**PUBLIC HEALTH RESEARCH PROJECTS**

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**

Please take note of the closing date provided to you. We will 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](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.

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

**\*Select your organisation type**

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

* 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**

* Education
* Health Service / Hospital
* Policy institute
* Research organisation
* Think tank
* Welfare organisation

**Address**

**\***Organisation street address / telephone / 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.** 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 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?** 50 words

**\*4. Names of your current Board Members**

- 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. 100 words

 **5. 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.

**\*6**. **Your organisations’s sources of income.** 100 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**. 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

**\*8. 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

**REQUEST DETAILS**

**\*Primary Contact for Project**

Full name / position Title / Gender / Email / Telephone / Mobile Phone

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

 **2.** **Project Description**

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

**\*2a. Which of the issue area(s) will you be working in**?

 Please select the three MOST RELEVANT from the drop-down menus.

 **Note:** You must include one of the Public Health options.

 **Issue area:** If you selected 'other' please include the issue area(s) you will be working in.

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

Select from the drop-down menu. **Note:** You must include Research but may select one further option.

**\*2c. Indicate which population group(s) will be served by your proposed project.**

You may select up to 4 population groups.

 - At risk youth

 - CALD

 - Chronically ill people

 - Homeless people

 - Indigenous people/communities

 - Not relevant/no specific target

 - Other

 - Parents/families

 - People with intellectual/learning disabilities

 - People with mental and behavioral disorders

 - People with physical disabilities

 - Substance abusers

**\*2d. 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 (e.g. animals, coral, native plants)

**\*2e. 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)
* Seniors (65+)
* All age groups
* Not relevant

**\*2f**. **What are the intended long-term outcomes of your proposed project?**

 You may select a maximum of three long-term outcomes.

 - Improved health and wellbeing outcomes for target population

 - Improved quality of policy / policy dialogue

 - Improved service delivery / quality

 - Improved service system / sector collaboration

 - Mortality rate attributed to cardiovascular disease, cancer, diabetes or chronic respiratory disease

 - Reduced prevalence rates of (a particular) disease

 - Research group receives ongoing funding (NHMRC/ARC/corporate)

 - Reduced prevalence rates of anxiety, depression and substance abuse

**\*2g. 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.**

**\*2h. 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).

**PLEASE NOTE: that if your application is successful Foundation staff will work with you to develop goals and KPIs in order to track your progress. Your responses to the following questions will inform this process.**

**\*3. Aims**

Describe the aims or objectives of your proposed research. 150 words

**\*4. Significance**

Explain the significance of the proposed research and what needs will be addressed by this project. 300 words

 *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.*

**\*5. Research plan**

Describe your proposed methods/research plan, including the role of partners as appropriate.

 500 words

**\*6. Projected outcomes and planned translation / implementation**

 Expand upon the projected outcomes of your research, including your plans for the translation or implementation of this research. 500 words

**\*7. Which other organisations or partners will be involved in the project?** 80 words

 *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.*

**\*8. Please provide an abridged CV for the lead researcher - 2 page maximum.**

**\*9. How long (in months) will it take to complete your project?**

i.e. 12 if your project will take one year, 24 for two years etc

**\*10a. Project 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.

**\*10b. Project end date.**

**PROJECT BUDGET**

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

 Please do not include dollar signs and round up to the nearest dollar e.g. 247,880

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

 Please do not include dollar signs and round up to the nearest dollar e.g. 150,000

 **3. 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 $550,000 over 3 years (Year 1 $200,000, Year 2 $200,000, Year 3 $150,000). Leave this field blank if you are requesting one payment only.

**\*4. Itemised Project Budget**

 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 request
* cash contributions from your organization
* inkind contributions

**Expenditure items**

**PLEASE NOTE**

Where relevant you must itemise each section. Refer to example:

- 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

**Income**

Grants from government or other funding sources - $93,000

* ABC Foundation $15,000
* 123 Trust $28,000
* Government grant $50,000

**ATTACHMENTS**

**Upload the following requirements but please note: File Names with symbols e.g. backslash, ampersand etc in the file name will not be accepted by the system.**

1. **\*Declaration.** Print or save a copy of the application [Declaration](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/Declaration_2017.doc) and arrange for it to be signed and dated by the Director of the research institute, your organisation's CEO or other signatory as specified on the Declaration. Then scan it and upload it as an attachment.
2. **ACNC letter**

If your organisation is a Government Entity include a letter from the Australian Charities and Not-for-profits Commission (ACNC). It 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.

1. **Audited 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*.
2. **Letter(s) of support.** Include letters of support from project partners. 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.

 You may include up to 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.

6. **Othe**r e.g. Research or evaluation plan(s), relevant papers 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.