**Application for a grant up to $30,000**

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

Applications can only be submitted via the application portal when the [Grants Round opens](http://hmstrust.org.au/grantseekers/grant-dates/).

**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.**

**You must have discussed your project with a member of the HMSTrust grants team** before making your application. Who did you speak to?

**1. Organisation and Contact Details**

**Organisation**

* Organisation entity name *as listed against your ABN on the* [Australian Government ABN Lookup](http://abr.business.gov.au/) *website.*
* Trading name
* ABN [Australian Government ABN Lookup](http://abr.business.gov.au/)
* Organisation charitable status [Eligibility Help](http://hmstrust.org.au/grants/eligibility)
* 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

**Organisation background**

* Provide a brief overview of your organisation, including when it was established, main purpose and activities *(maximum 150 words)*

**Organisation Type**

Select the option that best describes your organisation

* Art & Culture
* Community Service
* Education
* Vocational Training / Employment Service
* Environment / Conservation
* Health Service
* Other
* Research 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):

Less Total liabilities:

Less Annual costs (total):

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. Request Details**

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

**Funding Purpose**

***What is the key output of your funding request?*** *If successful, this brief description will feature in the grants list in the HMSTrust Annual Report and on our website (max. 30 words).*

*Example 1: To deliver a pilot parenting support program to support socially isolated mothers in Melbourne, while developing resources and working partnerships for scalable implementation.*

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

*Example 3: To trial a financial literacy program for people living in NE Victoria.*

*Example 4: To run a pre-employment training program supporting 150 young people*.

**Grant Amount Requested: $**

**Project Description**

***What is the project?*** *Describe the project outline including: WHAT - what is the primary objective of the grant? WHO - identify the intended beneficiaries; HOW - what are the primary strategies of the grant? WHERE - where in Victoria will the project be carried out? (max.70 words)*

**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*](http://hmstrust.org.au/grantseekers/grant-dates/) *for details. For successful grants, payment/s and reporting dates will be scheduled based on the project dates you nominate below.*

Anticipated start date of the project**:** Anticipated end date of the project**:**

**4. Our Grants Matrix: Program and Key Objectives**

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

* Education
* Community
* Arts and Culture
* Environment

**4.2. Focus Area/s:** Now complete the section that corresponds to the Program you selected above. Do not select focus areas from a different Program. *Note*: A strong match in one Focus area is better than three weak matches.

**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.*

**Focus Areas:**

* **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.*

* **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.*

* **Building social inclusion and understanding**

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)*

* **Expanding the creative economy**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.*

* **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)*

**4.3 Matching our Objectives**

Your project must 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](http://hmstrust.org.au/grantseekers/funding-criteria/) 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**

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 funding through strategic 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)*

**5. Project Detail**

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

*State clearly the social need that your project aims to address*

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

*List the key ACTIVITIES that you plan to undertake to deliver the project. These are the key activities, products or services to be carried out to reach your intended outcomes. Be clear as to the steps you will take in delivering your project, with reference to what actions will take place, who will be involved, how many participants/beneficiaries, where the project will take place, any relevant timeframes, etc.*

**Project Reach**

We are interested to know where the majority of direct beneficiaries for this project are located.

If your immediate project beneficiaries are not located in a specific Local Government Area/s (LGA), please select ‘Statewide’. **TICK ONE BOX ONLY**

* + LGA Specific
  + Statewide

**LGA specific**If you selected LGA Specific from the check box above, indicate from the list below the LGA/s where the majority of direct beneficiaries for this project are located. Find your LGA: <http://knowyourcouncil.vic.gov.au/councils>

**Population Group**

*Indicate which* ***primary*** *population group will be served by your proposed project. If your project does not focus on a specific population group, please select "General Community".*

* General Community
* Indigenous
* Migrants / Refugees
* People with a disability

**Age Groups**

What age groups will your project target?

*If your project is not specific to an age group, then select “Not Targeted”.*

* Infants (0-5)
* Children (6-12)
* Adolescents (13-18)
* Young Adults (19-24)
* Adults (25-65)
* Older Adults (Over 65)
* Not Targeted

**Gender**

Will your project have a specific gender focus?

*If your project does not focus on a specific gender, please select "No specific gender focus".*

* Females
* Males
* LGBTQI
* Diverse gender/sexual identity
* No specific gender focus

**6. Outcomes**

**Please describe how you will measure progress and what success will look like.**

Should your application be successful, you will be required to report back to us on your actual outcomes.

*We recommend that you use brief points to provide concise summaries in the following sections and that you don't generalise. Provide 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". For further information read* [*Developing Your Outputs and Outcomes*](https://hmstrust.org.au/wp-content/uploads/2019/12/Developing-Outputs-and-Outcomes.pdf)

* **Briefly describe the key expected outcome/s of your project**. Be clear about the expected benefits or other positive changes that you anticipate to occur as a result of your project. Try to ensure outcomes are S.M.A.R.T. - specific, measurable, achievable, relevant and time-bound. Where possible, indicate your baseline data or benchmark against which you will be measuring your intended outcomes. *(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)*

**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*](https://hmstrust.org.au/wp-content/uploads/2019/09/Grant-up-to-30k-project-Budget-Actual-template-2020.xlsm) *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 exclusive of GST.*

* Total project budget
* 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 in the information you have provided in this application?  
(maximum 100 words)

**9. Conditions and Attachments**

**HMSTrust Grant Conditions Form**

Download and read the [HMSTrust Grant Conditions Form](http://hmstrust.org.au/wp-content/uploads/2016/08/Sample-Standard-Grant-Conditions-Form-2016-08-05.pdf) 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