

The Australian Mercy Disaster Relief Fund – Guidelines

August 2022



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Background:

The Australian Mercy Disaster Relief Fund (AMDRF) is discretionary *Charitable Fund* is that is used by the Australian Mercy Board for purposes that are deemed to be an appropriate focus for the fund.

The fund is used to make payments in kind or in cash to projects of organizations that are directly involved in disaster relief work.

The AMDRF has been a charitable gift held outside of Australian Mercy. The fund was started through a gift from a single donor who strongly preferred that the funds be used to form a perpetual trust through which our disaster relief work could be funded. This fund was set up in 2006 by setting up a charitable gift with ANZ Trustees. Later ANZ Trustees were bought out by Equity Trustees and the charitable gift is now managed by them. Australian Mercy is the sole recipient of dividends from this fund.

Operation

- The operation of the AMDRF remains within the scope of Australian Mercy's audit and under the direct control of the Australian Mercy Board.
- The Australian Mercy National Office manages all financial aspects of the AMDRF.
- Distribution happens on an annual basis as the Board identifies suitable needs or projects and consequently authorizes a distribution from the AMDRF.
- Donors can contribute to this fund tax deductibly either by sending a donation to Australian Mercy, or by sending their donation to Equity Trustees.
 - *Equity Trustees*
575 Bourke St
Melbourne Vic 3001
 - *Donations to Equity Trustees must quote the following details, The Australian Mercy Disaster Relief Charitable Gift - Equity Trustees Account No CH002155*
- Moneys donated to the AMDRF via Australian Mercy are receipted into Australian Mercy's books and after the 5% admin fee is deducted the total balance is then sent to Equity Trustees for inclusion into *The Australian Mercy Disaster Relief Charitable Gift (Equity Trustees Account No CH002155)*
- As distributions from Equity Trustees are received they are receipted into Australian Mercy's books and distributed according to the following formula;
 - AMDRF admin – 5%
 - Equity Trustees reinvestment - 20%
 - AMDRF distribution fund - 75%

Application Process

Applications for a grant from the AMDRF can be lodged at any time. The Board will look at each application as a separate case and make its mind up from there. **Application for funding does not guarantee that funding will be approved.**

Disbursal of funds

The Board will require a receipt for each disbursal of funds – together with a report and photographic evidence that explains how the funds were used