MARYSVILLE AND TRIANGLE COMMUNITY FOUNDATION

GRANT APPLICATION TIPS: BUSHFIRE RECOVERY FUND

1.   OUR TOP 10 TIPS

The following tips apply to our grant process and are useful for many other grant applications.

1. *Read the Bushfire Recovery Fund fact sheet to ensure you are eligible to apply for the grant.*
2. *Read the Help Guide for Applicants prepared by Smarty Grants.*
3. *Read the grant application questions carefully and start to gather your data, including*
   a. *Letters of support*
   b. *Budget and quotes*
   c. *Plans*
   d. *Permissions required*
4. *Use clear language and avoid jargon.*
5. *Ask questions.*
6. *Take time to write the application. There are no additional marks received for early entries!*
7. *Get together in a group and brainstorm the important factors of your project. Make sure you can describe each feature of the project succinctly and accurately.*
8. *Stick to the word limits that have been provided. That doesn't mean that answers should be only a few words. It shows that you can clearly communicate the most important aspects of the project.*
9. *Sometimes research is required to address questions in the application, so be sure to collect all the relevant information prior to writing the application and well before the due date.*
10. *Proof read and spell check, edit, revise, seek a second opinion.*

2.   BUSHFIRE RECOVERY FUND APPLICATION FORM TIPS

The tips below will provide assistance in answering the questions asked in the application form.

It is important that you read the eligibility questions carefully in order to be sure that you or your project will meet the criteria.

1.   Your Organisation or Group

This section requires you to provide details about your organisation and the contact details for the project as well as the head of the organisation. The head of the organisation may be a chair of a committee or board, or the lead person in an organisation.

If there is a partner organisation involved, you will also need to complete the partner organisation details. Partner organisations can act as auspice organisations for groups that do not have an ABN. In this form, the terms 'funding partner' and 'auspice partner' mean the same thing. You will need to explain the role of the funding partner for the project. You will also need to attach a letter of support from your funding partner.

If you have your own ABN and are not partnering with another organisation, leave the partner/auspice organisation details blank.

ABN

Enter your ABN number. Information from the Australian Business Register will be displayed.

If you are working with a funding or auspice partner and are using their ABN because you do not have one, enter the funding or auspice partner organisation's ABN.

About your organisation

This question is designed to provide information that establishes your organisation's credibility, qualifications and experience in the area that you are seeking funding for. Don't assume that the Foundation already knows all about your organisation. Your answer should provide information about how your organisation operates and will manage the project and the money.

2. Your project

Project Title

Chose a brief title for the project that is self-explanatory.

Total amount requested

Enter the amount of the grant that you are requesting.

If your organisation is not registered for GST, you should include GST in your project total. If your organisation is registered for GST, your project total should be exclusive of GST.
Make sure this amount matches the details you have included in the budget section later in the form.

Short description of your project

This is where you can show that you've developed a clearly defined project description that briefly and succinctly describes the project in less than 50 words. This is not the same as the Project Title.

Why is the project important?

Demonstrate the reasons for your application and how it meets the objective of the grant program. Clearly explain the hardship that was created by the 2009 fires and how you have identified that hardship. Then explain how the project addresses the issues you have identified. Where possible, use objective evidence to back up your claims.

Who is involved?

Describe who is involved in your project – who will manage the project, who will manage the funds, which community groups have been consulted about the project? Evidence of community support is an important component of a grant application. You will need to include information on your consultation process. Ideally, you should include letters of support for the project outlining why this project will make a difference in the community. Letters of support can be uploaded at the end of the application form.

Who will benefit?

The Bushfire Recovery Fund fact sheet clearly identifies that funding will be used to provide assistance to those affected by the 2009 bushfires and this question ensures that requirement is met. It also asks you to quantify the number of people who may benefit to determine the broader benefit of the project. Apart from identifying the project beneficiaries (not by name) it also requires information to be provided about how the project beneficiaries will actually benefit from your project.

What do you hope to achieve?

Clearly define the aims and objectives of the project, and how the objectives will be achieved.

The aims and objectives should be realistic and achievable within the time frame and budget that you have identified. They should ideally result in real outcomes that are easily measurable.

Meeting your aims

This answer should provide information that can be used to evaluate the success of the program. It should link back to the aims and objectives.

Project location

The funds must be used to assist individuals affected by the bushfires in the Murrindindi Shire. This section also requires you to demonstrate that you are aware of permits, insurances and any other requirements that may be necessary to deliver the project.

Project timeframes

In this section it is important to break down your project in to key milestones. Larger projects will have a number of key milestones, smaller projects may only have a few. The form allows you to add more rows if you need to.

The funding component for each milestone is important as the information may be used in the funding agreement, if the project is successful. The milestones are essentially the project plan, with dates and budgets allocated to each step.

3.   Project Budget

Budget

Be realistic when breaking down costs; budgets should accurately reflect the planning, research, project delivery and evaluation. Don't over or under-estimate costings. Attach written quotes to the application.

The TOTAL income for the project must equal the TOTAL cost of the project.

In the income section, provide details about your sources of income. They could include:
- The grant amount requested from the Foundation
- Other grant sources
- Community fundraising
- Donated goods
- Your organisation's contribution – how much of your own money are you investing in the project?
- Project participant contribution – for example if the project is an event or activity, are participants going to pay an amount to be a part of the project or activity (e.g. ticket costs)?
- In kind support (see below for more information on in kind support)

In the expenses section, provide details of the components that make up the cost of the project. Quotes should be attached. Examples are:
- Room hire
- Printing costs
- Catering
- Equipment
- Advertising

"In Kind" contributions are donations of goods or services (including volunteer time or expertise), rather than cash. You will need to place a value on your volunteer time or labour, work out the number of

hours to be volunteered to establish the in kind contribution. There are a number of websites with resources that can help you to work this out, for example https://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1622

GST: You must itemise the GST for each item, if GST is applicable.
For each item in the budget, indicate the GST component if applicable. The amount that you request will reflect the GST status of your organisation.
If your organisation is not registered for GST, you should include GST in your project total.
If your organisation is registered for GST, your project total should be exclusive of GST as you will be able to claim the GST components in your invoices. Therefore, you need to be clear which items have a GST component.
Complete your project budget carefully. Your "Total Amount Requested" section earlier in the form should accurately reflect your organisation's GST status. It is really important that this section is completed carefully.

NOTE: Projects with a value of $50,000 and over will require an independent financial audit and this must be provided with the final reports as outlined in the funding agreement. Include the cost of providing this report in your budget.

Other funding sources

Complete this section if you have applied for other grants to deliver this project.

 4.   **Applicant Checklists**

Please make sure you have attached any supporting documentation, for example quotes, letters of support, project plans, organisation financials. Attachments are attached to the application by using the 'upload' button next to the checklist items.

For assistance in uploading documents, refer to the Smarty Grants "Help Guide for Applicants".

There is a maximum file limit of 25 megabytes. However it is strongly recommended that you try to keep files under 5 megabytes.

5.   **Authorisations**

Read the authorisation section carefully and ensure that you can commit to the questions asked. This section must be completed by the person authorised by the organisation to submit the grant application.