GRANT APPLICATION GUIDELINES

(For Successful EOI Applicants)

ALL APPLICATIONS ARE TREATED AS CONFIDENTIAL

Closing Date: 1 February 2017

LATE APPLICATIONS WILL NOT BE ACCEPTED

Email
foundationforchildren@afma.com.au

Download
Guidelines and Application Forms
from
www.foundationforchildren.com.au
In order to assist in the evaluation of applications, the following Guidelines must be adhered to.

**Email Applications Only – Postal Applications will not be accepted**

The Application process, the Foundation will only accept email applications, submitted on the approved Grant Application form (available on this web site).

The electronic application form should be completed as per these Guidelines and submitted to foundationforchildren@afma.com.au in MS WORD format.

**Formatting and Attachments**

Applications must be in at least font size 12.

Where specified, word or page limits should be strictly adhered to. Anything over the stated limits will be removed prior to distribution.

No attachments (such as books, brochures, videos, documents, etc) should be included in the application as they will not be considered.

**Acknowledgement of Receipt – EMAIL APPLICATIONS**

At the end of the Application period, each Application will be acknowledged.

Confirmations will be sent back to the originating email address. Thereafter, all correspondence will be emailed to the ONE recipient as shown on the Application form.

Multiple copies of Confirmation/Acknowledgements will not be sent.

The Foundation does not accept any responsibility for the receipt and/or acknowledgement of the Applications.

**Multiple Applications**

Please ensure that ONE only application is completed and lodged for each project, in MS WORD. If you have lodged several Expressions of Interest for different projects, and have been invited to send more that one application, please only send ONE separate email for each application.

**General Information**

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

**Applicant/Project Details (Questions 1- 5)**

Applicants should provide their name, work address and contact numbers. The name and other details of the institution or organisation which will administer the grant should also be supplied.

The full title of the Project and the type of research project should be indicated.
Investigators’ Details *(Question 3)*

If there is more than one Chief Investigator, please include additional information — *to a maximum of three Investigators and their details.*

**Total Funding Requested (Question 6)**

The Foundation generally awards grants of around $50,000 - $80,000 per year, and for either one or two years. A maximum 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. Foundation for Children Grants should be seen as an important source of funding for pilot studies for subsequent competitive grants, such as NHMRC funds.

**Number of Years Requested (Question 7)**

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.

**Commencement of Funding**

If the application is successful, funding is likely to commence with an initial payment at the end of July and is normally paid at six monthly intervals thereafter, **upon receipt of an approved Progress Report.**

Please note that the Foundation does not pay on invoice — it is necessary to provide a Progress Report to facilitate the subsequent payment(s).

**Qualifications and Experience (Question 8) Max 1 page**

Please list the qualifications and research experience of the Chief Investigators, regarding their ability to complete the project, to a maximum total of 1 page.

**Project Aims and Significance (Question 9a) Max 1 page**

Applicants should outline clearly the aims 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, to a maximum of 1 page.

**Simplified Project Description (Question 9b) Max 80 words**

A simplified description in layman’s terms should be provided, in not more than 80 words.

**Background and Rationale (Question 10) Max 1 page**

Applicants should provide a brief summary outlining the background and rationale of the research project. Reference should be made to any related or similar projects in the same general area.

**Research Plan (Question 11) Max 3 pages**

Applicants should provide a detailed statement of how the aims will be achieved, to a max of 3 pages. For research projects, this should include details of the methodology and a timetable, giving the date on which the project is to commence and the anticipated dates for completion of each major stage.
Applicants should provide sufficient information on the project to enable at least a preliminary assessment to be made. As necessary, the Foundation will pursue additional information with particular applicants.

**Budget Items (Question 12)**

Applicants should provide details for each significant item of expenditure, justifying each such item and the basis on which they have been calculated. Appropriate salary scales for staff should be provided, with the applicant stating the basis for the salary scale chosen. Minor items of equipment such as postage, stationery, printing, travel and secretarial services will not normally be granted. In general, grants will be made for activities rather than for items of equipment.

**Support from Other Sources (Question 13)**

Applicants should provide:

i) explicit details of any other support that has already been received or has been requested for this specific project, and

ii) sufficient information to indicate the success of the research group with other sources of funding for other projects.

**Ethics Clearance for Project (Question 14)**

If your Project requires Ethics Clearance, for either Human or Animal subjects, it must be provided with the Application. If Ethics Approvals have not yet been obtained, please attach your Ethics Application, indicating when it was submitted to your Ethics Committee. Funds for grants will not be released without a submitted Ethics Clearance. Applicants must submit their Ethics Approval letter to the Foundation for Children before any Grant payments are made.

**Monitoring of Successful Applications**

Applicants successful in receiving a Grant must commence the project within six (6) months of notification of the success of the application.

A brief progress report is required six-monthly, indicating the project’s advancement throughout the duration of the grant. A Progress Report template can be downloaded from the AFMA Website. Please complete the Progress Report form and submit to the Foundation by e-mail: foundationforchildren@afma.com.au

At the conclusion of all projects 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 a second year will be dependent on the Foundation receiving a suitable progress report.

**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.

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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. Their recommendations are presented to the Foundation’s Board who vote on the final decision (usually May of each year).

Closing Date

The closing date for invited successful Applications for is 29 February 2016. Applications must be received by close of business on this day. As the Foundation must adhere to a strict timetable, no late applications or amendments to applications can be accepted under any circumstances.

Also, due to the quantities of applications received, the Foundation is not able to alter or remove any information originally submitted. The application, as prepared by you, will be forwarded in its entirety to the Grants Committee for the purposes of review.

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Some Background Information on the 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 program 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).

The Foundation is managed by a Board of Directors, chaired by Mr Glenn Stevens, Governor of the Reserve Bank of Australia, who is joined by the heads of Australia’s leading banks.

More information is available from our web site:  www.foundationforchildren.com.au

The administration for the foundation for Children is provided by resources at the Australian Financial Markets Association. All communications regarding the Grants process and/or any other queries should be sent to foundationforchildren@afma.com.au

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