

Privacy Statement

Equity Trustees Limited, Equity Trustees Superannuation Limited, and Equity Trustees Wealth Services Limited ('the EQT Group') are committed to protecting your privacy and supporting the Australian Privacy Principles under the Privacy Act 1988 (Cth).

Our Privacy Statement is available [here](#) and is intended to inform you about the following:

- the type of personal information that we collect;
- the manner in which we collect your personal information;
- the main purposes for which we use that information;
- how you can access, correct or update any personal information that we hold about you; and
- how we keep the information secure.

Before submitting your application, please ensure you have read [Equity Trustees' Privacy Statement](#).

If this Grant Application is successful, Equity Trustees may make public your project description, the name of your organisation and the grant amount awarded to you.

Instructions

1. Completing your Form

You may fill in the form in any order you choose. Move between the pages of the form using the Form Navigation menu at the right of screen. Or, click the Next Page and Previous Page buttons at the top or bottom of the page.

2. Completing your Form in a group/team

You can share your applicant login details to allow colleagues to work on a form with you. However, avoid editing the form at the same time as somebody else.

3. Saving your draft Form and returning later

Your form is automatically saved each time you move between pages. You can also click the Save button at the top of the page, which you should do when logging out or leaving the computer for an extended period. Your saved form will be available for you to continue next time you log in.

4. Submitting your Form

To submit your form, you must click the Submit button on the final Review page of the form.

Your form will not submit if: - You have failed to answer any compulsory questions. - You have exceeded any word limits. - You have entered any other invalid data (such as an invalid ABN).

5. Form submission confirmation

After submitting you will receive a confirmation email including a PDF copy of your form. If you do not receive this email, contact Equity Trustees to confirm we have received your form.

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Form Preview

Further Support

Please email Equity Trustees at activephilanthropy@eqt.com.au, quoting your application number if applicable, for technical support or queries about eligibility and guidelines.

Contact Details

* indicates a required field

Organisation Details

Organisation *

ABN (Organisations outside Australia should leave this field blank)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

DGR Item Number *

☐ 1

Website

Candidate / Researcher

Chief Investigator name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Form Preview

Chief Investigator Position title *

Phone *

Email Address *

Postal Address *

Address

Suburb State Postcode

Research Grants Office

Contact Person

Title

First Name

Last Name

Postal Address

Address

Suburb State Postcode

Must be an Australian post code

Phone Number

Email

Project Details

** indicates a required field*

Overview

The Scientific Project Title *

Must be no more than 20 words

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Form Preview

What are the primary areas of focus for this project/program? *

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Who are the expected primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

Please provide a brief lay explanation of the project *

Grant Amount

Total Grant Amount Requested *

Must be a dollar amount no more than \$40,000

Total Project Cost *

Must be a dollar amount

Project Dates

Project Start Date (may be in the past) *

Project End Date

OR... project is ongoing?

☐ Yes

Project Summary

Important: If you draft your application in Microsoft Word and then paste your answers into this form, we would appreciate if you could avoid using Word's automated bullets and numbered lists. These cause formatting issues when we print your application for assessment.

If possible, please switch off Word's auto-formatting options for lists. You can then manually type numbered lists, or use asterisks * or hyphens - in the place of bullets.

What are the project's aims and significance?

What is the background and research plan for the project?

What are the expected results of the project?

Who are those that will benefit from the project?

What references to works of other scientists are relevant to the project?

What are the qualifications, background and achievements of the Chief Investigator(s) over the last 5 years and a list of publications of the Chief Investigator(s) published in the last 3 years?

Proposed evaluations plans

Other Funding

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Form Preview

Please list all sources (including government, ARC and NH&MRC) that you have approached for funding and the status of your application for each. If your application to the NH&MRC for this project as been declined, please give the reasons.

Please list all sources of support and funding that you have received in the last 3 years.

Attachments

* indicates a required field

Please upload the following required attachments along with your application:

Please save files in the following format:

Trust name_(CI's surname)_Name of Institution_type of file.file format

- E.g. ATFSmithEndowment_(Davis)_Cabrin_Letterofsupport.pdf

There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under 5 megabytes.

If your attachments are over this size, you can either send them in separate emails or some software allows you to manually reduce the size of graphics and files. In addition, logos, pictures and other graphics can be deleted to reduce the file size.

1. Executive Summary

Executive summary of your project, using some or all of the elements contained in the Description of the Project. The purpose of this text is to allow the assessors to gain an overview of exactly what you are trying to do and to achieve in this endeavour.

Executive Summary *

Attach a file:

2. Financial Information

Please provide a current budget for the project:

- List each staff member on a separate line and include percentage of time spent on the project.

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Form Preview

- Indicate specific uses of the requested grant, if possible.
- Equipment requests over \$5,000 must include a copy of the quotation.
- Include the total cost of the project, contributions received or pledged and the amount you are seeking funding for.

Financial Information *

Attach a file:

3. Letter of Support

A letter in support of this application from the Head (or other relevant higher authority) of the Sponsoring Institution or Department. The Head of Institution or Department should confirm that the Chief Investigator has a funded position at the Institution for the next calendar year covered by the grant.

Letter of Support *

Attach a file:

Certification

* indicates a required field

By lodging this application:

- I certify that to the best of my knowledge the statements made in this Grant Application and supporting documents are true.
- I consent to the information contained within this Grant Application being disclosed to or by Equity Trustees for the purpose of assessing, administering and monitoring this and any future Grant Applications.
- I understand that if Equity Trustees approves this Grant Application, my organisation will be bound by the contents of this Grant Application to carry out the project as described herein and in accordance with the grant conditions, timeline for completion and reporting requirements as set out in Equity Trustee's Letter of Approval to the successful applicant.*
- I consent to Equity Trustees making public any successful Grant Applications, including the project description, the name of your organisation and the grant amount awarded to you.

** Timelines for completion and reporting requirements are dependent on the particular grant and can be changed subject to agreement between the successful applicant and Equity Trustees. For most grants, successful applicants will be required to submit an annual progress report for the duration of the grant and a final report within two months of the completion of the grant period. These reports will fall due annually on the date that the grant was awarded unless otherwise agreed.*

Please enter your name below to signify agreement to this Certification.

Name *

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Form Preview

Position

One more step ...

YOU MUST FOLLOW THESE STEPS TO SUBMIT YOUR FORM

1. Click the "Review" button at the top right of this form.
2. If necessary, review your answers.

Important: Form submission is **final**. You cannot make changes to your form after it has been submitted.

3. When ready to submit, click the "Submit" button at the top right of the form.
4. Shortly after submitting you will receive a confirmation email including a PDF copy of your form.

Important: If you do not receive this confirmation email, your form may have failed to submit. Please check your spam mail folder, or contact Equity Trustees at activephilanthropy@eqt.com.au to confirm we have received your form.

Are you having trouble submitting?

If you have any questions regarding the submission of your form, please refer to the help contact details on Page 2 of the form.