**PROGRAM AREA APPLICATION FORM**

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

**Welcome to The Ian Potter Foundation – Program Area Application Form**

After starting your Application, you will be able to come back to work on it by logging into The Ian Potter Foundation Grantee Portal [ipf-portal.GivingData.com](http://ipf-portal.givingdata.com/) using your email and password.

**Completing the application:**

Responses written within the portal sections will save automatically.

Multiple people may access and edit the report at the same time (as long as they are not responding to the same question simultaneously).

If you flag any section, you must remove the flag before you can submit the report.

To submit the application, all sections must have a "green tick" indicating that all required questions are answered.

Word limits are indicated for each section of the report. Please aim to stay within the limit.

Refer to the *Attachments* section for details of information to be submitted in addition to your written answers within the form.

**Communicating with us**:

If you have any questions about the application's content, after reading the instructions, please email your Program Manager.

**Technical issues:**

If you have any technical issues with our portal or this form, please contact us on 03 9650 3188 or email [applications@ianpotter.org.au](http://applications@ianpotter.org.au/)

**IMPORTANT**

**Please take note of the closing date provided to you. 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.**

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

**NOTE:**we can access your Grantee Portal account and your draft application at any point in the application and reporting process. You may also like to refer to our [Privacy Policy](http://www.ianpotter.org.au/policies/).

**LET’S GET STARTED**

**\***Required before final submission

**\***Is your organisation a University? Yes/No

**IF YES**

**\*University name**

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

**\*Faculty, College, School, Centre or Institute name**

Please include the proper name of your Faculty, College, Centre or Institute within the university.

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

Enter in the format 12 345 678 910

**Describe the work of your faculty, college or school, addressing each of the following:**

\***1. Please provide a brief description of the work of your faculty, college, centre or institute.** 100 words

\***2**. **Who is your current Vice-Chancellor and the Dean of your Faculty and/or Head of Department (or equivalent)?** Please list their names with the associated position title.

\***3. Provide details of any significant organisational or financial information that has impacted on your faculty/college/centre/institute since your most recent Annual Report and audited financial statement.**

 e.g. changes in funding, structure or size; changes in faculty/college/centre/institute priorities or strategic direction; acquired property or other. Please leave it blank if you have nothing to add. 200 words

**If NO**

**\*Applicant Organisation name**

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

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

Enter in format 12 345 678 901

**\*Organisation type**

Your organisation's type is noted on the [Australian Business Register](https://abr.business.gov.au/). 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'.

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

**\*Organisation Primary Focus**

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

**\*Street address**

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

**ABOUT YOUR ORGANISATION**

**Your Entity Structure:**

**\*Please provide details on your entity structure, noting all related entities.**

If your structure consists of more than one entity, what is the nature of the relationship between entities? Does the entity applying for the grant rely on/ or use financial resources from any of these related entities?

Please use the free text box, or you can upload an entity structure chart below.

**Entity Structure Chart**

Please use this field to upload your entity structure chart if that assists in describing the structure/relationships

**Your Organisation:**

**\*1**. **Please provide a brief description of your organisation, including its history and mission.** 200 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 level of volunteer involvement.**

 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?**

 Full time staff / Part time staff / Volunteers

**\*4.** **Please provide an overview of your organisation’s governance, including Governance structure, Board subcommittees, and any Patrons.**

* 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.
* A patron is someone that supports or champions an organisation, event or cause, and is not necessarily a financial sponsor or benefactor. 150 words

**\*5a**. **Audited Financial Statements.**

 Do you have URL's for your organisation's most recent Audited Financial Statement?

 **Please provide the URL(s) to your organisation’s most recent audited and signed financial statements.**

If you are unable to provide the URL and your organisation does not have a website, please upload your audited financial statements below.

**\*5b**. **Audited Financial Statement**

 If you are unable to provide a URL for your most recent signed and audited statement, please upload a PDF here.

 **6. Your organisation's sources of income and 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

 **7**. **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.**

 i.e. changes in funding, structure or size; changes in strategic direction, acquired property or other. Please leave blank if you have nothing to add. 100 words

**\*8a.** **Annual Reports.**

 Do you have the URL(s) to your organisation’s Annual Report?

 **Please provide a URL / link to your current Annual Report**

 If you are unable to provide the URL and your organisation does not have a website, please upload your annual report below.

**\*8b. Annual Report.**

If you have not included your URL above, please upload a pdf of your Annual Report here.

**PRIMARY CONTACTS**

**Organisation Primary Contact**

i.e. CEO, Executive Director. For Universities this should be the Director of Development/ Research/ Advancement.

**Please note** that for Universities, the Organisation's Primary Contact and the Request Primary Contact should be the same individual. **\***Name / Position Title / Department

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

**Request Primary Contact**

The Request Primary Contact may also be the Organisation's Primary Contact. This person will be our main point of contact for any administrative matters, i.e. reporting, financials, etc. if the application is successful.

**Please note** that for Universities and Research Institutes the Request Primary Contact and the Organisation's Primary Contact should be the same individual.

**\***Name / Position Title / Department

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

**Project Primary Contact**

This is the person we will contact if we have questions or require more details about the work being undertaken in your project/program. i.e. Research or Program Lead.

**\***Name / Position Title / Department

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

**Organisation Authorised Signatory**

If your grant application is successful, bank details will need to be completed and confirmed by your Organisation. This person must be an authorised signatory to the organisation's accounts e.g. CEO, CFO, or Director of Research for universities.

**Note: the Authorised Signatory cannot also be the Primary Contact for the application.**

**\***Name / Position Title / Department

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

**FUNDING PURPOSE**

What is the primary purpose of the funding requested from The Ian Potter Foundation?

Select one option from the dropdown so that you are directed to the correct section of the application form**. Please note that only applicants directed by the Program Manager should select the capacity building option.**

Select one option from the dropdown so that you are directed to the correct section of the application form.

**\*1. Public-facing projects,** e.g. deliver programs or conduct research that directly engages communities, cohorts, species/eco-systems, and/or the wider public.

**\*2. Capacity building**, e.g. core costs and consultancy to support your organisation's impact and growth strategy.

**A. PUBLIC-FACING PROJECT**

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

**\*2. Describe your proposal, clearly stating what you want to do with the funds**. 300 words

**\*3. What are the identified needs that will be address by this proposal? 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. 200 words

**\*4. How does your proposal relate to the funding objectives?**

 Find here our [funding guidelines.](https://www.ianpotter.org.au/what-we-support/program-areas/) Please ensure that your response is specifically tailored to the program area you are applying for by carefully checking its respective funding guidelines. 300 words

**\*5. Please describe your proposed project/research methodology i.e. how will you do this?** 300 words

**\*6. Has this project been done, delivered, piloted or researched in Australia or internationally?**

 **What makes your organisation best placed to do it in Australia?** 300 words

**\*7. 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. These external partners could be other funders, universities, research institutes, etc. It is recommended that you provide letter(s) of support as Attachments from key partners to demonstrate their commitment to the work. 150 words

**\*8. The Foundation values knowledge sharing. How do you plan to promote or foster your work take up by others?** 150 words

**\*9. What is your financial sustainability plan for this proposal? i.e. self-funding, fee-for-service, government support, other philanthropic grants etc.**

If relevant, where and how will you source the funding needed to sustain the project? 200 words

**\*10a. The Foundation expects that there will be risks associated with every proposal. Do you have a pre-existing risk matrix or contingency plan?**

If you have a pre-existing risk matrix or contingency plan please upload it here.

**\*10b. If you don't have a risk matrix or contingency plan, please outline the risks that may affect the successful completion of your proposal and how you will mitigate against them.**

 Please refer to our examples here as a prompt to assist you in formulating your risks. 150 words

**\*11a. Grant proposed start date.**

Please note that the proposed start date must be at least 4 months after this application's closing date. We do not fund retrospectively.

**\*11b. Grant anticipated end date.**

Please note that if your proposal is successful, you will be asked to submit a Final Report approximately 6 weeks after the project's end date.

**\*11c. Grant term.**

How long (in months) will it take to complete the proposal? The term in months and proposed start and end dates should match.

**B. CAPACITY BUILDING**

**\*1. What are your Organisation's governance practices?**

 Please include:

* how the Board maintains oversight of the organisation's finances and its impact/performance
* the mechanisms to refresh your Board membership ​
* your Board’s main strengths and areas where you see opportunities to improve your organisation's governance practices. 150 words

**\*2. Your organisation's social purpose and ambition for the future.**

Please outline your organisation's ambition, planned impact, and size over the coming 5+ years. 150 words

**\*3. What is your organisation’s strategy to achieve its ambition and planned impact?**

 In your response, please outline:

* your organisation’s strategic plan for the next 3-5 years
* the main areas of focus for investment or capacity building
* the human, financial and other resources required to successfully monitor and deliver its strategic plan and associated impact. 300 words

**\*4. How does your organisation collaborate with other organisations?**

 In your response, please include:

* ​your organisation’s 3-4 most important collaborations historically
* the 2-3 most important collaborations for your organisation’s strategy over the next few years (e.g. why and with whom you will collaborate). 200 words

**\*5. What is your organisation's financial position?**

In your response, please include:

* Your annual turnover and funding mix for each of the past 3 years, e.g. the proportion of income from government, philanthropy, earned/self-generated, memberships, etc.​
* Your intended funding mix over the next 3 years, your secured versus projected income for each of the next 3 years, and the $ amount shortfall (excluding items for major uncommitted capital works proposals)
* The level of free/unencumbered financial reserves as of the date of submission of this application to The Ian Potter Foundation, and how many months of operations this would cover. 150 words

**\*6. What is the purpose of your funding request?**

 Please provide details of your proposal, clearly stating what you want to do with the funds. Focus on what will be done, when, with whom e.g. inputs and outputs. The outcomes your project will deliver will be covered in a later section of this application form. 300 words

**\*7. How will you ensure the sustainability of your organisation?**

 In your response, please include the core elements of your sustainability plans and relevant business plans (for example, to ensure an appropriate mix of income over the coming 5+ years), and specific actions you would take to ensure sustainability after the end of any grant funding from The Ian Potter Foundation. 200 words

**\*8a. Grant proposed start date.**

Please note that the proposed start date must be at least 4 months after this application's closing date. We do not fund retrospectively.

**\*8b. Grant anticipated end date.**

Please note that if your proposal is successful, you will be asked to submit a Final Report approximately 6 weeks after the project's end date.

**\*8c. Grant term.**

How long (in months) will it take to complete the proposal? The term in months and proposed start and end dates should match.

**PROPOSAL CLASSIFICATION**

This section of the application provides us with more specific details about who you are assisting and how.

We use this data to guide our grantmaking decisions and amplify our impact. Accurately classifying your proposal from the options below will help us understand your project and facilitate our internal processes.

**\*1. Which of the issue area(s) will you be working in?**

 You can select a maximum of 4 areas

- Agriculture, fishing and forestry

- Arts & culture

- Communication media

- Community and economic development

- Education

- Environment

- Health

- Human services

 - Other

- Philanthropy

- Public affairs

- Public Safety

- Science

- Sport

 **Issue area details**

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

**\*2. What is the primary type of support you are seeking?**

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

- Capital and Infrastructure

- Dissemination/promotion/outreach

- Organisational capacity building

- Policy, advocacy and systems reform

- Program development

- Research/evaluation

- Social enterprise

- Transport

- Unknown/other

**\*3. Indicate which population group(s) will be served by your proposed proposal.**

From the list below, select up to 4 population groups.

- Animals

- At risk youth

- Australian Artists

- CALD

- Chronically ill people

- Economically disadvantaged people

- Farmers, land managers/owners

- Gay, Lesbian, Bisexual, Transgender, Intersex

- Homeless people

- Indigenous people/communities

- Not relevant/no specific target

- Offenders/ex-offenders

- Others

- Parents/families

- People with intellectual/learning disabilities

- People with mental and behavioural disorders

- People with physical disabilities

- Refugees/new arrivals

- Sex workers

- Single Parents

- Substance abusers

- Unemployed people

- Victims of war, crime and/or abuse

- Youth in out of home care

**\*4. Select the code that best represents the gender served by your proposal.**

 - All males

 - Majority males >60%

 - All females

 - Majority females >60%

 - Equal male and female

 - Gender irrelevant (e.g., animals, coral, native plants)

**\*5. Select which age group will benefit the most from your proposal.**

* Babies and early childhood (0-5)
* Children (6-12)
* Adolescents (13-18)
* Young adults (19-25)
* Adults (26-64)
* Seniors (65+)
* All age groups
* Not relevant

**\*6. Please indicate where the work 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.

**Location of project**

 If necessary, please provide any additional/clarifying information about where it will be based.

**\*7. Geographic reach.**

 Please click on this link: [Geographic Reach Classifications](https://maps.abs.gov.au/index.html) to search for your town, city or postcode and confirm the Remoteness Area classification.

* Select from the *Choose a boundary type dropdown* - **2021 Remoteness Area (RA)**
* Enter the town/city/place name into the *Find address or place* search function.
* Click the magnifier symbol. A pop-up pointing to the location will appear.
* Click on the black dot and a new pop-up will appear with the Geography type and Name.

 **For example**, for *Mt Elephant, Victoria*, this would read Geography type: Remoteness Area (RA) (2021) and Name: Outer Regional Australia.

 Please note that Metropolitan should be selected when the area is classified Major Cities of Australia.

**GOALS, ACTIVITIES AND MEASURES**

A **minimum of 3 (and maximum of 5) project goals** must be completed. If you successfully secure a grant, you will be required to report against the achievement of these goals. You should ONLY state goals that you intend to achieve during the project's life using "SMART" parameters (long-term outcomes are covered in a different section of this form).

For more information on "SMART", see [SMART Goals.](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/GivingData-docs/SMART-Goals.pdf) 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:

* GOAL 1

      Improve employment outcomes for participants of the program

* ACTIVITIES
1. Hire a Project Manager (Feb 26)
2. Develop the employment pathways program (Jun 26)
* ​MEASURES (these should be success measures that can be measured by the end of the grant period)
1. 80% of program participants employed on program completion.

Please write your goals in the section below.

Then complete your Activities and Measures for each goal in the section provided underneath.

If you have a project plan or strategic document that underpins the grant application, you may choose to upload the document in this section. In this case, please select 3 - 5 goals from the document to include in the required project goals section. However, you do not have to identify the activities and measures in the application form as long as these are clearly articulated in the attached plan.

**\*Project Goals 1-5** - Please identify key activities you are planning to achieve the goal.(Enter at least 3 and no more than 5)

**\*Activities** - Please identify key activities you are planning to achieve the goal.

**\*Measures** - Please identify key measures (including a baseline where available) that will be used to determine progress towards achievement of the goal.

**Strategic or Project Plan**

If you have a strategic or project plan that identifies goals, activities and measures for your project you may choose to upload this.

If you do select to upload a strategic or project plan, please:

1. Include 3 - 5 goals from your plan that you would like to focus on through the funding request and ensure these are captured in the Goals section above (required).
2. We will work with you to determine if specific activities or measures should be considered for the foundation or if existing reporting already for your strategy or project plan is sufficient.

**OPTIONAL: Goals, activities and measures template**

Attached is an excel template you might choose to use to identify and keep track of your goals, activities and measures.

**LONG-TERM OUTCOMES AND EVALUATION**

It is the aim of the Foundation that the projects it funds will have an impact beyond their immediate goals. Outcomes are a program's lasting influences. These can be short, mid-term or long-term and often reflect desired changes in knowledge, attitudes and behaviour.

Given this, we ask that you select between one to three long-term outcomes from the list below that align with the change you want to see because of your program.

We understand that while some organisations have stellar evaluation systems, others may have limited capacity to evaluate. We also recognise that strong evaluations can often improve sustained service and/or build a case to leverage government and other philanthropic funding. Past grantees have found it helpful to know their measures at the beginning of a project so that they can collect baseline data (to prove progress). Also, careful data collection can be time-consuming. This is why we are asking questions about outcomes at the application phase.

As part of our commitment to improving the sustainability of our projects, if your grant is successful, our Research and Evaluation team will contact you to provide support through the evaluation process e.g. [recommendations for external evaluators](https://www.ianpotter.org.au/for-grantees/the-ian-potter-foundation-evaluation-panel/), [learnings](https://www.ianpotter.org.au/knowledge-centre/learnings/) from past grantees, mentoring, reviews etc.

**\*1. From the following list, select a maximum of 3 long-term outcomes**

Individual

- Improved access to (or) engagement with education, training or employment

* Change in knowledge, awareness or skills

Sector and system

* Increased awareness of best practice and/or new knowledge (including its promotion and/or dissemination)
* Improved service system or pathway or sector collaboration
* Improved quality of policy or policy dialogue

Community / Ecosystem

* Improved health and wellbeing outcomes for target population
* Increased community capacity and/or engagement
* Incorporation of traditional Indigenous practices and/or knowledge
* Improved ecosystem, flora and fauna conservation and/or management

Organisation

* Improved operational and/or workforce capacity and/or capability
* Improved quality or capacity of programs, services or experiences
* Improved access to programs, services or experiences

- Improved organisational sustainability

**\*2. How will you assess your progress towards these outcomes?**

 Think about:

* What measures you may use to understand progress for an outcome? ​
* Will you conduct an evaluation that will inform the outcomes selected?
* What type of evaluation are you conducting?
* Who (internal/external) will lead the evaluation/collection of data? 200 words

**PROJECT BUDGET**

You must submit a budget for your proposal. Download the Excel budget template below. Save a copy of the file, complete and upload it as an attachment.
Your itemised budget should include the following headings where applicable.

**Income**

* confirmed grants from government or other funding sources. Please distinguish between contracts and government and philanthropic grants.
* unconfirmed funding requests
* cash contributions from your organisation
* in-kind contributions
* fundraising
* fee-for-service

**Expenditure items**

* a breakdown of salaries
* consultant fees
* capital costs
* administration costs
* equipment purchases
* advertising and/or promotion etc.
* evaluation costs. Information on evaluation can be found [HERE](https://www.ianpotter.org.au/for-grantees/the-ian-potter-foundation-evaluation-panel/)
* travel costs

**PLEASE NOTE**
Where relevant you must itemise each section, so that no individual item accounts for more than 10% of total project expenditure (excluding capital works/buildings).

**Example Income**

Grants from government or other funding sources:

* $93,000 - ABC Foundation
* $15,000 - 123 Trust
* $28,000 - Commonwealth Government Department of Social Services
* $50,000 - NSW Government Department of Premier and Cabinet

**\*1. Budget details**

**\*2. Total cost of the project**

 Please round up to the nearest hundred dollar e.g. $247,887 will be $247,900.

**\*3. How much are you requesting from The Ian Potter Foundation?**

Please round up to the nearest hundred dollar e.g. 155,432 will be 155,500.

 **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. $350,000 over 3 years (Year 1 $100,000, Year 2 $100,000, Year 3 $150,000)

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

**ATTACHMENTS**

**Please read this section carefully.**

File size limit - files larger than 20MB should not be uploaded. Please email the file link(s) to the Program Manager associated with your application.

Please note that file names with symbols, e.g. /&\\* etc will not be accepted by the system.

**NOTE:** The project primary contact may be contacted if we require further information.

1. **\*Declaration.**

 Please print a copy of the Application Declaration and arrange for it to be signed and dated by the CEO 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. **Letters of support**Letters of support provided could be from organisations you are partnering with or organisations that endorse the work you are planning.

Please ensure that support letters provide sufficient detail of exactly what support is being provided by each organisation e.g. 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.

You may include up to 3 letters of support and it is helpful to us if the file name indicates which organisation/person has written it.

3.  **Letters of confirmation**If you have received confirmation of funding from other foundations / trusts, governments, outside sources, the letters of confirmation should be attached.

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 letters of confirmation.

4. **Othe**r

 e.g. business plans, building designed, wireframes, evaluations, program logic etc.