



# Sub-fund Establishment Application Form

Po Box 586, Myrtleford VIC 3737

M: 0466 252 866 E: info@intoourhandsfoundation.com.au

ABN 14160630491

**Thank you for choosing to become part of Into Our Hands Community Foundation (IOH).**

Please complete this form to request the establishment of a named sub-fund with IOH. The information you provide in this form will assist IOH in understanding your vision and preferences.

Background information and a summary of policies relating to the establishment and maintenance of a sub-fund with IOH is provided in the IOH Sub-fund Guidelines. A copy of the sub-fund guidelines is available on our website and will be sent to you once the sub-fund is established and approved by the IOH board.

## 1. Type of Fund

### **Into Our Hands PUBLIC FUND ABN 74193767461**

The Public Fund is a public ancillary fund (PuAF) and tax-deductible trust fund. The Public Fund can make grants to charitable organisations endorsed by the ATO as having tax concession charity (TCC) and Item 1 DGR (Deductible Gift Recipient) status. The Public Fund also makes grants to exempt organisations that would be charitable but for their connection with government and which are Item 1 DGRs, (e.g. some hospitals)

### **Into Our Hands Community Foundation Ltd ABN 14160630491 is Trustee for the OPEN FUND.**

The Open Fund is a non-tax deductible charitable trust fund. The Open Fund can make grants for charitable purposes to organisations and individuals; essentially, it can make grants to projects and people if the project is charitable at law and recognised to benefit the community.

The donor requests a sub-fund be maintained by Into our Hands for the recording of gifts from the donor and others and the recording of grants from the sub-fund. Please select which fund type you would like your sub-fund in.

**Into Our Hands PUBLIC FUND  
ABN 74193767461**

**Into Our Hands Community Foundation Ltd OPEN FUND  
ABN 14160630491**

## 2. Name of Fund

**You may request a name for your sub-fund. This can be after yourself, your family, a loved one, or a relevant cause or issue or your business.**

Sub-fund Name:



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3. Fund Category	
Please note the category of your sub-fund:	
Individual	<input type="checkbox"/>
Family	<input type="checkbox"/>
Group of like-minded individuals/ cause connected	<input type="checkbox"/>
Corporate/ business	<input type="checkbox"/>
Local Government	<input type="checkbox"/>
Not for Profit (future Fund)	<input type="checkbox"/>

4. Source of Referral
Please note the source of your referral to IOH.
Source of referral

5. Primary Contact Information	
Name	
Address	
Telephone	Mobile
Email	



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## 6. Secondary Contact Information

**Name**

**Address**

**Telephone**

**Mobile**

**Email**

## 7. Sub-fund Advisory Committee (optional)

The sub-fund contact may establish an advisory committee to develop grant-making guidelines or for support with fundraising and grant-making requests. Advisory committees are not separate legal entities. They are not required to be incorporated and can only make recommendations to the IOH Board for grants. If you wish to run your Fund via an advisory committee, please complete an additional form naming your committee members as registered persons with the Fund.

## 8. Establishment Donation (sub-funds can be established with a minimum donation of \$10,000)

The donor proposes to make unconditional gifts to IOH, starting with a total gift of

\$

Please indicate donation method (please circle)

Cheque made payable to Into Our Hands Community Foundation

EFT

Account Name: Into Our Hands Community Foundation

BSB:

Account Number:

## 9. Sub-fund Statement of Purpose

Proposed causes/beneficiaries/areas of interest for grant making:



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## 10. Investment Approach

The default investment approach for sub-funds is seeking long-term capital appreciation and growth; please indicate the investment approach

Flow-Through Fund, i.e. granting out corpus funds regularly

An Endowment, i.e. grant income from your Fund or maintain the Corpus, with the aim of growing the Fund to support perpetual grant-making.

## 11. Sub-fund Recognition

The Foundation promotes the grant-making in its publications and online via the website and social media. This includes grant-making and sub-fund activities. We also recognise sub-funds and their grants via letters of offer and grant agreements with beneficiaries.

Please indicate if you would like to remain anonymous

## 12. Future of the Sub-fund/Bequest

Into our Hands encourages donors to have written plans for the sub-fund once they are no longer able to be involved (THROUGH a statement of wishes)

Please contact the Foundation to discuss this process, or if you are interested in leaving a bequest to a sub-fund, alternatively you can indicate your preferences below:

Yes, I plan to leave a bequest in my will to Into Our Hands, to be added to a sub-fund or the public Fund

I am not sure if I will be leaving a bequest to Into Our Hands and I would like more information about bequests and this process.

## 13. Succession

Into our Hands encourages donors to have written plans for the succession of the sub-fund.

I request that IOH discontinues the named sub-fund and place the remained funds in the Public Fund for Foundation Grants

I request that IOH continues the named sub-fund and grants 4% of the net assets attributed to the sub-fund annually back to causes/organisations and initiatives in line with my priority funding areas.



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## 14. Conditions

The donor acknowledges:

- 1) Donations form part of the Trust Fund of Into Our Hands Community Foundation and once accepted by the Trustee represents an irrevocable donation to the Foundation and are not refundable.
- 2) The gifts to the Foundation Do not form a separate fund
- 3) The assets will not be invested separately from the Trust Fund
- 4) The assets will not be separately accounted for in the statutory financial statements of Into Our Hands Community Foundation, although separate management accounts in respect of the assets will be maintained for the purposes of internal management and identification
- 5) At the end of the financial year, the Trustee will provide the balance on funds held and the income distributable
- 6) Distributions occur after the annual audit
- 7) The Trustee will administer in accordance with the Public Ancillary Fund Guidelines 2011
- 8) The Trustee may at any time cease to maintain a sub-fund and account for the money and investments in the general account for the Trust Fund.
- 9) Into Our Hands is a perpetual charitable Trust and the capital may not be accessed without order by the Supreme Court, therefore, withdrawal of the seed donation and subsequent donations is **not** an option without approval by the board and in line with tax and charity regulations and laws.
- 10) The Trustee is required to distribute a minimum of 4% of the net assets held in the Trust Fund annually, based on the net assets of the previous financial year.
- 11) If required (by law or ATO recommendation), the Trustee may change the name of the sub-fund or can consider a request from the donor to change a sub-fund name or statement of purpose.
- 12) The Trustee is not required to respond to any request or indicated preference to make a grant in accordance with a request or the preference.
- 13) The Trustee may invite the donor to make requests or indicate preferences at certain times, but this is not a requirement.



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<b>Donor</b>			
Signed:		Date:	
Name:			
<b>Trustee</b>			
<b>Signed on behalf of Into Our Hands Community Foundation Limited</b>			
Signed:		Date:	
Name:			