

2026 Widening Participation Schools Outreach Grant Application Form

Form Preview

2026 Widening Participation Schools Outreach Grant

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What is the 2026 Widening Participation Schools Outreach Grant?

The Widening Participation Schools Outreach Grant is seed funding to establish new, or expand existing, Widening Participation Outreach activities delivered in schools, funded from the University's allocation under the Commonwealth Outreach Funding Program.

This is an internal distribution mechanism, not an external funding application. It allocates the University's own Outreach Funding allocation across faculties and teams already engaged in, or seeking to begin, outreach delivery.

Consistent with the Commonwealth Outreach Funding Guidance, funded activities must:

- build aspiration and interest for higher education among equity priority cohorts
- inform participants about pathways into higher education, including vocational and other tertiary options
- address the societal, financial, informational, or geographic barriers these students face

Activities must build aspiration broadly and must not function as recruitment for a specific institution.

Successful programs will be delivered to schools on the University's priority schools list, free of charge for participating schools and students.

Focus

- Activities must be delivered to schools on the University's priority schools list.
- Activities must target one or more equity priority cohorts: Aboriginal and/or Torres Strait Islander students, students from low socioeconomic backgrounds, students from regional or remote areas, and students living with disability.
- Activities must align to the relevant learning area(s) or general capabilities of the Victorian Curriculum F to 10, or the senior secondary curriculum (VM or VCE) where the activity targets Years 11 and 12.

Activities must target one or more equity priority cohorts: *

- | | |
|--|---|
| ☐ Aboriginal and/or Torres Strait Islander students | ☐ Students from low socio-economic backgrounds |
| ☐ Students from Regional, Rural, or Remote areas | ☐ Students with Disability |

At least 1 choice must be selected.

Curriculum alignment

Can be as brief as the relevant subject or general capability, e.g. "Science" or "Critical and Creative Thinking." Refer to the Victorian Curriculum website for the full list of learning areas and capabilities.

Resources

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- [Widening Participation Schools Outreach Grant Guidelines](#)
- [UoM Melbourne School Enrichment Program \(MSEP\)](#)
- [UoM Schools Outreach Priority Schools List \(see Appendix\)](#)
- [UoM Widening Participation Schools Outreach Guide](#)
- [UoM Widening Participation Schools Outreach - Toolkit](#)
- [Outreach Funding Guidance \(Dept. Ed\)](#)
- [Student Equity in Higher Education Evaluation Framework \(SEHEEF\) Guidance Manual](#)

Program Lead (PL) Details

* indicates a required field

Program Applicant Details (PL)

The program lead (applicant) is the responsible person for the program and the person who is primarily responsible for the oversight and management of the program. This individual is accountable for ensuring that the program adheres to ethical guidelines, UOM and any relevant external regulatory requirements, and institutional policies. The program lead is also responsible for the overall direction, conduct, and reporting of the activities, as well as the appropriate use and reporting of funds and resources allocated to the program.

Applicant (PL) *

First Name

Last Name

Preferred Name

Pronouns

Primary Phone Number *

Must be an Australian phone number.

Primary Email *

Must be an email address.

Must be a staff email address (@unimelb.edu.au)

Applicant Status *

☐ Currently employed University of Melbourne staff member

☐ Currently employed staff member of UMSU/GSA

☐ Currently enrolled University of Melbourne student

The student may be any level of student, the student must be an enrolled student for the full grant required period

UoM Student Details

Program Contact *

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First Name

Last Name

What is your UoM student no? *

What course are you studying? *

Campus *

- ☐ Burnley
☐ Creswick

- ☐ Parkville
☐ Shepparton

- ☐ Werribee
☐ Other:

☐ Dookie

☐ Southbank

Select the campus where you are primarily located.

UoM Staff Details

Position Title *

Staff ID number *

Academic Division or COO Portfolio *

- ☐ Architecture, Building and Planning
☐ Arts
☐ Business and Economics
☐ Education

- ☐ Fine Arts and Music
☐ Law
☐ Medicine, Dentistry and Health Sciences
☐ Science

- ☐ Veterinary and Agricultural Sciences
☐ Chancellery
☐ Chief Operating Officer Portfolio
☐ Other:

☐ Engineering and Information Technology

COO Portfolio sub-portfolio *

☐ Business Services

☐ Operational Performance Group

☐ Student and Scholarly Services (now including MUSport)

☐ Digital and Data
☐ Finance

☐ Property
☐ Research, Innovation and Commercialisation

☐ Not Applicable
☐ Other:

☐ Legal and Risk

If not within the Chief Operating Officer Portfolio, please select "Not Applicable".

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Approving manager (or equivalent) *

First Name

Last Name

I have sought approval from my manager (or equivalent) for the proposed program and its activities. *

Attach a file:

This can be on letterhead or via a PDF copy of a @unimelb email

Staff Member Details (UMSU/GSA)

Position Title *

Organisation *

☐ UMSU

☐ GSA

Manager (or equivalent) *

First Name

Last Name

I have sought approval from my manager for the proposed program and its activities. *

Attach a file:

This can be on letterhead or via a PDF copy of a @union.unimelb email

Co-program Leads & Partners

*** indicates a required field**

Co-program Leads

Co-program Leads are team members for the proposed program. Co-program Leads may be current University of Melbourne Students or staff members.

Do you have Co-program Leads (PLs)? *

☐ Uom Staff (including Affiliated)

☐ Uom Student

☐ Not applicable

Do you have any external partners? *

☐ Yes

☐ No

UoM Co-program Lead Staff

By providing their details below, you confirm you have obtained the consent and approval of your peers to be listed as a co-program lead/team member for the proposed program its activities as part of the 2026 WPSO Grant Program.

Staff Details

First Name

Last Name

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Preferred Name

Pronouns

Word count:

Position Title

Primary Contact Number

Must be an Australian phone number.

University Email Address

Must be a University of Melbourne email address (@unimelb.edu.au)

Academic Division or COO Portfolio

- | | | |
|---|---|---|
| ☐ Architecture, Building and Planning | ☐ Engineering and Information Technology | ☐ Science |
| ☐ Arts | ☐ Fine Arts and Music | ☐ Chancellery |
| ☐ Business and Economics | ☐ Law | ☐ Chief Operating Officer Portfolio |
| ☐ Education | ☐ Medicine, Dentistry and Health Sciences | ☐ Other: |

If UMSU, GSA or MU Sport, etc, please select "Other" and type in the relevant details in the free text box.

COO Portfolio sub-portfolio

- | | | |
|---|---|---|
| ☐ Not applicable | ☐ Legal and Risk | ☐ Research, Innovation and Commercialisation |
| ☐ Business Services | ☐ Operational Performance Group | ☐ Student and Scholarly Services (inc. MUSport) |
| ☐ Digital and Data | ☐ Property | ☐ Other: |

☐ Finance

Student Co-program Lead

By providing their details below, you confirm you have obtained the consent and approval of your peers to be listed as a co-program lead/team member for the proposed program and its activities as part of the WPSO Grant Program.

Co-program Lead

First Name

Last Name

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Preferred Name

Pronouns

Contact Number

Must be an Australian phone number.

Email

Must be an email address.

Must be a University of Melbourne email address
(@unimelb.edu.au)

Candidate PHD Course

Candidate PHD Faculty

External Community Partners (Groups or Organisations)

Partner organisation(s) may include external not-for-profit organisations, government, schools, community groups, or other organisations as appropriate. If for-profit entity they should be verified as social enterprise. Unincorporated entities and individuals will not generally be accepted as a Community Partner for these grants.

If applicable, the partner organisation(s) contribution must be documented, and they must demonstrate their commitment to the program and its activities and the applicant(s).

The contribution made by the partner organisation(s) may be cash or 'in kind' support for the program and its activities. 'In kind' support refers to resources, materials or staff time that are essential to the program and its activities.

Where a program involves an external partner organisation, details of the partner organisation's agreement and financial or in-kind support must be provided and outlined in a letter of support).

Partner Organisation

Organisation Name

Primary Contact

Position Title

Primary Contact Number

Must be an Australian phone number

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Primary Email Address

Must be an email address

**Partner Organisation
Primary Website**

Must be a URL.

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Please provide a Letter of Support from your external community partner (group or organisation)

Attach a file:

Please attach a copy of the relevant written support document in PDF format.

Your Program

* indicates a required field

Program Details

Program Title *

Program maturity *

☐ New ☐ Continuing

Describe your program in one sentence

Short program description

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Provide a short description (100 words recommended) of your program - what are you out to do?, For continuing programs, describe the expansion - eg more year level

Program Activities

Tell us about the program activities (deliverables) you will undertake.

What concrete deliverables will be produced? and what expected activities will be available as part of the year plan (e.g., 5 outreach workshops, 12 weeks of peer mentoring, 50 diagnostic learning vouchers).

Activity	Location	Start date	End date	Explanatory notes	Activity statuses
One per row. Add more rows if you want to list additional activities.	Where will your activity occur? Leave blank if location is unknown or not relevant.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	Add notes if you need to provide more context.	What is the status of this activity?

Selection Criteria

The following questions ask you to set out the case for your proposed activity: the challenges facing your target students, the outcomes you're aiming for, the resources you'll draw on, and how it fits within the broader student pathway. Answer each question as specifically as you can. Where helpful, refer to the SEHEEF Guidance Manual for guidance on outcomes and terminology.

What challenges does your target equity cohort face in the lead-up to higher education, what outcomes are you hoping this initiative will contribute to, and why do these activities address those challenges? *

Word count:

Must be no more than 200 words.

Be specific about the barrier(s) your students face (societal, financial, informational, or geographic) and the school or cohort context.e.g.: First-in-family students from [area] see few people from their community go to university and don't know what pathways exist, so we're using near-peer mentors to build awareness early.

What longer-term outcome (e.g. school completion, progression, or enrolment) is this activity ultimately intended to contribute to, and how will you measure this?

*

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Word count:

Must be no more than 200 words.

Primary outcomes are longer-term milestones such as school completion, progression, or enrolment, tracked using administrative data over time. See the SEHEEF Guidance Manual for a fuller list of outcomes suited to this stage.

What supporting outcome (the short-term change expected soon after delivery) is this activity expected to produce, and how will you measure this? *

Word count:

Must be no more than 200 words.

Supporting outcomes are the short-term changes you'll capture in the data you collect, such as increased knowledge of pathways or confidence in a subject area.

What resources will this activity draw on to run, for example funding, staffing (paid or in-kind), workshop materials, facilities, or data/reporting systems? *

Word count:

Must be no more than 200 words.

Include any relevant funding sources, staffing (student ambassadors, academic or professional staff, in-kind support), materials or facilities needed, and any systems used for data collection or reporting.

Describe any plans or ideas you have for this activity to continue beyond the grant period. *

Word count:

Must be no more than 200 words.

For example through low-cost delivery, folding into existing offerings, or reduced reliance on specialist staff.

Child Safety

The University of Melbourne (UoM), as a child safe organisation, must comply with the [Victorian Child Safe Standards](#). The University's Child Safety Policy ([Child Safety Policy](#)) outlines our shared responsibilities to protect children and young people under the age of 18.

How will you ensure compliance with Child safety in your program? *

Word count:

Must be no more than 100 words.

Consultation practices - Safer Communities Team

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Total participation

How many people do you anticipate* participating in the program activities in total? *

Must be a number.
How many attended across all activities in total?

Select the school targetted school years *

- ☐ Prep
- ☐ Year 1
- ☐ Year 2
- ☐ Year 3
- ☐ Year 4
- ☐ Year 5
- ☐ Year 6
- ☐ Year 7
- ☐ Year 8
- ☐ Year 9
- ☐ Year 10
- ☐ Year 11
- ☐ Year 12

You can select multiple

Describe your participation and engagement strategy to maximise your participation goals *

Word count:
Do you have any current student communications channels? Please provide some data on its usage

Who are the primary beneficiaries of this program?

No more than 5 choices may be selected.
Please choose only the group/s that are at the very core of this project/program

Milestones

Please tell us about the **administrative** stages you expect to pass through as part of your program.

Milestone	Start date	End date	Milestone status	Explanatory notes
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	What is the status of this milestone?	Add notes if you need to provide more context.

Supporting Documentation

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Please upload any documentation as a single collated PDF that may support your proposal. Upload a single collated PDF or if you are providing images please upload as JPGs.

Supporting Documentation

Attach a file:

Proposed Program Budget

* indicates a required field

Budget Income

- 1.Include items that are essential and required for the completion of the program and its activities.
- 2.The proposed budget items should include as much detail as possible. This could include quotes from service providers. All prices should be quoted including GST.
- 3.The WPSO funding request should be included as Income; and Other Income funding contributions and/or in-kind support for this proposed program must be listed in the budget.
- 4.Please refer to the CCIF Guidelines for examples of the types of budget items that will be supported, or reach out to the WPSO team via impactgrants-team@unimelb.edu.au
- 5.Successful grants will be required to submit a Progress and Acquittal Report, as part of their funding obligations.
 - Financial Acquittals require the provision of receipts for all expenditure.

Income Description	Income
	Must be a dollar amount.
WPSO Funds Requested (unconfirmed)	\$4000
Program Partner Funding (confirmed)	\$4000
	\$
	\$

Budget Expenditure Year 1

Expenditure Description	Expenditure AUD
	Must be a dollar amount.
Catering	4000
Printing Posters	400
Consultation fees	4000
	\$
	\$

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	\$
	\$
	\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

What is the Total \$AUD WPSO support you are requesting in this application? *

\$

Up to \$10,000 AUD maximum may be awarded per program

Budget Explanatory Notes

Only if necessary; you may explain more about your proposed budget expenditure, or you have issues with the embedded budget format; please upload no more than one single PDF.

Please upload your proposed budget

Attach a file:

Program Lead Acknowledgement

* indicates a required field

Program Lead (applicant)

- If successful, I will commence the proposed program in alignment with the WPSO timeline and grant guidelines, following the granting of the award, will provide an acquittal report, and any requested documentation
- I have consulted appropriately with my co-program leads and community partners (groups and organisations) (where relevant) and all have the capacity and basic infrastructure resources to complete the proposed program and its activities by the required program timelines stated in the guidelines.
- If successful, I will complete all required additional documentation as part of my Grantee obligations that may be requested via the University of Melbourne. I will complete the compulsory Briefing module and Agreement
- If successful, I will provide the required full Workday program Account Code and ensure these details are up-to-date and correct for the disbursement of the awarded funds.
- If successful, I will acknowledge the WPSO contribution in any publications, promotional material or events related to the program.
- I acknowledge that any unused grant funds of more than \$100 will be returned to the University after final acquittal.
- I agree that any program and its activities information provided may be used for promotional purposes.

As the Program Lead, I confirm *

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☐ I will bear full responsibility for the conduct and financial acquitting of the proposed program and its activities.

Please type in your name *

Today's Date *

Must be a date.

Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very Easy

☐ Difficult

☐ Easy

☐ Very Difficult

☐ Neutral

How many minutes in total did it take you to complete this application?

Must be a number.

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.