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## One-Off Grant Application

Please note this document is a sample only and is subject to change.

Applications can only be submitted online when the [Grants Round opens](#).

**We recommend that you lodge your application early to allow for any difficulties you may experience. Refer to the Online Application Guide on our website for technical information.**

### ***Essential Fields***

#### **1. Organisation and Contact Details**

- Organisation entity name *as listed against your ABN on the [Australian Government ABN Lookup website](#).*
- Trading name
- ABN [Australian Government ABN Lookup](#)
- Organisation charitable status [Eligibility Help](#)
- Postal Address
- City State Postcode
- Telephone
- General Email
- Website

#### **Principal Representative (CEO or equivalent)**

- Title
- First Name
- Last Name
- Suffix
- Position title
- Telephone
- Email

**Project contact (if different to principal representative).** This is the person who will be contacted if we have questions about the project, and will receive notifications about the application outcome

Same as principal representative

- Title
- First name
- Last name
- Suffix
- Position title
- Email



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## Organisation background

- Provide a brief description of your organisation, including when it was established (*maximum 50 words*)
- Provide a brief overview of your organisation's main purpose and activities (*maximum 100 words*)

## Organisation Type

Select the option that best describes your organisation

- Art & Culture
- Community Service
- Education
- Employment Service
- Environment/conservation
- Health service
- Library, gallery or museum
- Local Government
- Neighbourhood house
- Other
- Research organisation
- Self-help group
- Sporting club or association
- Welfare organisation

## 2. Organisation Financial Details

An electronic copy of your organisation's most recent approved financial statements (no older than 18 months), must be attached when lodging this application. Please see attachments page for further details.

Please provide the following information based on your most recent financial statements.

Organisation Financial Details from your most recent Annual Report

Financial year:

Total assets:	Annual income (total):
<u>Less Total liabilities:</u>	<u>Less Annual costs (total):</u>
Net Worth (assets - liabilities):	Net Income/Deficit:

## Human Resources

- Number of full-time equivalent employees
- Number of volunteers
- Total number of volunteer hours per annum



### 3. Program Selection

Select the **program** which clearly fits your project. **You can apply in ONE program only.**

- Education
- Community
- Arts and Culture
- Environment

**Focus Area/s:** Complete the section that applies to the Program selection you have made above. Only **ONE** program section should be completed. Note: A strong match in one Focus area is better than three weak matches.

Select the focus area/s that your project matches, and then briefly describe how your project meets that focus area. Complete **ONLY** the section that corresponds to your selected Program.

**EDUCATION.** *Goal: To improve access to quality, relevant and supportive education through initiatives that provide disadvantaged Victorians with the opportunity to reach their full potential.*

- **Engaging and retaining P-12 students**  
Initiatives that target students at risk of disengaging from school. *(maximum 30 words)*
- **Creating vocational pathways**  
Certified education and training pathways that lead to meaningful work. *(maximum 30 words)*
- **Transitioning migrants and refugees**  
Education and training opportunities that will enable migrants and refugees to transition into Victoria's culturally diverse communities. *(maximum 30 words)*

**COMMUNITY.** *Goal: To improve the outcomes of current and future generations of Victorians and enable them to build fulfilling lives as active participants in a cohesive society and strong economy.*

- **Strengthening family cohesion**  
Programs and services that strengthen the family unit. *(maximum 30 words)*
- **Advancing early childhood development**  
Initiatives that focus on the social, emotional and cognitive development of disadvantaged pre-school children. *(maximum 30 words)*
- **Building financial resilience**  
Programs that improve financial knowledge and behaviour of vulnerable Victorians, and provide access to quality financial services and products. *(maximum 30 words)*

**ARTS AND CULTURE.** *Goal: To increase local participation, encourage public engagement and develop a sense of place by giving voice to communities through creative initiatives.*

- **Enabling social inclusion and access**  
Creative projects that facilitate and develop increased participation, understanding and respect for Victoria's diverse and disadvantaged communities. *(maximum 30 words)*
- **Developing digital capability**  
Strategic adoption of digital platforms, resources and tools that enable arts organisations to function more sustainably and effectively, attract participation from new groups of Victorians, and increase audiences. *(maximum 30 words)*
- **Expanding the creative economy**  
Innovative projects that generate new jobs and expand employment opportunities for Victoria's creative sectors. *(maximum 30 words)*



**ENVIRONMENT. GOAL:** *To protect and improve Victoria's natural environments through responsible conservation projects that advance cooperative and sustainable practices.*

- **Conserving and restoring biodiversity**  
Projects that benefit at-risk habitats and species indigenous to Victoria. *(maximum 30 words)*
- **Protecting natural systems**  
Projects that protect and improve land and water systems to meet the environmental and economic needs of current and future generations. *(maximum 30 words)*
- **Nurturing sustainable landscapes**  
Initiatives that encourage sustainable land practices and improve connectivity across landscapes. *(maximum 30 words)*

#### 4. Project Details

**Project title** *(maximum 15 words)*

**HOW will the funds be used? Select the TYPE OF SUPPORT that best fits your project. Select one type of support only.**

- Activities/services
- Capital works, fit-out, equipment
- General operations
- Organisational development/building capacity
- Professional development
- Program funding
- Research
- Scholarships/Fellowships
- Social enterprise

**Funding Purpose** *(maximum 30 words)*

**WHAT is the key output of your funding request?**

*Example 1: To purchase an industrial fridge that will increase the capacity of XYZ organisation to provide 200 additional meals a week for disadvantaged families in the Barwon region.*

*Example 2: To undertake a scoping study for a new educational program addressing literacy for migrant and refugee families in Dandenong.*

*Example 3: To deliver a youth entrepreneurial education trial in NE Victoria.*

**Project Description** *(maximum 70 words)*

**WHAT is the project?** Describe the project outline. If successful, this project summary may feature in the HMSTrust annual report and on the website.

**HOW will you implement the project?** *(maximum 250 words)*

List key stages/activities. Be clear as to the steps you will take in delivering your project, with reference to what activities will take place, who will be involved, how many participants/beneficiaries expected, where the project will take place etc.

**WHY is the project needed?** *(maximum 100 words)*

State clearly the social need that your project aims to address



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## What is the duration of your project?

HMSTrust does not fund retrospectively. The commencement of your project must be AFTER the published date on which HMSTrust will notify application outcomes. See [Grant Dates](#) for details.

Anticipated start date of the project - for successful grants, payment/s and reporting dates will be scheduled based on the project start date notified. :

Anticipated end date of the project:

## 5. Matching our Objectives

Your project should meet **at least three** of HMSTrust's five key objectives listed below, **of which one must be selected as a primary objective**. This section is a major evaluation tool, if your project is successful, you will be asked to report against these objectives. See [Key Objectives](#) for details.

Explain how your project's objectives match HMSTrust's key objectives. You can refer to successful case studies on HMSTrust's website to see examples of successful matched objectives. Your objectives need to be specific to the project and not across broader organisation activities.

Begin by selecting your **primary objective**:

**Now complete at least three of the following boxes, including the box matching the primary objective selected above:**

- **Strengthening rural and regional Victoria**  
To strengthen the capacity, resilience and potential of communities in rural and regional Victoria. *(maximum 30 words)*
- **Reducing inequality**  
To reduce disadvantage, protect basic rights and extend opportunities for Victorians, with a special interest in equity for women, girls and Indigenous Victorians. *(maximum 30 words)*
- **Enabling sustainability**  
To enable viable and sustainable initiatives that will continue to have an impact well beyond the period of our grant. *(maximum 30 words)*
- **Building organisational capacity**  
To develop the capabilities and capacity of organisations, communities and sectors to improve long-term benefits to Victoria. *(maximum 30 words)*
- **Encouraging collaboration and partnership**  
To maximise the impact of the Trust's social investments through collaboration and partnerships across community sectors. Partnerships include other service providers and/or other funders including government. *(maximum 30 words)*
- Collaboration and partnership *(maximum 250 words)*  
*List partners specific to this project and identify the value, including in-kind, that they bring:*



## 6. Outcomes

Please note that should your application be successful you will be required to report against your project's expected aims and outcomes.

*We recommend that you use dot points to provide concise summaries in the following sections. We recommend that you don't generalise. We need specific facts and figures, for example "this project will benefit five communities and approximately 5,000 people" rather than "this project will benefit many communities".*

- Briefly describe the **key expected outcome/s** of your project. Be clear about the expected changes in knowledge, actions and conditions expected as a direct result of your project (*maximum 100 words*)
- How will you **measure the outcomes** of your project? (*maximum 100 words*)
- What plans, if any, do you have to **share the outcomes** of your project? (*maximum 100 words*)

### Target areas

Indicate which Local Government Area/s within Victoria will directly benefit from your project. Multiple LGAs can be selected, or select Statewide if project is not focussed within a region.

Find your LGA: <http://www.dpcd.vic.gov.au/localgovernment/find-your-local-council>

Indicate which **population group/s** will be served by your proposed project. You can select up to a maximum of 3 population groups.

- CALD Communities
- Migrants / Refugees
- Disabled
- Disadvantaged
- Indigenous
- General Community

What **age groups** will your project target? If your project is not specific to an age groups, then select "Not Targeted".

- Infants (0-5)
- Children (6-13)
- Young Adults (15-24)
- Adults (25-65)
- Older Adults (Over 65)
- Not Targeted

Will your project have a specific **gender** focus?

- Females
- Males
- Not Targeted



## 7. Project Budget

### Budget Template

You will need to provide details of income and expenditure for your project. Please download the [One-off Grant budget template](#) and save the budget template with the name of your organisation included in the title into the preferred folder on your computer. When completed, click the browse button to locate the template on your hard drive, then click Upload to attach it to your application. Please ensure the numbers entered below match the amounts in your budget template.

Amount requested is to be the amount exclusive of GST.

- Total project budget
- Total amount requested (amount requested to be exclusive of GST)
- Total Confirmed Income
- Total Unconfirmed Income (excluding amount requested from HMSTrust)
- Is your project planned to be on-going?
- If your project is to be on-going, what is your long-term strategy for sustaining the project after this funded period? (maximum 100 words)

## 8. Additional Information

Is there any additional important information about your project that has not been covered above?  
(maximum 100 words)

## 9. Conditions and Attachments

### HMSTrust Grant Conditions Form

Download and read the [HMSTrust Grant Conditions Form](#) to ensure that your organisation can and will comply with the conditions, should your organisation be successful.

### Attachments

- Most recent annual financial statements (Income Statement and Balance Sheet)
- PDF of your most recent annual report
- If you are a University applicant applying for a research project, please upload a letter signed by your Research Office confirming that this application is one approved by the University for this round.
- You may optionally upload up to 2 letters of support



## 10. Sign-off

**As the principal representative of the organisation, I confirm that the information provided in this application is correct at the time of submission and I agree:**

- That my organisation will comply with HMSTrust's Grant conditions should this application be successful
- That my organisation is either: a charity based in Victoria and operating solely within Victoria; or a charity operating both inside and outside Victoria, with its head office in Victoria
- That HMSTrust may forward and/or discuss this application with external reviewers and/or other trusts and foundations if required
- That HMSTrust may use general information contained in this application for promotional purposes
- I have attached all of the required documentation

Principal Representative name (This sign-off to be from the CEO or equivalent; or Head of Advancement for Universities)

Position

Date

SAMPLE