**EARLY CHILDHOOD DEVELOPMENT**

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_Online-application-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 AEDST 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 ORGANISATION**

**\***Required before final submission

**\*Applicant Organisation name**

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

**Applicant Organisation – AKA** (acronym, trading name, former name)

Some organisations are known more commonly by a trading name. If your organisation uses a

trading name please check that it is listed with your Entity Name on the Australian Business Register.

Acronyms are the abbreviation formed by the initial letters of words e.g.

The Ian Potter Foundation - IPF. If an acronym applies to your organisation please include it here.

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

**\*Select your organisation type**

Your organisation's type is noted on the Australian Business Register.

* Charity
* Health Promotion Charity
* Public Benevolent Institution
* Government Entity

If your organisation is a Government entity you will need to provide us with a letter from the ACNC stating that but for its connection with government your organisation would be a charity and a tax-exempt entity.

**\*Select the primary focus of your organisation**

* Arts organisation
* Botanical / Zoological / Geographical
* Community service
* Education
* Environment / Conservation
* Health Service / Hospital
* Library / Gallery / Museum
* Policy institute
* Professional association
* Research organisation
* Think tank
* Welfare organisation

**\*Street address** / Organisation telephone / Organisation email / Web address

**\*Head of Organisation** (CEO or equivalent) Full name

**\***Gender / Position Title / Email / Telephone / Mobile phone

Describe the work of your organisation addressing each of the following:

**\*1**. **Please provide a brief description of your organisation, including its history and mission.** 300 words

**\*2.** **The major programs and activities it offers.** 300 words

**\*3a. Please provide an overview of your organisational structure, CEO and senior management team.**

- Include the webpage URL for your organisation structure if available. 100 words

**\*3b. How many paid full and part-time staff members are employed by your organisation?**

And what is the level of volunteer involvement? 100 words

**4.** **Names of your current Patron(s)**

A patron is someone that supports or champions an organisation, event or cause and is not necessarily a financial sponsor or benefactor.

**\*5. Names of your current Board Member.**

- Include the organisation webpage URL for Board member details if available.  
- Provide brief details of the Chair of the Board i.e. relevant qualifications, time in role etc.

**6. Provide the URL/link to your current audited and signed Financial Report.**

If you are unable to provide the URL you MUST include the Financial Report as an attachment.

**\*7**. **Its sources of income.** Please provide a percentage breakdown of sources of income e.g. government 60%, philanthropy 20%, earned income 10%, fundraising 10%. 100 words

**8. Provide details of any significant organisational or financial information that has impacted on your organisation since your most recent Annual Report and audited financial statement**. e.g. changes in funding, structure or size; changes in strategic direction or research priorities, acquired property or other. Please leave blank if you have nothing to add. 100 words

**\*9. What is the size of your financial reserve?**

The Foundation assumes that all organisations strive to develop a financial reserve. If this project is of high priority for your organisation, why can’t the reserve be used to fund it? 200 words

**10**. **Provide the URL / link to your current Annual Report.**

If you are unable to provide the URL and your organisation does not have a website you are required to provide additional information. Refer to the Attachments section.

**REQUEST DETAILS**

**\*Primary Contact for Project -** full name

**\***Gender / Position Title / Email / Telephone / Mobile Phone

**\*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?**

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.

150 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**?

From the list, select a maximum of 4 areas

**Issue area -** If you selected 'other' from 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
* Other
* 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

**\*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

**\*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 proposal?**

If you are working with or involving external partners please briefly outline how they will be involved. 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**? 300 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 our [funding round dates](https://www.ianpotter.org.au/funding-rounds/) 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**.  Please outline what risks may affect the successful completion of your project and how will you mitigate against them? 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 further 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**

* Improved skill base
* 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

**\* (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.

**\*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

**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**

**PLEASE read this section carefully. The application and all requirements must be submitted online.**

**UPLOADING FILES TIP: File Names with symbols e.g. backslash, ampersand etc in the file name will not be accepted by the system.**

1. **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_2017.doc) to download the Declaration.
2. **udited Financial Statement.** Upload your organisation's most recent signed and audited statement but ONLY if you have not included the URL / link for it in question 6 in the section *About your Organisation*.
3. **Annual Report.** Upload a pdf of your Annual Report if you have not included the URL / link for your Annual Report in questions 10 in the section *About your Organisation.*
4. **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.

8. **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 Board Meeting at which the grant request is to be considered.