**EXPRESSION OF INTEREST - UNIVERSITY**

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

**ARTS**

**COMMUNITY WELLBEING**

**EARLY CHILDHOOD DEVELOPMENT**

**ENVIRONMENT**

**\*** 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**: *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 helpful advice provided [HERE](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/IPF_University-_Online-help_March-2021.docx) to assist you to more easily complete your application.

When completing your application, please do not walk away from your computer without saving your work first, as if the system times out or the internet drops out you will lose your data.

We also suggest you work in a Word document and copy the data from the Word document into the application template.

You may also like to refer to our [Privacy Policy](http://www.ianpotter.org.au/privacy-policy/).

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

**\*2. Please advise the name of the Program Manager who invited you to submit a proposal.**

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

* Exactly as per your ABN - Refer to the [Australian Business Register](http://www.abr.business.gov.au/)

**\*4. Applicant organisation Faculty or Centre name**

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).

**\*5. Australian Business Number (ABN)**

**PROJECT PRIMARY CONTACT**

**\***Name / Position Title

**\***Email / Telephone / Mobile

**REQUEST DETAILS**

Required before final submission

**\*1. Title of Project.** 15 words

**\*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. 300 words

**3. Project Description**

Please be as accurate as possible when making your selections from the following options:

**\*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. What is the primary type(s) of project support you are seeking?**

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

**\*3c. Population group(s) who will benefit?**

*Please select (up to 3) of the MOST RELEVANT from the drop-down menu in the online application.*

**\*3d. 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

**\*3e. 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

**\*3f. 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](https://docs.google.com/spreadsheets/d/1tHCxouhyM4edDvF60VG7nzs5QxID3ADwr3DGJh71qFg/edit#gid=900781287):

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

Please click on this link: [Geographic Reach Classifications](http://www.doctorconnect.gov.au/locator) to search for your town/city or postcode and confirm the classification. (e.g. Geelong = Metropolitan, Hobart = Inner Regional).

**\*4. Goals i.e. what do you aim to achieve?** 200 words

**\*5. Approach i.e. how will you do it?** 250 words

**\*6. Anticipated outcome(s) i.e. what will success look like?** 250 words

**7. Provide details of other organisations involved in the project.** 80 words

**\*8.** **Provide details of how your organisation has, and is, adapting and/or innovating to ensure its continued operation through the challenges of COVID-19.** As relevant, please comment on the operational or financial aspects of your organisation. 300 words

**FINANCIAL DETAILS**

**\*1. Project Budget**

Please provide an indication of total expenditure of the project.

**\*2.** **Request Amount**

How much are you requesting from the Foundation?

**3. Over what time period?**

e.g. $210,000 over 3 years (Year 1 $70,000, Year 2 $70,000, Year 3 $70,000)

**\*4.** **Has your organisation experienced funding cuts or reduced income due to COVID-19?**

Is your organisation at risk if insolvency in the next 12 months? Please comment. 150 words

**5. If relevant, how will the project or initiative be sustained once the grant from The Ian Potter Foundation has been expended?**  150 words

**6. Project Budget details**

You must submit a budget for your project. Please use our Budget Template which is linked in the application form and is available on the website.

**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

**Expenditure items**

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

- a breakdown of salaries

- consultants fees

- capital costs

- administration costs

- equipment purchases

- communications and/or promotion etc.

- evaluation costs. Information on evaluation can be found [HERE](https://www.ianpotter.org.au/knowledge-centre/the-ian-potter-foundation-evaluation-pool/)

- travel costs

**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**