

Grant Application Helpful Hints & Tips

How to complete each section of the online application

To assist your organisation with the application process, we have provided a template of the online application form.

Please note these templates are **NOT** the live application forms. All full applications **MUST** be completed online via our grant management portal. A link will be sent to you to access the appropriate forms if your Eligibility Quiz meets the Foundation's criteria.

Below are some general Tips & Hints to assist you in providing information on the application form.

Please write in clear simple English – avoid jargon.

Acronyms – assume we don't know what they mean.

Ensure that your figures add up – check and check again.

Write in specific terms rather than generalisations – especially regarding track record and outcomes.

Please contact the grants team if you are unsure about anything – don't guess!

Don't try to fit a square peg into a round hole. We try to make our objectives and guidelines as clear as possible, so please read the funding objectives carefully to ensure your project is in with a chance!

Ask someone who doesn't know what your project is to read the application before you submit it to ensure it is clear and easily understood.

APPLICATION FORM

Section 1 – Organization Logistics

Complete all the required fields.

Section 2 – Primary Contact

Complete required fields. If the primary contact is not the CEO then please add in the details of the CEO in the required section.

Section 3 – Organization

Complete the required information.

- Brief history of your organization, including its history and mission. **3 sentences max · 200 words**

EXAMPLE

Our organization was established in 2000, we service the local & international community. Provide a club to encourage local activity and engagement in conservation activities and adventures. Our mission is to protect the ocean.

- Current and planned conservation activities. **5 sentences max · 500 words**

EXAMPLE

We have 4 Adopt the Blue sites, we carry out debris removal, marine life surveys and habitat restoration on these sites. Future plans include reef restoration and further habitat restoration for seagrass and mangroves. Adopting new business practices to be more carbon neutral.

Section 4 – Project Description

Complete the required information. Be detailed but brief in your answers to the questions in the next area of this section. **500 words max**

- Identify the local problem or need

EXAMPLE

Local area has been hit by an adverse weather event and has resulted in reef destruction and loss of habitat.

- Describe your proposed project

EXAMPLE

Project will provide restoration of habitats in the local community, to encourage growth of new reef and marine habitats.

- How does your project address the problem or need?

EXAMPLE

Project provides a clean up of the destruction, renewal of the site for planting of corals, frames for corals and then continuous monitoring of site to document recovery of habitat and the local marine life.

Section 4 – Project Description (continued)

- Collaborative partners

EXAMPLE

We are partnered with government agencies, local partners, other dive centres, organizations. List the names of the agencies, partners etc.

- Roles

EXAMPLE

Staff member – Reef Ecology Trainer, Local Business – promotional activities & volunteers, Local Government – covering material cost etc.

Section 5 – Outcomes

- What are the goals you expect to achieve during the grant period?

If you successfully secure a grant, you will be required to report against the achievement of these goals. You should ONLY state goals that you intend to achieve during the project's life using "SMART" parameters (long-term outcomes are covered in a different section of this form).

For more information on "SMART", see Setting SMART Goals. Please include SMART – specific, measurable, achievable, relevant and time-bound – actions in your timeline. Make sure you consider things you will be measuring within your project (number of participants, workshops, publications).

EXAMPLE

Goal 1 – We plan to plant 6 frames of coral frags, in the 6 month window we can dive within.

- What outcome measures will prove your success?

The outcome should be measurable and be tied to your goals, achievable, they can be qualitative and quantitative.

EXAMPLE

Outcome of Goal 1 – Each frame will be monitored for coral growth and mortality during the 6 month period, we hope to achieve an 80% survival rate.

Section 6 – Additional Documentation

- Project Budget – include a detailed budget and breakdown. **Max 25 MB**
- Financial statements – NGOs must provide a copy of their financial statement for the previous financial year to show that they meet the NGO criteria. **Max 25 MB**