THE FLORA & FRANK LEITH CHARITABLE TRUST

April 2026

GRANT APPLICATION FORM

Introduction

The Flora & Frank Leith Charitable Trust is an Anglican orientated trust that focuses on supporting projects and programs located in Victoria, aimed at helping the disadvantaged with a bias towards children, youth and families.

We prefer to fund programs that make a cost effective, demonstrable and sustainable difference for the better in the quality of life and access to opportunities for our targeted children, youth and families. Preference will be given to Victorian service organisations. Interstate or internationally based organisations are generally not funded.

Please see the Trust's website at www.leithtrust.org.au for Terms & Conditions.

The annual closing date for applications is 30 September.

Successful applicants will be notified by 31 December and unsuccessful applicants by 31 January.

The application form contains fields that allow a certain number of words. Please do not exceed the size of the fields as you will not be able to print any additional words.

The use of this form is mandatory. Applications in any other format may not be considered.

Applications may be submitted by post or by email, as per the details at the conclusion of this form.

Please refrain from sending circulars or annual reports to our office unless they are attached to an application or final report.

Section A – Your Organisation	
Name of Organisation:	
ABN:	
Associated organisations (eg Uniting Church):	
Postal address:	
Contact person (name and title):	
Telephone BH:	Telephone AH:
Email:	
Chief Executive Officer or person in charge of organisation:	
Telephone BH:	Telephone AH:
Email:	

Section A – Your Organisation (continued)

Total income and breakdown of sources of funds:

- Government (State / Federal / Local)
- Fee for service
- Investments
- Own Business activities
- Trusts
- Donations
- Any other source

Please insert another page (if necessary)

Total Budget of organisation (for year in which funding sought)	Amount requested for project:
Number of employees in organisations	
Full time	Part Time
Volunteer	

Eligibility Criteria & Supporting documentation to be submitted

1. Copy of most recent annual report (unless available on organisation's website)
2. Copy of current balance sheet and last audited accounts
3. Charitable status of applicant
4. Deductible Gift Recipient status of applicant
5. Grant funds are to be used within Victoria
6. Grant funds are to be fully acquitted in the next calendar year

Section B – The Proposal	
Name of project:	
Location:	
☐ New Project	☐ Existing Project, length of time:

1. **Aims of project** (No more than 100 words)

2. **Activities of project** (No more than 100 words)

3. **Who will benefit and how ?** (No more than 50 words)

4. **Number of clients assisted per annum**

5. **Average contact hours per person**

6. **Record keeping activities** (No more than 50 words)

7. **Methods of evaluation – How will you know you have been successful ?**
(No more than 100 words)

8. **Funds applied for from other sources** (No more than 50 words)

9. **Details of staffing for project** (No more than 50 words)

10. **Brief budget** (No more than 100 words)

11. **Timelines** (No more than 50 words)

12. **Why you – What particular skills & experience do you bring ?**
(No more than 100 words)

Section C – Our Contact Details

Address: The Flora & Frank Leith Charitable Trust
Attention: Tamara Mattson
C/- Pearce Webster Dugdales
Suite 1, Ground Floor
99 Queens Bridge Street
SOUTHBANK VIC 3006

Telephone: (03) 9614 5122

Email: leithtrust@pearcewebster.com.au

It is preferred that the signatory of this application be CEO or equivalent.

Name of signatory: _____

Office held by signatory: _____

Date: _____

Signature: _____

Section D – Checklist

One copy of the application form posted or emailed to the Flora & Frank Leith Charitable Trust including the following supporting documentation:

If submitting your application via email, please attach supporting documents in PDF format.

☐ Copy of most recent annual report (unless available on your organisation's website)

☐ Copy of current balance sheet and last audited accounts

☐ Charitable status of applicant

☐ Deductible Gift Recipient status of applicant