The Channel 7 Telethon Trust

Guidelines for Research Grant Applications

Guidelines for Research Grant Applicants

Since 1968, The Channel 7 Telethon Trust has supported charitable causes and research that improve the health and wellbeing of sick, vulnerable and disadvantaged 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 these children and their families within the grant period or near future.
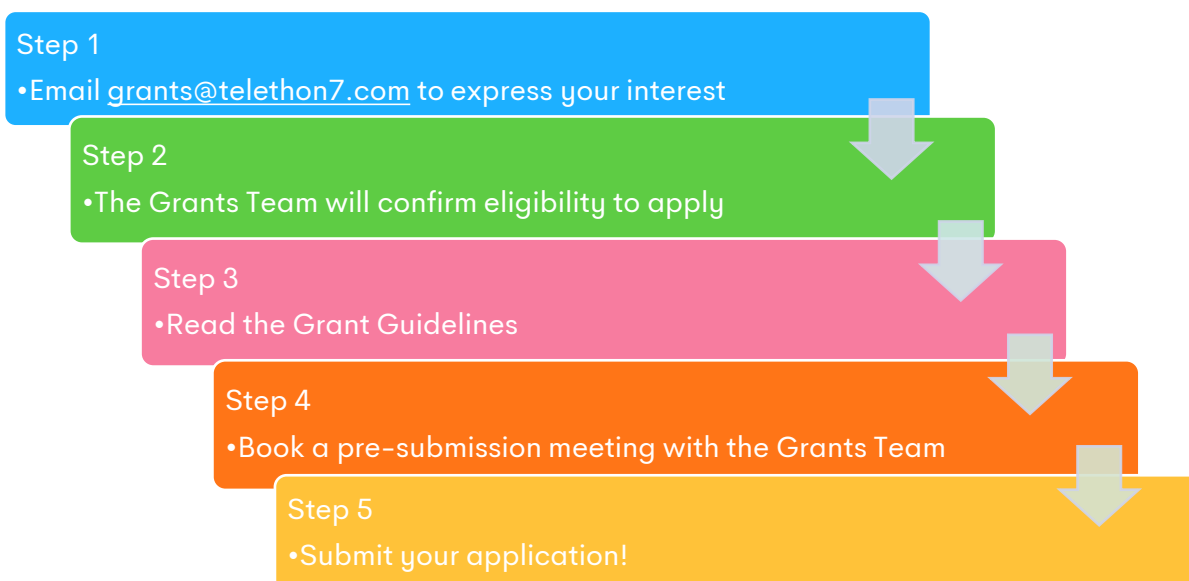
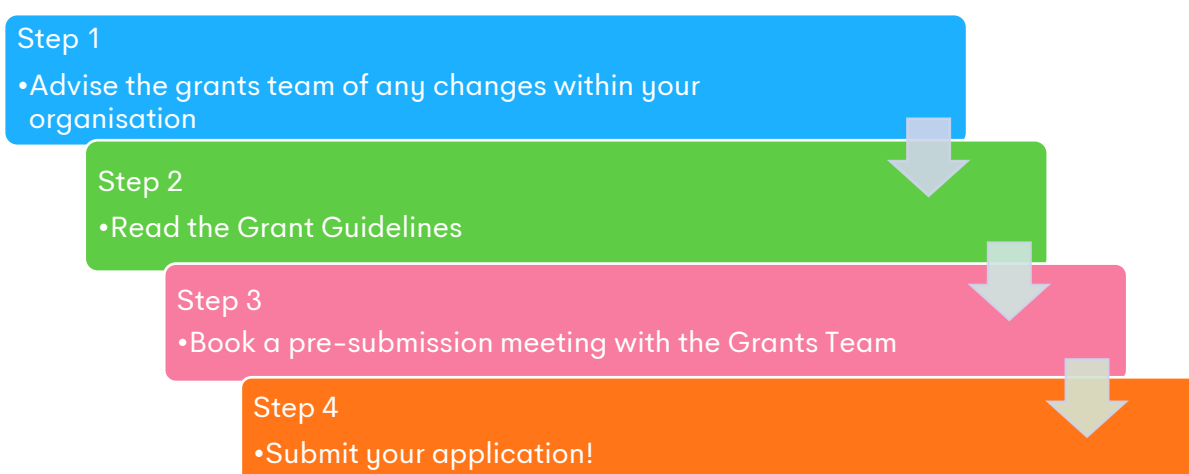## Contents

Information for Applicants

The Channel 7 Telethon Trust welcomes submissions from new applicants. The Telethon Grants Team is available to guide you through the application process and can arrange a meeting to discuss your proposal in more detail. We encourage prospective applicants to contact us at grants@telethon7.com to schedule a meeting.

Engaging with the Grants Team before submitting your application can help set your submission up for success. These conversations provide an opportunity to shape your proposal to align with Telethon's funding priorities.

Steps for applying – New applicants

Step 1
•Email grants@telethon7.com to express your interest

Step 2
•The Grants Team will confirm eligibility to apply

Step 3
•Read the Grant Guidelines

Step 4
•Book a pre-submission meeting with the Grants Team

Step 5
•Submit your application!

Steps for applying – Returning applicants

Step 1
•Advise the grants team of any changes within your organisation

Step 2
•Read the Grant Guidelines

Step 3
•Book a pre-submission meeting with the Grants Team

Step 4
•Submit your application!

Eligibility

To be eligible for Telethon grant funding, your organisation must meet the following criteria:

- Focused on supporting **sick, vulnerable and disadvantaged children** (0-17 years).
- Grant delivered in Western Australia.
- Registered for at least 18 months with the Australian Charities and Not-for-profits Commission.
- Have been operating for at least 18 months, with financials provided to confirm financial viability.
- If you have received previous Telethon funding, all reporting is up-to-date.

Important information to know

- Each organisation can submit up to **five** applications across all grant categories.
  - Your organisation may wish to implement an internal vetting process to ensure that the highest-priority applications are submitted.
- 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, but be mindful that all grant monies must be expended within the 12-month grant period.
- Timelines and budgets must be realistic and should be prepared with appropriate guidance from finance or executive staff. Applicants are encouraged to follow SMART principles – specific, measurable, achievable, relevant and time-bound.
- Ensure all internal governance requirements and necessary ethics approvals are in place.
- Applicants are encouraged to demonstrate diversified funding sources, including part or matched funding arrangements with other funding bodies.

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

- The health and wellbeing of **sick, vulnerable and disadvantaged children in Western Australia.** Preference will be to support children 0-17 years, but consideration will be given to youth up to 24 years.
- A strong translation of research.
- A direct relationship between the research and its impact for WA children.
- Providing strong data and measures on the impact and outcomes of the research.
- Demonstrating the number of children and families directly affected by the grant application.
- Collaboration in theory, delivery and funding.
- A realistic timeline and budget for 12-month completion.

Exclusions

The Channel 7 Telethon Trust generally will not provide funding for:

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

Clear exclusions for Telethon grant funding are:

- Research that only benefits young people (18-24 years) and does not include children (0-17 years)
- All costs outside the scope of the research
- Administrative and operational costs for your organisation including:
    - Staff wages not directly related to the research project
    - General staff expenses, including professional development
    - General business expenses, including rent, utilities, marketing and insurance
- Purchase of vehicles
- Research evaluations
- Research events including conferences
- Research publication costs

How to Apply

1. Ensure your organisation meets the eligibility criteria on Page 4.
2. Speak to the Telethon Grants Team if you have any questions or concerns.
3. Download the research application template from the [Telethon Grants Portal](#). **Draft your application offline, using the templates.**
   a. NOTE: There is no opportunity to save and return to your application within the Grants Portal. It is strongly recommended that you draft and finalise your application using the supplied template **before** logging into the portal to start the online form.
   b. Ensure you have downloaded the most recent version of the application form as it is updated prior to each grant round.
4. Log in to the Grants Portal and submit your application. Once submitted, you should receive an email confirmation within 24 hours. If you do not receive this notification, contact the grants team to confirm your application has been received.
   a. NOTE: There is only one Grants Portal user log-in available per organisation, which is provided to the organisation's primary Telethon contact.
5. All submitted applications will undergo a due diligence check, including a financial audit. If any issues are identified, the Grants Team will contact you for clarification.
6. The Research Sub-Committee and Telethon Board of Trustees will review, rank and evaluate all applications.
   a. The Grants Team, Sub-Committee or Trustees may seek clarification/further information from you to assist this review.
7. The Board of Trustees will meet in December to finalise the grant outcomes. Applicants will be notified of the grant outcome by end of December. All decisions made by the Trustees are final.
8. Feedback meetings will be offered to discuss submission outcomes.

Grant Budget

Please use the budget template provided within the grant application form and follow the budget guidelines listed below. Ensure you have downloaded the most recent version of the budget template, as it is updated each grant round.

- All associated costs to deliver your grant need to be clearly outlined as individual line items.
- Use the Notes column to expand on the costs and justify the line items.

- Telethon will consider funding base salaries and on-costs (on-costs are capped at a maximum of 30%). This includes payroll tax, superannuation, leave loading, workers compensation and insurance payments for the duration of your grant.
- Your budget should encompass the entire cost of the research, with proposed Telethon costs **marked as 'Yes'** in column C.
- Please retain equipment/consumable quotes as we may contact you for a copy to verify costs.
- Please thoroughly read the funding exclusions and travel guidelines. Any line items included in the funding request that fall under Telethon's funding exclusions will be excluded from consideration.
- As a guide, please download the example budget:
  - [Research grant example budget](#)

Travel Guidelines

Travel-related expenses will only be considered if they directly relate to the delivery of the proposed research.

Included travel costs are:

- Airfares (WA travel, economy class only)
- Accommodation
- Fuel and car hire.

Excluded travel costs are:

- International travel
- Conference fees
- Professional development
- Insurance.

Grant Timeline

Please use the timeline template provided within the grant application form and follow the guidelines listed below. Ensure you have downloaded the most recent version of the timeline template, as it is updated prior to grant round.

- Your timeline should include details of the proposed activities, such as recruitment, events, services, sessions, and resource development.
- Your timeline should not exceed two A4 pages.
- As a guide, please download the example timeline:
  - [Research grant example timeline](#)

Application Forms

As there is no option to save and return to your application within the Grants Portal, you are strongly encouraged to use the application templates to finalise the content of your application before logging into the Grants Portal.

Please download the application form below:

- [Research Application Form](#)

Contact Us

If you have any questions about applying for a Telethon grant, please don't hesitate to contact the Grants Team at grants@telethon7.com.