Practitioner Resource Grants Program

2025-26 Round: Application Pack

# Acknowledgement of Country

The Australian Centre for Student Equity and Success (ACSES) acknowledges Indigenous peoples across Australia as the Traditional Owners of the lands on which the nation’s campuses are situated. With a history spanning more than 60,000 years as the original educators, Indigenous peoples hold a unique place in our nation. We recognise the importance of their knowledge and culture, and reflect the principles of participation, equity, and cultural respect in our work. We pay our respects to Elders past, present, and future, and consider it an honour to learn from our Indigenous colleagues, partners, and friends.

**ACSES Practitioner Resource Grants Program
2025-26 Round – Application Form**

# Project details

|  |  |
| --- | --- |
| **Project title** |  |
| **Institution details**(Name and address of the institution submitting the proposal)(Team members from outside the submitting institution must sign the Consortium Declaration in Appendix A: Signatures).  |  |
| **Contact officer for submitting institution** (Name and address of the submitting the proposal)(Details and signature in Appendix A: Signatures)  |  |
| **Applicant(s) name and institution** 1. Project Lead
2. Other team members
 |  |
| **Funding requested (excluding GST)** |  |
| **Other funding:** Is this project part of any other program or initiative for which you have received funding?  |  Yes [ ]  No [ ]  |
| **Australian Business Number (ABN)**  |  |
| **Is this organisation registered for GST?** |  Yes [ ]  No [ ]  |

# Work plan

(All responses must be in Arial 11)

## The resource

*Provide an overview of the proposed resource (3 pages maximum)*

Include:

* The overall purpose and scope of the proposed work and the extent to which it can generate practically usable outputs.
* The benefit to the sector, including the transferability and portability of the resource.
* The anticipated quality of the project outputs and potential impact on equity practice, including the portability and scalability of the output.
* The extent to which those utilising the resource can evaluate its efficacy in relation to the [Student Equity in Higher Education Evaluation Framework (SEHEEF).](https://www.education.gov.au/heppp/resources/student-equity-higher-education-evaluation-framework-seheef-guidance-manual)

## Team experience and expertise

*(3 pages maximum)*

* The skills and experience of the project team, including allocations of project team members’ time and contribution to the project, are clearly identified.
* Evidence from the applicant(s) of their understanding of the key issues and any relevant research.
* The composition of the project team includes a mix of skills and demonstrated in terms of the translation of outcomes into evidence-based equity practice.
* The project team can confirm availability for the duration of the project.

## Project quality and value for money

*(1 page maximum)*

* Demonstration of effective project management, quality assurance, and risk management processes to ensure production of timely, relevant, and high-quality output.
* Capacity to adhere to the timelines proposed.
* Demonstrated capacity to be flexible and to work collaboratively with other key stakeholders.
* Total budget aligns with the overall quality and depth of the proposed resource.

## Timeframe

*Proposed start and end dates of the project, and when major activities will occur (maximum one A4 page)*

Timeline and outputs template

|  |  |  |
| --- | --- | --- |
| Activity/Milestone | Time period | Deliverables |
|  |  |  |
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(Please add rows as necessary)

## Budget

*An indicative budget, including quoted costs for travel and proposed accommodation and indicating the funding sought from the funding (one page)*

Budget

|  |  |
| --- | --- |
| **Item** | Total Cost ($AUD) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Sub-total (excluding GST) |  |
| GST |  |
| **Total** (including GST) |  |

**Note**: Please provide budget items and costs under each cost category above.

(Please add rows as necessary)

# Appendix A: Signatures

## Contact Officer for Research Contracts – Submitting Institution

|  |  |
| --- | --- |
|  |  |
| **Name:** |  |
| **Position:** |  |
| **Email address:** |  |
| **Telephone:** |  |
| **Signature:**  |  | **Date:**  |  |

## Consortium Declaration (where required)

For a bid featuring multiple institutions, each team member external to the **Submitting Institution** must include their details and signature as an endorsement of this statement:

**I/We** declare that **I/we** permit **[*insert******Lead Researcher*]** and **[insert *Lead Institution*]** to act on my/our behalf regarding contractual and funding obligations on the project **[insert *‘Project Title’*]**, funded by the Australian Centre for Student Equity and Success (ACSES) Curtin University.

|  |  |  |
| --- | --- | --- |
| **Team member** | **Institution**  | **Signature**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Please add extra rows where required)