **create an itemised acquittal report** that corresponds with the proposed budget



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

Program Name:

Parish or Ministry Context:

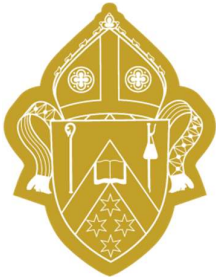
Minister/ Manager:

Appointed Representative:

Contact details for appointed Representative:

Phone:

Email:



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DECLARATIONS: Migrants and Refugees Settlement Fund.

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: _____