Telethon Grants
Guidelines for Research Applicants

Background

Since 1968, The Channel 7 Telethon Trust has supported charitable causes and research that supports the medical, health and well-being and social welfare of children in Western Australia.

The Channel 7 Telethon Trust is particularly interested in applicants who can demonstrate how their research will be translated to directly affect disadvantaged, sick and vulnerable children and their families within the grant period.

General Information

Eligibility Criteria

If your organisation meets the following criteria, you are eligible to apply for Telethon funding.

- Focused on supporting disadvantaged, sick and vulnerable children between 0-17 years old
- Is based within Western Australia
- Registered under the Australian Charities and Not-for-profits Commission
- Can deliver the proposed grant within a 12-month time frame
- Your organisation has been operating for at least 18 months with financials provided to confirm financial viability
- If you have been previously funded, all Telethon reporting is up to date. You must ensure that any outstanding grant acquittals have been submitted and information supplied is true and correct.

If you can meet the above requirements, please continue to read these guidelines. If you are unable to meet any of the criteria above, please contact the Grants and Beneficiaries Manager to discuss your eligibility.

Important Information to know

- Each organisation can submit up to five applications across all grant categories. This may require an internal vetting process by your organisation to ensure you submit prioritised applications. When submitting your applications in the portal each organisation will have up to five log ins. See further information under How to Apply below.
- Applications should assist members of the Western Australian community. Applications for research and/or activities outside of Western Australia will not be considered.
- There is no set minimum or maximum funding amount you can apply for, however, please be mindful all grant monies must be expended in a 12-month period. Each application is considered within the constraints of the final Telethon fundraising total each year.
- Preference will be to fund children 0-17 years, but consideration will be given to youth up to 24 years.
- We encourage applications with diversified funding sources and opportunities for part or matched funding arrangements with other funding bodies.
- Ensure all internal governance requirements and approvals have been reviewed by your internal vetting team.

- Consider starting the ethics approvals process. Please allow a reasonable time frame for ethics approval as per your internal timelines.
- Timelines and budgets need to be realistic, achievable and have been prepared with the appropriate guidance from finance or executive staff. We suggest following the SMART principles - specific, measurable, achievable, relevant, and time-bound.
- Research teams should have a broad range of experience and the outcomes will contribute and benefit the Western Australian research community. For example, the Chief Investigator may hold a senior research position, and the team is made up of Higher Degree by Research students and Early-Mid Career researchers – providing support and mentorship of the researchers who are establishing their careers; and
- The Chief Investigator must be employed by the applying Organisation.

Preference will be given to applications which demonstrate a clear commitment to:

- The health and well-being of disadvantaged, sick and vulnerable children (0-17years) in Western Australia with;
- A strong translation of research;
- A direct correlation between children and the research being conducted;
- Provision of strong data and measures on the impact and outcomes of the research;
- Demonstrate the number of children and families directly and indirectly affected by the research;
- Collaboration in theory, delivery and funding; and
- Realistic timeline for completion (12-month only).

Exclusions

General

The Channel 7 Telethon Trust will not generally support funds for:

- Retrospective funding;
- Capital, infrastructure or general appeals;
- Organisations that have not successfully acquitted previous Telethon grants; and
- Research outside of Western Australia.

Specific Exclusions

- Research that only benefits young people (18 – 24 years) and does not include children (0 – 17 years).
- Service improvement that could be delivered by external suppliers such as engagement of marketing consultants, business improvement or professional development.
- Technology costs such as phones, iPad and laptops not relevant to the proposed grant.
- Ongoing administration costs for your organisation which are outside the scope of the research application such as staff wages.
- Research evaluations, conference and publication costs.

Information for New Applicants

The Channel 7 Telethon Trust welcomes applications from new applicants. Our grants team are more than happy to arrange a time to meet with you to discuss the grant application process, please email grants@telethon7.com to schedule in a time. Communicating with the Grants team prior to submitting

your application is designed to help position your application for success. These conversations can assist in shaping your application to ensure it fits Telethon priorities.

How to Apply

1. Read all the general information and guidelines to ensure you meet the eligibility criteria before you begin.
2. Speak with the Grants team should you have any questions or concerns.
3. There is no opportunity to save and come back to your application once in the portal. Before logging in for submission to complete your application **we strongly recommend drafting your application in the supplied sample document first and logging in once the entire application is ready for submission.**
4. Download the sample application form and guidelines ensuring that all word counts are adhered to and requested uploads are in the correct format.
5. Log in to the grants portal using your assigned username and password, follow the instructions to submit your application. Once submitted, you will receive confirmation of your application within 24 hours. If you have not received this notification, please contact the Grants Team at grants@telethon7.com to confirm receipt.
6. Upon closing of applications, your application will go through a due diligence check. Should any issues be identified, you will be contacted for clarification.
7. Once all applications have been collated, the Channel 7 Telethon Trust Board of Trustees and Research Sub-Committee will review, rank and evaluate your application.
8. Once assessed, Trustees or assessors may seek clarification and/or ask further questions to assist them to provide recommendations to the wider board in the allocation meeting.
9. Decisions on grant applications are made in December, after our final annual fundraising total is known. Your organisation will be notified by email of the outcome. All decisions made by Trustees are final.

Budget

Please use the budget template provided within the grant application form and follow the guidelines provided below. **You can [download the example research budget here](#).**

General

- All associated costs to deliver your grant need to be clearly outlined in a comprehensive line-item budget detailing staff costs, equipment, quotes and other related costs;
- Telethon will consider funding base salary and on costs (salary on-costs are capped at a maximum of 30%) and these must be separately identified and justified in the budget. This includes payroll tax, superannuation, leave loading, workers' compensation and insurance payments for the duration of the funded research only;
- **Please ensure you highlight costs which you are requesting to be supported by Telethon** and separately identify those costs to be met from other sources. Justify your requests by using the notes column;
- Please keep quotes for consumables and equipment as we may contact you for copies of these documents to verify the costs.

Exclusions

- All general exclusions noted on page 2 apply to your budget including;
- Consumer price index increases.

Timeline

- Please use the timeline template provided within the grant application form.
- You can [download the example research timeline here]().
- Include as much detail as possible such as engagement of participants, timing of activities undertaken (recruitment, service delivery, milestones and alignment to your proposed expenditure).
- Your timeline should not exceed two A4 pages.

Travel Guidelines

Costs for travel related expenses will only be considered if they directly relate to the delivery of the proposed program of work in the grant application.

Inclusions - included in the general travel expenses category are:

o   Airfares (WA travel, Economy Class only)
o   Accommodation
o   Other reasonable travel related items (e.g. fuel and car hire)

 Exclusions - excluded in the general travel expenses category are:

o   International Travel
o   Conference Fees
o   Professional Development
o   Insurance

2023 Grant Application Forms

You can **download the application form templates** before making your final submission. We suggest you complete your answers in these templates before logging into the portal to apply as you cannot save and come back to your application once you commence:

[Equipment Application Form]()

[Program Application Form]()

[Research Application Form]()

Should you have any additional questions please don't hesitate to contact the Grants team at [grants@telethon7.com.]()