RMIT SEEDS 2010: Project Application Guidelines

1. Introduction to the Project Application Process

Welcome to the RMIT SEEDS 2010 Project Application Process.

It is important that you carefully read the following information before applying for RMIT SEEDS 2010 project funding.

2. Selection Criteria

Projects will be selected if they meet the following criteria. Projects must be:

- Student-led;
- Socially entrepreneurial, that is they provide direct positive social, environmental and/or economic benefit and outcomes to the groups or communities targeted;
- Sustainable, that is the project can be operated over a defined period within the targeted community or group, with appropriate levels of support;
- Able to become financially sustainable, that is the project doesn’t rely on future grants to continue;
- Able to demonstrate a sound business case drawn from thorough research and identified partnerships;
- New start-up projects, or a distinct and strategic new phase emanating from an existing project;
- Prepared to work in partnership with the RMIT Social Entrepreneurship Program in developing governance, policy, process and procedures;
- Able to develop and demonstrate project milestones and deliverable outcomes;
- Undertaken by teams of two or more people, including at least one currently enrolled RMIT student (who will be the team leader); and
- Professional in focus and application.

RMIT SEEDS will fund up to a maximum of $25,000 per project for up to one year of defined operation. Projects that propose operational timeframes for longer than a year must detail a distinct phase of funding that contributes to the longer term vision and operational objectives of the project.

3. Project Application and Selection Guidelines

3.1 Project application submission

There is a two stage process for applications for funding.


Project applications will be assessed by a RMIT SEEDS 2010 Project Selection Panel.

Semester 1 submission deadline: 4.00 pm on Friday 30 April 2010.
In the second stage, those projects selected by the Panel for potential funding will then be required to complete the **RMIT SEEDS 2010: Project Plan**, which provides the opportunity for a more in-depth analysis of the project.

The Project Plan submission deadline is 4.00 pm on Friday 4 June.

The RMIT SEEDS 2010 Project Selection Panel will recommend projects for funding. Those teams will be required to complete any necessary formal agreements or processes and legal documentation.

**Please note:**
- One project application per team will be accepted.
- Applications will only be accepted as Portable Document Formats (pdf).
- The Project Plan should be submitted on a maximum of 20 A4 pages, with relevant supporting information attached as appendices.

### 3.2 Key matters for consideration for RMIT SEEDS 2010 Project Expressions of Interest (EOI) applications

The following points provide an overview of the key considerations that you will need to think about when developing your application.

- Do you have a full understanding of the area or issue being explored and the ability to provide relevant research to substantiate the need for the project? Why is it needed? How is it socially entrepreneurial?
- Can you demonstrate how the project will be structured? Who is in your project team and what are the team members’ roles and responsibilities? Who else will be involved? Who are your key partners?
- Will the relevant community or group support your project? To what extent will representatives of the community or group be involved in the planning and managing of the project? Who will take ownership of it? Who is going to work on your project and what is the cost of resources? Do you have documentary evidence of other funding/in-kind support or pledged support?
- Can you demonstrate that your project can become financially sustainable?
- Do you have estimates of your project’s income and expenditure over the next year (or more)?
- What will be the outcome of your project and how you will disseminate the outcomes?
- Will the project be of benefit to RMIT? Will it open up opportunities for other students? Will it initiate new areas of research? Will it enhance RMIT’s reputation?
- How will the project strengthen networks and relationships across the University, and with external partners in the groups or communities it impacts on?
- Will your project foster a multi-disciplinary team approach?

### 4. Funding and Support

RMIT SEEDS 2010 Project Applications will be required to demonstrate that additional funds or in-kind support with a calculated dollar value are being sought or have been secured from sources other than RMIT SEEDS 2010. Other sources of support may include:
• Financial or in-kind (e.g. $ cost per hour/per person support from individual/group fundraising endeavours); and,
• External support (e.g. businesses, government, Non-Government Organisations (NGOs), and charities/trusts/foundations etc).

While there is no minimum stipulation for the amount of additional funding or in-kind contributions secured, applicant project applications will be required to clearly demonstrate that they are capable of undertaking successful fundraising activities external to RMIT SEEDS 2010.

Project applications can request up to a maximum of $25,000 in funding support. Projects securing funding through RMIT SEEDS 2010 will be required to report regularly to RMIT on the progress of their project, and their budgetary expenses and accounts.

Projects that propose operational timeframes for longer than a year must detail a distinct phase of funding that contributes to the longer term vision and operational objectives of the project.

RMIT SEEDS 2010 is highly unlikely to support:
• Project funding for capital costs i.e. funds to finance the construction or rental of infrastructure (e.g. materials and/or labour costs to construct buildings, roads, bridges etc) or large items of equipment (e.g. tractors, cars, buses etc);
• Retrospective funding, that is, projects (or elements of projects) already fully funded, committed and/or operational.