

Always Open (responsive) Grant Pack

About this pack

This pack is designed to help you prepare for an Always Open (responsive) grant from the Seaton Foundation:

- A walk-through of the Expression of Interest (EOI) form, with guidance and examples of what we're looking for
- A walk-through of the Application form (you may be invited to complete this after the EOI stage), including guidance and examples on the type of information we are looking for.
- Additional guidance on describing your initiative's intended outcomes and how you plan to track progress towards these outcomes.

Always Open (responsive) Grants – Overview

Timing	Applications are accepted year-round.
Purpose	This pathway is designed for time-sensitive initiatives, including responses to new and emerging needs, unexpected events, crises, or disasters.
Indicative funding	Funding amounts vary depending on context and need. Examples might include a small, time-critical request (such as \$500 for urgent equipment or support) or a more complex initiative requiring a larger investment (for instance, \$15,000).
Application Process	• Submit a short Expression of Interest (EOI) form via our website • If your initiative appears aligned, we will arrange a brief conversation • Selected applicants will be invited to submit a full application • If you would feel more comfortable submitting your EOI or application via video rather than in writing, please contact us in advance and we will guide you through the process
Decision timeline	From EOI submission to notification, the process typically takes around four weeks. We will notify all applicants of the outcome and provide feedback to those not funded, recognising the time and effort involved in preparing an application.

The Expression of Interest (EOI) Form

About the EOI

The EOI is a short form to help us assess whether your initiative aligns with our Always Open (responsive) grants pathway. If it does, we'll reach out to arrange a brief conversation.

Following that, we may invite you to submit a full application. Not every EOI leads to a conversation, and not every conversation leads to an invitation to apply—this staged approach respects your time and helps ensure that detailed applications go only to initiatives where we can likely partner effectively.

EOI Walk-through

Section 1: Your Organisation

1.1 Organisation name	
1.2 Australian Business Number (ABN)	
1.3 Are you endorsed as a Deductible Gift Recipient (DGR) Item 1 by the Australian Taxation Office?	☐ Yes, our organisation holds DGR Item 1 endorsement ☐ No, but we are applying through an auspice organisation that holds DGR Item 1 endorsement ☐ No
If applying through an auspice:	
1.4 Auspice organisation name	<i>Tip: For more detailed information on auspice arrangements, refer to our Grant Information Pack (Eligibility and Auspicing section)</i>
1.5 Auspice organisation ABN	

Section 2: Contact Details

2.1 Primary contact person for this application	
2.2 Position/role	
2.3 Email	
2.4 Phone	

Section 3: Your Initiative

(e.g. your project, program, pilot, research or feasibility work)

3.1 What is the name or title of this initiative?	<i>A simple working title is fine - e.g., "Mobile food relief in Lismore" or "Youth mental health peer support pilot"</i>
3.2 In 2-3 sentences, what do you want to do? [150 words max]	<i>Keep this simple and clear. Tell us what you're planning to do and who it's for. We'll explore details in a conversation and the Application form.</i> <i>Example: We want to run weekly art therapy sessions for young people (12-18) experiencing anxiety and depression in the Byron Bay area. Sessions will be facilitated by a registered art therapist and provide a safe, creative space for 15 young people over 10 weeks.</i>
3.3 What need or opportunity are you responding to, and why is this important right now? [150 words max]	<i>What's happening in your community that makes this initiative important right now?</i> <i>Example: Local mental health services have long waitlists for youth counselling. Young people in our community are telling us they need support but find traditional therapy inaccessible or intimidating. Art therapy offers an alternative pathway that's proven effective but currently unavailable in Byron Bay.</i>
3.4 Which of our Focus Areas does this initiative address?	Select all that apply: ☐ Health, Wellbeing & Dignity ☐ Disaster Response ☐ Youth & Education Equity ☐ Housing & Homelessness ☐ Animal Welfare & Wildlife Support ☐ Environment & Cultural Heritage

Section 4: Timeframe and Budget

4.1 When do you plan to deliver this initiative?	<i>Example: March - June 2026 or Starting April 2026, running for 10 months</i>
4.2 How much funding are you requesting from Seaton Foundation?	
4.3 What is the total cost of this initiative?	<i>If you're seeking full funding from the Seaton Foundation, your answer will be the same as above.</i>

Section 5: Declaration

I confirm that I am authorised to submit this EOI on behalf of the organisation named above

Name:	
Position:	
Date:	

What happens next?

After you submit your EOI:

1. We'll review it within two weeks
2. If we see alignment, we'll contact you to arrange a brief conversation
3. Following that conversation, we may invite you to submit a Full Application

The Application Form

About the Full Application

You may be invited to complete an online Application Form following your EOI and conversation.

The full application gives us the details we need to make a funding decision. The form is designed to help you clearly share your initiative: what you'll do, who it's for, what changes you hope to see, and how you'll know it's working.

Application Form Walk-through

Section 1: Your Organisation

1.1 Organisation details	<i>Pre-filled from EOI form</i>
1.2 Tell us briefly about your organisation [150 words]	<i>This doesn't need to be a formal history - just help us understand who you are and why you're well-placed to deliver this initiative.</i>

Section 2: About This Initiative

2.1 Initiative name	<i>Pre-filled from EOI form</i>
2.2 Where will this initiative take place?	<i>Example: Ballina</i>
2.3 Which of our Focus Areas does this initiative address?	[Checkboxes - pre-filled from EOI, allow editing] • ☐ Health, Wellbeing & Dignity • ☐ Disaster Response • ☐ Youth & Education Equity

	• ☐ Housing & Homelessness • ☐ Animal Welfare & Wildlife Support • ☐ Environment & Cultural Heritage
2.4 Who will this initiative benefit? [150 words]	<i>Tell us about the people, animals, places, or environments that will benefit. Be as specific as you can about who the participants or beneficiaries are.</i> <i>Example: 15-20 young people aged 12-18 experiencing mental health challenges in Byron Bay</i>

Section 3: What You'll Do

3.1 What activities will you deliver? [300 words]	<i>Describe what you will actually do. Be specific about activities, frequency, duration. Include:</i> • <i>What activities or services you'll provide</i> • <i>How often/how many (e.g., weekly sessions, 3 workshops, ongoing service)</i> • <i>Any important details about how it will work</i>
3.2 Will you be working with other organisations or groups to deliver this initiative? [150 words]	<i>If you're partnering or collaborating with others, tell us who they are and what their role will be. If not, you can leave this blank.</i>

Section 4: Your Expected Outcomes

4.1 What positive change/s (outcomes) do you expect to see as a result of this initiative? [200 words]	<i>This is about outcomes - the positive changes you expect to see as a result of your work (the things you will do as part of the initiative)</i> <i>Think about: What will be different for the people, animals, places, or issue you're addressing? How will things improve?</i> <i>Examples: Young people will feel less isolated and have practical strategies for managing anxiety.</i>
4.2 Why will the activities you've described lead to the changes you're expecting to see? [200 words]	<i>Connect your activities to the outcomes you described above. What is it about your approach that will drive change?</i> <i>Example: By providing weekly art therapy in a safe, non-clinical setting, young people will</i>

	<i>develop improved emotional regulation skills and connect with peers facing similar challenges.</i>
4.3 How will you know if you're making progress toward the changes you expect to see? [250 words]	<i>Think about: What information will you collect to understand whether you're making progress toward the outcomes you described earlier? We're not asking for a formal evaluation framework – just your approach to understanding whether your initiative is making a difference.</i>

GUIDANCE: MEASURING PROGRESS TOWARD POSITIVE CHANGE (OUTCOMES)

‘Measuring’ or tracking progress towards outcomes doesn't have to be complex or require specialist evaluation skills. Simple approaches are often the most appropriate and useful.

Three simple questions can help to guide your thinking on how you might track and measure progress:

1. How much did we do?

- How many sessions/workshops/interventions?
- How many people/animals/hectares supported?

Example: The number of art therapy sessions delivered and the number of people attending those sessions

2. How well did we do it?

- Did people/participants attend regularly?
- What feedback did we receive?

Example: Session feedback survey to determine if participants felt safe and supported during sessions

3. Did it make a difference?

- What changed for participants?
- What did people tell us about changes they experienced?

Example: Post-initiative survey to assess whether participants felt less isolated and more confident in managing difficult emotions after completing the program or Informal conversations with participants at the end of the program to hear, in their own words, what if anything, had shifted for them

Remember:

- Keep your approach proportionate to the size and complexity of your initiative — very small grants may only require a brief reflection on what happened and what you learned, rather than formal measures.
- Choose measures that are realistic to collect with your resources, and don't let measurement become a burden that gets in the way of your initiative

- Focus on the most important changes, not measuring everything
- Simple is often better - Qualitative feedback (what people tell you) is just as valuable as numbers

Section 5: Budget

5.1 How will the grant funds be used?

Complete the budget table below to show how you'll allocate the funds. Be specific about what each line item covers (All figures should be GST-free)

What will the grant fund?	Amount
<i>Item</i>	\$
Item	\$
<i>Item</i>	\$
TOTAL GRANT REQUEST	\$

5.2 Project funding summary

	Amount
Total project cost	<i>Total project cost should equal Seaton Foundation request + any other funding + in-kind contributions.</i>
Amount requested from Seaton Foundation	\$
Other confirmed funding (if applicable)	\$
Other pending funding (if applicable)	\$
In-kind contributions (if applicable)	\$

5.3 If you have other funding (confirmed, pending, or in-kind), please provide details:	<i>Tell us the source and status of other funding or contributions to the initiative.</i> <i>Example: Northern Rivers Community Foundation: \$5,000 confirmed and/or Local business sponsorship: \$2,000 in-kind (venue)</i>
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GUIDANCE: BUDGET

What is a project budget?

A project budget shows the costs specifically for this initiative - not your whole organisation's budget. It helps us understand what you need to deliver the activities you've described. Your budget doesn't need to be complex — it just needs to reflect your actual costs

What should I include?

Include all costs specifically related to delivering this initiative including:

- Salaries/fees for staff or contractors
- Materials, equipment, or supplies
- Venue hire or facility costs
- Travel or transport
- Evaluation or reporting costs
- Any other direct costs

What about in-kind contributions?

In-kind contributions are resources you're receiving without cash payment - like donated venue space, volunteer time, or pro-bono professional services. You can include these to show the full value of the project.

Example: If volunteers contribute 40 hours @ \$30/hour, that's \$1,200 in-kind.

What if I'm only requesting part of the total cost?

That's fine - many initiatives have multiple funding sources. Just show us:

- The total cost of the initiative
- How much you are requesting from the Seaton Foundation
- Where the rest is coming from (confirmed, pending, or in-kind)

Example: Simple budget for a small initiative

Initiative: Six-week Art Therapy program for young people

What will the grant fund?	Amount
<i>Facilitator fees (6 sessions @ \$250)</i>	\$1,500
<i>Art Materials</i>	\$600
<i>Printing (promotional brochures)</i>	\$200
<i>Monitoring and reflection (participant feedback forms)</i>	\$200
TOTAL GRANT REQUEST	\$2,500

Project funding summary	Amount
Total project cost	\$3,500
Seaton Foundation request	\$2,500
Local business sponsorship (confirmed)	\$500
Venue hire (in-kind from community centre)	\$500

Section 6: Challenges and How You'll Manage Them

6.1 What might be challenging about delivering this initiative, and how will you approach those challenges? [200 words]	<i>Every initiative faces challenges - whether that's timing, weather, recruitment, resources, or something else. Tell us what you anticipate might be difficult and how you'll manage it.</i> <i>Example Challenge: Recruiting participants during school holidays. Approach: We'll start promotion 6 weeks early and work with local youth services to identify interested young people.</i>
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Section 7: Anything Else?

7.1 Is there anything else we should know about this initiative? [optional]	<i>This is an opportunity to share anything important that doesn't fit elsewhere - context, connections, or anything that helps us understand your initiative better.</i>
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Section 8: Declaration

I confirm that I am authorised to submit this Application on behalf of the organisation named above

Name:	
Position:	
Date:	

What happens next?

After you submit your Full Application (all applicants):

1. We'll review your application
2. We may contact you if we need any additional information

3. All applications are reviewed by the Seaton Foundation Board
4. You'll be notified of the outcome (typically within 3-4 weeks of submission)
5. We'll provide feedback, recognising the time and effort involved in applying
6. We welcome your feedback on the application process.

If your application is successful:

- We'll contact you by phone to discuss next steps
- You'll receive a Collaboration Agreement outlining the grant terms
- We'll work with you to arrange payment and reporting timeframe

If your application is not funded:

- You're welcome to apply again in future — whether with the same initiative or something new

Questions?

If you have questions about completing this application, please contact us:

Email: info@seatonfoundation.org.au Web: seatonfoundation.org.au
