# 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
* Provide strong consideration of controls as well as anticipation, recognition and evaluation of workplace health affecting hazards
* Comply with the reporting requirements outlined within this application form.

# 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.

# Reporting Requirements

Six-Monthly Progress Reports

The Grant Recipient must submit a written progress report to the AIOH Foundation every six (6) months throughout the duration of the project. Each report should provide an update on the research status, highlight key milestones achieved, and outline any challenges encountered. The inclusion of images or visual materials is encouraged to support reporting.

Final Project Report  
A final report summarising the research findings, outcomes, and overall impact must be submitted to the AIOH Foundation within three (3) months of the project’s completion.

Templates and Guidance  
Report templates and guidelines for both progress and final reporting will be provided by the AIOH Foundation to ensure consistency and completeness.

Use of Reports and Materials

Submitted reports, accompanying images, and other supplementary materials may be used by the AIOH Foundation for promotional, educational, and reporting purposes. Appropriate attribution will be given where applicable.

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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. |  |

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| **Institution Details** | |
| Institution name |  |
| Contact name |  |
| Contact details |  |

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| **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.  *The AIOH Foundation reserves the right to seek clarification, seek alternative approaches and expressions of interest from others, other than those nominated.* |  |
| Expected duration (less than 12 months?) |  |
| Project outcomes and benefits (max 200words) |  |
| Does the project have ethics approval through a research institution? | Yes  No *[Please note that the AIOH Foundation will seek further information including via an ethics assessment form]* |
| Is a paper/media article expected as an output? |  |

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| **Project Information** | |
| Is a presentation expected? Where? |  |

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| **Funding Details** | |
| Budget  *including milestones* |  |
| 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. |  |

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| **Checklist** | |
| Proposed project supports AIOH Foundation’s purpose | * Yes No |
| Proposal is of a duration of 12 months or less | * Yes ☐ No |
| All insurance liability regarding risks associated with the work to be carried by the entity accepting the Grant? | * Yes ☐■ No |
| I acknowledge the requirement to submit a 6-monthly summary report and a final report at the conclusion of the project. | * Yes ☐■ No |
| I consent to the AIOH Foundation using submitted reports, project outputs, and accompanying images for promotional, educational, and reporting purposes. | * Yes ☐■ 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”.

## The Grant

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

## Insurance and Liability

* 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. 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.
  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.

## Grant and Distribution

* 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.

## Termination

* 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.

## Unavoidable delay

* 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.

## General

* 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.
  2. This Agreement will be governed by law of State of Victoria and the parties submit to the jurisdiction of the Courts of Victoria.
  3. The parties may sign and deliver this Agreement by electronic transmission.
  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.

1. **Reporting Requirements**
   1. The Grant Recipient agrees to submit a six-monthly progress report and a final report to the AIOH Foundation at the conclusion of the Project, outlining the status of the research, milestones achieved, findings, and any publications or dissemination outcomes.
   2. Templates or reporting formats will be provided by the AIOH Foundation, and reports must be submitted by the specified due dates.
2. **Use of Supplied Reports and Images**
   1. The Grant Recipient consents to the AIOH Foundation using extracts, summaries, and images included in submitted reports for the purpose of:
      1. promoting the work of the AIOH Foundation,
      2. communicating the outcomes of funded projects to the public, and
      3. reporting to stakeholders or donors.
   2. Where appropriate, the AIOH Foundation will credit the Grant Recipient and/or their affiliated institution when using such materials.
   3. The Grant Recipient warrants that they have appropriate permissions and rights to share any images or content included in the reports and that such content does not infringe upon third-party rights.

## Executed as an Agreement

*To be completed only on confirmation of Grant being awarded.*

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

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| **SIGNED BY the AIOH Foundation Representative** on behalf of the AIOH Foundation Ltd (ABN 72 614 388 340) in the presence of  Electronic Signature of witness  Name of witness | )  ) | Name of AIOH Foundation representative  Position of AIOH Foundation representative  Electronic Signature of AIOH Foundation representative  Date |