**Application - Grants $31,000-$90,000**

Please note this document is a sample only of the questions in our online application and may be subject to change.

**We recommend drafting your responses to the questions below to copy and paste the final version into the application. Applications can only be submitted via the online application form when the** [**Grants Round**](https://hmstrust.org.au/grantseekers/grant-levels/) **is open.**

Refer to the Online Application Guide on our website for technical information, including recommended browsers and how to save your in-progress application. Applicants often experience issues when using Google Chrome as it is not supported by our grant management software.

Your in-progress application will timeout after 60 minutes and any unsaved work will be lost. We recommend you save your work regularly by moving from page to page of this form by clicking one of the grey tabs at the top of the page or the Next button. Make sure you click Save & Finish Later when exiting completely. You can return to complete an unfinished page at any time once saved.

We recommend that you lodge your application early to allow for any difficulties you may experience when trying to submit your completed application.

**Please ensure you have discussed your project with a member of the Grants team before commencing your application.**

**1. Organisation and Contact Details**

* Organisation entity name *as listed against your ABN on the* [Australian Government ABN Lookup](http://abr.business.gov.au/) *website.*
* Trading name – as listed on the ABN Lookup
* ABN (check your ABN on the [Australian Government ABN Lookup](http://abr.business.gov.au/))
* Organisation charitable status (as confirmed with the ACNC. See [Eligibility Help on our website](https://hmstrust.org.au/grantseekers/eligibility/))
* Charity registration date
* Street Address
* City State Postcode
* Telephone
* General Email - *rather than using an email address that belongs to a specific person at your organisation, we suggest using your organisation's general email address, which is less likely to change over time.*
* Website

**Principal Representative (CEO or equivalent)**

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

**Project contact (if different to principal representative)**.

[ ]  Same as principal representative

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

**Organisation background**

* Provide a brief description of your organisation, including the year 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 Sign-off page for further details.

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

Do not enter $ symbols or commas, or the Net calculations will not work. Round up to the nearest dollar, and do not enter cents.

Organisation Financial Details from your most recent Annual Report

Financial year:

Total assets: Annual income (total):

Less Total liabilities:

Less Annual costs (total):

Net Worth (assets - liabilities): Net Income/Deficit:
*(calculates automatically in online form) (calculates automatically in online form)*

**Human Resources**

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

**3. Program and Focus Area 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** programsection should be completed, and you need to match at least one Focus Area within the selected Program. *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.*

*If you are applying to Education, select one or more focus area/s from the list below and briefly describe how your project addresses the focus area/s you selected. ONLY complete this section if Education is your selected Program.*

* **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 all Victorians by building their capabilities and resilience.*

*If you are applying to Community, select one or more focus area/s from the list below and briefly describe how your project addresses the focus area/s you selected. ONLY complete this section if Community is your selected Program.*

* **Strengthening family cohesion**Programs and services that build parenting skills and improve long-term outcomes for children.
(*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 the financial knowledge and behaviour of Victorians exposed to risk.
(*maximum 30 words)*

**ARTS AND CULTURE.** *Goal: To increase local participation, encourage public engagement and develop a sense of place through the arts*

*If you are applying to Arts and Culture, select one or more focus area/s from the list below and briefly describe how your project addresses the focus area/s you selected. ONLY complete this section if Arts and Culture is your selected Program.*

* **Building social inclusion and access**

Arts projects that facilitate diverse representation, participation and engagement to build understanding and respect. (*maximum 30 words)*

* **Developing digital capability**

Strategic adoption of digital solutions, resources and tools that enable arts organisations to be more effective and sustainable (*maximum 30 words)*

* **Supporting arts workers and artists**Supporting organisations to build the business skills and financial independence of Victorian arts workers and artists to support viable careers. (*maximum 30 words)*

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

*If you are applying to Environment, select one or more focus area/s from the list below and briefly describe how your project addresses the focus area/s you selected. ONLY complete this section if Environment is your selected Program.*

* **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 - *WHAT is the key purpose of your funding request?*** *(maximum 30 words)*

*Example 1: To undertake a scoping study for a new educational program addressing literacy for migrant and refugee families in Dandenong.*

*Example 2: To deliver a youth entrepreneurial education trial in NE Victoria.*

*Example 3: To plan and implement restoration of significant X habitat for the protection of Z species.*

**Project Description - *WHAT is the project?****(maximum 70 words)*

*Describe the project outline. If successful, this project summary may feature in the HMSTrust annual report and on the website. Ensure you reference the target beneficiaries and location/s of your project.*

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

List the key ACTIVITIES that you plan to undertake to deliver the project. These include additional planning activities, engagement and confirmation of partners and/or participants (if required) and key actions to be carried out to reach your stated outputs and outcomes. 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

**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*](https://hmstrust.org.au/grantseekers/grant-levels/) *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 is required to 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](https://hmstrust.org.au/grantseekers/key-objectives/) for details.

Explain how your project's objectives match HMSTrust's key objectives. *You can refer to successful* [*case studies*](https://hmstrust.org.au/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**

GOAL - To strengthen the capacity, resilience and potential of communities in rural and regional Victoria.
(*maximum 30 words)*

* **Reducing inequality**

GOAL - 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 financial sustainability**

GOAL - To support organisations and projects to be more viable and sustainable. *(maximum 30 words)*

* **Building organisational capacity**

GOAL - To develop the capabilities and capacity of organisations, communities and sectors to deliver long-term benefits. (*maximum 30 words)*

* **Encouraging collaboration and partnership**

GOAL - 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.

*List partners* ***specific to this project*** *and identify the value, including in-kind, that they bring: (maximum 250 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 your project is not focussed within a region *(applicants will select from a list supplied in the online form).* Look up your LGA [here](https://knowyourcouncil.vic.gov.au/councils) if you are not sure, or

My project is state-wide

Indicate which **population group/s** your project will specifically target. 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 specifically target?

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

**6. Outcomes**

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

*We recommend that you use brief points to provide concise information 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 (detail where) and is expected to reach 5,000 direct beneficiaries” rather than “this project will benefit many communities”.*

Briefly list the **expected OUTPUTS and OUTCOMES** of your project. *(maximum 100 words)*

*Outputs are those results which are achieved IMMEDIATELY after implementing an activity. These include events, services and products to be delivered. Example 1: Deliver 50 financial counselling train-the-trainer sessions to 20 case workers per session; Example 2: Deliver a detailed 3-year fundraising & marketing plan, and implement action plan.*

*Outcomes can be SHORT or MID-TERM RESULTS and define changes in knowledge, actions and conditions directly attributed to the activity. They may not be seen immediately after the end of the project activity, or within the period of a grant. Ensure outcomes are S.M.A.R.T.- specific, measurable, achievable, relevant and time-bound. Example 1: 50% of case workers incorporate financial assessments and advice in case practice; Example 2: 20% growth in income from Trusts & Foundations year on year*.

How will you **measure the outcomes** of your project? (*maximum 100 words)*

*Identify the proposed method/s, who will be undertaking the measurement and evaluation, over what time period you will track outcomes and how the results will be used*.

What plans, if any, do you have to **share the outcomes** of your project? (*maximum 100 words)*

**Annual Milestones**

Provide a timeline for the duration of your project, listing key annual milestones (deliverables that are completed) that correspond to the ACTIVITIES you listed (under Section 4: Project Details) and the OUTPUTS you listed (under Section 6: Outcomes). Note, a ‘year’ does not have to align to a financial, calendar or 12 month period but needs to work for your project, and fit in with annual reporting against milestones back to the Trust and subsequent payments.

Ensure that your milestones align with your nominated project start and end dates. Example: YEAR 1 (1 May 2019 to 31 Dec 2019) - 30 June - Project Officer employed; 30 July - Partner MoUs signed; Aug-Sept - workshops to be conducted with total of 150 participants; Evaluation to commence; ... YEAR 2 (1 Jan 2020 to 31 Dec 2020) - further 30 workshops conducted with total of 230 participants; June 30 Initial evaluation report complete;…

If your application is successful, you will be required to report against your project milestones. Multi-year Grants require a satisfactory Progress Report before the next payment is released, so be realistic in determining your timeframe.

* Year 1 *(maximum 100 words)*
* Year 2 *(maximum 100 words)*
* Year 3 *(maximum 100 words)*

**7. Project Budget**

**Budget Template**

*You will need to provide details of income and expenditure for your multi-year project. Please download the* Grants over $31k project budget template *from our* [*website*](https://hmstrust.org.au/grantseekers/sample-applications-budget-templates/) *and click Save As to save the budget template with the name of your organisation included in the title into the preferred folder on your computer. You will need to complete and upload this Excel document to the online application form. Please ensure the numbers entered below match the amounts included in your budget template.*

* Total project budget $:

**Multi-year Funding Schedule**

* Total Amount requested (amount requested to be exclusive of GST)$:

Please indicate the amount of funding being requested in each year of your multi-year project (it must add up to total amount requested).
*A ‘year’ does not have to align to a financial, calendar or 12 month period but needs to work for your project, and fit in with annual reporting against milestones back to the Trust and subsequent payments.*

* Year 1 - $
* Year 2 - $
* Year 3 - $
* Total Confirmed Income $:
* Total Unconfirmed Income (excluding amount requested from HMSTrust) $:
* Is your project planned to be on-going? Yes/No
* 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*](https://hmstrust.org.au/wp-content/uploads/2016/08/Sample-Standard-Grant-Conditions-Form-2016-08-05.pdf) from our website 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
*Note: If you have multiple significant letters of support, you may scan them in to one document and attach*.

**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