**EARLY CHILDHOOD DEVELOPMENT - UNIVERSITY**

This document is for reference only. Applications will only be accepted via our online system

**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/).

**IMPORTANT**

Applications opening and closing dates are advertised in advance and we do not make exceptions for anyone trying to submit after 5:00pm AEST on the closing date. Applications and all requirements must be submitted online. Refer to the *Attachments* section for full details of all requirements.

You will receive notification of the outcome of your application by email within four months of the funding round closing date.

**ABOUT YOUR FACULTY/CENTRE/RESEARCH INSTITUTE**

**\***Required before final submission

**THIS SECTION TO BE COMPLETED BY THE RESEARCH OFFICE**

The Foundation works with a specific contact person in each university. You must [contact your university research office](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/March-2022_Universities-Research-office-contacts.xlsx) to discuss this submission in advance of completing this application form.

**\*University name**

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

**\*Faculty/Centre name**

If you are applying from a faculty e.g. Faculty of Medicine, Nursing and Health Science, please write

*University Name: Medicine, Nursing and Health Sciences* (this helps us to link your request to

historical requests made by your Faculty).  
 If you are applying from a Research Centre the format should be *University Name: Centre Name*

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

**Describe the work of your Faculty/Centre or Research Institution addressing each of the following:**

**\*1**. **Please provide a brief description of your Faculty/Centre or Research Institution.**  300 words

**\*2.** **Who is the Dean of your Faculty and/or Head of Department (or equivalent)?**

**3. Who is your current Vice-Chancellor?**

**4**. **Provide details of any significant organisational or financial information that has impacted on your organisation and/or faculty/centre since your most recent Annual Report and audited financial statement.**

e.g. changes in funding, structure or size; changes in faculty strategic direction or research priorities, acquired property or other. Pease leave blank if you have nothing to report. 200 words

**REQUEST DETAILS**

**PRIMARY CONTACT FOR PROJECT**

i.e. the key person from the Faculty/Institute/Centre who will manage or deliver the project.

**\***Full name / Position Title / Gender

**\***Email / Telephone / Mobile Phone

**Lead Chief Investigator**

If the Lead Chief Investigator is not the Primary Contact for the project please include their full name, position title and name of their associated School, Centre etc.

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

**\*2. Describe your proposed project**, clearly stating what you want to do with the funds. 100 words

**\*3. What are the identified needs that will be address by this project? Please provide your data sources.** This question is seeking to understand why this project is required, do you have evidence of need for your project to take place? If so, it always helps to provide details on what this evidence is. 120 words

**4. Project Description**

Please be as accurate as possible when making your selection from the following options.

**\*4a. Which of the issue area(s) will you be working in**?

You can select a maximum of 4 areas

**Issue Area**

If you selected 'other' in the list provided, please include the issue area(s) you will be working in.

**\*4b. What is the primary type of support you are seeking?**

Please select from drop down menu.

**\*4c. Indicate which population group(s) will be served by your proposed project.**

You may select up to 4 population groups.

* CALD
* Indigenous people/communities
* Not relevant/no specific target
* Parents/Families
* People with intellectual/learning disabilities
* People with mental and behavioural disorders
* People with physical disabilities
* Refugees/New Arrivals
* Single Parents
* Youth in out of home care
* Other

**\*4d. 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

**\*4e. 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)
* All age groups
* Not relevant

**\*4f. Please indicate where your project will take place.**

Select the most relevant Local Government Areas (LGAs). Postcodes can be converted to LGAs. If you need assistance please refer to this link [Local Government Areas](https://docs.google.com/spreadsheets/d/1tHCxouhyM4edDvF60VG7nzs5QxID3ADwr3DGJh71qFg/edit#gid=900781287) and search for your postcode(s).

If your project covers EVERY LGA in a state/territory, you may select that state/territory. Select "National" if the initiative is Australia-wide.

**If necessary, please provide any additional/clarifying information about where your project will take place**.

**\*4g. 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).

**\*5. How does your project relate to the funding objectives?**

To support innovative programs and sector initiatives in early childhood (0–8 years old), including programs that recognise and foster parental engagement in their children’s learning and development.

300 words

**\*6. The Foundation values collaboration. Which partners will you work with to deliver this project?**

If you are you working with other organisations in the delivery of your project we recommend you provide letter(s) of support from key partners to demonstrate their commitment to the work. You can add letters of support via the application Attachment section. If you are working with or involving external partners, please briefly outline how they will be involved. 150 words

**7. The Ian Potter Foundation values knowledge sharing. What plans, if any, do you have to share the results of your work with others**? 150 words

**8. What is your sustainability plan? i.e. self-funding, Government support, other philanthropic grants. etc.** If relevant, where and how will you source the funding needed to sustain the project? 200 words

**\*9a. Proposed start date.**

Please refer to [the funding round dates](http://www.ianpotter.org.au/) for the earliest date that your project may start. We do not fund retrospectively. Please contact the office on (03) 9650 3188 should you wish to discuss the timing of your project further.

**\*9b. Anticipated end date.**

**10a. The Foundation expects that there will be risks associated with every project.  
If you have a pre-existing risk matrix or contingency plan please upload it.**

**10b. If you don't have a risk matrix or contingency plan, refer to our examples linked to the online application form to assist you in formulating your risks**.

Please outline what risks may affect the successful completion of your project and how will you mitigate against them? 150 words

**GOALS/ACTIONS/OUTCOMES**

Please provide details of the steps you will take to achieve your goals. A minimum of 2 project goals must be completed. If you are successful in securing a grant, you will be required to report against achievement of these goals. You should ONLY state short-term goals that you intend to achieve during the life of the project (long term outcomes are covered below).

Goals should be short-term outputs; KPI’s/timeline actions can also be known as activities. For more information on “SMART”, see [SMART Goals](http://www.j6design.com.au/setting-smart-goals/). Please include SMART-specific, measurable, achievable, relevant and time-bound actions in your timeline. Make sure you consider things you will be measuring within your project (number of participants, workshops, publications).

**EXAMPLE**

**(i) Goal**

To demonstrate the effectiveness of the YoungMind project by piloting resources in 5 early childhood centres over 12 months.

**(ii) Planned Timeline of Activities**

By March 2023 Recruit 5 centres

By April 2023 Sign MOUs with 5 centres

By June 2023 Provide training to >20 educators on YoungMind resources

By June 2024 Check in with educators every 6-8 weeks

By October 2024 Complete pre-and post- student and educator surveys (including functionality). Improve YoungMind based on results

**(iii) Measurements**   
i.e. Short-term measure of success (what can be measured by the end of the grant period, longer term outcomes are covered below).

1. 30% more of the intervention cohort (compared to control groups in the same centres) will show improvements in social and emotional wellbeing (as measured by Greshen and Elliot's SSIS-RS)
2. At least three centres request to continue using resources.

**Project Goals 1 to 5** (A minimum of 2 project goals must be completed.)

**\*(i) What is your first goal?** To demonstrate the effectiveness of the YoungMind project by piloting resources in 5 early childhood centres over 12 months. 50 words

**\*(ii) Please provide a timeline of the actions necessary to achieve this goal.**

e.g. When will you: consult others; undertake planning; advertise your event; undertake background checks? 100 words

**\*(iii) What measurements will you put in place to determine if you have achieved your goal?** 100 words

**LONG-TERM OUTCOMES AND MEASUREMENTS**

**\*(i) From the following list, select a maximum of three long-term outcomes**

* Promotion/dissemination of best practice/new knowledge
* Improved skill base
* Improved service delivery/quality
* Improved service system / sector collaboration
* Improved parental engagement (their view of role, self-efficacy, involvement, expectations)
* Proportion of children under 5 years of age who are developmentally on track in health, learnings and psychosocial well-being, by sex
* Participation rate in organised learning (one year before the official primary entry age) by sex

**\* (ii) How will you evaluate these outcomes?**

e.g. What specific indicators will you use for each outcome? Who (Internal/External) will lead the evaluation/collect the data? 150 words

**PROJECT BUDGET**

**\*1. Total cost of the project**

**\*2. How much are you requesting from The Ian Potter Foundation?**

**\*3. How long (in months) will it take to complete your project?**

**4. If your request is for a grant to be paid over more than one financial year, please detail as in following example** e.g. Request is for $50,000 p.a. over 3 years for a total of $150,000.

Leave this field blank if you are requesting one payment only.

**\*5. 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**

- confirmed grants from government or other funding sources

- unconfirmed funding requests

- cash contributions from your organisation

- inkind contributions and

**Expenditure items**

- 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 $50,000

**ATTACHMENTS**

**RESEARCH / GRANTS OFFICE**

**Declaration.** Print a copy of the application Declaration and arrange for it to be signed and dated by your organisation's Chief Executive Officer, Director or other signatory as specified on the Declaration. Then scan it and upload it as an attachment. Click [here](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/Declaration_University_2017.doc) to download the Declaration.

**PROJECT PRIMARY CONTACT**

Upload the following where applicable:

1. **Letter(s) of support.** Include letters of support if you are working in partnership with another organisation, or working with other organisations in the delivery of your project as they demonstrate that you have their support. Please ensure that support letters provide sufficient detail of exactly what support is being provided by each organisation i.e. funding (cash amount), staff/personnel, research, other items of 'in kind' support etc.

Letters of support should be specific to each supporting organisation and it is recommended that you do not use or provide them with a 'cut and paste' template.

There is provision for you to upload 3 letters of support. If you have more than 3 letters of support, you will need to create a merged PDF to upload several letters at once. It is helpful to us if the file name indicates which organisation/s have written the letter(s) of support.

1. **Letter(s) of confirmation**. If you have received confirmation of funding from other foundations / trusts, governments, outside sources the letter(s) of confirmation should be attached.

There is provision for you to upload 3 letters of confirmation. If you have more than 3 letters of confirmation, you will need to create a merged PDF to upload several letters at once. It is helpful to us if the file name indicates which organisation/s have written the letter(s) of confirmation.

1. **Letter of support from the Head of Department**

A letter of support from the Head of Department stating why the application is a priority for the institution and with confirmation of cash support would be highly regarded.

1. **Othe**r e.g. business plans, building designed, wireframes, evaluations, program logic etc.

**Note**: If further information is needed in the review of your project you may be contacted prior to the Boa