

GETTING YOUR GROUP READY FOR **GRANTS**



An organisational Health Check
for your group or club to ensure
it is ready to write a winning
application and get funded!



INVERELL
SHIRE COUNCIL

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INTRODUCTION

Each year millions of dollars are given away to community groups in grants funding. The trick is in ensuring your group is one of the recipients!

Grants enable you to:



WHO CAN APPLY FOR GRANTS?

Grants are very rarely provided to individuals; however, organisations such as clubs, volunteer groups, school P&Cs, local government and non profit organisations are all common recipients of grants.

This toolkit will help you plan for your next grant application by:

- Conducting a grant ready health check to see if you have the right information on your group / organisation;
- Find out if your organisation is ready to tackle a grant funded project;
- Know where and how to look for grants; and
- How to respond to grant questions to ensure your application stands out from the competition!

GRANT-READY HEALTH CHECK

How well do you know your organisation?

Complete the table below and keep a copy handy to ensure you are one step ahead and save time without having to search for this essential information each time you're completing a grant application!

OUR ORGANISATION TYPE

This relates to the type of legal entity you are. Many clubs are classified as Incorporated Associations. Other types of entities are cooperatives, companies and non incorporated associations. Not sure of yours? Go to <https://connectonline.asic.gov.au> and search ASIC registers > 'Search Within' > 'Organisation and Business Names' and in the 'For' field, type in your organisation's name.

Different grants are available to different types of organisations. For example, a grant program may only be available to incorporated associations and local government, but not schools. Very few grants are available to individuals!

OUR ABN

Not sure of your ABN? Visit <http://www.abr.business.gov.au/>

ARE YOU REGISTERED FOR GST?

Note, if you have an ABN, it doesn't automatically mean you are registered for GST. Unsure? Visit <http://www.abr.business.gov.au/>

YEAR OUR ORGANISATION WAS FORMED / ESTABLISHED?

NUMBER OF MEMBERS

OUR EXECUTIVE COMMITTEE

Tip: Also record how many years experience they have on committees

OUR HIGHLIGHTS

Has your organisation claimed any special awards or have anything that sets them apart from other organisations.

Eg. Our president has been awarded the Services to Sport Award; we are the longest established golf club in the North West; three of our club members have competed at national level; we hosted the State Championships in 2015; our junior team won the regional championships 5 years in a row, etc.

OUR MEMBERS

Key stats on your membership such as:
Members range in age from 6 – 76;

25% of our members are under 18 years old

We have 43 female and 32 male members

Do you have any Aboriginal members?

Do you have any culturally diverse members?

Do any members travel a long distance to participate? Eg. A football club with a player who travels more than 80km to train and compete with the team.

BANK DETAILS

Bank name, Account name,
BSB, Account number

OUR STATE ELECTORATE

Northern Tablelands

OUR FEDERAL ELECTORATE

New England

OUR LGA

Local Government Area

Inverell

OUR INSURANCE

What sort of insurance?
What level of cover?

Tip: Keep a copy of your
Certificate of Currency
handy. Many grant
providers will ask for a
copy.

- ☐ Public liability insurance.
Our level of cover is \$____ million
- ☐ Volunteer workers insurance
- ☐ Other: _____

FINANCIAL STATEMENTS ON FILE

Keep a copy of your most
recent financial year
statements handy. Many
grant providers will ask for
a copy.

- ☐ Profit and Loss Statement.
- ☐ Balance Sheet
- ☐ Other: _____

PLANS AND GOVERNING DOCUMENTS

Keep a copy handy and remember to reference these documents to show your organisation has sound governance.

- ☐ Constitution.
- ☐ Strategic Plan
- ☐ Other: _____

Section 2:

Finding Grants & Planning your Attack

WHAT DOES A FUNDING BODY LOOK FOR IN A GRANT APPLICATION?

Do you know your project?

- What is the scope of the project - what is going to happen, where and when?
- Who will benefit?
- What will the project produce? (Outputs)
- What will the project contribute to our community? (Outcomes)
- What is the purpose of the project? (Objectives/Bigger Picture) e.g. community benefit, tourism development, economic development, employment creation, social or environmental benefit?
- What will it cost?



Funding bodies really need to be convinced of two things: that a significant **need** exists and that the applicant has the **ability to meet that need** on time and on budget. Grant bodies are looking for:

- Projects that will benefit or involve as many people as possible.
- Realistic projects with strong and dedicated backing and a high likelihood of success.
- Projects that have broad community appeal and support.
- Projects that provide a long-term solution rather than a short-term fix.
- Projects that will make a difference.
- Something new or visionary that is being held back only because of a lack of funds.

HUNTING FOR GRANTS

The first challenge is to find the right grants program for your organisation. Grant providers include:

- Government (Commonwealth, State, Local)
- Community organisations
- Private sector – e.g. Sapphire Wind Farm, St George, NIB, AMP
- Philanthropic foundations – e.g. Myer Foundation.

See pages 24-25 for a list of grant programs.

STAY IN THE LOOP!

Grant programs open and close throughout the year. Even year to year, it's not guaranteed that the same grant will continue to be offered at a certain time of the year. Many grants will be open for between 4-8 weeks. This means it's easy to miss a grant program. To stay in the loop, here are some tips for free and fee-based services:

Subscribe to **free** Newsfeeds & Email updates:

- Regional Development Australia Northern Inland – subscribe at <http://www.rdani.org.au>
- Adam Marshall MP newsletter - sign up at <http://www.adammarshall.com.au/weekly-column/>
- Barnaby Joyce MP – subscribe at <http://www.barnabyjoyce.com.au/>
- Depending on your area of interest, you might like to subscribe to the news feed of government departments, eg. Create NSW, Department of Primary Industries, Office of Sport.
- Inverell Shire Council council@inverell.nsw.gov.au and also follow Council on Facebook @InverellCouncil for grants alerts.
- Federal Government grants – subscribe to Community Grants Hub newsletters at <https://www.communitygrants.gov.au/>

Paid subscriptions <https://www.fundingcentre.com.au/grant/home> - Available to not-for-profits, community organisations, schools, kindergartens & TAFEs for \$125/year (cheapest and most popular on the market). Also has a free 14-day trial.

DO YOU HAVE THE RESOURCES?

It's easy to get excited about grant funding, but it's important to consider whether you're actually gaining on the deal. The bare bones of running a grant take up some of your resources - writing applications, planning programs, running programs and reporting back to the grant body will take time and planning!

Don't go for a grant just because it's there; think carefully about your resources before making the decision to apply.

READ THE CRITERIA CAREFULLY

It's the oldest advice in the book but grant givers are constantly frustrated by how often it is ignored.

- Is your organisation an eligible type of entity to apply?
- What is the priority of that organisation/agency?
- How does your project fit with those priorities?
- What are some examples of projects they have previously funded?
- Is the amount you are asking for within the limit of the provider?
- Can you apply for 100% of your project costs or are you required to make a contribution?
- What's the closing date?



Be honest with yourself

Is your idea solid, or do you need to spend some more time on it before applying for a grant? Do you need to break the project down into stages rather than burn out your committee with one big project?

There will be future grants and future opportunities! If you need to fundamentally change your project to suit the grant provider, it is the wrong grant program for you. Leave it for another time or grant program.

Section 3:

Completing a Grant Application

HOW TO WRITE A SUCCESSFUL GRANT APPLICATION

A strong grant application is one that makes it impossible for the assessors to say 'no'.

There are some basic characteristics of any good grant application:

- Make sure you are eligible to apply for the grant;
- Answer all the questions;
- Make your answers clear and easy to read (dot points are okay!);
- 'Paint the Picture' for the people who will assess your application for funding;
- Provide supporting documents to help your application stand out from the crowd;
- Make sure your budget is based on accurate costs (eg. quotes).



Think like an Assessor

When you submit your grant application, it will be assessed by a team of assessors.

Often, assessment teams are located in Sydney or Canberra and may have never heard of where you're from, let alone been there before. This means it's important to 'paint a picture' for the assessors – provide photos of your site, details about your town / community / environment. What is it like to live in your community? For example, are you located in a small village where it's common to travel over 50km to access services or; maybe your area has issues like high unemployment? Make the assessor feel as though they are familiar with your community!

FREQUENTLY ASKED GRANT QUESTIONS

There are some questions found in many grant applications. This includes questions such as:

- ✓ Organisational background
- ✓ Summary of your project
- ✓ Experience and Capacity of your organisation in delivering projects
- ✓ Governance arrangements

1. Organisational background

This is not the place to write a long-winded history of your organisation but to describe the WHO, WHERE, WHAT, WHY and HOW of your organisation's operations. You have a very short window before an assessor's eyes glaze over.

Include information such as:

- When was the organisation established?
- Who are your stakeholders / who do you represent?
- Why does your organisation exist?
- What's special about your community?
- Staffing levels – either paid or volunteer
- Committee numbers



Grenfell Community Centre was established in 1994 to service the growing population of seniors residing in Grenfell. Our community of 900 has 28% of residents aged over 60. Each year, the Centre hosts programs for residents aged over 60 years, including activities focused on wellness and preventative health. These activities include social outings as well as recreational classes. In 2017-18, the Centre hosted 18 activities for 165 participants. Grenfell is an isolated rural community, situated over 50km from its nearest commercial centre of Young. The community owned Centre has one part time staff member, who is assisted by a committee of 8 volunteers.

2. Summary of your project

- Mention your project benefits up front
- This is a summary, not a full-blown explanation of your methodology. Keep it simple.
- Use the following sequence:

① <Project name> will ② <deliver what benefits> by ③ <how benefits will be delivered>. ④ <Proof project is needed>



① *The Habitat Restoration Program will* **②** *rehabilitate 50 hectares of threatened woodland and conserve 3 endangered species present at Gully Creek Reserve by* **③** *undertaking a 2 year program to control invasive species.* **④** *Gully Creek Reserve is habitat for the Brown Tree Creeper and Fringed Spider Lily and has been declared a Priority One conservation site by the NSW Government.*

3. The Case for Support

This is where you provide an explanation to the funding body as to **why** do you need funding.

- Establish a specific solution to a problem or issue in a geographically identifiable area.
- What data exists to support your project need and your proposed solution?
- How do you know your solution will work?
- Refer to any attachments such as photos of the project area;
- This should be backed up by evidence of community support that outlines why the project will make a difference to the wider community.



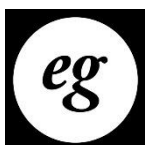
The funding will be used to construct 2 permanent shade shelters at West Inverell Park. The Park is a popular venue for families and community celebrations and the new shade shelters will enhance existing playground equipment in the park. At present there are no permanent shade options at the site (see photos attached). This area of Inverell has a high presence of families and 18% of residents are born overseas. The average weekly income for residents in this area is \$563/week compared to the NSW average of \$645/week. As it's a relatively disadvantaged neighbourhood, the park is an important free recreational outlet for residents.

The project is supported by West Inverell Public School and the Inverell Council and their letters of support are attached. A community survey conducted by Inverell Council in 2015 revealed West Inverell Park is the second most popular park among shire residents.

4. Methodology

Methodology is the strategies for how the project will be achieved, by whom and by when. This should include why the particular approach was chosen at this time and for this community. It's your action plan for achieving your project, for example:

- Will your project be completed by a paid contractor or volunteers?
- How long will your project take, including start and finish dates?
- Will your project involve other organisations?
- Use actions that are Measurable and Realistic.



The kitchen upgrade at Gilgai Hall will involve 4 local tradespeople who will install new flooring, kitchen cabinets, new exhaust fan and upgrade the wiring. Works will commence in April 2018 and be completed by August 2018. Volunteers will complete additional improvements to the kitchen including painting through 2 working bees held in July 2018. The hall improvements will be officially opened with a community BBQ in September which will be co-hosted by Gilgai Progress Association.

5. Your Organisation's Experience, Capacity and Governance

Capacity is your organisation's capability (experience and qualifications) to deliver the project. A grant assessor wants to hear about your organisation's relevant expertise, skills, qualifications and experience of your committee and those that will be involved in the project, for example:

- Broad structure of the organisation;
- Who is on your committee? Do they bring unique skills or experience?
- Has your organisation implemented a grant funded project in the past?
- Experience or examples of when you have worked with the community or partner organisations.



Graman Sports Club has a committee of 6 individuals, which include 4 farmers, a retired school teacher and a retired bus driver. Collectively, they have more than 50 years' experience volunteering and running non-profit community groups. They bring to the committee skills in financial management, managing contractors and volunteers, bookkeeping and record keeping. The committee successfully completed a grant funded project in 2009, which was a \$5,200 upgrade to the public amenities block, funded NSW Department of XYZ.

Governance is all about the structure of your organisation – the checks and balances that you have in place to make sure things are 'done right', there's accountability and systems are transparent. The prompts below will help provide details on your organisation's governance arrangements.

- Do you have a Constitution and / or policies and / or Strategic Plan which governs what you do?
- If the project involves working with youth / children, do you have a record of who has Working with Children Checks?
- Do you report each year to NSW Fair Trading or the Australian Charities and Not for Profit Commission (ACNC)?
- How often does your committee meet?
- Are you an incorporated association?
- Is your organisation affiliated with a peak body?
- Insurance arrangements – do you have adequate insurance in place for the project?
- Do you have your finances audited annually?



Inverell Fishing Club commenced in 1983 and is an incorporated association which meets every 2 months. Our treasurer prepares a Profit and Loss Statement and Balance Sheet for each meeting and manages our finances via MYOB. Our organisation has a Constitution and Strategic Plan, which is our plan for the period 2017-2027. We are affiliated with the NSW Fishing Club Council and this means our volunteers are covered by volunteer workers insurance and we have Public Liability Insurance cover of \$20 million. We provide our annual financial reports to the ACNC and our reporting is up to date.

OR

- *President has a Certificate IV in Governance;*
- *Vice President is a small business owner and has run her own business for 32 years;*
- *Secretary is a life member and has been on the committee for 12 years;*
- *Project Leader will be Bob Smith who is a local builder and worked on projects valued over \$500,000;*
- *We host meetings each quarter;*
- *In 2017, we won the Club of the Year Award at our State Sports Awards in Sydney;*
- *All finances are managed in a written ledger.*



Tick Tock

If you see a grant that you may be eligible for but it is less than seven days out from closing – don't even bother. Quality applications require plenty of time and attention. Even if you might be able to get the application together, it is usually guaranteed that you won't be able to obtain appropriate letters of support or even have it signed off by an authorising officer.

EVIDENCE & SUPPORTING INFORMATION

To support your application, it's useful to be able to quote information about your area which demonstrates your project is needed. Do a bit of research and search for statistics to support your application. Let the grant provider visualise your project and what could happen if you received the grant.



Supporting information can include the following information:

- ✓ Population figures for your area (town or Shire Council);
- ✓ Photos of the existing site;
- ✓ Map or plan of project site such as a satellite map (see tip below);
- ✓ Unemployment levels;
- ✓ Socio-economic information (eg. Standard of living, homelessness, income levels);
- ✓ Relevant strategic plans from local, regional and state bodies – including Council's Community Strategic Plan or perhaps strategic plans developed by NSW Sport or NSW Health.

While your organisation may **know** there are issues in your community such as lack of activities for youth or high unemployment levels, it's helpful when we can **support your claims with evidence**.

Example

Your organisation is applying for funding to start a free program to help Aboriginal youth aged 12-16 years stay active. This will involve running after school sports each Thursday afternoon. Your organisation already has lots of interest from local students who are eager to participate.

The following information would be useful to support your application:

- ✓ Number of youth in this age group in the community;
- ✓ Number of female and male youth you will target;
- ✓ Health information, eg level of diabetes, heart related disease in the community, levels of obesity in the community;
- ✓ Income levels to demonstrate need for the free program;
- ✓ NSW Strategic Plan for Children and Young People priorities that the grant application will assist with.

Below are useful sources that may help your next funding application:



Australian Bureau of Statistics

“Quick Stats”

<https://www.abs.gov.au/websitedbs/D3310114.nsf-/Home/census>

In the “Quick Stats Search” field, enter your town name or Shire name. Statistics available for your town, region or state. Includes information such as:

- Population
- Income levels
- Employment levels
- Age
- Number of males vs females
- Number of people born overseas

Australian Bureau of Statistics SEIFA Rankings

SEIFA ranks areas in Australia according to their level of socio-economic advantage and disadvantage. It ranks each Shire on a state and national scale. Inverell Shire is the 16th most disadvantaged shire in NSW (out of 128) and 89th in Australia (out of 547 local government areas).

SEIFA statistics can be useful for demonstrating our community is disadvantaged and therefore needs funding in key areas.

<https://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/2033.0.55.0012016?OpenDocument>

NSW Aboriginal Affairs:

“Community Portraits”

<https://www.aboriginalaffairs.nsw.gov.au/new-knowledge/facts-and-figures/community-portraits>

Click on your Local Government area from the list provided. Community Portraits is a 30-page report about the **Aboriginal community** in your area. Includes information such as:

- Population levels
- Number of males vs females
- Age
- Home ownership levels
- Workforce participation
- Education and schooling levels
- Income levels
- Health & disability information

NSW Family and Community Services - Hunter New England Health Statistics

<https://www.facs.nsw.gov.au/resources/statistics>

Statistics on issues such as:

- Health
- Homelessness
- Income

Bureau of Crime Statistics and Research (BOCSAR)

Recorded incidents of crime for each Council area.

http://www.bocsar.nsw.gov.au/Pages/bocsar_crime_stats/bocsar_lgaexceltables.aspx

Click on your Local Government area from the list provided. Statistics on type of crime, including information such as:

- Age of offenders
- Type of crime
- Time crime occurred
- Month crime occurred
- Alcohol related crime
- Indigenous vs non Indigenous crime



Proofreading

Have someone else proofread your application that doesn't know the ins and outs of the project. If someone who does not know the project that you are writing about can make sense of it then you are on the right track.

Even the smallest question or comment can assist you with an improved application. Remember that the grant provider doesn't know anything about your project either so your writing has to be crystal clear.

BUDGETS

Having a realistic and detailed budget is crucial. It not only shows you have a realistic idea of what the project involves but shows the grant organisation you are someone able to manage practical detail.

Ensure your budget is detailed and include everything from stationery to promotion to equipment - anything that will be utilised for the project. When obtaining quotations for your budget, go to local suppliers wherever you can and get the quote in writing. Grant providers like to see the funds supporting the community wherever possible. Price all equipment, venues and human resources and make sure it balances!



In-Kind Contributions

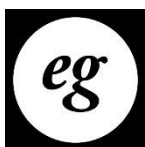
In-kind contributions are contributions your organisation is making to the project either through volunteer labour, using materials / resources or equipment already on hand.

In-kind contributions should be listed in the budget with a dollar value placed on contributions such as services, insurance, equipment, time and materials.

How much should volunteer contributions be valued at?

Some grant bodies will stipulate the hourly rate to use to calculate volunteer hours in the grant program guidelines. If not, the standard hourly rate for a volunteer is usually \$30 - \$35 / hour. Whatever rate you use, note in your budget what rate you are using.

The example budget on the following page shows how in-kind contributions can be listed.



Example Budget

Details	Applicant contribution <i>Cash or In-kind</i>	Grant funding required	Total
Rainwater tank – 22,500 litre poly tank as per attached quote from Landmark		2,800	2,800
Windows – supply and install 2 aluminium windows, as per attached quote from Thompson Construction		4,100	4,100
Granite for gravel pad under rainwater tank, as per attached quote from JP Earthworks. 50% funded by applicant.	405	405	810
Installation of rainwater tank – use of bobcat owned by committee member 3 hours @ \$110/hr (including operator)	330		330
Volunteer labour to install rainwater tank and plumbing to main hall Materials / fittings on hand \$100 4 volunteers @ \$35/hr x 4 hours = \$560	560		560
Host event to open the improvements: Morning tea provided by committee: 45 guests @ \$6/head = \$270 Promotion / advertising on Facebook = \$80 Use of committee's marquee = \$100	450		450
TOTAL \$	\$ 1,745	\$ 7,305	\$ 9,050

DRUM UP SUPPORT!

Drum up support for your project and get letters of support from organisations and others to submit with your application. Many funding bodies will ask you to provide a letter(s) of support for your grant proposal.

A letter of support is evidence that:

- a) Your proposal is sound and other organisations think it will have a positive impact on the community; and / or
- b) Your organisation has the skills / expertise to successfully get the grant completed on time and on budget.

Who can provide a letter of support?

- ✓ Community organisations involved with the project;
- ✓ Organisations who will benefit from the project;
- ✓ Organisations that have worked with your organisation in the past;
- ✓ Your local Council;
- ✓ Schools; and / or
- ✓ A Member of Parliament for your area.

Asking for a Letter of Support

If you would like letters of support for your project, be sure to plan ahead.

Prepare a brief outline of your project, including the following information:

- ✓ When the project will commence
- ✓ Duration of the program, eg. A one-year project
- ✓ Who will be involved in the program, eg. Youth in the Ashford community aged 12-16 years.
- ✓ Benefits of the program, eg. More youth involved in programs to keep fit; teaching youth to work together; providing an ongoing program to engage youth in a small community.



Example letter of support:

Date: 12 September 2019

To Whom it May Concern,

Re: 'Small Grants for Rural Communities' Program

Our organisation is pleased to support the application for funding being lodged by Inverell Community Group to the above program.

The project focuses on engaging youth aged 12-16 years in after-school activities to help students stay active. The project will have long term benefits for participants and help address issues such as youth obesity and lack of free fitness programs. Over a 12 month period, the program will engage more than 30 participants and will work with local schools to ensure the program reaches its targets.

Inverell Community Group has been established for 22 years and has lengthy experience delivering programs for Aboriginal youth. The Group runs a number of community programs and are well-respected in the community. The Group has a team of 3 dedicated staff who each have more than 10 years' experience in leading community programs.

Our organisation will support the project by providing volunteers to assist with the after-school program. We will also assist with promoting the program to the community.

I congratulate Inverell Community Group for their application and can be contacted on the phone number below if required.

Yours faithfully,

Insert name
Chairperson
(02) 67XX XXXX

WHAT ARE THE RISKS?

A grant assessor wants to know you have thoroughly planned your project, including what you will do when (if) things go wrong. Is there anything that will prevent the project from coming to fruition? The prompts below may help provide details on risks associated with your project:

- What will happen if there's a drought or a flood? Will your project proceed as planned?
- If your project involves a community event, what will happen if you don't attract as many people as planned to your event?
- What happens if one of your committee or project leaders leaves town mid project?
- What happens if there's a budget blow-out because your planned contractor who quoted for the works is no longer available to do the work?

EXAMPLE - RISK MANAGEMENT PLAN: HERITAGE WEEK BBQ & AWARDS

Version 1 | 23.4.2018

<i>Name of project:</i> Heritage Week BBQ, Concert & Awards <i>Project organisation:</i> XYZ Council <i>Project timeline:</i> 5.7.2018 – 12.7.2018			<i>Name of contact:</i> Joe Smith, XYZ Council <i>Contact number:</i> 02 67XXXXXX
Area of Risk	Risk Rating	Mitigation Measures	Revised Rating
Financial overspend / underspend	High	<ul style="list-style-type: none"> - Project costings based on current pricing, with quotations received valid for project period; - A qualified accountant will oversee financial management of project; - Full budget prepared at outset of project. Project Manager to oversee project implementation and ensure project tracks to budget. 	Low
Project lags behind schedule	High	<ul style="list-style-type: none"> - Project implementation schedule developed at outset of project. - Project Manager meets with Heritage Committee fortnightly to ensure project tracks to schedule; 	Low
Loss of key personnel during project	High	<ul style="list-style-type: none"> - Project Manager meets with Heritage Committee each month and provides reports. Written reports (including financials) ensure stakeholders are aware of project progress and all project data is accessible by the entire committee. 	Low
Injury to participants	Very high	<ul style="list-style-type: none"> - XYZ Council retains insurances (public liability and personal accident) to ensure cover for activities involved in project implementation. - Risk assessment of venues undertaken prior to commencement – by Council's WHS Officer; - WHS briefing provided to all participants at commencement of event. 	Low
Event participation lower than expected	High	<ul style="list-style-type: none"> - Timing of events scheduled to avoid conflicting events; - Communications action plan developed at outset of project to ensure timely development of marketing and media engagement with lead times built in to delivery plan; - Re-visit engagement strategy, in consultation with project partners, to identify areas for improvement. 	Low
Difficulty with securing supplies for proposed events	Moderate	<ul style="list-style-type: none"> - Project plan developed at outset of project. - Orders and bookings made at project outset. - Project Manager maintains frequent communication with suppliers to ensure availability is secure. 	Low

Project struggles to attract media / publicity	High	<ul style="list-style-type: none"> - Project Manager to meet with community owned and commercial media outlets at commencement of project to ensure media outlets are engaged and aware of project; - Communications plan developed at outset of project to ensure multimedia promotion of project. 	Low
Awards struggle to attract nominations	High	<ul style="list-style-type: none"> - Consult Heritage Committee to identify barriers to attracting nominations; - Provide assistance with preparing nominations and submitting nominations; - Re-visit communications and engagement strategy to ensure widespread awareness of awards and pathways to nominating are streamlined. 	Low
<p>Plan prepared by: Joe Smith Position: Project Coordinator, XYZ Council Date: 23.4.2018</p>			



What to do if your application is unsuccessful...

Not all grant applications are successful. In fact, the majority of applications do not receive funding.

It can be disappointing to not be successful. If a project was worth an application in the first place, it may be worth reworking.

- If you can, learn why your application was not successful, and whether the program would accept a revised application in another round.
- Keep an eye out for more suitable grant programs.
- Ask yourself the right questions. For instance, are there partners you could be working with?

But it's also important to be realistic...

- Are you really the best organisation to be delivering this project/program?
- Are other organisations already doing this?
- Is your focus too narrow? Or too broad?
- Have you involved the right people?
- Do you have support for your project in the community? (Did you provide letters to prove this?)
- Was your application clear enough to others? Do you need help in revising the application?

GRANTS FOR GROUPS

Grant Program	Amount	Details
Community Building Partnerships	Grants usually \$2,500 - \$20,000 for small scale infrastructure.	Usually opens August for a 4 week period. NSW Government provides these grants for each electorate. https://communitybuildingpartnership.smartygrants.com.au/
Foundation for Rural and Regional Renewal	Various grant programs which are targeted at rural Australia.	This is a non-government grants program. Subscribe to FRRR updates via their newsletter at https://www.frrr.org.au/ Grants are open throughout the year. Popular grant programs include: <ul style="list-style-type: none"> - Tackling Tough Times Together; - Strengthening Rural Communities (up to \$10,000); - ANZ Seeds of Renewal (up to \$15,000); and - Caring for Ageing Rural Australians (up to \$40,000).
Sapphire Wind Farm	Grants for community organisations in Inverell Shire. No set limit, but grants tend to be under \$10,000.	Two rounds are open each year – usually around March and September. Advertisements are placed in Inverell Times, Council Facebook and website and Sapphire Wind Farm’s website.
Volunteer Grants	Grants up to \$5,000 to fund purchases of small equipment and training all to benefit volunteers	Usually opens November. Grants are offered by Australian Government. This grant tends not to fund the same organisation in consecutive years. https://www.communitygrants.gov.au/grants/volunteer-grants-2018
White Rock Wind Farm	Grants for community organisations within a 50km radius of White Rock Wind Farm (ie. parts of Inverell Shire are not eligible). Approx \$179,000 available through this fund each year.	Two rounds are open each year. Subscribe to White Rock’s updates and find out more at their website: https://whiterockwindfarm.com/community/community-fund/

Australia Post Grants	Grants up to \$10,000 for community groups and non profit organisations.	<p>Opens in July each year. The program's priorities are to:</p> <ol style="list-style-type: none"> 1. Help people connect with each other through group activities (eg. volunteering programs, civic engagement and environmental activities) 2. Reduce barriers to participation in community life (eg. transport, ability to pay, or access to community spaces); 3. Develop skills and leadership capability to strengthen community networks; 4. That's why our grants program aims to support projects that bring people together around what matters most in their communities.
NSW Office of Sport	A NSW Government program offering various grant programs which are targeted at sports clubs throughout NSW.	<p>This program offers a range of grants, with no set pattern of when grants are available and for what program. Previous programs include:</p> <ol style="list-style-type: none"> 1. Local Sport Defibrillator Program 2. Local Sport Grant Program 3. Her Sport Her Way grants 4. NSW ICC World T20 2020 Cricket Legacy Fund <p>https://sport.nsw.gov.au/clubs/grants</p>
Create NSW	A NSW Government program offering various grant programs to support arts and culture programs, festivals and infrastructure.	<p>Two funding rounds per year, usually opening in February and August.</p> <p>Funding is available for a wide range of arts and cultural activity, including:</p> <ul style="list-style-type: none"> - Creation of new work and professional development; - Production, exhibition, presenting, publishing or recording, touring and festivals; - Promotion and marketing; - Conservation and/or development of collections and archives (including Aboriginal Keeping Places and the digitisation of collections); - Purchase of capital infrastructure and equipment; and - Partnerships, capacity building and sustainability. <p>https://www.create.nsw.gov.au/funding-and-support/arts-and-cultural-funding-program/</p>