



Guidelines for Significant and Flagship Grants

Hand Heart Pocket the Charity of Freemasons Queensland provides several classes of grant funding to registered charities that operate in either Queensland or Papua New Guinea. These are:

- Significant – up to \$500k; and
- Flagship - over \$500k.

These grants are designed to provide sustainable support for charitable initiatives that have limited access to other funding sources and that can make a significant charitable impact on the community.

Our organisation is governed by the constitution of the Board of Benevolence who is the governing body of Hand Heart Pocket the Charity of Freemasons Queensland. In this constitution, there are charitable objects that determine our charitable giving. Through evidence based research, we have further prioritised five key causes of support for our grants programs which form part of our Strategy 2018-2024.

What are the key causes that are supported by Hand Heart Pocket's grants program?

The five key focus areas of support for Hand Heart Pocket's grants program include:

- 1) Men's mental and physical health** - this encompasses any initiatives that supports men with their physical and/or mental health or supports men who are homeless or who are at risk of homelessness, including those with a disability. It also includes preventative initiatives that encourage men to have positive mental and physical health.
- 2) Employment for Youth with Mental Health Issues** – this includes any initiatives that assist youth with mental health issues finding meaningful employment or that provide them with direct employment. It may also include initiatives that assist youth with a mental disability to be gainfully employed or that will prevent mental health issues in youth.
- 3) Women's financial and physical security** - this encompasses any initiatives that support women's financial or physical security such as domestic violence prevention or that support women who are homeless or who are at risk of homelessness, including those with a disability.
- 4) Ageing population** – this includes any initiative that supports positive ageing, the health needs of the aged or that assists with meeting the challenges of an ageing population.
- 5) Education** – any initiative that supports the education of someone in necessitous circumstances or who has a disability is encompassed in this key area.

In some circumstance, funding and financial assistance can be provided for initiatives that do not fall in the above key focus areas, providing they comply with the charitable objects of the Board of Benevolence.



The Board of Benevolence and of Aged Masons Widows and Orphans Fund trading as
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In these instances, preference is given to:

- initiatives that have limited access to other funding sources; or
- that need a hand up to ensure they can continue to deliver essential services; or
- that offer essential linkage services; and
- provide a significant impact on the community.

Does my organisation and project qualify for a grant from Hand Heart Pocket?

Grants can only be provided to registered charities that operate either in Queensland or Papua New Guinea, with preference given to initiatives that provide a significant impact on the community and that fall within the five key areas of focus listed above and /or provide services that link essential services to people in need.

As an organisation operating in Queensland, to be considered for a grant from Hand Heart Pocket you must have:

- Both Charity Tax Concession status and Deductible Gift Recipient (DGR) status under item 1 of the table in Subdivision 30-15 of the Income Tax Assessment Act 1997. You can easily check this on the ABN lookup website at www.abn.business.gov.au
- A specific initiative for which there is limited access to other funding, or has a funding gap that needs to be filled for the initiative to proceed or for an essential service to continue.

As an organisation operating in Papua New Guinea, to be considered for a grant from Hand Heart Pocket you must:

- Have charitable entity status, registered with the Investment Promotion Authority;
- Provide a copy of the organisations formal constitution;
- The constitution must include charitable clauses dealing with member benefits (if relevant) and winding-up.

Hand Heart Pocket is unable to consider grants for the following:

- Projects outside of Queensland, or Papua New Guinea
- Applications submitted on your behalf by an auspice organisation
- Retrospective or deficit funding
- General fundraising appeals
- Recurrent administration costs
- Promotion of religion
- Political organisations
- Direct grants to individuals, including travel expenses, personal study or attendance at conferences
- Charities directly supporting animals unless the animals provide assistance for people with a disability (e.g. registered assistance dogs).

How do I apply for a Hand Heart Pocket Grant?

- 1) Ensure that you have a specific initiative or project that qualifies
- 2) Check that the initiative falls within Hand Heart Pockets five key focus areas of support
- 3) Check that your organisation is a registered Australian/Papua New Guinea charity and that it is eligible for a grant from Hand Heart Pocket
- 4) Ensure that you can quantify the impact that your organisation's initiative will have in the community

- 5) Understand the limitations that apply to your grant application (see below):
- Only one application can be made per organisation within any twelve-month period.
 - Existing grants need to be acquitted and released by Hand Heart Pocket before an organisation can apply for a new grant.
 - An applicant cannot reapply for a previously declined project, except by invitation from Hand Heart Pocket.
 - Organisations that have been registered with the Australian Charities and Not-for-profit Commission (ACNC), or Investment Promotion Authority (PNG), for a period of less than 3 years should not apply, except by invitation following discussion with Hand Heart Pocket.
 - An applicant cannot reapply for a project where Hand Heart Pocket have funded that project at any time during the previous 3 years, except by invitation following discussion with Hand Heart Pocket.
- 6) Make an application – Hand Heart Pocket has implemented a two-stage application process:
- a. Stage 1 – Complete a Hand Heart Pocket [Expression of Interest Significant and Flagship Grants Form](#). This will be reviewed against the criteria outlined in this document.
 - b. Stage 2 – If successful at Stage 1, you will be issued with a Grant Application Pack to complete and return for a formal assessment and review. This will include face to face presentations.

The requested amount in the Grant Application (stage 2) must match the request amount in the Expression of Interest (stage 1), unless there are exceptional circumstances. If you feel exceptional circumstances exist, please discuss this with Hand Heart Pocket.

When will I know if my Hand Heart Pocket Grant is successful?

Expressions of Interest for grants may be made at any time throughout the year. However, those Expressions of Interest who are invited to complete an Application Pack will be required to submit their application during one of two grant rounds per year. Our grant rounds align with the financial year and are:

- *Grant Round 1*
 - Applications must be submitted by 30 June.
 - Successful recipients will be notified during October.
 - All recipients for Grant Round 1 will be published on our website in December.
- *Grant Round 2*
 - Applications must be submitted by 31 October.
 - Successful recipients will be notified during March the following year.
 - All recipients for Grant Round 2 will be published on our website in June.

What if I have further questions?

If you have any questions or queries please contact Danielle Chappell, Gifts and Wills Manager on 07 3493 6000 or email info@handheartpocket.org.au