



ABN 72 614 388 340

OFFICE: Suite 11, 99 - 101 Western Avenue, Westmeadows VIC 3049

POSTAL: PO Box 2124 Gladstone Park VIC 3043

PHONE: 03 9338 1635

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AIOH Foundation

Project Application Form and Funding Agreement

This document describes the process used by the AIOH Foundation to evaluate potential projects. Calls for these Projects will be at the discretion of the Board depending on current priorities.

This project type is one of a number of different projects that the Foundation may choose to fund from time to time at the discretion of our Board. Standard terms and conditions are provided in Attachment 1.

To be funded, a project should:

- Be evidence based
- Make a difference and produce results
- Align with the Foundation's purpose
- Be ethical
- Be relevant, and
- Provide strong consideration of controls as well as anticipation, recognition and evaluation of workplace health affecting hazards.

AIOH Foundation Purpose

To promote the principles of occupational hygiene in the prevention and control of occupational diseases in Australian workplaces.

In accord with its status under tax law as a registered health promotion charity, the Foundation must only provide grants to projects that can demonstrate that they will help to achieve the Foundation's purpose. Examples of workplace diseases may be found in the Safe Work Australia booklet "Deemed Diseases in Australia" August 2015.

In addition, as a registered charity, grants made by the Foundation must demonstrate a benefit to the public. This might be in the form of free publication of Project outcomes or Project outcomes that benefit members of the public.

Funding will be provided at stages mutually agreed by the Foundation and the requestor. Grants of up to \$10,000 will be considered.



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Project Title	
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Applicant Details	
Applicant Name	
Address	
Telephone work / mobile	
Email address	
AIOH Membership Grade (if applicable)	
Applicant Qualifications, institution and date	
Professional and academic experience	
Example(s) of previous work.	

Institution Details	
Institution name	
Contact name	
Contact details	

Project Information	
Aims of the project (max 150 words)	
How does the project align with the AIOH Foundation purpose?	
Public Benefit	
Benefit to vulnerable populations, if applicable	
Background Optional, e.g. include any contextual background.	
Methodology (max 500 words)	
Describe how the project is expected to be undertaken. <i>The AIOH Foundation reserves the right to seek clarification, seek alternative approaches and expressions of interest from others, other than those nominated.</i>	
Expected duration (less than 12 months?)	
Project outcomes and benefits (max 200words)	
Does the project have ethics approval through a research institution?	Yes No [<i>Please note that the AIOH Foundation will seek further information including via an ethics assessment form</i>]
Is a paper/media article expected as an output?	



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Project Information	
Is a presentation expected? Where?	

Funding Details	
Budget <i>including milestones</i>	
Details of funding sought – including other co-contributors if any.	
Explain how funding from the AIOH Foundation will assist this project or make it happen.	

Checklist	
Proposed project supports AIOH Foundation's purpose	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposal is of a duration of 12 months or less	<input type="checkbox"/> Yes <input type="checkbox"/> No
All insurance liability regarding risks associated with the work to be carried by the entity accepting the Grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Terms and Conditions

The entity awarded this Grant shall be called the Grant Recipient.

The Grant Recipient's project proposal for which it is awarded the Grant shall be called "the Project".

The Project consists of details set out above under "Project Information" and "Funding Details".

1. The Grant

- 1.1. AIOH Foundation agrees to distribute [insert sum and date] to the Grant Recipient to assist the Grant Recipient to undertake the Project.
- 1.2. The Grant Recipient agrees to receive the Grant to undertake the Project under the conditions set out in this Agreement.

2. Insurance and Liability

- 2.1. The Grant Recipient agrees that it will at its own expense effect and maintain during the term of this Agreement appropriate insurance cover that a responsible entity would put in place to cover the risks associated with the Project.
- 2.2. The Grant Recipient releases and indemnifies the AIOH Foundation from and against any loss or damage cost and expense (including the cost of defending or settling any action, claim or demand) arising from any negligent act error or omission by the Grant Recipient in carrying out the Project or any breach of the warranties, terms and conditions of this Funding Agreement except to the extent that any loss, damage, cost or expense is caused by any negligent act error or omission by AIOH Foundation.
- 2.3. The Grant Recipient shall be responsible for all costs, damages, loss or liability and other matters relating to any of its employees, agents or sub-contractors including claims arising by virtue of injury, death or disability suffered by such employees, agents or sub-contractors.

3. Grant and Distribution

- 3.1. The AIOH Foundation's obligation to distribute the Grant or part of the Grant to the Grant Recipient shall be contingent upon the Grant Recipient being in a position to undertake the Project or part of the Project, as the case may be.

4. Termination

- 4.1. If either party commits a breach of this Agreement, the other party may request in writing that the breach be remedied, and if this is not done within 30 days of the request then the other party may terminate this Agreement immediately by notice in writing.

5. Unavoidable delay

- 5.1. No party will be responsible for performing an obligation under this Agreement where performance is prevented due to any circumstances beyond the reasonable control of that party. If such circumstances continue beyond 14 days either party may terminate this Agreement.

6. General

- 6.1. The Grant Recipient and its employees or contractors shall not by virtue of this Agreement be deemed to be employees of the AIOH Foundation.
- 6.2. This Agreement will be governed by law of State of Victoria and the parties submit to the jurisdiction of the Courts of Victoria.
- 6.3. The parties may sign and deliver this Agreement by electronic transmission.



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6.4. The recipient shall appropriately acknowledge in any report, publication, poster, website, program, banner, media release, promotional material or other public output that the AIOH Foundation provided funding for the activity.

7. Executed as an Agreement

To be completed only on confirmation of Grant being awarded.

SIGNED BY the Grant Recipient)	Signed on behalf of
in the presence of:) (Organisation) as their authorised representative.
..... Electronic Signature of witness	 Name of Grant Recipient
..... Name of witness	 Position of Grant Recipient
	 Electronic Signature of Grant Recipient
	 Date



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<p>SIGNED BY the AIOH Foundation) Representative on behalf of the AIOH) Foundation Ltd (ABN 72 614 388 340) in the presence of</p>	<p>..... Name of AIOH Foundation representative</p>
<p>..... Electronic Signature of witness</p>	<p>..... Position of AIOH Foundation representative</p>
<p>..... Name of witness</p>	<p>..... Electronic Signature of AIOH Foundation representative</p>
	<p>..... Date</p>