**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 24 August, 2020.**

**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 0413**

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

Grant application Worksheet –

worksheet only

do not submit, use the link available on Monday 24 August to submit the application

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| PROJECT DETAILS | | | | | | |
| 1. Project title *(limit to 50 characters)* | | | | | | |
| 1. Date Application Submitted: | | | | |  | |
| 1. Project start date   /  / | | | | | 1. Project end date   /  / | |
| 1. Amount requested | | | | | 1. Total project cost | |
| Applicant Details | | | | | | |
| 1. **Organisation/Applicant name** | | | | | | |
| 1. **Organisation Type: University / Medical Institute / Research Institute / Not-for-profit organisation / Enterprise / Individual / Museum / Primary School / Secondary School / Government** | | | | | | |
| 1. **Universities - please include: School / Department / Faculty / Centre / etc** | | | | | | |
| 1. **Organisation background:** Provide a brief description of your organisation and a brief overview of your organisation's main purpose and activities (*maximum 100 words*) | | | | | | |
| 1. **Australian Business Number (ABN) Required** | | | | | | |
| 1. **Postal address** | | | | | | |
| **Suburb** | | | | **State** | | **Postcode** |
| 1. **Contact name for discussion of the project** | | | | | | |
| **Title** | | **Position** | | | | |
| **Phone** | (    ) | | | | | |
| **Email** | | | **Web** | | | |
| 1. **Contact name for administration of the grant (or ‘as above’)** | | | | | | |
| **Title** | | **Position** | | | | |
| **Phone** | (    ) | | | | | |
| **Email** | | | | | | |

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| 1. How did you hear about the telematics trust? |
| To choose an option, please click a box.  Easy Grants newsletter Have applied for a grant previously  EducationAL Institution word of mouth  Tafe Philanthropy Australia  social media (please advise) ……………………………………………………………  Other (please advise) ……………………………………………………………  If Educational institution please specify which institution…………………………........ |

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| Project: Description |
| 1. **What are the main and secondary fields of interest of your project?** (list)   Main field of interest:  Other fields of interest: |
| 1. **Who are the main users and beneficiaries of your project/ other users of your project?** (Please be specific, e.g. by providing information about age/gender/ other characteristics of the user group/s)   Main users/beneficiaries:  Other users/beneficiaries: |
| 1. What is the geographic scope of your project? – if your project is not Australia wide, please select the relevant state(s); if the project will also have an international reach, please indicate:   1. Australia wide  Metropolitan  Rural  Remote  Regional  2. VIC  ACT  NSW  NT  QLD  SA  TAS  WA  3. The project will also have an international reach |
| 1. **Please summarise the proposed project (*50 words*)** |
| What will you do and why? Explain your project *(350 words)* You may wish to outline the problem being addressed, the steps (activities) you will undertake in the project, and what you wish to achieve as a result |
| **PROJECT: INNOVATION & ALIGNMENT WITH TELEMATICS TRUST** |
| 1. **What do you consider innovative about your project? *(150 words)*** You may wish to include: Evidence of it being a new idea, device or method in comparison to existing work in your field, why innovation is required to increase benefit to Victoria and Victorians |
| 20. Please explain how your project aligns with the Vision, Mission and Funding Priorities of the Telematics Trust (*150 words*) Please refer to the funding guidelines when responding to this question |
| PROJECT: RISK & PROJECT MANAGEMENT |
| What are the main risks the project could face and how will you manage/ ameliorate them? *(200 words)* |
| How do you plan to manage the project to ensure completion on time and on budget? (*100 words*) |
| PROJECT: MONITORING, EVALUATION & LONGER-TERM SUSTAINABILITY |
| 1. **What does success look like for your project; how will you measure and evaluate this; and how will the results be used?** *(****200 words)*** Note that the Trust funds initiatives that can measurably improve the wellbeing of the Victorian community and environment |
| Outline any long-term sustainability plans and next steps after project funds have been expended *(150 words)* |

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| project: Budget |
| 1. **Please provide a hyperlink to your latest annual report with financials (if available on the internet).** |
| 1. **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. | | | 1. **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** | $ | | 1. **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** | **$** | |  |  | | 1. **Budget Documents: Please upload any supporting documents such as Letter of Support. Please combine all documents into one file.** |  | |

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| 1. Referee One DETAILS |
| **Assessor’s name:** …………..…………………………………  **Assessor’s Organisation:** …………..…………………………………  **Assessor’s Title (within organisation):** …………..…………………………………  **Email Address:** …………..…………………………………  **Phone Number:** …………..………………………………… |
| 1. Referee Two DETAILS |
| **Assessor’s name:** …………..…………………………………  **Assessor’s Organisation:** …………..…………………………………  **Assessor’s Title (within organisation):** …………..…………………………………  **Email Address:** …………..…………………………………  **Phone Number:** …………..………………………………… |

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| 1. **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. |
| 1. **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.) |
| 1. **Other Attachments** | |
|  | **OTHER ATTACHMENTS (OPTIONAL):** Supplementary materials to support the application. Please combine all documents into one file. |