

## **Program Support Application Form**

Program support applications must be submitted as a structured proposal in either MS Word or PDF format. The entire proposal should form one document, inclusive of CVs and any budgetary supporting material.

The proposal should be addressed to:

The Secretary  
Perth Eye Foundation  
Attention: Program Liaison Officer

by email: [secretary@pertheyefoundation.org.au](mailto:secretary@pertheyefoundation.org.au)

OR

by post: GPO Box 433, Nedlands, 6909

Please construct your proposal by addressing the following 10 points in consecutive order and include supporting documentation as an appendage.

1. A short title for the proposal.
2. Name of principal service provider, company or charity responsible for the proposal, and a list of all organisations affiliated with the proposal.
3. Name, qualifications, and contact details of the administrator to whom correspondence should be directed. Please provide a postal address, email address, business telephone number, mobile phone number, and fax number if available. Please indicate which contact method is preferred.
4. Lay title and short description of the project (< 80 words). This may be used on our website and in other promotional material distributed by us.
5. Cost of program in Australian dollars.

For multi-year projects, the cost per year for each year up to 3 years maximum.

7. Details of the project (maximum 5 pages), addressing each of the following points. Project objectives and time frame (max three years). Evidence to support how the proposed activity addresses an important unmet need. Where the work will be carried out and with what facilities.

What contributions will be provided by your organisation or other partner organisations. Budget estimates including: Cost of staff, infrastructure, consumables, insurance, IT, transport, and legal costs.

Evidence supporting the ability of the project to deliver its goals.

For overseas projects evidence of approval by the local community for this specific project at this time and how Australian regulatory requirements regarding standards of accountability can be demonstrated.

Method by which your organisation will manage project funding, administer their distribution, keep expenditure accounts, and provide financial reporting.

Evidence of sustainability beyond this project period if relevant (what lasting legacy will result?)

8. List of key personnel with a brief curriculum vitae and a professional reference. Past results from other projects undertaken by the organisation or key personnel.

9. Outline how your project will be monitored for performance and outcomes and indicate what data can be supplied to the PEF to allow us to monitor the outcomes. Funded organisations will enter an agreement with PEF which spells out reporting requirements and dates for reporting.

10. Projects involving ophthalmic research require Ethics Committee approval from an appropriate institution in order to be considered. A signed completed Institutional Ethics Committee approval form must be submitted before support can be provided.