



INDIVIDUALS

APPLICATION GUIDELINES

Introduction

This document sets out the guidelines regarding individuals applications for assistance from WA Charity Direct and the assessment and decision making processes that are used. It includes a copy of the application form (Appendix 2) that must be used for all applications.

Who can request assistance from WA Charity Direct?

WA Charity Direct has been approved by the Australian Taxation Office (ATO) as a public fund for the relief of persons in necessitous circumstances but assistance may be provided to any person / family in need without the financial capacity to help themselves. Further information about the meaning of “**necessitous circumstances**” and examples can be found in Appendix 1.

WA Charity Directs charter only provides for claims for parties who reside in **Western Australia**.

Preference is given to dealing direct with the potential beneficiary (or parents in the case of children) rather than an agent.

What types of assistance are available?

The types of assistance that WA Charity Direct may offer include assistance with the immediate needs of any eligible recipient. It could also cover emergency financial assistance in the case of an unexpected crisis. All requests for assistance will be considered and assessed according to the information provided by the applicant and other relevant information available.

Assistance is usually given in the form of goods (i.e. wheelchairs etc) or services (i.e. payment of medical bills etc) rather than cash, depending on the circumstances. Examples of the type of assistance WA Charity Direct has provided to others can be viewed on the WA Charity Direct website.

How much can I claim?

There is currently no fixed amount that you can apply for. As a guide, examples of the value of goods / services WA Charity Direct has provided others can be viewed on the WA Charity Direct website.

How are claims for assistance made?

Claims may be made by completing the WA Charity Direct application form (Appendix 2) and sending it by e-mail or mail to WA Charity Direct (contact details on page 3).

Once received, an application may be accepted, deferred (pending receipt of additional information), or rejected.

Reasons are not given for unsuccessful applications.



How are claims assessed?

Each claim will be considered on its merits. Factors taken into account include the circumstances that have created the necessity, the financial need of the applicant and/or their family, the nature of the emergency and the length of time that assistance will be needed. Additionally, other avenues of help and support available or actively being sought, (for example, other welfare and charity organisations) will be taken into account.

What information is required?

As the trustees duties are quite onerous in respect to establishing necessitous circumstances and the bona fides of each application, supporting documentation verifying the applicants **income, assets, and liabilities** and the circumstances leading to and supporting the claim are essential to the process.

Application forms must be completed in full and supporting documentation provided wherever possible. Additional information such as letters from welfare authorities, medical reports etc should also be provided if relevant to the claim. All information will be treated confidentially.

Additionally, **independent quotes and/or independent documentation verifying the amount being claimed must be included with every application.**

This information is required by WA Charity Direct to ensure that it meets its statutory obligations and that all claims (current and future) are given equal consideration.

If you feel uncomfortable in providing your financial information, supporting documentation and evidence of your position to support your claim you may wish to reconsider requesting assistance of WA Charity Direct.

In almost all cases applicants and their referees will be contacted by telephone by one of the trustees to obtain further information or more detail on the information provided in the application form.

Please be prepared to answer questions of this nature when one of our trustees calls.

Any inconsistencies in the verification of the particulars set out on the application form and the further independent checks done by our trustees **usually leads to an unsuccessful claim.**

How long does it take to process my claim?

All applications will be acknowledged on receipt.
Applications are processed as quickly as possible but **will be delayed or set aside if the application form is not completed in full.**

Once determined, applicants are immediately advised of the outcome of their claim once a decision is made. Reasons are not given for unsuccessful applicants.

What happens if my application is successful?

If your claim is successful an appointment will be made with WA Charity Direct to arrange receipt of the benefit and to organise promotional photos / material as outlined below.



Promotional / Information Sharing

Part of WA Charity Directs charter is to continually advise its members of the outcome of successful applications and to promote the organisation to the community at large to increase the charity's profile.

For successful applicants WA Charity Direct may require photos, letters of appreciation or to use your case / name for promotional purposes and / or for distribution to our members. Details of your case and the beneficiaries name may also be displayed on our website as a record of the people we have assisted.

Who is on the Board of Trustees?

Applications for assistance are considered by the Board of Trustees. The Board comprises of: Aidan Hooper, Damien Eves, Jeff Miller, Simon Birkhead, Andy Brown, Ron Dwyer, Peter Carter, Judith Craig, Bonnie Bullock, Justin Manolikos and Elisha Thompson.

The board of trustees run WA Charity Direct.
The individuals act as trustees for WA Charity Direct in accordance with its Trust Deed.

How can WA Charity Direct be contacted?

WA Charity Direct's office is located in Perth, Western Australia.
Contact details are:

Postal Address: PO Box 389
Osborne Park WA 6917

Fax: +61 (08) 9201 8355

E-mail: info@wacharitydirect.com.au



Appendix 1

DEFINITION OF NECESSITOUS CIRCUMSTANCES

Necessitous circumstances

WA Charity Direct has been approved by the Australian Taxation Office (ATO) as a public fund for the relief of persons in necessitous circumstances.

The following information, which is taken from the ATO publication Giftpack for deductible gift recipients and donors, underpins the assessment process. Further information about the ATO's requirements can be obtained from the ATO website (www.ato.gov.au)

Defining “necessitous circumstances fund”

.. “Necessitous circumstances” means financial necessity, not needs generally. The needs of the sick, incapacitated, aged, etc will not on their own constitute necessitous circumstances.

.. Necessitous circumstance involves some degree of poverty – where a person's financial resources are insufficient to obtain all that is necessary for modest standard of living in the Australian community.

.. A strong indicator of necessitous circumstances would be eligibility to receive income tested government benefits. Other indicators are health needs (sickness or disability) or family responsibilities.

.. “Necessitous circumstances” is a relative term having regard to a person's particular circumstances. It has no fixed quantitative measure but assumes financial hardship.

In summary, a person is in necessitous circumstances where his or her financial resources are insufficient to obtain all that is necessary, not only for a bare existence, but for modest standard of living in the Australian community. A strong indicator of this would be where a person's level of income is such that they are eligible to receive income tested government benefits. However, this is not a conclusive factor and there may be other circumstances which need to be considered. For example, a person whose income level exceeds the welfare limit but who could demonstrate special or unusual circumstances which resulted in a marked lowering in their standard of living causing hardship, could still be considered to be in necessitous circumstances. The assets, liabilities, family responsibilities, health expensed, etc., of particular persons may cause them to be needy.

Some examples of necessitous circumstances based on ATO cases are listed below.

Example:

While on holidays interstate, Jennifer was seriously injured in a car accident. She is suffering from loneliness and is facing a lengthy stay in hospital before she can return home. A local service club wishes to raise funds to fly Jennifer's mother to comfort her daughter.

Jennifer's needs are not financial in nature. The fund is not a necessitous circumstances fund.

Example:

Geoff is 17 years old and was permanently incapacitated while playing football. He will require 24-hour care for the rest of his life. He was not insured and his parents cannot meet the costs. The local community wishes to set up an appeal fund for Geoff. The money raised will be used to pay for necessary modifications to his parents' home and for the services of a carer.

The fund will be a necessitous circumstances fund.

Example:

During recent floods, three volunteer workers were killed while carrying out a rescue. None of the three volunteers had any financial dependants.

A fund to give money to the volunteers' families would not be a necessitous circumstances fund.



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Appendix 2

INDIVIDUALS APPLICATION FORM

All sections of the form must be completed **in full**.

Incomplete forms will not be considered for assistance, but referred back to the applicant for completion. All information in this form will be treated as confidential.

Applicants Details

Mr / Mrs / Ms / Miss

Surname	First name	Date of Birth
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Address:

Phone numbers:

Home	Work	Mobile
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Are you enquiring on behalf of: (please circle one)

Yourself / Your child / Another individual

Please give details of who & relationship if for your child or another individual:

Surname	First name	Date of Birth
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Address: (If for another individual)

Relationship: (If for another individual)



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Were drugs or alcohol involved in any way with this claim? If so, in what way?:

Details of any grants, settlements or compensation awarded, or pending, in relation to this application, or the reason for this application:

Details of all other support available in relation to this application. Include assistance currently sought from elsewhere:

Children

- Name/s (first): _____

- Age: _____

What, if anything, are they missing out because of the financial stress caused by your situation?:



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FINANCIAL STATEMENT OF RECIPIENT

(In the case of a child, please provide these details for both parents)

ASSETS

Home **Renting** **Owner Occupier** **Estimated Value**

Address: _____ \$ _____
(If owner occupier)

Investment Property (s)

Address: _____ \$ _____

Address: _____ \$ _____

Shares	Company	Number of Shares	
	_____	_____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____

Vehicle(s)	Make	Year	Mileage	
Applicant: (or father if applicant is a child)	_____	_____	_____	\$ _____
Partner: (or mother if applicant is a child)	_____	_____	_____	\$ _____

Business Ownership	Name	Industry	
Applicant: (or father)	_____	_____	\$ _____
Partner: (or mother)	_____	_____	\$ _____

All Other Investments		
Applicant: (or father)	_____	\$ _____
	_____	\$ _____
Partner: (or mother)	_____	\$ _____
	_____	\$ _____



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LIABILITIES

Bank Loans	Bank	Type of Loan	Contact Person	Phone Number	
Applicant: (or father)	_____	_____	_____	_____	\$ _____
	_____	_____	_____	_____	\$ _____
Partner: (or mother)	_____	_____	_____	_____	\$ _____
	_____	_____	_____	_____	\$ _____

Other Liabilities	Type of Loan	Contact Person	Phone Number	
Applicant: (or father)	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____
Partner: (or mother)	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____

INCOME STATEMENT

	Applicant (or father)	Partner (or mother)
Employer:	_____	_____
Occupation:	_____	_____
Date Started (approx)	_____	_____
Annual Gross Salary:	\$ _____	\$ _____

Copy of Pay Slip/ Evidence of Salary Provided (circle one)	Yes / No	Yes / No
If no – why not:	_____	_____

GOVERNMENT BENEFITS / ASSISTANCE

	Applicant (or father)	Partner (or mother)
Type of Benefit/ Assistance:	_____	_____
Amount of Benefit/ Assistance:	\$ _____	\$ _____

ALL OTHER INCOME

Type of Income:	\$ _____	\$ _____
Amount:	\$ _____	\$ _____



SUPPORTING DOCUMENTATION

In order to meet the statutory obligations for gifting WA Charity Direct has an obligation to verify the information included in your application.

To allow us to do so, please attach as much supporting documentation as possible to verify your claim. This information should include copies of your (and your partner's) most current:

- Pay slips, and / or group certificates,
- Tax return(s),
- Financial statements (if you or your partner own a business),
- Bank statements (if you owe money to a bank),
- Medical reports,
- Medical certificates,
- Medical bills,
- Independent quotations / documentation to verify the amount being claimed,
- and any other documents to support statements made on the application form.

Failure to provide adequate supporting documentation may lead to your claim being delayed, set aside or rejected.

PERSONAL REFEREES

To assist WA Charity Direct make a decision as quickly as possible, it would be useful to have at least two referees who can verify the information provided, and your situation in general.

Please advise these referees to expect contact from us to discuss your circumstances.

Referee 1:

Name: _____ Relationship to you: _____

Contact Numbers: (H) _____ (W) _____ (M) _____

Referee 2:

Name: _____ Relationship to you: _____

Contact Numbers: (H) _____ (W) _____ (M) _____

Referee 3:

Name: _____ Relationship to you: _____

Contact Numbers: (H) _____ (W) _____ (M) _____

Referee 4:

Name: _____ Relationship to you: _____

Contact Numbers: (H) _____ (W) _____ (M) _____



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APPLICANT AGREEMENT

Initial

Further Direct Contact

I accept that a WA Charity Direct trustee will call me to obtain further information or more details or further supporting documentation in regards to my claim and I agree that I will provide as much information or documentation as requested / necessary.

Third Party Contact

I authorise WA Charity Direct to contact any third parties listed in this application to verify any information regarding my claim.

Consent to Information

I consent to this information being held by WA Charity Direct

Promotional Endorsement (If application is successful)

I authorise WA Charity Direct to use any of the information provided in my application for promotional purposes and / or for distribution to our members.

I authorise WA Charity Direct to list details of my case / name on their website.

I agree to provide a photo opportunity to WA Charity Direct at the time of the handover of the benefit.

Supporting Documentation

I have included all of the necessary documentation to support my claim including independent quotes / independent documentation to verify the amount being claimed.

Signature
Authorising all of the above

Date

Declaration of the Applicant

I certify that all of the information given in this application is, to the best of my knowledge and belief, correct and that I am the applicant / I am acting on behalf of the applicant.

Signature

Date