**EXPRESSION OF INTEREST**

Note that not all program areas are open at the same time.

**ARTS**

**COMMUNITY WELLBEING**

**EARLY CHILDHOOD DEVELOPMENT**

**ENVIRONMENT**

**\*** Required before final submission

This is a two-stage application process.

Stage 1 is submission of an Expression of Interest; Stage 2 is an invited application.

You can access your *My Account* (using your email and password) from the link on our website at any time. Click *Save & Finish Later* to save the EoI to your account.

**NOTE**: *we do not make exceptions for anyone trying to submit after 5.00pm AEST on the closing date.*

**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/).

**\*1. Select the Program Area you are applying to.**

**\*2. Please advise the name of the Program Manager you spoke with about your proposal.**

Applicants must speak to the Program Manager prior to submitting their Expression of Interest.

**\*3. Applicant Organisation Entity Name**

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

**\*4. Applicant organization - AKA** (acronym, trading name, former name, or name commonly known by)

*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*](http://www.abr.business.gov.au/)*.*   
*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.*

**\*5. Australian Business Number (ABN)**

**PROJECT PRIMARY CONTACT**

**\***Name / Position Title

**\***Email / Telephone / Mobile

**REQUEST DETAILS**

Required before final submission

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

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

Please provide a succinct statement of what your project intends to do and achieve. 300 words

**\*3. Anticipated outcome(s) i.e. what will success look like?** 250 words

**\*4. Approach i.e. how will you do it?** 250 words

**5. If relevant, how will the project or initiative be sustained once the grant for The Ian Potter Foundation has been expended?** 150 words

**6.** I**f relevant, outline relevant partnerships for this project.**

Please name organisations you are planning to partner with and describe how this partnership is likely to contribute to the success of your project. 250 words

**FINANCIAL DETAILS**

**\*1. Project Budget**

Please provide an indication of total expenditure of the project.

Please found up to the nearest dollar e.g. 290,000

**\*2.** **Request Amount**

How much are you requesting from the Foundation?

Please only enter a dollar amount (e.g. 210,000)

**3. Over what time period?**

e.g. $210,000 over 3 years (Year 1 $70,000, Year 2 $70,000, Year 3 $70,000)

**4. Project 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.

**ATTACHMENTS**

In order for us to confirm your organisation's eligibility please provide the following:

A letter from the Australian Charities and Not-for-profits Commission (ACNC), **but only if your organisation is a Government Entity**. The letter from the ACNC must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax-exempt entity. Please call our office on   
03 9650 3188 if you require further information.