



ENVIRONMENT & CONSERVATION over \$100,000

This document is for reference only. Applications will only be accepted via our online system.

INSTRUCTIONS

BEFORE YOU BEGIN

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

You may also like to refer to our [Privacy Policy](#).

IMPORTANT:

As well as submitting the application online you must **MAIL OR HAND-DELIVER A HARDCOPY** of the completed application **to our office by 5pm AEST on the closing date**. Hardcopies are required as applications may be sent to external expert reviewers. Please note that applications received after the closing date **WILL NOT** be considered irrespective of the postmark date.

You will receive notification of the outcome of your application by email within four months of the funding round closing date.

ATTACHMENTS REQUIRED TO BE MAILED:

- **ABR printout**
- **Completed Application form**
- **Budget**
- **Confirmation of funding** if applicable
- **Letters of support** if applicable

Refer to the *Attachments* section for full details of all requirements.

ABOUT YOUR ORGANISATION

*Required before final submission

*Applicant organisation name

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

Applicant Organisation – AKA (acronym, trading name, former name)

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.

*Australian Business Number (ABN)

Enter in the format 12 345 678 901

***Select your organisation type**

Your organisation's type is noted on the [Australian Business Register](#) or on your organisation's Notice of endorsement for charity tax concessions (TCC)

If your organisation is a Government entity you will need to provide us with a letter from the ACNC stating that but for its connection with government your organisation would be a charity and a tax exempt entity.

- Charitable Fund
- Charitable Institution
- Charity
- Health Promotion Charity
- Public Benevolent Institution
- Government Entity

***Select the primary focus of your organisation**

- Botanical / Zoological / Geographical
- Education
- Environment / Conservation
- Library / Gallery / Museum
- Policy institute
- Professional association
- Research organisation
- Think tank

Address

*Street / PO Box

*City/Suburb/Town – Please use capital letters

*State / *Postcode

*Organisation telephone - [Enter in the format 0xxxxx xxxx](#)

*Organisation email

Web address

Organisation Street Address (if different to postal address)

City/Suburb/Town – Please use capital letters

State / Postcode

Head of Organisation (CEO or equivalent)

*Prefix / *First Name / *Last Name / Suffix

Gender

*Position Title

*Email

Describe the work of your organisation addressing each of the following:

- *1. Please provide a brief description of your organisation, including its history and mission.
Word count 0 of 200
- *2. The major programs and activities it offers.
Word count 0 of 300
- *3. How many paid full and part-time staff members are employed by your organisation?
And what is the level of volunteer involvement?
Word count 0 of 100

4. Names of your current Patron(s)
A patron is someone that supports or champions an organisation, event or cause and is not necessarily a financial sponsor or benefactor
5. Names of your current Board Members
6. Provide the URL/link to your current **audited and signed** Financial Report. If you are unable to provide the URL you MUST include the Financial Report as an attachment.
- *7. Its sources of income
Please provide a percentage breakdown of sources of income e.g. government 60%, philanthropy 20%, earned income 10%, fundraising 10%
Word count 0 of 100
8. Provide details of any significant organisational or financial information that has impacted on your organisation since your most recent Annual Report and audited financial statement. e.g. changes in funding, structure or size; changes in strategic direction or research priorities, acquired property or other. Please leave blank if you have nothing to add.
Word count 0 of 100
- *9. What is the size of your financial reserve?
The Foundation assumes that all organisations strive to develop a financial reserve. If this project is of high priority for your organisation, why can't the reserve be used to fund it?
Word count 0 of 200
10. Provide the URL / link to your current Annual Report.
If you are unable to provide the URL and your organisation does not have a website you are required to provide additional information. Refer to the Attachments section.

REQUEST DETAILS

USE OF REFERENCES: if you refer to publications, journal articles, etc. in any of your responses please provide full reference of quotation e.g. Eckart E & Dufrene R. L (2015). Barriers to mental health treatment in the military journal of Military and Government Counselling, 3, 40-55.

Project Primary Contact

- *Prefix /*First Name /*Last Name / Suffix
- *Gender
- *Position title of project primary contact
- *Email
- *Telephone - Enter in the format 0x xxxx xxxx
- Mobile Phone - Enter in the format xxxx xxx xxx

- *1. **Please indicate where your project will take place.**
Select the most relevant Local Government Areas (LGAs). Postcodes can be converted to LGAs. If you need assistance please refer to this link [Local Government Areas](#) and search for your postcode(s).

If your project covers EVERY LGA in a state/territory, you may select that state/territory. Select "National" if the initiative is Australia-wide.

2. If necessary, please provide any additional/clarifying information about where your project will take place.

***3. Select from the list below to indicate the geographic reach of your project**

Please click on this link: [Geographic Reach Classifications](#) to ensure correct classifications.

- Metropolitan Inner regional Outer regional Remote Across all areas

***4. Select the Gender group which will benefit most from your project**

- All males
- Majority males >60%
- All females
- Majority females >60%
- Equal male and female
- Gender irrelevant

***5 Which age groups will most benefit from your project?**

- Babies and early childhood (0-5)
- Children (6-12)
- Adolescents (13-18)
- Young adults (19-25)
- Adults (26-64)
- Seniors (65+)
- All age groups
- Not relevant

***6a. Which of the issue area(s) will you be working in?**

From the list, select a maximum of 4 areas

6b. Issue area

If you selected 'other' in 'issue area' please include the issue area(s) you will be working in

***7. Title of proposed project**

Word count 0 of 15

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

Please provide a brief statement of what your project intends to do and achieve. You will have opportunities to expand further in the application.

This grant will enable us to....

Word count 6 of 300

***9. What are the identified needs that will be addressed by this project? Please provide your data sources.**

This question is seeking to understand why this project is required, do you have evidence of need for your project to take place? If so, it always helps to provide details on what this evidence is.

Word count 0 of 150

***10. The Foundation values collaboration. Which partners will you work with to deliver this project?**

If you are working with or involving external partners please briefly outline how they will be involved.

If you are you working with other organisations in the delivery of your project we recommend you provide letter(s) of support from key partners to demonstrate their commitment to the work. You can add letters of support via the application Attachment section.

Word count 0 of 200

***11. What is the primary type of project support you are seeking?**

- Capital and Infrastructure
 - Equipment purchase
 - Collections acquisition
 - Land/building acquisition
 - Building and renovations
- Core funding/operations
 - Backbone support for collective/sector activities
 - No Interest Load Scheme (NILS) injection
 - Scholarship/Ticket subsidies
- Dissemination/promotion
- Organisation capacity building
 - Fellowship chair
 - IT/database/website upgrade
 - Professional development/mentorship
 - Volunteer coordinator/recruitment
- Program Development
 - Curriculum/business plan development
 - Pilot program
 - Program creation
 - Program expansion
 - Program maintenance
 - Program replication
- Research/evaluation
 - Data, taxonomy, mapping and/or measurement systems
 - Program evaluation
 - Research
- Social Enterprise
- Transport
- Unknown/other

***12. How does your project relate to the Environment & Conservation funding objectives?**

The Program considers large grants (\$100,000 and over) within two themes:

- fostering biodiversity
- water and/or land management.

Please ensure that your project meets at least one of our funding objectives. You must discuss your project with the Program Manager prior to applying (03) 9650 3188

Word Count 0 of 200

***13. Has this project been done or researched in Australia or internationally? What makes your organisation best placed to deliver it in Australia?**

Word Count 0 of 300

***14. Total cost of the project**

Please do not include dollar signs and round up to the nearest dollar e.g. 147,880

***15. How much are you requesting from The Ian Potter Foundation?**

Please do not include dollar signs and round up to the nearest dollar e.g. 150,000

***16. How long (in months) will it take to complete your project?**

i.e. 12 if your project will take one year, 24 for two years etc

17. If your request is for a grant to be paid over more than one financial year, please detail as in following example -

e.g. Request is for \$50,000 p.a. over 3 years for a total of \$150,000.
Leave this field blank if you are requesting one payment only.

***18a. Project start date.**

Please refer to [the funding round dates](#) for the earliest date that your project may start. We do not fund retrospectively. Please contact the office on (03) 9650 3188 should you wish to discuss the timing of your project further.

***18b. Project end date.**

19a. The Foundation expects that there will be risks associated with every project. Please outline what risks may affect the successful completion of your project and how will you mitigate against them? If you have a pre-existing risk matrix or contingency plan please upload it here.

19b. If you don't have a risk matrix or contingency plan, refer to our [examples here](#) as a prompt to assist you in formulating your risks.

Word count 0 of 200

20. What is your financial sustainability plan? i.e. self-funding, Government support, other philanthropic grants. etc. If relevant, where and how will you source the funding needed to sustain the project?

Word Count 0 to 200

21. The Ian Potter Foundation values knowledge sharing. What plans, if any, do you have to share the results of your work with others?

Word count 0 of 150

GOALS/ACTIONS/OUTCOMES

A minimum of 2 project goals must be completed. If you are successful in securing a grant, you will be required to report against achievement of these goals. You should ONLY state short-term goals that you intend to achieve during the life of the project (long term outcomes are covered below).

Goals should be short-term outputs; KPIs/timeline actions can also be known as an activities. For more information on "SMART", see [SMART Goals](#). Please include SMART (Specific, Measureable, Achievable, Relevant and Time-bound) actions in your timeline. Make sure you consider things you will be measuring within your project (number of participants, workshops, publications).

EXAMPLE

(i) Goal

Identify priority issues and reach initial agreement on desired management objectives with project partners, landholders and other stakeholders.

(ii) Timeline

KPI 1: By August 2018, establish steering committee (5-7 members) and employ project manager.

KPI 2: By September 2018, develop communication plan, including annual surveys, identify key stakeholders and run base-line survey of all stakeholders.

KPI 3: By December 2018, publish data sharing platform and finalise data sharing agreements.

(iii) Measurements

1. Through our scoping workshops (2 x 20+ participants), we will use a consensus approach to agree on the priority catchment issues and the top 5 management objectives that stakeholders wish to see addressed with these tools, by December 2018
2. Attract at least 120 subscribers to the project blog
3. Run second survey to gather data on opinion and behaviour changes within 12 months, and annually thereafter until 2022

Project Goals 1 to 5 (2 Project Goals required)

***(i) What is your first goal?**

Word count 0 of 70

***(ii) Please provide a timeline of the actions/KPI's necessary to achieve this goal.**

e.g. When will you: consult others; undertake planning; advertise your event; undertake background checks etc?

Word count 0 of 70

***(iii) What measurements will you put in place to determine if you have achieved your goal?**

Word count 0 of 70

LONG-TERM OUTCOMES AND MEASUREMENTS

***(i) From the following list, select a maximum of three long-term outcomes**

Please note that while your project/organisation may have other outcomes that you track, below are the outcomes for which the Foundation captures data to improve our grantmaking in:

- Fostering biodiversity
- Water and/or land management
- Mobilise and significantly increase financial resources from all sources to conserve and sustain (project, organisation, sector, ecosystem).
- Promotion/dissemination of best practice/new knowledge (including conferences and media appearances)
- Increased community capacity/engagement
- Proportion/population rates of native fauna (e.g. fish stocks) within biologically sustainable levels
- Proportion/population rates of native flora within biologically sustainable levels
- Increased adoption of sustainable industry practices
- Control or eradicate priority invasive species
- Proportion of agricultural area under sustainable agriculture
- Level or water stress: freshwater withdrawal as a proportion of available freshwater resources
- Restored ecosystems: Change in the extent/quality/quantity of water related ecosystems over time
- Reduction in land-based run-off/index of coastal eutrophication
- Proportion of land that is degraded over total land area
- Incorporation of traditional Indigenous practices and/or knowledge (e.g. proportion of Indigenous people/practices involved)
- Proportion of important sites for terrestrial, freshwater and marine biodiversity that are covered by protected areas, by ecosystem type
- Introduce policy measures to prevent the introduction and significantly reduce the impact of invasive alien species
- Degree of integrated water resources management implementation

*** (ii) How will you evaluate these outcomes?**

e.g. What specific indicators will you use for each outcome? Who (Internal/External) will lead the evaluation/collect the data?

Word count of 0 to 150

PROJECT BUDGET

You must submit a budget for your project – both online and in hardcopy. Please use our [BUDGET TEMPLATE](#).

Your itemised budget should include the following headings where applicable:

Income

- confirmed grants from government or other funding sources
- unconfirmed funding requests
- cash contributions from your organisation
- in-kind 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

ATTACHMENTS

PLEASE read this section carefully. The application and all requirements must be submitted online but we also require a hardcopy of the application and some of the requirements to be mailed to the Foundation.

PRINTING A HARDCOPY

Please print the application **AFTER** you have submitted it online - **NOT** while it is in progress.

In your My Account select Submitted Applications from the drop-down menu and open your application. It will appear as a webpage. From your internet browser menu select Print and print the application in Portrait orientation.

UPLOADING FILES TIP: File Names with symbols e.g. backslash, ampersand etc in the file name will not be accepted by the system.

MAIL OR HAND-DELIVER THE FOLLOWING – to be received in our office by 5.00pm AEST on the closing date.

- ABR printout of your organisations details from the [Australian Business Register](#).
- 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.
- your completed application
- the budget
- letters of support (if applicable)
- letters of confirmation of funding (if applicable)

Address:

The Ian Potter Foundation
Level 3, 111 Collins Street
MELBOURNE VIC 3000

UPLOAD the following requirements - refer to steps below:

1. **ABR print-out** of your organisations details from the [Australian Business Register](#).
2. **Declaration.** Print a copy of the application Declaration and arrange for it to be signed and dated by your organisation's Chief Executive Officer or equivalent. Then scan it and upload it as an attachment.
3. **ACNC letter.** If your organisation is a Government Entity include a letter from the Australian Charities and Not-for-profits Commission (ACNC). It 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.
4. **Audited Financial Statement** - your organisation's most recent signed and audited statement but **ONLY** if you have not included the URL / link for it in question 6 in the section *About your Organisation*.
5. **Annual Report** - if you have not included the URL / link for your Annual Report in question 10 in the section *About your Organisation*, and your organisation does not have a website you should attach your AGM minutes and other relevant information e.g. current newsletter.
6. **Letters of support** Include letters of support if you are working in partnership with another organisation, or working with other organisations in the delivery of your project as they demonstrate that you have their support. Please ensure that support letters provide sufficient detail of exactly what support is being provided by each organisation i.e. funding (cash amount), staff/personnel, research, other items of 'in kind' support etc.

Letters of support should be specific to each supporting organisation and it is recommended that you do not use or provide them with a 'cut and paste' template.

You may include up to 3 letters of support and it is helpful to us if the file name indicates which organisation/person has written it.

7. **Letter(s) of confirmation.** If you have received confirmation of funding from other foundations / trusts, governments, outside sources the letter(s) of confirmation should be attached.

You may include up to 3 letters of confirmation and it is helpful to us if the file name indicates which organisation/person has written it.

8. **Other** e.g. business plans, building designs, wireframes, evaluations, program logic etc.

Note: If further information is needed in the review of your project you may be contacted prior to the Board Meeting at which the grant request is to be considered.

You should receive notification of the outcome of your application by email within four months of the funding round closing date.

REFERENCE