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 AEDST 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.

*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 <u>*Australian Business Register*</u>*.*
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)

PROJECT PRIMARY CONTACT

Name
Email
Telephone

REQUEST DETAILS

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 three MOST RELEVANT from the drop-down menu in the online application.
If other, please describe.

*3b. Target group(s) who will benefit?
Please select (up to 3) of 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

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 organization
- 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

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.