



OUR PURPOSE

Coffs Harbour Pink Silks Perpetual Trust is a local registered charity, committed to raising awareness and funds for local women who are challenged by cancer or illness.

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General Tips & Criteria for Funding Applications

Introduction

The best way to ensure a positive response to your application for funding from the Coffs Harbour Pink Silks Perpetual Trust (PST) is to think about your needs, before you start thinking about what's available. Hold a brainstorming session with your group and make a list of all of the things your group would like to do, if only you had the money. Make it a living list that's accessible to key people within the organisation and can be added to and refined as new needs arise and old ones subside.

Any money you receive from a grant/beneficiary funding will be earmarked for something specific. Before you accept the money, you must be sure you have the capacity to carry out the terms of the PST submission contract. After you've accepted the money, you have to deliver exactly what you said you would. To receive funding from PST, as we are a registered charitable organisation to maintain our tax deductible status applicants **must** be a registered charity, **have tax deductible gift status** or are associated with a group or Trust with deductible Gift Recipient Status.

The more you can establish ongoing trust with Coffs Harbour Pink Silks Perpetual Trust – that you can deliver projects on time, on budget, and in the same form as they were approved – the more hope you'll have of achieving a second or third round of funding, or even ongoing funding.

PST funds direct donations cancer research organisations annually as it is hoped that one day we will find a **cure or a preventative measure**. Breast cancer had been our main cancer programme focus, as that effect 23.4% of women in our area.

PST annually identifies and allocates funds towards equipment, furnishings, programmes and projects that are either specifically or predominantly aimed at aiding local women's health throughout the Coffs Coast Region.

This document is designed to assist PST grant applicants in identifying resources which can or cannot be funded using PST funds, and to assist applicants in the preparation of the budget component of their grant application.

Level of funding

Applicants are advised to clearly justify the requested budget paying particular attention to any cost(s) which may be specific to this field of research, project, equipment purchase or running of a programme and specially needed for their application.

Grant applicants are required to:

- make a case for PST to grant funding in accordance with the application Information.
- declare the sources, duration and level of funding already held for the programme or project or item to be purchased.
- Where co-funding has already been secured, applicants should indicate the components of the budget for which PST support is being sought.
- ALL funding approvals are subject to annual revenue raised by close of event “Pink Silks Ladies Day Races”. Whilst every endeavour will be made to cover all of the agreed funding, the annual major funding recipients are subject to the final amount of revenue raised from the Pink Silks Ladies Day Race Day and as such the funds allocated will be proportionately divided amongst the major funders.
- Successful applicants **must** be a registered charity, **have tax deductible gift status** or are associated with a group or Trust with deductible Gift Recipient Status.

Budget considerations

There are three areas to consider when preparing a budget proposal:

1. support for personnel engaged in the conduct of the programme;
2. direct programme costs; and
3. equipment costs necessary to conduct the programme.

These and other budget considerations are discussed below.

Support for Personnel

Associate Investigators, directors or organisers of applicants are not permitted to draw salary from a PST grant.

Casual computing and similar casual staff requirements, which will be contracted at hourly rates, should be included under DRCs.

Travel, Conference and Publication Costs

When travel is integral to undertaking the Programme project, such as field work, Programme collaborations or use of facilities in other regions, this cost should be included in the grant application budget.

DIRECT PROGRAMME COSTS – Principles ('the DRC Principles').

Funding provided by PST for a Programme Activity may be spent on a cost incurred in relation to that Programme Activity that satisfies all of the following requirements:

- The cost must be integral to achieving the objectives and outcomes of the Programme Activity as set out in the Application for Funding for that Programme Activity, as approved by PST;
- The cost must be directly related to the grant proposal as set out in the Application for Funding for that Programme Activity, as approved by PST; and
- The cost must not be for a facility or an administrative cost that would be provided by an institution in the normal course of undertaking and supporting health and medical Programme.
- Direct Programme Costs include costs that the Programme Activity's Funding Policy expressly states may be paid for with PST funding. Conversely, a cost that the Programme Activity's Funding Policy expressly states may not be paid for with NHMRC funding will not be a Direct Programme Cost.
- Funding is for Individual items of equipment costing up to \$30,000, or to co-support or provide for in entirety a specific project or programme that is designed for the benefit of a women's' health project within the Coffs Coast Region.

All requests for funds must be fully justified, especially requests for:

- programming, preparation and data storage or the hire of external computer time. Funds will not be provided for the hire of computer time on a computer within the applicant's institution,
- covering the liability insurance for human clinical trials; and
- administrative charges associated with registration of clinical trials.

Salaries for personnel that are eligible to be funded as a PSP, and/or the gap between the PSPs contribution and actual salaries and on costs are not to be included as a DRC in application budgets.

Volunteer Contribution

Successful recipients must be able to provide 20 hours of volunteers to assist with PST Golf Day and Pink Silks Ladies Day Race Day. (NB: The Pink Silks Ladies Race Day is **always** the second Sunday in January and the Golf Day is the Friday preceding it)

These duties will include rostered shifts of 2 to 5 hours to assist with, but not limited to, car parking, merchandise sales, Fashions On The Field registration, race day setup, Raffle sales and Retail stand at Park Beach Plaza during the week prior to the event. All volunteers are given guidance or under immediate direction of Pink Silks Trust Committee to ensure they are given clear instruction.