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Lady Bowen Trust

Guidelines for Expressions of Interest

**Grant Round – 2025**

# Introduction

* 1. The Lady Bowen Trust is an independent charity dedicated to assisting Queenslanders, who are homeless and have complex individual needs, to achieve safe and secure shelter and build a better future.
  2. The Lady Bowen Trust aims to support organisations to provide practical support to people experiencing homelessness, or who have a history or homelessness, to transition to stable accommodation.
  3. These grant guidelines establish the rules which govern the administration of the Lady Bowen Trust including the application, eligibility, and selection processes to be followed and the assessment criteria that will be used to recommend grantees.

# Priorities

* 1. The Lady Bowen Trust partners with charitable organisations (service providers) to provide practical assistance to support people who are experiencing, or at risk of homelessness, to stabilise their lives and achieve sustainable housing.
  2. Priority for funding will be awarded to organisations providing services and support to the following groups of people experiencing, or at risk of homelessness that align with one or more of the following:
     1. Queenslanders experiencing homelessness, or at risk of homelessness, particularly as a result of recent natural disasters.
     2. Culturally and Linguistically Diverse Queenslanders experiencing, or at risk of, homelessness.
     3. Aboriginal and Torres Strait Islander Queenslanders experiencing, or at risk of, homelessness.
     4. People experiencing domestic and family violence and who as a result are at risk of, or experiencing, homelessness.
     5. Older women who are experiencing, or at risk of, homelessness.
     6. Queenslanders in rural and regional locations experiencing, or at risk of, homelessness.

# Grant amount and Grant Period

* 1. Grants of up to **$15,000** per eligible organisation for the 2025 grant round.
  2. The Lady Bowen Trust grant opportunities are conducted every year.

# Eligibility Criteria

* 1. To be eligible applications must:
     1. meet the criteria outlined in the Lady Bowen Trust disbursement guidelines (see Appendix A ‘Lady Bowen Trust Disbursement Guidelines and Reporting Requirements’);
     2. demonstrate Lady Bowen Trust funds will not be utilised where other funding sources are available and could be applied;
     3. demonstrate that Lady Bowen Trust funds will be applied directly to achieve beneficial outcomes for people experiencing homelessness, and will not be directed to organisational resources (including salaries); and
     4. have no expectation of receiving ongoing/recurrent funding.
  2. An eligible organisation must:
     1. have a Designated Gift Recipient (**DGR**) status as determined by the Australian Taxation Office;
     2. if they have previously received funds from the Lady Bowen Trust, have completed reporting requirements, or be within current reporting requirements to the satisfaction of the Board of Advice of the Lady Bowen Trust; and
     3. provide assistance to people in Queensland experiencing homelessness, or with a history of homelessness, and who are in necessitous circumstances.

# What the Money Can be Used For

* 1. The Lady Bowen Trust supports funding for activities that meet the priorities outlined in this document.
  2. Eligible expenditure items are those that directly support people experiencing homelessness, or with a history of homelessness.
  3. Funds must be used only for purposes in accordance with the Lady Bowen Trust’s service delivery principles and listed eligible items (see Appendix B)

# What the Money Cannot be Used For

* 1. Funding cannot be requested or used for:
     1. crisis or emergency accommodation;
     2. contribution to building or property acquisition funds or development of capital;
     3. salaries; or
     4. to undertake training, research or business development.

# Assessing Expressions of Interest

* 1. The relevant selection criteria must be addressed Expressions of Interest (**EOI**).
  2. Each eligible EOI will be reviewed, and recommendations made regarding the allocation of funding, by the Board of Advice of the Lady Bowen Trust against the eligibility criteria.
  3. Recommendations are then endorsed by the Board of the Lady Bowen Trust and referred to the Public Trustee of Queensland for approval.

# Grant Acquittal Requirements

* 1. All grant monies must be acquitted prior to a subsequent grant application.

# How to Apply

* 1. Grants will be advertised on the Lady Bowen Trust website from 25 February 2025.
  2. Eligible organisations must submit an EOI using the attached Expression of Interest form.
  3. EOIs must be received by 5pm on 26 March 2025.
  4. EOIs must be lodged electronically to the Lady Bowen Trust Secretariat at [enquiries@ladybowentrust.org.au](mailto:enquiries@ladybowentrust.org.au).
  5. Applicants will receive acknowledgement of the receipt of their EOI by 2 April 2025.
  6. Any queries relating to the application or Expressions of Interest process should be submitted via email to enquiries@ladybowentrust.org.au.

# Required Document Templates

* 1. The following documents must be completed and sent with your EOI (templates for these documents are available for [download online](https://ladybowentrust.org.au/)):
     1. EOI Checklist
     2. EOI Form

# Contact Details for Assistance

* 1. For further information or assistance contact:

Lady Bowen Trust Secretariat

GPO Box 690, Brisbane, Qld, 4001

Phone: 1800 081 698

Email: enquiries@ladybowentrust.org.au

Application forms and criteria are available from the Lady Bowen Trust website at [www.ladybowentrust.org.au](http://www.ladybowentrust.org.au) or email: [enquiries@ladybowentrust.org.au](mailto:enquiries@ladybowentrust.org.au).