**Grant Application Worksheet**

**instructions: Please use this worksheet to construct, prepare and review your Telematics Trust grant application prior to submission. The link for the application will be published at 9am on Monday 18 March.**

**DO NOT submit the application via physical mail or email. These will not be accepted. We will only accept applications using the online link.**

**Contact for application or technical issues:**

**Phone: (03) 9412 0412**

**Email:** [**admin@telematics.org.au**](mailto:admin@telematics.org.au)

Grant application Worksheet –

worksheet only

do not submit, use the link available on Monday 21 march to submit the application

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| PROJECT DETAILS | | | | | | |
| 1. Project title *(limit to 50 characters)* | | | | | | |
| 2. Date Application Submitted: | | | | |  | |
| 3. Project start date   /  / | | | | | 4. Project end date   /  / | |
| 5. Amount requested | | | | | 6. Total project cost | |
| Applicant Details | | | | | | |
| **7. Organisation/Applicant name** | | | | | | |
| **8. Universities - please include: School / Department / Faculty / Centre / etc** | | | | | | |
| **9. Australian Business Number (ABN) Required** | | | | | | |
| **10. Postal address** | | | | | | |
| **Suburb** | | | | **State** | | **Postcode** |
| **11. Contact name for discussion of the project** | | | | | | |
| **Title** | | **Position** | | | | |
| **Phone** | (    ) | | | | | |
| **Email** | | | **Web** | | | |
| **12. Contact name for administration of the grant (or ‘as above’)** | | | | | | |
| **Title** | | **Position** | | | | |
| **Phone** | (    ) | | | | | |
| **Email** | | | | | | |

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| 13. How did you hear about the telematics trust |
| To choose an option, please click a box.  AEGN Easy Grants newsletter  EducationAL Institution word of mouth  Tafe Philanthropy Australia  Creative Partnerships Have applied for a grant previously  LLEAP / TenderbridE newsletter  social media (please advise) ……………………………………………………………  Other (please advise) ……………………………………………………………  If Educational institution please specify which institution…………………………........ |

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| project: description |
| **14. Summary statement: please summarise the proposed project. *(50 words or less)*** |
| 15. Please explain how the objectives of this project align with the purpose of the Telematics Trust. (*150 words*) |
| 16. What is the problem or opportunity this project will address and why it needs to be done? *(200 words)* |
| 17. What are the current perceived risks to the project? *(200 words)* |
| 18. Who will benefit from this project? Please be as specific as possible by providing information about age/gender/ or other characteristics of the group you aim to benefit, for example the animal classification or high school students. *(100 words)* |
| 19. Please indicate the geographic scope of your initiative – if your project is not Australia wide, please select the relevant state(s):  1. Australia wide  Metropolitan  Rural  Remote  Regional 2. VIC  ACT  NSW  NT  QLD  SA  TAS  WA |
| 20. Please describe the short-term of the project. (*100 words)* |
| 21. Please describe the long-term objectives of the project. (*100words)* |
| 22. What are the steps (activities) you will take to carry out your project? *(200 words)* |
| **23. What will be monitored and evaluated? How will it be done? How will the results of that monitoring and evaluation be used? *(200 words)*** |
| **24. What is the most similar work currently being done by others in this area and who is doing it? Are you consulting with or collaborating with any other parties? How does your project differ?** ***(200 words)*** |
| **25. What do you consider innovative about your project? (50 words)** |
| **26. What are the long-term plans for funding this project after the grant/loan funds have been expended? *(200 words)*** |
| **27. What are the next steps proposed for this project after funded work is complete? *(200 words)*** |

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| project: Budget |
| **28. Please provide a hyperlink to your latest annual report with financials (if available on the internet).** |
| **29. If your budget is not available on the internet please submit electronically ONLY the latest audited financial data as a supplement to this application. Must be a PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files.** |
| |  |  |  | | --- | --- | --- | | Budget  Please include, in the table below, an outline of the full project budget.  Note: the budget must balance, i.e. the total income must equal the total expenditure. | | | | **30. INCOME** |  | | Telematics Trust (amount sought) | $ | | Cash Contributions from the applicant organisation | $ | | In-kind contributions from the applicant organisation | $ | | Funding from other foundations, government or outside sources (PLEASE NOTE: a letter of support from the funding organisation must accompany this application) | $ | | Other cash contributions | $ | | Other in-kind contributions | $ | | Other | $ | | **TOTAL INCOME** | $ | | **31. EXPENDITURE** |  | | Content management / website development / IT development / Project Management | $ | | Research | $ | | Salaries (PLEASE NOTE: applicant must specify the position the salary costs are for and include a detailed breakdown of costs) | $ | | Equipment/Infrastructure | $ | | Monitoring and evaluation | $ | | Administration and overhead (i.e. office supplies, postage, printing, etc) | $ | | Marketing / Events / Travel | $ | | Training and professional development | $ | | Other | $ | | **TOTAL EXPENDITURE** | **$** | |  |  | | **32. Budget Documents: Please upload any supporting documents such as Letter of Support. Please combine all documents into one file.** |  | |

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| 33. Referee One DETAILS |
| **Assessor’s name:** …………..…………………………………  **Assessor’s Organisation:** …………..…………………………………  **Assessor’s Title (within organisation):** …………..…………………………………  **Email Address:** …………..…………………………………  **Phone Number:** …………..………………………………… |
| 34. Referee Two DETAILS |
| **Assessor’s name:** …………..…………………………………  **Assessor’s Organisation:** …………..…………………………………  **Assessor’s Title (within organisation):** …………..…………………………………  **Email Address:** …………..…………………………………  **Phone Number:** …………..………………………………… |

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| **35. Please check all boxes & include all attachments with the application form** | |
|  | **IN-KIND OR CASH CONTRIBUTIONS:** Does the application include in-kind or cash contributions towards the project? Please note that applications without in-kind or cash support will not be considered for funding by the Telematics Trust. |
|  | **PROJECT ELIGIBILITY:** Is your project eligible for funding? Please note that the Trust will not fund projects that are mostly salaries, equipment or infrastructure. Please see guidelines at [www.telematics.org.au](http://www.telematics.org.au) |
|  | **REFEREES:** Have you confirmed that both of your stated referees are available and willing to provide a verbal or written reference on your proposed project to the Secretariat, on request? |
|  | **BUDGET:** Does the budget balance? |
|  | **PROJECT DESCRIPTION:** Has your proposed project been described clearly in plain language? It is a good idea for someone unfamiliar to your project to review your application as sometimes it may read clearly to the writer, but not to others. |
|  | **REQUESTED AMOUNT**: Have you requested an appropriate grant amount? Please note the Trust will only provide grants of up to $50,000. |
|  | **ELIGIBILITY:** All applications must be submitted in full with all supporting documentation by 5pm on the closing date. Any incomplete applications or applications received after 5pm will be treated as ineligible. University applications must be forwarded through their respective advancement offices. |
| **36. Attachments** | |
|  | **LETTERS OF SUPPORT:** Letters of support are required for each source of confirmed in-kind or cash contribution towards your project. The confirmed financial amount should be clearly stated in the letter. |
|  | **AUDITED FINANCIAL STATEMENTS:** Please note that if your organisation does not have its accounts audited annually, the Trust still requires a copy of your financial statements (balance sheet, income statement etc.) |
| **37. Other Attachments** | |
|  | **OTHER ATTACHMENTS (OPTIONAL):** Supplementary materials to support the application. Please combine all documents into one file. |