



Holsworth Wildlife Research Endowment

Frequently Asked Questions (FAQs)



These FAQs have been prepared to assist individuals and organisations to apply and manage a grant from the Holsworth Wildlife Research Endowment. The responses are general in nature and we encourage you to refer to the Endowment Guidelines in preparing your application.

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Applying for the Endowment

1. When does the Holsworth Wildlife Research Endowment open for applications?

The Holsworth Endowment runs two grant rounds each year. Round 1 is open annually from 1 March to 31 March and Round 2 from 1 July to 31 July.

2. How do I apply for the Holsworth Wildlife Research Endowment?

Our website contains information regarding the Holsworth Endowment, including detailed guidelines, the application process and application forms.

The application form is available through the SmartyGrants online granting platform. When the grant round is open, the links to the application form will be available on our website. Please complete all requirements of the application form and attach any additional documents as requested.

It is important that you refer to the guidelines to ensure that your application will be eligible and that your research project will fit within the scope of the Endowment.

If you have any difficulties navigating through SmartyGrants, please email us at charities@eqt.com.au.

Completing the Application Form

3. How do I login to SmartyGrants?

When you follow an application link from our website to SmartyGrants you will be presented with a page where you can either preview the application or start a submission. If you click on 'Start a submission', you will be presented with a login page where you can either login as an existing user or register a new account.

If you have any difficulties navigating through SmartyGrants, please email us at charities@eqt.com.au.

4. Why are sections of the application form greyed out?

Certain sections of the form may be greyed out depending on your answer to certain questions. You only need to complete the sections of the form that are accessible.

5. Who should complete and submit the application – the student or the institution?

The exact process for completing and submitting an application for the Holsworth Endowment should be determined by the Student and the University's Grants Office. For ease, we suggest that the student complete the bulk of the application and the Grants Office complete the Certification and Privacy Statement section in order to confirm that the university approves of the submission.

Applications for the Holsworth Wildlife Research Endowment must be approved by the university research grants office (or similar) prior to submission. Applications submitted without the knowledge or consent of the university may be declined.

Please note, some universities require that all grant applications be subjected to an internal legal check. Please bare this in mind when you are completing your application as it may take a number of weeks for your university to complete this check.

6. Can I save my application form?

SmartyGrants allows you to save your progress on all applications. Your unique login details allow you to return to SmartyGrants at any time to complete your incomplete forms.

7. Can I change or add to my application after submitting?

If you need to change your original application you can do so prior to the Closing Date by contacting us at charities@eqt.com.au. We can unlock the application form for you, allowing you to access your application again.

8. Can I use old or previous versions of Application or Report Forms?

No – old forms will no longer be accepted. When applying, always use the most up-to-date application form which is available through SmartyGrants.

9. Who can act as a referee?

You can use your supervisor as one of the referees; however, we require that at least one referee be external to your project and be capable of providing a general academic reference as to the quality of your work.

10. How should the Executive Summary be signed?

There is no specific signing declaration for the executive summary. Please ensure that it is signed by the Student and Primary Supervisor and includes contact and position details.

11. Is there a preferred format or style for the attachments?

There is no specific font style or size that is required for the attachments. Please ensure that the attachments are uploaded in PDF format. Please note, the Executive Summary should be no more than one page in length and should be on university letterhead.

12. What is the maximum individual file size attachment?

There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under 5 megabytes.

If your attachments are over this size, you can either send them in separate emails or some software allows you to manually reduce the size of graphics and files. In addition, logos, pictures and other graphics can be deleted to reduce the file size.

13. Finances/budget

The particulars of your budget will be largely dependent on the nature of your research. However, as per the Guidelines, the budgetary details generally relate to expenses associated with travel and fieldwork. Exact quotes for travel etc. are not required.

Application Outcomes

14. When and how will I find out if my application has been successful?

Generally, after you lodge your application you will receive an automated email from SmartyGrants to acknowledge receipt of your application. If you do NOT receive an email acknowledgment within three working days, please check your spam filter. If you have still not received the acknowledgement, please let us know by sending an email to: charities@eqt.com.au.

After the Grant Round has closed, the Holsworth Endowment Advisory Panel will review all applications. As a general rule, notification of the decision is usually sent to applicants between two to five months after the closing date.

All applicants will receive a notification email or letter regardless of whether their outcome has been successful or not.

15. If my application is unsuccessful, can I get feedback?

Generally no feedback is given unless there is something quite specific in the application that could be improved, or the organisation is ineligible to apply. There are typically more applications than funding available and often strong applications and worthy projects are unable to be supported.

Reporting and acknowledgments

16. What project reporting must I provide to Equity Trustees?

Equity Trustees is very interested in the outcomes of all projects funded. All continuing students provide a Progress Report as part of their Continuing Application. We also expect to receive a Final Report within two months of the completion of the project, as well as a copy of the thesis.

If your grant was awarded prior to the use of SmartyGrants, please email us at charities@eqt.com.au and we can provide you with the necessary report templates.

17. How and when should I acknowledge the Endowment and/or Equity Trustees?

We understand that you or your organisation may want to recognise the support provided by the Holsworth Endowment.

Our preferred wording for this is 'This project was funded by the Holsworth Wildlife Research Endowment – Equity Trustees Charitable Foundation'.

Dr Holsworth is also interested in reading your thesis when you have completed your PhD. Copies of your thesis can be sent to Equity Trustees at charities@eqt.com.au or to:

Dr Holsworth
c/o Equity Trustees Limited
Philanthropy Services
GPO Box 2307
Melbourne 3001

Payments

18. Is GST payable on grants?

Equity Trustees considers the grants made to organisations as gifts that are freely given and would not ordinarily constitute consideration for taxable supply by recipients. The Australian Taxation Office (ATO) provides information on GST and grants on its website taxreform.gov.au. Information on GST and non-profit organisations forms part of the ATO's "Resolved Issues Document" (July 2001). Applicants and grant recipients are advised to seek further information from the ATO.

19. Why do we need to send in a Tax Invoice?

This ensures that the grant is recorded for taxation and auditing purposes by the grantor (Equity Trustees) and the grantee. In addition, as all grant payments are made by EFT, this also ensures that EFT advice can refer to a Tax Invoice Number for verification and reconciliation purposes. The Tax Invoice should clearly indicate that supply of the grant is GST-free.

Obligations and Conditions

20. What are my obligations by submitting an application or acquittal report to Equity Trustees?

By submitting an application or report:

- You certify that to the best of your knowledge the statements contained therein and any supporting documents are true.
- You consent to the information being disclosed to or by Equity Trustees for the purpose of assessing, administering and monitoring any current or future Grant Applications.
- You understand that if Equity Trustees approves a Grant Application, your organisation will be bound by the contents of the Grant Application to carry out the project as described therein and in accordance with the grant conditions, timeline for completion and reporting requirements as set out in Equity Trustee's Letter of Approval to the successful applicant.
- You consent to Equity Trustees making public any successful Grant Applications, including the project description, the name of your organisation and the grant amount awarded to you.

21. What are the general grant conditions?

Unless otherwise stated, the Grant Conditions below apply to all grants associated with Equity Trustees. Those conditions are:

1. The Grantee will use the whole of the Grant exclusively for the Project as described in the Grant Application and not for any other purpose.
2. The Grantee will use its best endeavour to complete the Project usually within 12 months from the date or receipt of the Grant or in the case of multiple year grants as specified by the Grantor (the "Specified Period").
3. The Grantee will promptly advise the Grantor of any material change which may affect the Grantee's ability to undertake or complete the Project within the Specified Period.
4. The Grantee will expend the Grant only within Australia and where specified within the particular State or Territory (with the exception of Government accredited Australian Overseas Aid Agencies).
5. The Grantee will show the Grant separately in its books of account and keep records adequate to enable the use of grant funds to be checked readily.
6. The Grantee will acknowledge the assistance of the Grantor in any published or display material.
7. The Grantee will give the Grantor an annual Progress Report (in the case of multiple year grants) and a Final Report within two months of completion of the project. The Grantor will send the Grantee instructions for accessing the template report.

22. What if I need to make a significant change to a project funded by a grant?

Any proposed material changes to a project must be made in writing or by email and must be approved by Equity Trustees. Please ensure that you outline the changes proposed (timing/scope/funding) and any reasons for the change from the originally proposed project.

For research grants, funding is provided to the institution, not to the individual researcher. Where a researcher changes institutions, the researcher must apply to have the grant transferred to the new institution.

If you are unsure of your obligations, please email us at charities@egt.com.au.

Privacy Statement

23. What is the Privacy Statement?

Equity Trustees Limited, Equity Trustees Superannuation Limited, and Equity Trustees Wealth Services Limited ('the EQT Group') are committed to protecting your privacy and supporting the Australian Privacy Principles under the Privacy Act 1988 (Cth).

Our Privacy Statement is available [here](#) and is intended to inform you about the following:

- The type of personal information that we collect
- The manner in which we collect your personal information
- The main purposes for which we use that information
- How you can access, correct or update any personal information that we hold about you
- How we keep the information secure.

Before submitting your application, please ensure you have read [Equity Trustees' Privacy Statement](#).

Further Assistance

24. Who can I contact if I still have a query?

If you cannot resolve your query by reference to these FAQs or our website, please email us at charities@eqt.com.au.