



**THE LORETO OLD SCHOLARS ASSOCIATION MARRYATVILLE
INCORPORATED**

GRANT PROTOCOL

CONTENTS

1	BACKGROUND	3
2	OBJECTS OF THE ASSOCIATION	3
3	INVESTMENT FUND	3
4	PROCEDURE FOR SPENDING INCOME GENERATED FROM THE INVESTMENT FUND	4
5	INVITATION FOR SUBMISSION FROM INTERESTED PERSONS	4

1 BACKGROUND

In October 2005 the Loreto Old Scholars' Association Incorporated ("Association") decided to sell the Beach House it owned at Grange. In October 2006 the Beach House was sold for \$1.25 million.

In February 2007 at the Annual General Meeting of the Association, the financial structure of the Association was reviewed ("Restructure") at the same time as deciding how the proceeds from the Beach House sale would be distributed (which resulted in a significant donation to the School's Next 100 Campaign and a donation to Mary Ward International).

Following the Restructure, the Association deposited a significant amount of income from the sale of the Beach House into the Investment Fund. Once the Investment Fund was established, the first distributions from the Investment Fund took place in 2009.

2 OBJECTS OF THE ASSOCIATION

The objects of the Association, outlined in the Rules of the Association dated 18 February 2008 ("Rules"), are:

- (a) to encourage a Loreto spirit amongst Old Scholars and bring Old Scholars into contact with one another, students and teachers of the School and the IBVM;
- (b) to assist the achievement of the common aims and goals which the Association shares with the School, the IBVM and Mary Ward International (or such other equivalent body set up by the IBVM);
- (c) to work for the advancement of higher education among women and their increased participation in the life of the Church and the Community;
- (d) to provide scholarships for boarding and day scholars of the School;
- (e) to raise funds and subscribe to any local or other charities and such social concerns as shall, from time to time, be agreed upon by the Committee;
- (f) to acknowledge the contribution of the IBVM; and
- (g) to promote and encourage participation, attendance and involvement by Old Scholars in Loreto Federation.

3 INVESTMENT FUND

In accordance with the Rules, the Committee may spend the income generated from the Investment Fund on:

- (a) projects that promote issues of social concern including the work of Mary Ward International (or such other equivalent body set up by the IBVM);
- (b) scholarships for day or boarding students of the School; and

- (c) such things as the Committee deems fit being consistent with the objects of the Association.

4 PROCEDURE FOR SPENDING INCOME GENERATED FROM THE INVESTMENT FUND

The procedure the Committee must follow when spending the income generated from the Investment Fund is:

- (a) the Committee must call for submissions from interested persons on or before 30 June each year; and
- (b) the Committee must consider each of the submissions at the next Committee meeting following receipt of such submissions,

provided that the Committee is not obliged to spend all of the income generated from the Investment Fund at that meeting.

The Committee is not required to spend all of the income generated from the Investment Fund during any calendar year, and need to consult a financial advisor as well as achieving the support of three quarters of the Committee Members present at the meeting to spend the initial capital and/or any capital gains. The Committee may determine, if it sees fit, to invest any surplus income generated from the Investment Fund back into the Investment Fund. In addition, at any time, the Finance sub-committee may request that the Committee re-invest any or all of the surplus income. The Committee must consider such a request at its next Committee meeting following receipt of such a request.

5 INVITATION FOR SUBMISSION FROM INTERESTED PERSONS

All persons interested are invited to make a submission to the address set out below by 30 June. Interested persons should address the following information in their submissions:

1. YOUR DETAILS

1.1 Your details

Individuals/submitter of submission (for contact purposes):

First name	
Surname	
Gender	
Date of birth	
Occupation	

If a group/organisation:

Name of group/organisation	
Brief description of the history and activities of group/ organisation	

The Association may enjoy tax benefits from donating to Deductible Gift Recipients (a fund or organisation that can receive tax deductible gifts). Are you a Deductible Gift Recipient? If not, is there a Deductible Gift Recipient you could nominate to receive the grant on your behalf?

Name of Deductible Gift Recipient	
-----------------------------------	--

1.2 Your contact details

Location address	
Postal address	
Contact telephone number	
Mobile telephone number	
Email address	

1.3 Referee

The Association may wish to contact a referee who has knowledge of you, your group/organisation and/or your activity/project/undertaking. Please provide their contact details below. In providing the contact details below, you are giving the Association permission to contact this person regarding your proposal.

First name	
Surname	
Occupation	
Location address	
Postal address	
Contact telephone number	

Mobile telephone number	
Email address	
Relationship to you, your group/organisation and/or activity/project/undertaking	

2. YOUR ACTIVITY/PROJECT/UNDERTAKING

2.1 What is the name of the activity/project/undertaking?

2.2 What is the timeline for the activity/project/undertaking?

Start date End date

If applicable, please attach a detailed timeline of what will happen when.

2.3 What does your activity involve and why do you plan to undertake it?

2.4 Which object(s) of the Association (see page 1) does your activity fall within and why?

2.5 How will the grant assist you to undertake this activity?

3. BENEFITS

3.1 What benefits and for whom will benefits be gained from the undertaking of the activity?

3.2 How will you report back to your local community, in particular the Association, about your activity?

3.3 What valuable contribution would you bring back to the Association from your experience (e.g. speaking to the Association’s Committees, joining the Association’s Committee, writing an article for the Association’s publications)?

--

4. COST

4.1 What is the total cost of the activity? \$

4.2 How much are you applying for (total grant sought)? \$

4.3 How do you propose to spend the money you are applying for?

Item	Cost
	\$
	\$
	\$
TOTAL GRANT SOUGHT	\$

4.4 Have you applied anywhere else for money to do (or contribute to) this activity?

YES NO

If yes, where you have applied and for how much?

Name of organisation/ business	Amount applied for	Successful? (Yes / No)

5. REPORT

All successful grant recipients agree to provide a report to the Association prior to 30 June the following year, detailing the way(s) in which their grant was spend and the achievement of all other undertakings made in this application.

6. LODGEMENT OF APPLICATIONS

All applications must be lodged in hardcopy to:

Committee — Grant Applications
 Loreto Old Scholars Association
 316 Portrush Road
 Marryatville SA 5068

7. APPLICANT'S DECLARATION

I certify that, to the best of my knowledge, the information provided in this application is true and correct. If successful, I will take responsibility for spending the grant money to do the activity described in this application.

Applicant's name:

Signature: _____ Date: _____

OR, if an entity:

Signed for and on behalf of _____ (entity's name) by an authorised signatory:

Signature: _____ Date: _____

Name (print): _____