

## EXPRESSION OF INTEREST

Note that not all program areas are open at the same time.

ARTS

COMMUNITY WELLBEING

EDUCATION

ENVIRONMENT & CONSERVATION

HEALTH & DISABILITY

SCIENCE

\* Required before final submission

This is a two-stage application process.

Stage 1 is submission of an Expression of Interest; Stage 2 is an invited application.

You can access your *My Account* (using your email and password) from the link on our website at any time. Click *Save & Finish Later* to save the EoI to your account.

**NOTE:** The Expression of Interest may be submitted at any time after applications have opened and it is recommended that you submit early rather than wait until the closing date.

*Application opening and closing dates are advertised in advance and we do not make exceptions for anyone trying to submit after 5.00pm AEST on the closing date.*

## BEFORE YOU BEGIN

Please refer to the very helpful advice provided here for [organisations](#) or [universities](#) to assist you to more easily complete your application.

It is also recommended that you have a look at the Attachments section now to see what additional information will be required with your application. You may also like to refer to our [Privacy Policy](#).

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**\*1. Select the Program Area you are applying to.**

**\*2. Please advise the name of the Program Manager you spoke with about your proposal and the date the discussion took place.**

Applicants must speak to the Program Manager prior to submitting their Expression of Interest.

I discussed the project with (add Program Manager name here) on 00/00/2018

**\*3a. Applicant Organisation Entity Name**

– Exactly as per your ABN - Refer to the [Australian Business Register](#)

- \*3b. Applicant organization** - AKA (acronym, trading name, former name, or name commonly known by)  
*Some organisations are known more commonly by a trading name. If your organisation uses a trading name please check that it is listed with your Entity Name on the [Australian Business Register](#). Acronyms are the abbreviation formed by the initial letters of words e.g. The Ian Potter Foundation - IPF. If an acronym applies to your organisation please include it here.*

**Universities** - please include the overarching section that you are applying from e.g. Faculty or Centre but NOT a lower Department or other subsidiary (this helps us to link your request to historical requests made by your university).

**\*4. Australian Business Number (ABN)**

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**PROJECT PRIMARY CONTACT**

Name  
Telephone  
Email

**REQUEST DETAILS**

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Required before final submission

**\*1. Title of Project**

Word count 0 of 15

**\*2. Describe your proposed project, clearly stating what you want to do with the funds.**

Please provide a succinct statement of what your project intends to do and achieve.

Word count 0 of 75

**3. Project Description**

Please address the following:

**\*3a. Issue i.e. what is the problem or need that you seek to address?**

*Please select the MOST RELEVANT from the drop-down menu in the online application.*

**\*3b. Target group(s) who will benefit?**

*Please select the MOST RELEVANT from the drop-down menu in the online application.*

**\*3c. Please indicate where your project will take place.**

Select the most relevant Local Government Areas (LGAs). If your project covers EVERY LGA in a state/territory, you may select that state/territory. Select "National" if the initiative is Australia-wide.

Where is your project taking place?

If you need help converting your postcode to LGA, [search this website](#):

**\*3d. Goals i.e. what do you aim to achieve?** Word count 0 of 200

**\*3e. Approach i.e. how will you do it?** Word count 0 of 250

**\*3f. Anticipated outcome(s) i.e. what will success look like?** Word count 0 of 250

**4. Other organisations involved in the project**

**\*5. Project Budget**

Please provide an indication of total expenditure of the project.  
Please round up to the nearest dollar e.g. 120,000

**\*6. Request Amount**

How much are you requesting from the Foundation?  
Please only enter a dollar amount (e.g. 120,000)

**6a. Over what time period?**

e.g. \$120,000 over 3 years (Year 1 \$60,000, Year 2 \$30,000, Year 3 \$30,000)

**7. Please provide details of confirmed or unconfirmed funds from all sources e.g. other Foundations/Governments/own funding etc.**

**8. If relevant, how will the project be sustained once the grant from The Ian Potter Foundation has been expended?**

Word count 0 of 150

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**PROJECT BUDGET**

You must submit a budget for your project. Please use our [BUDGET TEMPLATE](#).

**Your itemised budget should include the following headings where applicable:**

**Income**

- grants from government or other funding sources
- cash contributions from your organisation
- inkind contributions and

**Expenditure items**

- a breakdown of salaries
- consultants fees
- capital costs
- administration costs
- equipment purchases
- advertising and/or promotion etc.

**PLEASE NOTE**

Where relevant you must itemise each section. Refer to example:

**Income**

Grants from government or other funding sources - \$93,000

- ABC Foundation \$15,000
- 123 Trust \$28,000
- Government grant \$50,000

**\*UPLOAD YOUR PROJECT BUDGET**

## ATTACHMENTS

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In order for us to confirm your organisation's eligibility please provide the following:

1. A scanned print-out of your organization's details from the [Australian Business Register](#)
2. A letter from the Australian Charities and Not-for-profits Commission (ACNC), but only if your organisation is a Government Entity. The letter from the ACNC must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax exempt entity. Please call our office on 03 9650 3188 if you require further information.

SAMPLE