



GRANT GUIDELINES: OVERVIEW

THE J. O. & J. R. WICKING TRUST

WEBSITE: <http://www.anz.com/aus/fin/trustees/>

The Trust

The J.O. & J.R. Wicking Trust (The Wicking Trust) was established under the terms of the Will of the late John Oswald Wicking, following his death on 11 June 2002, and is one of Australia's most significant trusts in this area.

The Wicking Trust seeks to achieve enduring, positive impact in the areas of vision impairment, care of the aged, problems associated with ageing and Alzheimer's disease. The Wicking Trust is proud to have established founding partnerships with Vision Australia and the Microsurgery Foundation.

ANZ Trustees is the sole trustee of The Wicking Trust.

The Benefactor - John Oswald Wicking (1918 – 2002)

John Wicking was one of the great modernisers of Australian business.

He is known as a great achiever in every sense and led an extraordinary life. At the outbreak of World War II John Wicking volunteered and joined the A.I.F. where he was regrettably captured and sent to a prisoner of war camp in Germany. After surviving the War he returned home, married Janet Thompson and established a successful property in Euroa. However, his professional and leadership skills became apparent to many business leaders and he was enticed back to the city.

John Wicking, among his many professional achievements, was a Director of Bowater Scott and Norwich Union Insurance, Chairman of Western Pacific Investments, Webster, Cheetham and Kiwi International.

John and Janet Wicking were notable philanthropists and benefactors to many institutions during their lifetime, particularly in the areas of the arts, microsurgery and most notably, vision impairment. They provided immense moral and financial support to the Association for the Blind (now Vision Australia Foundation) for over 40 years. Mr Wicking was a Board Member of the Association for 18 years including 12 years as President.

The Will

The Will of John Wicking, under which The Wicking Trust was established, provides for funding to bring about "benefits for the blind or visually impaired, the aged or for persons suffering from Alzheimer's disease" and includes funding research into "problems associated with blindness or visual impairment, or with ageing, or into the cause or treatment of Alzheimer's disease, or the care of persons suffering from that disease...".

Special consideration is given to Vision Australia, a named beneficiary. In addition, the Will provides that the Trustees may grant money to the Microsurgery Foundation. These considerations are treated outside of these guidelines.

Goal of the Trust

The goal of The Wicking Trust is to achieve systemic improvements through enduring, positive impact in the areas of care of the aged, problems associated with ageing and Alzheimer's disease.

To achieve this goal, the Trust will consider applications relating to projects that:

- Aim to bring about change across the sector, beyond the immediate project target group and/or organisation;
- Focus on prevention;
- Address identified needs;
- Fit within the organisation's strategic plan;
- Seek to produce tangible outcomes that benefit the community;
- Show how the project and/or its impacts will be sustained when philanthropic funding finishes;
- Have the potential to leverage additional funding;
- Show how results may be disseminated publicly and how these projects or programs may be replicated elsewhere;
- Demonstrate collaboration internally and externally;
- Show capacity to evaluate the project and to learn from the findings;
- Build the capacity of the organisation;
- Have carefully prepared and realistic budgets.

To achieve the goal, the Trust seeks to develop partnerships with innovative organisations. In considering projects the Trust will favourably consider applications from organisations that:

- Are leaders in their fields;
- Demonstrate best practice, have quality management teams and structures and appropriate governance;
- Spend a small proportion of their budgets on administration with the bulk of funding allocated to services and knowledge generation;
- Focus on their clients and the benefits they can achieve for them;
- Provide high quality research or services to the community aimed at improving the quality of life, dignity and independence of the aged and Alzheimer's sufferers;
- Have a commitment to collaboration with other organisations.

Other Information

Projects funded must be charitable at law and conducted within Australia. The Trust prefers not to fund:

- Projects that do not fit the goal of the Trust;
- Projects that may be more suited to corporate sponsorship or investment;
- Projects that may be more suited to government funding;

Or the following:

- Budget deficits;
- General operating expenses;
- General fund raising campaigns;
- Annual appeals;
- Core programs funded from other sources;
- Conferences and other professional development activities;
- Building costs;
- Equipment, unless it is an integral part of an eligible project or a very special need can be demonstrated;
- Transport or the purchase of vehicles;
- Bodies which are themselves grant-making agencies;
- Bequest programs;
- Contribution to the corpus of another trust;
- Sectarian or religious bodies where services are limited to their own members;
- Individuals.



GRANT GUIDELINES: GRANT CATEGORIES
THE J. O. & J. R. WICKING TRUST

WEBSITE: <http://www.anz.com/aus/fin/trustees/>

There are two categories of grants open to applications for The Wicking Trust:

1. General Grants:
 - 1.1 Major Strategic Initiatives;] (Total budget of \$1,250,000 per annum)
 - 1.2 Incubation Initiatives;]
 - 1.3 Support Grants for Rural Communities (Budget of \$180,000 per annum)
2. Medical and Scientific Research Grants (Budget of \$200,000 per annum)

Budgets are indicative only.

1 General Grants:

Applicants should phone the Account Manager to discuss their grant proposal ideas, prior to completing and submitting a proposal.

1.1 General Grants: Major Strategic Initiatives - Closing Date 15 July each year

To accomplish the goal of the Trust we will consider making grants for projects that respond to one or more of the following:

- Pilot programs aimed at educating members of the medical profession and/or the community about earlier detection and management of Alzheimer's disease;
- Trials of models of care that delay or eliminate the necessity for the aged to enter residential care and/or implementation of those models;
- Trials of sustainable models of care that improve and enhance the quality of life of the aged within and outside residential care settings;
- Trials of more effective means of recruiting, training and retaining aged care professionals;
- Projects that establish leadership and career paths in the area of aged care nursing;
- Development, adaptation or use of technology to improve the quality of life and independence of the aged or Alzheimer's sufferers.

Each grant will be in the order of \$50,000 to \$180,000 per annum, and we recognise that projects could require more than one year's funding.

Example of Project Design

- ⇒ A not for profit aged care provider has identified the need for a model of aged care that provides appropriate respite care to the aged and some new forms of respite to carers. There is a documented need for the model of care. The provider wishes to trial this model as a pilot.
- ⇒ The organisation will supply some staff to the pilot program and has a group of volunteers who will provide assistance. Plans are in place as to how the program could be adapted to suit other geographic areas, including remote areas.
- ⇒ The organisation has already started working with government to find ways, should the model prove successful, for current funding to be transferred from existing models and allocated to the new model.
- ⇒ Funds are sought for implementation and evaluation of the pilot program, and dissemination of project results.

1.2 General Grants: Incubation Initiatives - Closing Date 15 July each year

To accomplish the goal of the Trust, we will consider making grants for projects that respond to one or more of the following:

- Trials of initiatives of care that seek to delay or eliminate the necessity for the aged to enter residential care;
- Trials of sustainable initiatives that enhance the quality of life of the aged within and outside residential care settings;
- Trials of initiatives seeking more effective ways of locally recruiting, training and retaining aged care professionals;
- Development, adaptation or use of technology to improve the quality of life and independence of the aged or Alzheimer's sufferers;

Each grant will be in the order of \$15,000 to \$50,000 per annum, and we recognise that projects could require more than one year's funding.

1.3 General Grants: Support Grants For Rural Communities

We recognise the extraordinary, beneficial and cohesive effects that some small organisations can have on communities through grass roots activities. We will consider allocating small grants for initiatives where benefits of the initiative will continue beyond the life of funds granted and that:

- Address the problems of social isolation experienced by the aged, especially in rural communities;
- Benefit aged people, and especially people suffering with Alzheimer's disease, in rural communities;
- Serve communities with a population of less than 10,000.

Grants will be in the vicinity of \$1,000 - \$10,000 per annum. These projects will be funded for one year only.

This program ("Wicking Trust Caring for Ageing in Rural Australia") is conducted in partnership with the Foundation for Rural and Regional Renewal (FRRR) and all application and administrative processes are managed by FRRR.

Please refer to the FRRR website (<http://www.frrr.org.au/>) for detailed guidelines and the application process. Do not use these guidelines to apply.

2. Medical and Scientific Research Grants - Closing Date 1 July each year

To accomplish the goal of the Trust we will consider making grants for:

- Research into more effective diagnosis, or treatment of Alzheimer's disease;
- Research into cures for Alzheimer's disease;

Grants for emerging research concepts requiring seed funding or young investigators being established are preferred. An independent panel of medical experts will review all applications, and make recommendations to the Trustees. All applications will remain confidential.

Individual grants will be in the vicinity of \$25,000 to \$50,000.

The Wicking Trust has similar goals to The Mason Foundation with respect to Medical and Scientific Research Grants into Alzheimer's Disease. Researchers in this area need lodge only one application in order to be considered by both trusts. The grants are made separately and will be acknowledged appropriately.

From time to time ANZ Trustees may take up special projects outside these guidelines and which benefit older Australians.



ANZ Executors & Trustee Company Limited
ABN 33 006 132 332

Philanthropy Partners

GRANT GUIDELINES: APPLICATION PROCESS THE J.O. & J.R. WICKING TRUST

WEBSITE: <http://www.anz.com/aus/fin/trustees/>

Information for organisations seeking a grant from charitable trusts administered by ANZ Executors & Trustee Company Limited ("ANZ Trustees", ABN 33 006 132 332), a statutory trustee company operating in the mainland states and territories of Australia. ANZ Trustees is sole trustee or co-trustee of over 300 charitable trusts and foundations. Please consult the ANZ Trustees' website for further information, guidelines and application processes.

Applying for a grant from ANZ Trustees:

1. Read all material in these Grant Guidelines.
2. For a fuller understanding of requirements, we recommend you read additional papers and background material provided on the website, including "Creative Grantmaking at ANZ Trustees: A Discussion Paper", and our regular publication "Trustee Focus".
3. Prepare your application using the Grant Application Form and submit:
 - Application Cover Sheet
 - Application Checklistand supply all the information requested, including signatures and dates, and copies of all requested documentation.
4. You must have the required tax status to be legally eligible for a grant. You must provide copies of documents that show that the Australian Tax Office (ATO) has endorsed your organisation as a Tax Concession Charity (formally referred to as Income Tax Exempt Charity - ITEC), and Deductible Gift Recipient Status (DGR). You must also provide your ABN Number.
5. Complete a separate application for each project for which you are seeking a grant.
6. Provide the original and the specified number of copies of all documentation.
7. Do not include any materials other than those specifically requested.
8. Sign and date all forms.
9. Review the checklist, ensure all activity is complete, and enclose a copy with your application
10. Post or deliver the application to ANZ Philanthropy Partners. Email submissions will not be accepted.

Closing dates:

Closing times are 5pm on the date stated and late applications will not be accepted. If the closing date falls on a weekend, you may submit until 5pm on the following business day. Trustee meetings are usually held within eight weeks of the closing date of applications – check our website for expected advice dates.

Postal address

Philanthropy Partners
ANZ Trustees
GPO Box 389D Melbourne Vic 3001

Delivery address

Philanthropy Partners
ANZ Trustees
4/100 Queen Street Melbourne Vic 3000

Telephone: FREECALL™ 1800 808 910

Facsimile: (03) 9273 6354

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PRIVACY STATEMENT AND CONSENTS

This statement applies to ANZ Executors & Trustee Company Limited ABN 33 006 132 332 (**ANZ Trustees**), the other Trustees of the particular charitable trust, settlement or foundation (**Trust**) to which your grant application relates (together, **Trustees**) and advisors appointed by the Trustees or otherwise under the terms of the Trust to advise or assist the Trustees in considering your grant application.

Collection of personal information

In its application to ANZ Trustees for a grant, your Organisation (the Applicant) gives ANZ Trustees contact details and other personal information about directors and other key personnel (Individuals). In the future ANZ Trustees, its researchers and advisors may obtain other information about the Individuals from the Applicant, from any of them, or from other sources. We may collect 'sensitive information' but only when it is necessary for the purpose of the Application. This is all "Personal Information".

Use of personal information

We use Personal Information for the primary purpose of assessing the Applicant's application, and if it is successful, to provide a grant to the Applicant.

We may also use Personal Information for our internal operations including accounting, record keeping, archiving, compliance monitoring and compliance with legislative and regulatory requirements.

Without some or all of your information, we might not be able to process your application.

If your application is not successful, we may hold Personal Information we collect in relation to the application for our records. If your application is successful, after the grant is completed we may hold Personal Information concerning the grant for our records. We will not continue to hold Personal Information if it is not necessary.

Disclosure of Personal Information

We may disclose Personal Information for the purposes set out above, to people and organisations who carry out functions for us, for example our agents and our researchers, any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the Personal Information, and any party to whom the person whose Personal Information we hold authorises us to disclose it.

Data quality

We take reasonable steps to make sure that the Personal Information we collect, use and disclose is accurate complete and up to date.

Data security

We take reasonable steps to protect the Personal Information we hold from misuse and loss and from unauthorised access, modification or disclosure.

Access and correction to personal information

Subject to exceptions permitted by law, an Individual may obtain access to the Personal Information we hold about them by contacting the Trustees at the address set out below. An access fee may apply. If we are informed by an Individual that the Personal Information we hold about them is not accurate, complete or up to date, we will take reasonable steps to correct it.

Where we receive and keep Personal Information about an Individual from another source, generally that person will have the same access to that information and it can only be used for the same purposes and shared with the same persons as the Personal Information that you give us. However, to the extent permitted by law, Personal Information that we receive from other sources will be kept confidential.

Informing Individuals

You must inform each Individual of the contents of this Statement and Consent. By signing the Application for a grant, you acknowledge you are aware of this Statement and, on behalf of each Individual, consent to sensitive information being collected if it is necessary for the purposes of the Application.

If you require any further information about privacy, please contact us:

Philanthropy Partners, ANZ Executors & Trustee Company Limited, GPO Box 389D, Melbourne, 3001
FREECALL™: 1800 808 910

Facsimile: (03) 9273 6354

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**GRANT GUIDELINES: APPLICATION FORM FOR GENERAL GRANTS -
Major Strategic Initiatives and Incubation Initiatives**

THE J.O. & J.R. WICKING TRUST

We welcome short, succinct applications that respond clearly and thoughtfully to each item. Applications are assessed according to fit with the guidelines.

A. Project information to be provided (maximum 3-8 pages):

1. Describe the project, including the expected dates of commencement and completion.
2. Specify the location or place where the project will be conducted.
3. Define the aims of the project and the methods or strategies that will be used. (If your project is scientific, please include the methodology as an appendix.)
4. Define the group in need that you wish to assist. Provide quantitative data if possible.
5. Explain the need that is being addressed and why this is important. Provide quantitative data if possible.
6. Describe the benefits, outputs and outcomes the project is designed to achieve.
7. How and by whom will the effectiveness of your project be measured?
8. How will this project be sustained after the grant funds have been expended? How could this grant leverage other funding? (It is important that you respond to these questions.)
9. If the project seeks funding for service delivery, give evidence of your organisation's ability and expertise to deliver that service.
10. What other organisations are doing similar work and in what way does your project differ from the initiatives of these other organisations?
11. How will the results of this project be disseminated and/or the lessons learnt shared?
12. Provide an itemized budget (income and expenditure) for each year of the project or activity. (This is important in the event that the application can only be part funded.)
13. List the names and qualifications or experience of the individuals who will direct and manage the activity or project, and state whether they are current staff.
14. List the trusts, foundations, corporations and other sources, including governments, from which you are seeking funding for this project.
15. Provide the names and contact details (including telephone) of two individuals or organisations that would speak in support of the application if requested to do so by ANZ Trustees. Alternatively, enclose letters of support from them.

B. Organisational information to be provided:

1. Give a brief description of the history and purpose of your organisation.
2. Include information on any advocacy or lobbying that your organisation undertakes.
3. List the characteristics of the population that your organisation serves (for example, geographic location, socio-economic status, age).
4. Summarise the current programs and accomplishments of your organisation.
5. How many paid full-time, part-time and casual staff, does the organisation employ? How many volunteers regularly assist?
6. Provide a copy of your most recent annual report, including a list of your board of directors and their affiliations. Identify which of your board members are executive directors. If no annual report is produced, supply a list of directors only.
7. Provide the most recent financial statement, audited if available. This statement should reflect actual expenditures and funds received in the most recently completed financial year.
8. Provide a brief summary of all grants that your organisation has received in the last three years from trusts and foundations.
9. You must have the required tax status to be legally eligible for a grant. You must provide copies of documents that show that the Australian Tax Office (ATO) has endorsed your organisation as (a) a Tax Concession Charity (formally referred to as Income Tax Exempt Charity - ITEC) with effect from 1st July 2000 or later – either by its inclusion in legislation, its inclusion in a publicly accessible register, or by notification, (b) that you have Deductible Gift Recipient Status (DGR).



**GRANT GUIDELINES: APPLICATION FORM FOR MEDICAL & SCIENTIFIC RESEARCH GRANTS
THE J.O. & J.R. WICKING TRUST**

We welcome short, succinct applications that respond clearly and thoughtfully to each item. Applications are assessed by an independent panel of medical experts according to fit with the guidelines. Please provide an original and five copies.

1. Executive Summary

Provide a single-page, double-spaced, Executive Summary of your project, using some or all of the elements contained in Description of the Project (below). The purpose of this page is for assessors to gain an overview of exactly what you are trying to do and to achieve in this endeavour.

2. Description of the Project for which funding is being requested –

Do not use more than six pages to complete this section of the application. Do not use any font smaller 12 point.

Describe the project for which you are seeking funding and include the following information:

- The scientific project title (20 words maximum);
- Brief lay explanation of project;
- The aims and significance of the project;
- The background and research plan to the project (up to two pages only);
- The expected results of the project;
- Those who will benefit from the project;
- References to works of other scientists relevant to the project;
- When the project will start and the anticipated length of time to complete;
- Name, qualifications, background and achievements of the Chief Investigator(s) (over the last 5 years) and a list of publications of the Chief Investigator(s) published in the last three years.

3. Evaluation

- Explain how you will measure the effectiveness of the activities for which you are seeking funding.
- Describe your criteria for a successful project and the results you expect to have achieved by the end of the period for which you are seeking funding.

4. Other Funding

- List all sources (including government, ARC, NHMRC) that you have approached for funding and the status of your application with each. If your application to NHMRC for this project has been declined, give possible reasons;
- List all sources of support and funding that you have received in the last three years for this project;
- Indicate how you believe these funds, if granted, could leverage other funds, particularly NHMRC funding (50 words or less).

5. Financial Information:

- Provide a current budget for the Project.
- List each staff line separately and include % of time spent on project.
- Indicate specific uses of the requested grant, if possible.

6. Letter of Support

Please enclose a letter in support of this application from the Head (or other relevant higher authority) of the Sponsoring Institution or Department.



GRANT GUIDELINES: APPLICATION COVER SHEET
THE J.O. & J.R. WICKING TRUST

You must provide the original and one copy of the full application

Name of Program	Tax Status Required	Tick if applying	Closing Dates
General Grant: Major Strategic Initiative (1.1)	TCC/ITEC & DGR		15 July each year
General Grant: Incubation Initiative (1.2)	TCC/ITEC & DGR		15 July each year
Medical & Scientific Research Grant (2)	TCC/ITEC & DGR		1 July each year

Tax Status: You must provide certification from the Australian Tax Office [ATO] that shows that the ATO has endorsed your organisation's tax status with effect from 1st July 2000 or later – either by its inclusion in legislation, its inclusion in a publicly accessible register, or by notification. Failure to provide this certificate will result in your application being returned.

Name of Organisation:

ABN Number:

Postal Address:

Street Address:

Telephone Number:

Facsimile Number:

Project Contact Person's Details:

[a] Name & Title

[b] Telephone Number

[c] Email address

Name of the project for which you are seeking a grant and brief description of project:

Brief description of project:

Name of Chief Investigator:

Amount (\$) of grant being requested:

Year 1: \$

Year 2: \$

Future years: \$

Total budget for the project or activity:

Total budget for your organisation (current year):

Applicant's declaration:

I, (insert full name) _____ am authorised by the organisation to make this application on its behalf and say that all the information provided is true and correct. I have read the terms and conditions relating to the application for a grant from ANZ Trustees' Programs, including the Privacy Statement and Consent to use of personal information, and agree to those terms and conditions.

Date:

Applicant's signature:



GRANT GUIDELINES: APPLICATION CHECKLIST
THE J.O. & J.R. WICKING TRUST

This checklist is intended to assist you to lodge a complete application. Complete and sign the checklist and attach a copy behind each application cover sheet.

Have you read the Privacy Statement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your project fit the Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you specified which Wicking Program you are applying to?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included copy of your Tax Concession Charity (formerly ITEC) documentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included copy of your Deductible Gift Recipient (DGR) documentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the Application Cover Sheet been signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included a response to each item under Project Information and all other categories of questions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included all the requested attachments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included the original and <u>one copy</u> of everything requested (General Grant), or the original and one <u>five</u> copies of everything requested (Medical/Scientific Research)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signed:		
Date:		

If you have not received an acknowledgement of your application three weeks after the advertised closing date, please phone FREECALL™ 1800 808 910 and tell us.

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