



---

**Application for Funding**  
**Application Guidelines**

---

## **Preface**

These guidelines provide the framework for applications to the James Maccready-Bryan Foundation (JMBF) for funding to support younger sufferers of acquired disability through brain injury. Consistent with the evaluation report of the government initiative, “My Future, My Choice”<sup>1</sup>, these guidelines define younger persons as being less than 50 years of age.

Applicants and/or their representatives are required to submit their application in accordance with these guidelines using the Application template.

[Application template](#)

---

<sup>1</sup> Winkler, D., Holgate, N., Sloan, S. & Callaway, L. (2012). Evaluation of quality of life outcomes of the Younger People in Residential Aged Care Initiative in Victoria. Melbourne: Summer Foundation Ltd.

# Table of Contents

<b>PREFACE .....</b>	<b>2</b>
<b>1 OVERVIEW .....</b>	<b>4</b>
1.1 GENERAL INFORMATION .....	4
1.2 AIMS AND OBJECTIVES .....	4
1.3 ELIGIBILITY CRITERIA .....	4
1.4 ELIGIBLE ORGANISATIONS .....	5
1.5 RESPONSIBILITIES OF AUTHORISED FUND ADMINISTRATOR .....	6
1.6 ACTIVITY AND FINANCIAL REPORTING .....	7
<b>2 APPLICATION PROCESS .....</b>	<b>9</b>
2.1 OVERVIEW OF THE APPLICATION PROCESS.....	9
2.2 SELECTION CRITERIA .....	9
2.3 HOW TO SUBMIT AN APPLICATION .....	10
2.4 QUESTIONS AND ANSWERS DURING THE APPLICATION PERIOD .....	10
2.5 QUESTIONS AFTER THE APPLICATION PERIOD .....	10
2.6 CLOSING DATE AND TIME .....	10
2.7 APPLICATION ACKNOWLEDGEMENT .....	10
<b>3 DEFINITIONS .....</b>	<b>10</b>
3.1 APPLICANT .....	10
3.2 APPLICATION PERIOD .....	11
3.3 CARER .....	11
3.4 CASE MANAGER .....	11
3.5 DISABILITY SUPPORT REGISTER (DSR) .....	11
3.6 FUND ADMINISTRATOR .....	11
3.7 GUARDIAN / CARER .....	11
3.8 INDIVIDUAL SUPPORT PACKAGE.....	11
3.9 YOUNGER PERSON/PEOPLE .....	11
<b>4 CONTACT INFORMATION .....</b>	<b>11</b>

## **1 Overview**

### **1.1 General Information**

- 1.1.1 The James Macready-Bryan Foundation (JMBF) was set up in February 2007 to provide financial support for care and rehabilitation and a public voice for younger sufferers of Acquired Brain Injury (ABI) and their families.
- 1.1.2 JMBF raises both money for and public awareness of the devastating and indiscriminate effects of ABI, to address the real and present need of grieving families to provide their children with the costly care and therapies so desperately required. This is especially the case where no support is provided through TAC or WorkSafe.
- 1.1.3 JMBF is governed by a Trust Deed. JMBF's Directors must consider the terms of the Trust Deed when assessing applications for funding.
- 1.1.4 These guidelines, and the application form, may be reviewed by the Board, at its discretion, annually.

### **1.2 Aims and objectives**

To provide financial support for:

- 1.2.1 The care and rehabilitation of younger sufferers of ABI and their families;
- 1.2.2 The provision of better and more appropriate home care;
- 1.2.3 The development of new, age-appropriate, residential options.

### **1.3 Eligibility criteria**

- 1.3.1 The applicant must:
  - 1.3.1.1 Have acquired disability through a severe and profound acquired brain injury;
  - 1.3.1.2 Be less than 50 years of age at the time of first application;
  - 1.3.1.3 Be registered on the Department of Human Services (DHS) Disability Support Register (DSR);
  - 1.3.1.4 Provide satisfactory proof that the fund administrator is duly authorised.
- 1.3.2 Service providers and eligible organisations may make an application on behalf of an eligible client or client group, providing the applicant/s meets the above criteria. Proof of duly authorised status must be provided.
- 1.3.3 The application must be for a specified and costed service. Examples may include but are not limited to:
  - Home modifications;
  - Extra therapy hours;

- Community access;
- Therapy resources and equipment;
- Respite;
- Advocacy services.

1.3.4 Funding may not be used for:

- Daily living expenses;
- Purchase of items or services not directly related to the support or benefit of the younger person with ABI.

1.3.5 The application must identify **an authorised person to administer the funds** (fund administrator) and provide tax invoices to facilitate reimbursement.

1.3.6 Additional documents and information other than that included in the application form must be provided where requested.

1.3.7 Funding will not be granted as cash.

#### **1.4 Eligible organisations**

1.4.1 Eligible organisations must be:

- Direct care providers;
- Able to provide records of expenditure;
- Authorised by the applicant or their guardian to provide or oversee the service requested.

1.4.2 Satisfactory proof of authorisation must be provided.

If unsure, applicants should contact JMBF for further advice at [info@jmbfoundation.org.au](mailto:info@jmbfoundation.org.au) or PO Box 2281, Hawthorn, Vic 3122

## **1.5 Responsibilities of authorised fund administrator**

- 1.5.1 The successful applicant's authorised fund administrator will be responsible for:
  - 1.5.1.1 Obtaining applicant or guardian permission prior to submitting the application;
  - 1.5.1.2 Providing explicit detail of how the funds will be used and how the benefit will be measured;
  - 1.5.1.3 Ensuring the accuracy of the information provided in the application;
  - 1.5.1.4 Submitting the application and liaising with JMBF.
- 1.5.2 If the application is successful the authorised fund administrator will be responsible for:
  - 1.5.2.1 Arranging for and monitoring the approved services / equipment;
  - 1.5.2.2 Submitting invoices to JMBF for payments to be made;
  - 1.5.2.3 Providing to JMBF measures of benefit to the applicant, resulting from the expenditure;
  - 1.5.2.4 Maintaining contact with the applicant and their duly appointed guardian or carer;
  - 1.5.2.5 Taking full responsibility for ensuring funds are expended in the best interests of the applicant;
  - 1.5.2.6 Being flexible in meeting the needs of the applicant;
  - 1.5.2.7 Informing JMBF immediately of any changes in circumstances that will affect the applicant's eligibility or benefit from the funding (e.g. if the applicant becomes the beneficiary of compensation through a court of law).

## **1.6 Activity and financial reporting**

### **1.6.1 Performance reporting requirements**

- 1.6.1.1 JMBF will formalise, in writing, directly with the successful applicant's representative, performance-reporting criteria relevant to the activity being funded.
- 1.6.1.2 JMBF will use the reporting framework outlined in individual applications as the basis for this reporting, and may make additional requests for information at its discretion.

### **1.6.2 Invoicing requirements and payment conditions**

- 1.6.2.1 The successful applicant's fund administrator is required to provide invoice/s to JMBF through which payment of funds will be made.
- 1.6.2.2 Payments will only be made on presentation of invoice/s for goods or services pertaining to the successful application. JMBF undertakes not to include the value of any GST that JMBF is legally entitled to claim when calculating the total payable to the successful applicant under an approved application
- 1.6.2.3 Payment will not be made for the balance of funds awarded, where the invoices presented amount to a sum less than the full amount of the awarded grant. The balance will only be paid on presentation of further invoices for goods and services. For example, **if \$5,000 is awarded and invoices are presented for \$4,850, payment of \$4,850 will be made.**
- 1.6.2.4 Similarly, if invoices presented for payment exceed the amount awarded, only the amount awarded will be paid and the remainder of the invoice will be the responsibility of the applicant, the applicant's representative or guardian.
- 1.6.2.5 Applicants, through their fund administrator, may request in writing that the Board consider an exceptional overpayment; however such decisions will be entirely at the discretion of the Board, will remain confidential, and will not be subject to appeal.
- 1.6.2.6 If the successful applicant subsequently becomes the beneficiary of compensation through a court of law, JMBF may request the full amount, or part thereof, of funds paid to the applicant, to be reimbursed to JMBF for reallocation to other needy recipients. Such decisions will be at the discretion of the JMBF Board and will take into account the circumstances of the individual and the amount of compensation awarded. JMBF requires the authorised fund administrator to inform JMBF of such changes in circumstances.
- 1.6.2.7 JMBF reserves the right to revoke funding, or seek repayment of any funds already paid, if an applicant or their representative is found to have been non compliant or misleading with the information they have provided in the application form.

### **1.6.3 Record keeping requirements**

- 1.6.3.1 Funded individuals or organisations will be required to give JMBF or its representatives the right to inspect records relating to the funding at any time

JMBF requests to do so up to five (5) years after the expiry or earlier termination of the awarded grant.

- 1.6.3.2 At any time up to five (5) years after the expiry or earlier termination of the awarded grant, JMBF may ask the fund administrator to send to it:
- i. Original receipts or other documents which account for funding expenditure; and/or
  - ii. A written statement certifying that the funds have been used as directed; and/or
  - iii. A statutory declaration made in accordance with the Statutory Declarations Act 1959 (Cth) accounting for the expenditure of the funding.



## **2 Application process**

### **2.1 Overview of the application process**

- 2.1.1 The process will be a bi-annual, open and competitive selection process.
- 2.1.2 Applications will be received in April and October each year.
- 2.1.3 The JMBF Board undertakes to apply its best endeavours to evaluate applications within a period less than or equal to two (2) months from the end of the application period.
- 2.1.4 Successful applicants will be notified by mail or email.
- 2.1.5 The application process will be advertised through the JMBF website and other feasible sources, in order to reach as many potential applicants as possible.
- 2.1.6 A panel of selectors will determine successful applications.
- 2.1.7 The panel of selectors will include at least one (1) independent medical/allied health professional, and at least two (2) members of the JMBF Board.
- 2.1.8 The panel of selectors may seek advice from non-panel members who have recognised experience or expertise in their field, to assist them in making a decision.
- 2.1.9 Applicants, their carer and/or guardian, may be required to attend an interview to support their application.
- 2.1.10 The number of successful applications may vary from year to year, reflecting available funds raised by JMBF.
- 2.1.11 The JMBF Board will decide at its absolute discretion, the amount of funds to be made available for grants in each financial year, giving consideration to the long-term sustainability of JMBF.
- 2.1.12 Applications will cover funding for the six-month period in question. Applications are non-recurrent. Any subsequent request will require a separate application. No guarantee of repeat funding is given.
- 2.1.13 Decisions of the JMBF Board will be final.

### **2.2 Selection criteria**

- 2.2.1 The selection criteria have been designed to take into account the objectives of JMBF. The selection criteria are:
  - 2.2.1.1 The application is made for the direct support and benefit of a younger person with a severe and profound acquired brain injury, or for their family in relation to that younger person's care.
  - 2.2.1.2 The applicant and the application meet all eligibility criteria.
  - 2.2.1.3 The application includes details of all other funding the applicant is currently receiving or is waitlisted for.

2.2.1.4 The application explicitly demonstrates how and why the item or service will benefit the recipient. The written support of the recommending authority (doctor, therapist, case manager etc) may be requested.

2.2.1.5 Priority will be given to younger people with an ABI who present with one or more of the following:

- i. Needs that are not addressed within existing services;
- ii. Where short term assistance may demonstrably improve long term prospects;
- iii. Where assistance from other funding sources is inadequate.

### **2.3 How to submit an application**

Completed applications should preferably be submitted electronically via email to the JMBF email address: [info@jmbfoundation.org.au](mailto:info@jmbfoundation.org.au)

Alternatively, applications will also be accepted by postal submission to JMBF at the following address: PO Box 2281, Hawthorn, Vic 3122

### **2.4 Questions and answers during the application period**

Applicants must submit any questions in writing electronically to [info@jmbfoundation.org.au](mailto:info@jmbfoundation.org.au) or via post to PO Box 2281, Hawthorn, Vic 3122

General answers to questions will be updated regularly during the application period and will be available in a [Frequently Asked Questions \(FAQ\)](#) document on the JMBF website.

### **2.5 Questions after the application period**

JMBF cannot respond to an applicant's requests about the status or progress of their application during the assessment phase.

### **2.6 Closing date and time**

Applications can be submitted at any stage during the application period, but must be submitted by no later than 5.00pm on 30 April or 5.00 pm on 31 October in any given calendar year.

The application period(s) in any given year will be:

- 1 November to 30 April; or
- 1 May to 31 October.

### **2.7 Application acknowledgement**

Applicants will receive a notice of application receipt via email or mail once the application form is submitted.

## **3 Definitions**

### **3.1 Applicant**

A younger person, (less than 50 years old at the time of first application) with a severe and profound acquired brain injury, who is registered on the Disability Services Register (DSR) of the Department of Human Services (DHS).

### **3.2 Application Period**

The application period(s) in any given year will be  
1 November to 30 April; or  
1 May to 31 October.

### **3.3 Carer**

The applicant's primary contact.

### **3.4 Case Manager**

The person, working for an approved organisation, who coordinates service provision. A case manager is appointed if/when the applicant is successful in receiving an individual support package (ISP).

### **3.5 Disability Support Register (DSR)**

The Disability Support Register (DSR) is a database of all the people with a confirmed need for funding (Individual Support Package) to purchase supports that meet their disability needs or for supported accommodation. The DSR is used to allocate these supports in a fair and efficient manner when funding or vacancies become available.

### **3.6 Fund Administrator**

Legal guardian or duly authorised agent.

### **3.7 Guardian / Carer**

The applicant's authorised legal representative or duly appointed agent.

### **3.8 Individual Support Package**

Individual Support Packages (ISP) are funds that are allocated by the Department of Human Services (DHS) to a person to meet their disability related support needs. The funds may be used to buy a range of disability-related supports chosen by the person to assist them to achieve their goals. The funding may complement existing informal support arrangements from family and friends and/or generally available community services.

To access an ISP an individual must meet the criteria as determined under the Disability Act 2006 and must register their need on the Disability Support Register of DHS. Allocations are made on a priority basis and unmet requests are waitlisted.

### **3.9 Younger person/people**

Aged less than 50 years at the time of first application.

## **4 Contact information**

Website: [www.jmbfoundation.org.au](http://www.jmbfoundation.org.au)

Email: [info@jmbfoundation.org.au](mailto:info@jmbfoundation.org.au)

Address: P.O Box 2281, Hawthorn, Vic 3122