

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

Using this Form

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

Sector Capacity Building Fund

Form Preview

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.

Further Support

Technical Support or Questions about Eligibility and Guidelines

Please email Equity Trustees at charities@eqt.com.au, quoting your application number if applicable.

Organisation Details

* indicates a required field

Business Registration Details

Organisation Name *

ABN *

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
 2
 None

You can retrieve this information from <http://abr.business.gov.au>

Website

Sector Capacity Building Fund

Form Preview

Contact Details

Primary Contact Person *

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

Position / Title *

Postal Address *

Address

Suburb State Postcode

Phone *

Email Address *

Optional: Additional Contact Person

Additional Contact Person

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

Position / Title

Phone

Email Address

Organisation Details

* indicates a required field

Organisation Purpose

Briefly describe what your organisation does, including purpose, mission and key program areas *

Word count:
Word limit: 200 words

Please provide a URL to your latest annual report *

Staff and Board

How many people work for your organisation as full-time employees? *

How many people work for your organisation as part-time employees? *

How many people work for your organisation as volunteers? *

Company CEO *

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

Company CEO Email *

List of Board Members and key executive staff (list only executive if more than 15 members) *

Financial Information

What size is your organisation? *

- small - annual revenue is less than \$250 000

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- medium - annual revenue is between \$250,001 and \$1m
- large - annual revenue is over \$1m

Annual Total Income *

\$

Net Equity *

\$

Funding sources

Government Funding / Contract / Grants (%) *

%

Services and Fees (%) *

%

Investments / Interest (%) *

%

Fundraising / Philanthropic grants (%) *

%

Other (%) *

%

Previous Grants from Trusts and Foundations managed by Equity Trustees in the past 3 years

Proposal Overview

* indicates a required field

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.

Title *

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Which of the following Equity Trustees' priority outcomes does this proposal address? (Select all that apply.)

- 1. Convening collaboration (supporting learning networks, alliances and coordinating groups)
- 2. Unlocking sector potential (building capacity of the for purpose sector through data, evidence and skills development)
- 3. Empowering equity (amplifying beneficiary voice)
- 4. Funding for impact (unlocking funding appropriate for age and stage of for purpose organisation and testing new models for creating impact)

Please use the following format to provide a brief outline of the proposal:

The [name of proposal] will address [main issues/problems/needs] experienced by [population group]. [Name of organisation (and partners if relevant)] will [description of intervention/activities to be implemented] over the next [length of proposal]. This work will bring about [key outcomes] and lead to [proposal goal]. Our organisation can address these challenges [describe unique strengths/position to tackle the issues/problems/needs].

Brief Outline *

Word count:

Must be no more than 200 words

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

In this question we want to know what field you're working in (arts versus sport versus health, for example), rather than the types of people you work with. You may pick up to five subjects but please only pick the ones that are core to this work. You may be as specific as you wish.

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

Pick all that apply (no maximum number) from any level. Please choose only the group/s that are at the very core of your organisation's work.

How many beneficiaries do you expect to reach? (In total and for each sub-group of beneficiaries identified above.)

NB - answer this question only if relevant to your project

Total Grant Amount Requested *

Grant Amount Requested Year 1 *

Must be a dollar amount

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Optional: Grant Amount Requested Year 2

\$

Must be a dollar amount

Optional: Grant Amount Requested Year 3

\$

Must be a dollar amount

Optional: Grant Amount Requested Year 4

\$

Must be a dollar amount

Optional: Grant Amount Requested Year 5

\$

Must be a dollar amount.

Proposal Start Date *

Proposal End Date *

Where will this initiative take place? *

- | | | | |
|---|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Australia-wide | <input type="checkbox"/> NT | <input type="checkbox"/> SA | <input type="checkbox"/> VIC |
| <input type="checkbox"/> ACT | <input type="checkbox"/> QLD | <input type="checkbox"/> TAS | <input type="checkbox"/> WA |
| <input type="checkbox"/> NSW | | | |

Must be at least 1 choice selected

Detailed Description

* indicates a required field

Identified Need

What issues/problems/needs does this proposal address? (Please cite evidence for the size and nature of each issue/problem/need identified.) *

Word count:

Must be no more than 400 words

What is your organisation's unique position to address those issues/problems/needs? *

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Word count:
Must be no more than 200 words

To what extent are the issues/problems/needs being addressed by other organisations and projects? *

Word count:
Must be no more than 200 words

Planned Outcomes

Goal *

What is the overarching goal of this initiative? Please provide a single sentence, goal statement

Please list the key outcomes that this project aims to achieve. (One sentence per outcome)

Activities. (Describe the main activities/interventions proposed to produce the key outcomes and goal) *

Word count:
Must be no more than 400 words

Describe the program logic of this initiative. (Also referred to as theory of change, program theory, model of change). *

Word count:
Outline the intended short- medium- and long-term outcomes that the initiative aims to bring about, how the activities/interventions will trigger those changes and your assumptions about the processes through which change occurs. Must be no more than 400 words

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What are the key risks to the success of this initiative and how will you address these risks? *

Word count:

Must be no more than 200 words

How does this initiative address sustainability of a. Outcomes? b. Activities (if relevant)? *

Word count:

Must be no more than 200 words

Partners

a. Who are your partners for this proposal?

b. Why have you partnered with them? (Describe rationale for each partner)

c. What is the nature of the partnership? (E.g. to what extent is it formalised?)

Word count:

Must be no more than 400 words

Evaluation and Dissemination

* indicates a required field

How will you monitor progress and measure the achievements of the initiative. (Attach a monitoring and evaluation plan that defines your indicators and outlines what data will be collected, by whom, how often and how that information will be used for learning. We recognise that this may be in draft form at this stage.) *

Attach a file:

Must be PDF format

What type of evaluative process will you undertake? NB - At the conclusion of a grant, grantees are required to report on their learnings and the initiative's achievements against planned outcomes. For large, multi-year grants, the cost of an external evaluation can be funded by the grant as a project budget item. *

- No evaluative process planned
- End of project review conducted by project/internal staff
- End of project evaluation conducted by project/internal staff

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- End of project evaluation conducted by external evaluator
 Other:

Must be at least 1 choice selected

How will you document and disseminate learnings from this initiative? (Describe proposed dissemination plan) *

Word count:

Must be no more than 100 words

Project Budget

* indicates a required field

Total income of proposal *

\$

Total cost of proposal *

\$

Sources of income and expenditure for this Proposal

Please upload a PDF file containing information regarding the sources of income and expenditure for each year of this proposal

Attach a file:

Must be PDF format

Referee Details

Referee 1

Someone we could talk with about your proposed project and you organisation's ability to deliver on it.

Name

Title

First Name

Last Name

Organisation

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Position / Title

Phone

Email Address

Referee 2

Name

Title

First Name

Last Name

Organisation

Position / Title

Phone

Email Address

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.*

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- 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 *

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 charities@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 1 of the form.