



# Expressions of Interest Guidelines

**Opening Date: 15 August**

**Closing Date: 30 September**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

Please e-mail Expressions of Interest in Word format to:  
[foundationforchildren@afma.com.au](mailto:foundationforchildren@afma.com.au)

**E-MAIL APPLICATIONS ONLY ARE ACCEPTED**

Guidelines and Application Forms can be downloaded from  
[www.foundationforchildren.com.au](http://www.foundationforchildren.com.au)

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To assist in the Expressions of Interest process, the following Guidelines must be adhered to when completing the official Expression of Interest (EOI) template.

### **General**

Only e-mail applications are accepted. Expressions of Interest (EOI) must not be more than three (3) pages in total. Please do not include any other attachments (such as documents etc) in the application, as they will not be considered.

### **Font Size**

Applications must be in a minimum font size of 11 (or above).

### **File Size**

As a general rule, organisations have restrictions on their capacity to send/receive files. As a guide, all files, sent via email should not exceed 4MB (4 megabytes). Please refer all issues regarding this to your internal IT department/support system.

### **Acknowledgement of Receipt**

The Foundation will acknowledge receipt of every all EOI. They will attempt to do this by email within two working days of receiving it. If you do not receive an Acknowledgement of Receipt of your EOI, please follow up with a "Request for Confirmation of Receipt of EOI". Do not re-send the entire EOI, as sending multiple copies can lead to confusion and may result in the EOI being missed.

The EOI Acknowledgement of Receipt will include an **Application Number** which should be used on all future correspondence. The Foundation manages all correspondence by this unique number.

Acknowledgements will be sent to the one person as nominated on your EOI form. Multiple and duplicate emails cannot be sent.

### **Applicant/Project Details** (*Question 1 - 5*)

Applicants should provide their name, work address and contact numbers. The name of the institution or organisation which will administer the grant should also be supplied, together with the name and address of the premises where the project will be carried out.

### **Applicant Types**

The Foundation will only accept applications from individuals, committees or project-focused foundations.

### **Grant Size**

The Foundation generally awards grants of around \$50,000 - \$80,000 per year, and for either one or two years. A maximum amount of \$100,000 for one year will be awarded, with no more than a total of \$160,000 awarded for a two year project. Occasional exceptions are made to these general guidelines.

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## **Grant Period**

Grants normally are made for projects which can be completed within 12 - 24 months. The Foundation's reviewers will need to be satisfied that the project can be carried out in the time scale envisaged and that the person(s) carrying out the project has the appropriate expertise and any other relevant resources to conduct and/or supervise the project.

## **Specific Aims and Hypothesis** (*Question 6*)

Applicants should outline the specific aims and hypothesis of the project, why it warrants support and how it relates to the Foundation's aim to assist in the health and welfare of children in Australia.

## **Significance** (*Question 7*)

Applicants should outline the significance of the project, why it warrants support and how it relates to the Foundation's aim to assist in the health and welfare of children in Australia.

## **Brief Research Plan** (*Question 8*)

Applicants should provide a brief research plan of the project.

## **Budget Estimate** (*Question 9*)

Applicants should provide a budget **estimate** for the project. Full details are not required at this stage. If the EOI proceeds to the full application stage, further details will be sought at that time.

## **Full Grant Applications**

If the EOI is accepted into the second round, the Foundation will ask the Chief Investigator to submit a full grant application form, closing **1 February**. Late applications will not be accepted.

## **Ethics Approvals**

All Grants must have the appropriate Ethics Approvals, and ideally, the Ethics Approval letter should be attached to the full grant application. Applicants must submit their Ethics Approval letter to the Foundation for Children before any Grant payments are made.

## **Monitoring of Successful Applications**

Applications successful in receiving a Grant must commence within six (6) months of notification of success of their application.

For those applications successful in receiving a Grant from the Foundation a Progress Report (on the form provided on the website) is required six-monthly indicating the project's advancement throughout the duration of the Grant.

At the conclusion of the project a Final Report should be sent to the Foundation outlining comprehensively the results of the project. This should be accompanied by a more concise report, in lay terms, which may be drawn upon in publicising the Foundation's activities and their results.

Where grants are approved for projects extending beyond one year, funding for second and subsequent years will be dependent on the Foundation receiving a suitable progress report.

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## Results of Research and Patents

It is an Australian Taxation Office requirement that the results of the Project must be made available in relevant journals and any Australian patents issued in the course of the research must be made available to all interested parties on the same terms. The support of the Foundation should be acknowledged in an appropriate way in all published papers and reports and a copy sent to the Foundation following their publication so that we can keep accurate records of the productivity resulting from our funding.

## Age Specification

Preference will be given to projects focussed on children aged 14 years and under, although the Foundation will consider projects relating to children up to 18 years of age.

## Grants Selection Committee

In assessing applications, the Foundation for Children will draw upon the advice of an expert advisory panel regarding the relative merits of particular proposals. EOI and Full Application proposals are reviewed by a panel of Australia-wide specialist Paediatric clinicians and scientists. Their recommendations are presented to the Foundation's Board who vote on the final decision.

## Expressions of Interest Closing Date

The opening date of EOI application each year is the **15 August** and closing date for the EOI application each year is the **30 September**. As the Foundation must adhere to a strict timetable, no late applications or amendments to applications can be accepted under any circumstances.

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## Some Background Information on The Financial Markets Foundation for Children

**The Financial Markets Foundation for Children** is a company incorporated under the Corporations Law and is the trustee of a charitable trust of the same name, whose purpose is the promotion of the health and welfare of children of Australia.

The Foundation is supported by participants of Australia's financial community, receiving both corporate and individual donations to fund research programs and a wide range of other projects designed specifically to improve the health, welfare and well-being of the future of Australia - our children.

Since its inception in November 1990, the Foundation has raised its funds for the grants process through a number of annual events, including Work-A-day 4 Kids, The Financial Markets Ball (Melbourne), the annual Reuters/ASX Golf Day (formerly the AAP Golf Day) as well as one-off events held by outside supporting organisations, who make very generous contributions to the Foundation.

The day-to-day administration of the Foundation is undertaken by a Management Committee, with all the administrative duties and costs being met by volunteers' time. This support enables the Foundation to operate on a unique '**dollar in / dollar out**' basis, ensuring that every dollar donated is allocated directly to the Foundation and its Grants (ie. no funds are used for administration, marketing or advertising etc).

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