GRANT APPLICATION WORKSHEET

WORKSHEET ONLY

DO NOT SUBMIT, USE THE LINK AVAILABLE ON MONDAY 6 SEPTEMBER TO SUBMIT THE APPLICATION

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| PROJECT DETAILS |
| Project title *(limit to 50 characters)*  |
| Date Application Submitted:  |  |
| Project start date / / | Project end date / / |
| Amount requested  | Total project cost  |
| APPLICANT DETAILS |
| **Organisation/Applicant name**  |
| **Organisation Type (list):** University / Medical Institute / Research Institute / Not-for-profit organisation / Enterprise / Individual / Museum / Primary School / Secondary School / Government |
| **Universities - please include (list):** School / Department / Faculty / Centre / etc  |
| **Organisation background:** Provide a brief description of your organisation and a brief overview of your organisation's main purpose and activities (*maximum 100 words*) |
| Diversity, Equity and Inclusion: Is the organisation or project community driven and led? Community-driven projects give control of decisions and resources to the community groups they aim to serve. For example, leadership and management are members of the target community. Yes/No**If yes, please select (list)** Aboriginal or Torres Strait Islander Peoples/People with a disability, illness or disease/People experiencing socio-economic disadvantage or vulnerability/Unemployed people/People experiencing or at risk of homelessness/Refugees and people seeking asylum/LGBTQI people/Women/Men/CALD Communities |
| Organisation Size (list): Small (<$250k per annum)/Medium ($250k - $1M per annum)/Large (>$1M per annum)/Unknown/Individual |
| **Australian Business Number (ABN) Required**  |
| **Postal address**  |
| **Suburb**  | **State**  | **Postcode**  |
| **Contact name for discussion of the project**  |
| **Title**  | **Position**  |
| **Phone** | ( )  |
| **Email**  | **Web**  |
| **Contact name for administration of the grant (or ‘as above’)**  |
| **Title**  | **Position**  |
| **Phone** | ( )  |
| **Email**  |

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| 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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| Classification |
| **What are the main and secondary fields of interest of your project? (list)** Arts, Culture & Humanities/Disability Services/Education/Health, Well being & Medical research/International Development & International relations/Community & Economic Development/Civil Society/Employment & Training/Environment/Sport & RecreationMain field of interest:Other fields of interest: |
| **Who are the main users and beneficiaries of your project/ other users of your project? (list)** General public, Aboriginal or Torres Strait Islander Peoples/People with a disability, illness or disease/People experiencing socio-economic disadvantage or vulnerability/Unemployed people/People experiencing or at risk of homelessness/Refugees and people seeking asylum/LGBTQI people/Women/Men/CALD Communities/Flora & fauna (for environmental projects)Main users/beneficiaries:Other users/beneficiaries: |
| **Target Age Group (list):** Early years (0-5)/Children and Youth (0.25)/Youth (5-25)/Adults (26-64)/Seniors (65+)/No specific age group |
| 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 ☐ |
| PROJECT: DESCRIPTION |
| **1. Please summarise the proposed project** (*50 words*) |
| 1. **Please explain your project.** What will you do and why? *(750 words)* Outline the problem being addressed and relevance to the current environment, the steps (activities) you will undertake in the project,
 |
| How many people do you intend to reach with your project? (list) >100 people / 101-500 people / 501-5000 people / 5001 – 10,000 people / >10,000 people |
| How do you intend to reach the proposed number of people? *(50 words)* |
| **PROJECT: INNOVATION & ALIGNMENT WITH TELEMATICS TRUST**  |
| 1. **What type of technology will your project use? (list)** Augmented reality/VR, Digital mapping, E-learning platform, Course development/software development, Online hub, Other (self nominated)
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| 1. **Describe** *(100 words)*
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| 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
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| 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? *(100 words)* |
| How will you 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
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| 1. **Project Outcomes & Success indicators**

Please identify up to three key measurable outcomes you wish to achieve as a result of this project and how these outcomes will be measured.

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|  | Summary | As evidenced by (qualitative or quantitative measures) | Goal  |
| *Example outcome* | *More children living with disability have access to the learning technologies they need to assist in their growth & development* | *Number of children participating in our program* *Annual growth in number of participants**Carer feedback* | *500 children Year 1**5% p.a. growth* *Over 70% positive survey feedback* |
| *Outcome*  1 |  |  |  |
| Outcome 2 |  |  |  |
| Outcome 3 |  |  |  |

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| Outline any long-term sustainability plans and next steps after project funds have been expended *(150 words)* |
| PROJECT: BUDGET |
| Please provide a hyperlink to your latest annual report with financials (if available on the internet).  |
| If your latest annual report with financials 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. |
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| 1. Project Budget *Please include, in the table below, an outline of the full project budget.*

**Note:** the budget must balance, ie. the total income must equal the total expenditure. |
| **Income** | **Telematics****Grant (amount sought)** | **Applicant cash contribution** | **Applicant in-kind contribution** | **Other cash contribution (e.g. Other foundations, government). N.b. a letter of support from the funding organisations is required** | **Other in-kind** |
| **Project budget breakdown by source and type** | $ | $ | $ | $ | $ |
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|  |  |  |  |  |  |
| **Total** | **$** | **$** | **$** | **$** | **$** |
| **Total income** | **$** |  |
| **Expenditure** | **Telematics****Grant** | **Applicant cash contribution** | **Applicant in-kind contribution** | **Other cash contributions** | **Other in-kind** |
| 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 (ie. Office supplies, postage, printing, etc) | $ | $ | $ | $ | $ |
| Marketing / events / travel | $ | $ | $ | $ | $ |
| Training and professional development | $ | $ | $ | $ | $ |
| Other budgeted expenses: please include | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
| **Total** | **$** | **$** | **$** | **$** | **$** |
| **Total expenditure** | **$** |  |
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| 1. Referee One DETAILS
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| Assessor’s name: Assessor’s Organisation: Assessor’s Title (within organisation): Email Address: Phone Number:  |
| 1. Referee Two DETAILS
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| Assessor’s name: Assessor’s Organisation: Assessor’s Title (within organisation): Email Address: Phone Number:  |

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| **20. 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**
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|[ ]  **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-MINUTE VIDEO EXPLAINING YOUR PROJECT (OPTIONAL):** You may choose to provide a weblink to your 1-minute video. Instructions on how to upload a private video to YouTube are provided here.  |
| 1. **Other Attachments**
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|[ ]  **OTHER ATTACHMENTS (OPTIONAL):** Supplementary materials to support the application. Please combine all documents into one file. |

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