Fellowship Grant Application Form

Form Preview

Foundation for the WA Museum Grant Program

Foundation for the WA Museum Grant Program

At the Foundation for the WA Museum, we are dedicated to supporting the incredible work happening across the WA Museum network. Based at the WA Museum Boola Bardip, we are the official fundraising partner, providing grants to turn bold ideas into reality.

Thanks to the generosity of our partners and donors, we provide the WA Museum access to funding in these 5 key areas:

- Advancing **research** and **fieldwork**
- Expanding **collections** and **acquisitions**
- Bringing stories to life through **exhibitions**
- Supporting **education** and **community outreach**
- Delivery **state-wide programs** that make an impact

We are a little different from other grant providers in that our funding is exclusively available to WA Museum staff, research associates, and departments representing the Western Australian Museums.

Grant Program Guidelines and Standard Grant Conditions

Before applying for a Foundation for the WA Museum (FWAM) grant, applicants are encouraged to review the Grant Program Guidelines and Standard Grant Conditions available on our website toolkit.

If you have any questions about the guidelines, standard conditions, or completing the application form, please contact us during business hours on (08) 6552 7474 or email grants@fwam.com.au.

Guidelines

1. Prior to starting your grant application, you must obtain endorsement from both your Director and the CEO of the Western Australian Museum. As part of the application process, you will be required to provide your Director's name and confirm that you have secured endorsement from both parties in order to be eligible.
2. All applications go through a formal review and assessment process. If your application is successful, you will receive a grant award notification.
3. Throughout your project, we will check in with you for updates. These progress reports not only highlight your work to our donors and stakeholders but also help us raise funds for future initiatives.
4. Upon completion of your project, you have 30 days to submit your final acquittal report detailing the outcomes and impact of your project.
5. Grantees are required to ensure that the Foundation for the WA Museum is appropriately acknowledged via logo, text or verbally at project related public forums, publications and materials.
6. Please ensure your writing is clear and easy to understand. Avoid using technical terms, jargon, or acronyms, as it's best not to assume the reader is familiar with them. Please keep in mind that Foundation staff, donors and stakeholders often come from non-scientific backgrounds.

7. 1.

Eligibility Check

* indicates a required field

I confirm that ...

- The Head of Department/Section and CEO is aware of this project and has given approval for the grant application.
- I have read and understand the standard grant conditions
- I am able to demonstrate alignment between my project and the WA Museum strategic pillars
- I am able to demonstrate financial viability

Director Endorsement *
○ Yes
○ No

Director Name *

CEO Endorsement *
○ Yes
○ No

Based on the responses you have provided above, you are not eligible to apply for a grant at this time. For more information, please refer to the Grant Application Guidelines and Eligibility Criteria.

Alternatively, feel free to contact our grants team if you have any questions on:

Phone: 08 6552 7474

Email: grants@fwam.com.au

Contact Details

* indicates a required field

Primary Applicant *
First Name Last Name

Applicant's Primary Museum Site *

Address

Address Line 1, Suburb/Town, and Postcode are required.

Department *

Position *

Applicant's Primary Phone Number *

Primary Applicant's Email *

Head of Department *
First Name Last Name

Primary Phone Number *

Must be an Australian phone number.

Primary Email *

Must be an email address.

Project Budget

Budget information

Please submit a detailed income and expenditure budget.

GST -The Foundation makes each grant payment as a gift. We have the view that we do not receive any material benefit in return for the payment and is not the recipient of a supply.

The grant payment does not constitute consideration for a taxable supply and GST should not be applicable.

Budget

Income	$	Income Type	Expenditure	$
	$	Other:		$
	$	Other:		$
	$	Other:		$
	$	Other:		$
	$	Other:		$
Please detail all income			Please detail all expenditure	

Budget Totals

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Income - Expenditure

$

This number/amount is calculated.

In-kind Support

Please estimate the dollar value of any donations of goods or services as in-kind support (e.g. volunteer hours, free food, vehicle, rent subsity, etc).

Please mark N/A if no in-kind support secured.

In-kind support	$
	$
	$
	$
Please detail type and source of support	

In-Kind Support Total

Total In-kind Amount

$

This number/amount is calculated.

Project Details

* indicates a required field

Key Project Details

Project Title *

Project Description *

Word count:
500 word limit

Start Date *

Must be a date and no earlier than 1/6/2023.

End Date *

Must be a date and no later than 20/7/2027.

Total Project Cost *

$

Must be a dollar amount.
What is the total budgeted cost of your project?

Year 1 Cost *

$

Must be a dollar amount.

Total Amount Requested *

$

Must be a dollar amount.
What is the total financial support you are requesting in this application?

Will FWAM grant funds be used to leverage external project funding? *

☐ Yes
☐ No

Theory of change

A theory of change describes how one activity (or a series of activities), when carried out in a certain way, will or may lead to a particular outcome

By outlining your theory of change – why you believe the activities/deliverable that you carry out will produce the outcomes you seek – you can help us understand why funding the work you do may contribute to producing a social, economic or environmental change.

Which WAM strategic pillar/s does this project align to? *
- ☐ Sustainability
- ☐ At the Heart of the Community
- ☐ Aboriginal and Torres Strait Islander Peoples
- ☐ State-wide

At least 1 choice must be selected.

Does this project meet an urgent need or address a key gap for WAM? If so, what? *

Theory of Change	Evidence	Explanatory notes
Please explain why you believe the activities you propose will create a shift towards the outcomes you seek.	Provide evidence (where relevant) of the link between the work you will do and the outcomes you seek.	Add notes if you need to provide more context.

What key WAM social, cultural or scientific impact does this project have? *

Describe the specific WAM social, cultural or scientific impact

What is the expected impact of your project on the WA Museum?

Word count:
500 word limit

Associated risks that might impact on the success or completion of project by due date *

List all external funding partner/s *

State type of funding (cash, in-kind or other) as well as status of funding - yet to approached, pending, confirmed etc. Mark N/A if no external funding partners

If the total funding is not achieved, how will this project proceed? *

List the project communication and promotional strategies *

Must be no more than 150 words.

Any further information to support your application

Project Milestones

What milestones will be involved in delivering this project?

Milestone	Start Date	End Date	Location (if relevant)	Explanatory Notes
e.g. collection, publication, etc.	Provide an approximate date or set to the grant end date if unknown Must be a date and between 1/1/2026 and 1/7/2027.	Provide an approximate date or set to the grant end date if unknown Must be a date and between 1/1/2026 and 1/7/2027.		

Project Location(s)

Location 1

Location Name *

Location Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Location 2

Location Name

Location Address
Address

Additional Documentation

Should you wish to supply any additional information or photographs to support your grant application. Please upload here.

Upload Document
Attach a file:

Attachments limit of 25MB per file

Upload Document
Attach a file:

Attachments limit of 25MB per file

Impact Evaluation & Outcomes

Foundation for the WA Museum Impact Evaluation Framework

The Foundation for the WA Museum has developed the **Impact Evaluation Framework** to assist with tracking and measuring outcome and impact of our supported projects.

The Impact Evaluation Framework will help you define and communicate the outcomes you expect to achieve, and the measures you plan to use to track your progress.

The Framework will also be used to compare your chose outcomes and measures to the Foundation's outcomes and measures to consider how well they align.

For any questions please contact us at grants@fwam.com.au. or see the **Impact Evaluation Framework**

Question 1. Your Outcomes and their Alignment with FWAM Outcomes

Please tell us about the main specific outcomes you expect to result from your project.

Outcomes are defined as the changes you expect to occur for the beneficiaries (direct, indirect, and indirect and/or intermediaries) of your project.

STEP 1. Please briefly describe your expected outcomes referring to your response in the earlier question "Expected Outcomes of the Project" Use one box for each individual outcome. We recommend including at least two ad no more than four outcomes for your project.

STEP 2. Please select one FWAM outcome corresponding to each of your own outcomes from the drop-down boxes. If multiple apply please pick the most relevant. For full list see the Impact Evaluation Framework.

STEP 3. Select a timeframe for achieving your expected outcomes. For this purpose, we define short-term as 1 - 6 months of project start, medium term as 6 - 12 months, long term as ongoing outcomes being achieved after the project has concluded.

STEP 4. Briefly explain how your intended outcomes align with ours.

Your outcomes	**Alignment with our outcomes**	**Timeframe**	**How does your intended outcome link to our outcomes?**
What changes do you expect will occur as a result of your project	Which of our outcomes will your project contribute to? No more	When do you expect this outcome to emerge?	Please explain how your intended outcome helps contribute to ours.

(e.g. New Discoveries)? One per row. Must be no more than 25 words.	than 1 choice nay be selected. No more than 1 choice may be selected.		Must be no more than 25 words.

Question 2. FWAM Measures to Track your Progress Towards Outcomes

Tell us which of the FWAM quantitative measures you will be able to report on.

Our measures are closely linked to our outcomes. Therefore, **you will find that only the measures related to the FWAM outcomes you selected in question 1. above are available in the drop-down list in this table.**

Please select one measure per row. If you plan to use more than one for any of our chosen outcomes, you can just add the additional measure(s) to a new row.

I**f you plan to track and report on any measure which are not included in the table, then you will be able to list them in the section below (question 3.).**

Please refer to the Impact Evaluation Framework for a full list of outcomes and their measures.

Metric	**Your measurement rTarget elating to our metric**		**Collection method**
Which of our measures will you track? You may be required to report on your progress. Add more rows if you want to list additional measures. No more than 1 choice may be selected. No more than 1 choice may be selected.	Add notes if you need to provide more context.	Identify a target for your chosen measure - an estimated total for your project. Must be a number. Must be a number.	How will you collect and verify the data? E.g. survey, administrative data. Collection data etc.

Question 3. Additional Measures

Are there any other measures you will be tracking which you have not already listed and do not directly relate to the foundation measures?

If yes, then please add them to the table below.

Measure	**Target**	**Collection method**	**Explanatory notes**

Which other measures will you track? You may be required to report on your progress. Add more rows if you want to list additional measures. Note, one per row.	Identify a target for your chosen measure - an estimated total for your project. Must be a number. Must be a number.	Please tell us what evidence or means you will use to collect this data.	Add notes if you need to provide more context.

Qualitative Evidence

We recognise that each project at the WA Museum is unique and that the outcome and impact is more that quantitative facts and figures.

In this section you can choose the qualitative evidence you would expect to gather during or at the end of your project. Examples of qualitative data sources include interviews, testimonials, focus group transcripts/summaries, social media posts, media appearances/ mentions, and artistic or multimedia depictions such as photographs, videos and audio/ podcasts.

Qualitative evidence	**Explanatory notes**
Select the type of qualitative evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of qualitative evidence.	Add notes if you need to provide more context.

Further Information

* indicates a required field

Grantee Obligations

- Familiarise yourself with the FWAM Grants Program page.
- Refer to the Standard Grant Conditions for detailed obligations.
- Deliver the completed project within the agreed timeframe.
- Ensure the Foundation for WA Museum is appropriately acknowledged via logo, text or verbally at project related public forums, publications, and materials. Consult the document Grant Program tips and tools for further information.
- Provide the Foundation with a concise written report, using the Grant Acquittal Form, within one month of the completion of the project.

- Provide the Foundation with digital hi-res images and other supporting information – ensuring all rights, consents, licenses, and permissions have been obtained prior to submitting images. Images and video sent to the Foundation should include captions, names of any people pictures and any acknowledgements required. The provision of content information (written), reports, images and video will be taken as permission to reproduce and publish.
- Acknowledge that if the project is *not* delivered by the agreed date and, the Foundation's written approval to extend the deadline has *not* been secured, the Foundation reserves the right to withdraw funding.

Grantee Acknowledgement *

○ I acknowledge that I have read and understood the Grantee Obligations
○ I do not understand or accept the Grantee Obligations

Based on the response you have provided above we are not able to further process your grant application.

For more information, please contact our grants team on:

Phone: 08 6552 7474

Email: grants@fwam.com.au

Declaration

* indicates a required field

- I certify to the best of my knowledge the statements made in this application are true.
- all necessary permits/approvals will be obtained prior to the beginning of the project.
- all relevant health and safety standards will be met.
- Foundation for the WA Museum does not accept any liability or responsibility for the project.

If successful, I will:

- ensure that acquittal requirements are met within 4 weeks of the nominated project completion date.
- accept the terms of the grant in accordance with the Foundation requirements.
- complete the project within the agreed timeframe.
- ensure that funds are claimed by June of the following year.

Name *

First Name | Last Name

Position *

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Date *

Must be a date.

Declaration *

○ I agree to the above