**MAJOR GRANT – Expression of Interest – Sample document**

This document is a sample form for reference only and is subject to change. It is intended to give an indication of the questions contained in the online EOI form and to assist you to prepare your answers.

There are four steps to applying for a Major Grant:

1. Ensure your project strongly aligns to the Trust’s strategy and funding criteria.
2. Submission of an Expression of Interest.
3. If your proposal is a potential match, we will contact you to learn more.
4. If your project is a good fit, we will invite you to submit a Grant Application.

The Trust seeks funding opportunities that strongly align with our new 5-year strategy. This Major Grants round is highly competitive. Only 4-5 multi-year grants up to $400,000 are approved in any year.

Refer to <https://hmstrust.org.au/grantseekers/> for additional detail.

1. **Organisation and Contact Details**

**Applicant Organisation***Entity name* *exactly* *as listed on the* [ABN Lookup](http://abr.business.gov.au/) *of the* *Australian Business Register* *website.*

**Trading name -** as listed on the [ABN Lookup](http://abr.business.gov.au/)  
*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.*

**ABN:**

**Organisation charitable status**   
*Organisations must be a Charity registered with the Australian Charities and Not-for profit Commission (ACNC) as confirmed at the Application Gateway on our website. See* [Eligibility Help](http://hmstrust.org.au/grants/eligibility) *for more information.*

**Organisation street address:**

**Telephone:**

**General Email:**

**Website:**

**Project contact** *(this is the person we can contact to discuss the EOI further)*

Prefix / First Name: / Last Name / Suffix

Position title:

Telephone:

Email:

**Organisation background**

Provide a brief overview of your organisation, including the year it was established, main purpose, major programs and activities (*maximum 175 words*):

**Organisation Type**

Select the option that best describes your organisation:

⬜ Arts and Culture

⬜ Community Service

⬜ Education

⬜ Vocational training &/or Employment

⬜ Environment & conservation

⬜ Health service

⬜ Research organisation

⬜ Other

**2. Request Detail**

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

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

What is the key purpose of your funding request? *Example: To implement an evidence based, non-clinical, low intensity mental health program to rural and regional communities in partnership with the local Primary Health Network*

**Project description** (m*aximum 350 words)*

Describe your project, clearly stating the social need that will be addressed by your project**.** How does your project address a gap in existing service provision?

**What work has been achieved to date?** e.g. research, scoping, pilot (*maximum 100 words)*

**What makes your project stand out as something HMSTrust should fund?** (m*aximum 350 words)*

**Why are you an appropriate organisation to deliver this project?** (m*aximum 350 words)*

**Partnership and collaboration**

*HMSTrust values collaboration to maximise the impact of the Trust's social investments across community sectors. Partnerships include other service providers and/or other funders including government. Who are the other confirmed or potential contributors/partners/stakeholders, and how will they be involved? (maximum 350 words)*

**What is the term of the project?** *(In whole months)**e.g. 36 months*

**3. Strategic Alignment to the Trust’s Grants Framework**

Select the primary **focus area** to which your project matches *(select one only)*:

⬜ Education – **Engaging and retaining P-12 students**

⬜ Community – **Advancing early childhood development**

⬜ Community – **Building financial resilience**

⬜ Arts & Culture – **Supporting the sustainability of the arts sector**

⬜ Environment – **Supporting restoration and protection of sustainable environments**

⬜ Health – **Improving access to affordable mental health care**

Indicate the **primary target beneficiary group** of your project *(select one only)*:

⬜ Community Wellbeing

⬜ Future Generations

⬜ Women & Girls  
⬜ Socio-economic Disadvantage

⬜ Indigenous Peoples

⬜ Migrants & Refugees

Indicate the **lever(s) for change** that your project will use to achieve its outcomes *(tick all appropriate)*:

⬜ **Capacity building** - Projects that develop and strengthen the skills, processes and resources required by an organisation to deliver its mission effectively now and in the future.

⬜ **Innovation** – Projects that prototype, develop and/or pilot smart ideas to solve challenging and often systemic social and environmental issues.

⬜ **Delivery** - Projects delivering quality programs to address unmet or under-served community needs. Ongoing programs are not eligible for funding.

⬜ **Scaling** – Strategic expansion of a proven project or program, to increase social impact outcomes and contributes to long-term community benefit.

⬜ **Advocacy** - Research and dissemination; Raising awareness; Community organising; and Policy.

If you selected more than one lever for change, please indicate the **primary** **lever** your project will use *(select one only)*.

⬜ Innovation ⬜ Delivery ⬜ Scaling ⬜ Advocacy ⬜ Capacity building

How is your project meeting at least one of our **three long-term impact goals** to:

* + build **sustainable and capable organisations** that are well-positioned to respond to the needs of Victorians;
  + support solutions that have the potential to **address gaps in service delivery** and/or **change sector practice** across the Trust’s areas of interest; and/or
  + address the root causes of the social problems that impact the communities we choose to support, by focusing our resources on the components and structures of the **systems that drive social change**.

*(maximum 500 words)*

**Project Reach**

If your project directly benefits one or more regional communities, priority will be given to projects that are community led and delivered by a local provider, or in partnership with a local provider.

Identify 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’.

⬜ 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: <https://knowyourcouncil.vic.gov.au/councils>  
(For the purposes of this sample form, the full list of LGAs is not included.)

**4. Project Budget**

**Total Project Budget**  $\_\_\_\_\_\_\_\_\_\_  *(indicate total anticipated expenditure of the project)*

**Request Amount:** $\_\_\_\_\_\_\_\_\_\_ *(up to a maximum of $400,000)*

**Total Confirmed Income:** $\_\_\_\_\_\_\_\_\_\_

**Total Unconfirmed Income:** $\_\_\_\_\_\_\_\_\_\_ *(excluding amount requested from HMSTrust)*