# how to complete this expression of interest (eoi)

Please ensure that:

you only submit one EOI

you are eligible to apply

you have read the *Lady Bowen Trust Guidelines for Expressions of Interest* document

you have read the *Privacy Statement* detailing how the Lady Bowen Trust uses and stores the information you provide

you have read and understand the *Lady Bowen Trust Disbursement Guidelines and Reporting Requirements*

your application supports the Lady Bowen Trust priorities and grant criteria

your funding request is for a project that does not require an ongoing (recurrent) financial commitment from the Lady Bowen Trust

you have attached your certificate from the Australian Taxation Office (ATO) showing you are an endorsed Deductible Gift Recipient (DGR) for tax purposes

an appropriate representative of your organisation (such as the Chair of your governing body or the executive officer) signed the EOI form

the Lady Bowen Trust Secretariat receives your EOI no later than 5:00pm on *26 March 2025.*

Failure to comply with any of the above may deem your EOI ineligible for consideration.

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| Section 1: Applicant Details | | | | | | | |
| **Name of Applicant**  **(Organisation)** |  | | | | | | |
| **Street Address** |  | | | | | | |
| **Town/Suburb** |  | | **Postcode** | |  | **State:** Qld |
| **Postal Address (if different from above)** |  | | | | | | |
| **Town/Suburb** |  | | **Postcode** | |  | **State:** Qld |
| **Applicant’s Australian Business Number (ABN)** |  | | **Telephone** | |  | |
|  | | | | | | | |
| Contact Person All contact will be made by the Lady Bowen Trust Secretariat will be made through the nominated person | | | | | | | |
| **First Name** |  | **Surname** | |  | | | |
| **Position** |  | | | | | | |
| **Phone** |  | **Mobile** | |  | | | |
| **Email** |  | | | | | | |
|  | | | | | | | |
| Section 2: project or activity snapshot | | | | | | | |
| **Project/activity name** |  | | | | | | |
| **Project description**   * **Brief overview pf the project/proposal** * **Define the aims of the project/proposal and how you will achieve these.**   (Please describe your project in less than 50 words or less) | | | | | | | |
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| **Expected date of commencement** |  | **Expected date of completion** | |  | | | |
| **Project location** |  | | | | | | |
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| Section 3: Proposal Budget | | | | | | | |
| **Specify requested funding amount**  (excluding GST) |  | | | | | | |
| **Specify total budget for the project**  (if additional funding sources are involved) |  | | | | | | |
| **Specify total organisational budget**  (current financial year) |  | | | | | | |
| **Specify any other organisations (including trusts, foundations, corporations and other sources) from which you are seeking funding** |  | | | | | | |
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| Section 4: responses to the selection criteria | | | | | | | |
| **Criteria 1**  Please explain how the proposal aligns with the priorities of the Lady Bowen Trust.  Who is the **target group** you wish to assist and **what is their need** that will be addressed? (Provide quantitative data if possible regarding the number of people that you wish to assist) | | | | | | | |
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| **Criteria 2**  Describe the **impact or outcomes** you expect your proposal to achieve. | | | | | | | |
|  | | | | | | | |
| **Criteria 3**  Provide a brief description of the **history and purpose** of your organisation.  List the **demographic** your organisation serves, **current programs** and **accomplishments** of your organisation. | | | | | | | |
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| section 5: declaration | | | |
| I declare that I am authorised by the organisation named in section 1 of this form to submit this Expression of Interest on behalf of the organisation.  I state that the information in this Expression of Interest and attachments is to the best of my knowledge true and correct.  I will notify the Lady Bowen Trust Secretariat of any changes to this information and any circumstances that may affect this Expression of Interest.  I have read and agree to the terms of the Privacy Statement and Consent to Use Personal Information.  I understand that this is an Expression of Interest only and may not result in the proposal being shortlisted. | | | |
| **Signature** |  | **Print Name** |  |
| **Date** |  | **Position** |  |
| section 6: submission | | | |
| Please submit your Expression of Interest to [Enquiries@ladybowentrust.org.au](mailto:Enquiries@ladybowentrust.org.au).  Submission must be received no later than 26 March 2025.  If you need any assistance please call The Lady Bowen Trust Secretariat on 1800 081 698 or email [Enquiries@ladybowentrust.org.au](mailto:Enquiries@ladybowentrust.org.au).  All submissions will be acknowledged by 2 April 2025. | | | |
| Privacy statement and consent to use personal information **Collection of personal information**  In your application to the Lady Bowen Trust for a grant, your organisation (the applicant) may provide the Lady Bowen Trust with contact details and other personal information about directors and other key personnel (individuals). In the future, the Lady Bowen Trust or the Public Trustee of Queensland and our researchers and advisors may obtain other information about the individuals from the applicant, from any of them, or from other sources. We may collect “sensitive information” but only when it is necessary for the purpose of the application. This is “personal information”.  **Use of personal information**  We use personal information for the primary purpose of assessing the applicant’s application, and if it is successful, to provide a grant to the applicant.  We may also use personal information for our internal operations including accounting, record keeping, archiving, compliance monitoring and compliance with legislative and regulatory requirements.  Without some or all of your information, we might not be able to process your application.  If your application is unsuccessful, we may hold personal information we collect for our records. If your application is successful, after the grant is completed we may hold personal information concerning the grant for our records.  **Disclosure of personal information**  We may disclose personal information for the purposes set out above, to people and organisations who carry out functions for us, for example the Public Trustee of Queensland, or the Housing and Homelessness Services, Department of Housing and Public Works.  We may also disclose information to any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the personal information to, and any party to whom the holder of the personal information we hold authorises us to disclose it.  **Data quality**  We will take reasonable steps to make sure that the personal information we collect, use and disclose is accurate, complete and up to date.  **Access and correction to personal information**  Subject to exceptions permitted by law, an individual may obtain access to the personal information we hold about them by contacting the Trust at the address set out below. An accessing fee may apply. If we are informed by an individual that the personal information we hold about them is not accurate, complete or up to date, we will take reasonable steps to correct it.  **Informing individuals**  You must inform each individual of the contents of this statement and consent. By signing the application for a grant, you acknowledge you are aware of this statement, and on behalf of each individual, consent to sensitive information being collected if it is necessary for the purposes of the application.  **Human Rights considerations**  Please ensure that your EOI complies with applicable Human Rights considerations applicable in Queensland. For more information – please refer to Queensland Human Rights Commission www.qhrc.qld.gov.au | | | |