**CAPACITY BUILDING GRANTS UP TO $50K**

**SAMPLE APPLICATION FORM**

**PROJECT DETAILS**

* **Project Title** (15 words)
* **Funding Purpose** (30 words)

What is the key purpose of your funding request? If successful, this summary will feature in our Annual Report and on our website.  
*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 develop a fundraising and marketing strategy, to increase organisational capacity in revenue raising and program delivery .*

* **Grant amount requested (inc GST)**
* **Project Description**

What is the project? *Provide a high level description of the project.* (70 words)

* **Why are you undertaking this project?**

*Explain the need/issue that you are seeking to address* (250 words)

* **How are you proposing to address the need/issue?**

Describe how the project will be implemented to address the social need. List the KEY OUTPUTS 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, as detailed further in the Project Outcomes section of this application. 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, etc. *Example 1: Deliver 10 financial counselling train-the-trainer sessions to 20 case workers per session in Bendigo region; Example 2: Deliver detailed 3-year fundraising and marketing plan, and implement action plan.* (250 words)

* **What work (if any) has already been undertaken in relation to or in preparation for this project?**

*Eg. research, scoping, business planning* (250 words)

* **What makes your project stand out as something HMSTrust should fund?** (250 words)
* **Why are you an appropriate organisation to deliver this project?** (250 words)
* **Anticipated start date?**
* **Anticipate end date?**

**STRATEGIC ALIGNMENT**

* **Program & Focus Area**  
  Select the program and focus area to which your project matches. *Select only one.*
* **Match to Program & Focus Area**  
  Explain how your project matches to the Program & Focus Area you have selected. (350 words)
* **Target Beneficiaries**  
  Indicate the **primary** target beneficiary group of your project. *Select only one.*
  + Community Wellbeing
  + Future Generations
  + Women & Girls
  + Socio-economic Disadvanatge
  + Indigenous Peoples
  + Migrants & Refugees
* **Age Group**  
  What age groups will your project most benefit?   
  *If your project is not targeted to specific age groups, select 'Not Targeted'.*
  + Infants (0-5)
  + Children (6-12)
  + Adolescents (13-18)
  + Young Adults (19-24)
  + Adults (25-64)
  + 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". Select only one*
  + Females
  + Males
  + LGBYQI
  + Divers gender/sexual identity
  + No specific gender focus
* **Levers for Change**  
  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;
  + **Scaling** - Strategic expansion of a proven project or program, to increase social impact outcomes and contributes to long-term community benefit; and/or
  + **Advocacy** - Research and dissemination; Raising awareness, Community organising, and Policy.
* **Primary Lever for Change**  
  If you selected more than one lever for change, please indicate the ***primary*** lever your project will use. Select only one.
* **Long Term Impact Goals**  
  How is your project meeting at least one of our three long-term impact goals?
* 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.** (350 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.*Select one only*

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

* LGA Specific
* Statewide

If LGA specific, you will be required to choose which LGA region/s

**RESOURCING & OUTCOMES**

* **How will the project be resourced?**  
  How many staff will be involved and what roles will they play? (250 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.

List partners **specific to this project.** State if confirmed or unconfirmed, and identify the role and value, including in-kind, that they bring. (350 words)

* **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?**( 100 words)
* **What will be the impact of your project? What changes/outcomes are you seeking to achieve over the near, medium and longer term?**  
  Outcomes are the expected benefits or other positive changes that occur as the result of the outputs. 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 at the end of the project activity, or within the period of a grant.

We recommend you provide short, concise points and that you do not generalise. Ensure outcomes are SMART - 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 and Foundations year on year.* (250 words)

* **How will you evaluate your project?**  
  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 to determine the success or impact of your project. (100 words)
* **What plans, if any, do you have to share the outcomes or disseminate the learnings of your project?** (100 words)
* **Is there any additional important information about your project that has not been covered in the information you have provided in this application?** (200 words)

**PROJECT BUDGET**

**Budget Template**

You will need to provide details of income and expenditure for your project. Please use the budget template available to download from our website from Sample Forms. Provide as much detail as possible on expenditure items.  
  
When completed: 1) click the **Choose file button** to locate the template on your hard drive, then 2) click the **Upload button** to attach it to your application. Do not move away from this page until it shows your attachment with an uploaded date and time, file size and a 'Remove' option.

Grant amount requested is to be exclusive of GST.

* **Total project budget** - ensure this amount matches the total project costs included in your attached Project Budget template.
* **Total Confirmed Income**
* **Total Unconfirmed Income** (excluding amount requested from HMSTrust)