**Minor Project Grant**

**Three grants per year, of up to $2,000 each, for projects that contribute
to the appreciation and promotion
of the heritage, culture, identity and fellowship
of the English-speaking peoples**

Information and Application Form

**Closing dates:
31 March, 31 July and 15 December in the year of application.**

Information

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| About the ESU |

The English-Speaking Union (Victoria Branch) (the “ESU”) was established in Melbourne in 1919. It is a non-government body, reliant on members, volunteers, supporters and donors to undertake and fund activities. Its mission is to shape the future by promoting the heritage, culture, identity and fellowship of the English-speaking peoples.

The ESU shares the outlook of Winston Churchill, former Chairman of the English-Speaking Union of the British Empire, in his A History of the English-Speaking Peoples (1956-58) in defining the English-speaking peoples as the people of the British Isles and their descendants who settled in countries such as Australia, Canada, New Zealand and the United States of America.

As a registered Australian charity, the ESU engages in and supports educational and cultural projects that relate to its mission.

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| ESU Minor Project Grants |

The ESU invites applications from individuals or organisations for Minor Project Grants to support projects that contribute to the appreciation and promotion of any aspect of the heritage, culture, identity and fellowship of the English-speaking peoples. Preference may be given to projects that are likely to deliver practical benefits.

This award provides up to $2,000 in a single payment following announcement of the recipient.

Three rounds of applications will be assessed during the year, following closing dates of 31 March, 31 July and 15 December. Decisions will normally be advised no later than six weeks after a closing date.

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| Conditions of Entry |

1. Entry is free.
2. Entry is open to *individuals* who are adult Australian citizens or permanent residents and to *organisations* with a registered business address in Australia.
3. The ESU Grants Application Form must be completed in full.
4. The ESU may use relevant material provided in the application for media and promotion.
5. By applying for an ESU Grant, the applicant agrees to participate in media publicity and promotion associated with the Grants, including the use of photos submitted or taken at any Awards presentation ceremony.
6. Applications for the Minor Project Grant may be lodged in any of three annual rounds. These rounds close on 31 March, 31 July and 15 December in the year of application.
7. The winner of a Minor Project Grant will be requested to acknowledge the ESU’s support in any publication (print or online) arising from the Project.
8. The winner of a Minor Project Grant will be invited to provide a report following completion of the project. The format of the report is negotiable. The report may be used by the ESU for public relations and future marketing purposes.
9. The decisions of the judging panel are final and no correspondence will be entered into.

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| Application Guidelines |

Applications should follow these guidelines:

1. A separate written outline, not exceeding one A4 page in length, should detail the proposed project to be undertaken. The outline should explain the nature and duration of the project, its aims and objectives, any methodology or research techniques (if applicable) and the applicant’s capacity to undertake the project. Where relevant, important references to other publications in the field should be cited so the judging panel can relate the importance of the application to the field in general.
2. Video presentations of no more than three (3) minutes providing a summary of the written application and relevant photographs or pictures are optional but will be accepted.
3. In all documents provided for this application, please use Arial font no smaller than 11 point.
4. Please write precisely and concisely.
5. Organisational applicants should provide a copy of (or a URL for) the organisation’s most recent annual activity report.
6. Individual applicants should provide a separate written CV that outlines past/present studies, work experience, awards, personal and professional development activities, and career path.
7. Individual applicants must provide a certified copy of proof of their Australian Citizenship or Permanent Residency status. (See: <https://www.justice.vic.gov.au/certifiedcopies> for advice on how to obtain certification of original documents.)

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| Judging & Process |

The judging panel is appointed by the ESU Council and reserves the right to decide not to award any Grant in any year or in a specific assessment round.

The Minor Project Grant is for up to two thousand ($2,000) dollars payable by electronic funds transfer.

All applicants will be offered a complimentary twelve (12) month ESU Social Membership.

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| Acknowledgement |

Receipt of all applications will be automatically acknowledged upon submission.

All applicants will be notified of the outcome of the selection process with the winner/s featured on the ESU website.

Winner/s will be invited to attend a presentation ceremony at a date to be confirmed.

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| Completed application and supporting documents for the Minor Project Grantmust be received by the ESU no later than the relevant closing date:31 March OR 31 July OR 15 December in the year of application. |

ESU Minor Project Grant – Application Form

It is acknowledged that in administering the Minor Project Grant, the English-Speaking Union (Victoria Branch) will need to collect personal information from the applicant. The ESU is committed to protecting the privacy and confidentiality of individuals. A copy of the ESU Privacy Policy can be found at <https://esuvic.org.au/content/privacy-policy>

Please note that our preferred method of correspondence is by email to awards@esuvic.org.au.

**This Word version of the Application Form is *indicative* of the content and layout of the official online form (but there are slight differences in the online version).**

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| Application summary |
| Applicant category:  |  | Individual |  | Organisation |
| Amount Requested ($): |
| Project name: |
| Project relationship with the ESU mission: |

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| The applicant – if an individual |
| Title:  Dr  Mr  Mrs  Ms  Miss | Family Name: |
| First name: | Preferred name: | Date of birth: |
| Home address: |
| Town or area: | State: | Postcode: |
| Postal address (if different from above): |
| Town or area: | State: | Postcode: |
| Telephone (mobile preferred): |
| Email address: |

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| The applicant – if an organisation |
| Organisation name: |
| ABN or ACN (if available): |
| Other registration number (if applicable): |
| Registered street address: |
| Town or area: | State: | Postcode: |
| Postal address (if different from the above): |
| Town or area: | State: | Postcode: |
| Telephone: |
| Website: |
| Person lodging this application on behalf of the organisation |
| Title:  Dr  Mr  Mrs  Ms  Miss | Other: |
| First name: | Family name: |
| Telephone (mobile preferred): |
| Email address: |
| Contact person for this application (if different from above) |
| Title:  Dr  Mr  Mrs  Ms  Miss | Other: |
| First name: | Family name: |
| Telephone (mobile preferred): |
| Email address: |

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| How did you find out about the Project Grants? |

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| --- | --- | --- | --- | --- |
|  Internet |  Friend  |  Family |  Newspaper |  Educational Institution  |
|  ESU newsletter |  Other (please describe) |

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| Purpose and Outcomes |

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| Please use this section to summarise how you intend to use the Grant funds if your application is successful. |
| Purpose: |
| Anticipated Outcomes: |

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| Applicant Interview |
| Shortlisted applicants may be required to attend an interview.  |
| Do you agree to this? |  No |  Yes |

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| Referees |

You are required to submit details of two referees with this application. Each referee should be someone who has known the individual or the organisation for more than 12 months and is familiar with and can comment on the proposed project. For individuals, no referee should be a close relative.

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| Referee Name #1: |  |
| Email: |  |
| Telephone (mobile preferred):  |  |
| Relationship to Applicant: |  |
| Referee Name #2: |  |
| Email: |  |
| Telephone (mobile preferred): |  |
| Relationship to Applicant: |  |

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| Agreement and Signature |
| By submitting this application, I confirm that the information in this form is true and complete, and I understand and accept the conditions of entry. I will provide further documentary evidence in support of this application if requested.I authorise the ESU to use and where appropriate disclose my/our personal information in assessing or administering the Grant. I also authorise the ESU to communicate with any referees that are nominated in this application. I provide herewith an outline of the project.*[If lodging an organisational application]* I provide herewith the organisation’s latest annual activity report (or its URL).*[If lodging an individual application]* I provide herewith my CV and a certified copy of proof of my Australian Citizenship or Permanent Residency status. |
|  | *Checking this box forms your electronic signature and confirms that all information provided on this form is correct and true to the best of your knowledge.* |

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| Completed application and supporting documents must be received by the ESUby email to: awards@esuvic.org.au |