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‘Write to Win’

DigiBiz Training in Grant Writing 4 Community Groups

This DigiBiz training is made possible through the Australian Government funded [Digital Enterprise Program](#). DigiBiz is an initiative of the Centre for eCommerce and Communications at Federation University Australia. It is supported by City of Ballarat, Golden Plains, Hepburn, and Pyrenees Shire Councils, and Regional Development Australia-Grampians.

Find out the full range of our Digital Enterprise Activities

www.digibiz.net.au

Events....Workshops....Digital Champions....Case Histories....Online Resources

Each business or community group can access one FREE Workshop and four hours of Mentoring

Workshop Facilitator: Gerrie Carr-MacFie



Learning Outcomes

At the end of the workshop you will:

- **Have an increased awareness of how broadband technology can benefit our region and your community**
- **Be able to identify philanthropic and government grant-funding channels**
- **Understand basic principles of successful grant writing**

Fundraising & Grant Ready

The Responsibilities your organization holds as a community owned entity are many and varied. If you want your community and a wider audience of donors and government funding bodies to invest dollars to your cause you should start by ensuring basic governance and management policies and procedures are in place. Donors and community don't just invest in a cause- they invest in entities that can demonstrate sound governance. Substantiation of good governance via copies of Annual reports, financials, incorporation status and referee checks form part of the grant process.

The ABC of Governance Responsibilities

Adequate guidance, protection, safety and insurance cover for Board, Members, volunteers and activities

Board members duties suit personal preferences, motivation, skills, experience and qualifications

Board/members not coerced into doing tasks against their wishes or that they do not feel qualified to undertake

Capacity for office bearers and members to resign from their position without resentment or guilt

Clearly written job descriptions for Board and Members

Confidentiality of personal information

Complaints and concerns of members and community to be heard

Consultation and involvement in decisions that affect members, volunteers and community

Respect for members, volunteers and donors

Recognition for contributing time, experience, ideas and skills

Suitable and safe place in which to work

Satisfying duties that recognize worth and give dignity

Supervision with details of the chain of command

Training aligned to mission & assigned duties for volunteers and for staff

Upfront policy and guidelines for reimbursement of out-of-pocket expenses

Policies and Procedures for undertaking financial management and basic workplace rules, regulations and policies are in place, understood and acted upon

GRANTS:

The 'Need to Know' of grant writing

KNOW YOUR AUDIENCE/ELIGIBILITY– Understand funding source's interests/eligibility/guidelines/reporting and acquittal responsibilities. Make sure a match exists between you as grantee, and the grant maker.

KNOW The NEED– Understand what market exists for your project. Make sure you understand the needs of the target population. Examine what similar organizations are doing locally, regionally, and nationally.

KNOW YOUR ABILITIES – Communicate why your organization is *the one* to carry out the project. Capture momentum and build your story. Sell your strengths. Address weaknesses - articulate intention/process to minimise weaknesses. Broker partnerships/provide Letters of Support

KNOW HOW TO EVALUATE RESULTS - Understand how you are going to measure the process and outcomes of your project. Prove to the funder(s) that you are serious about success. Show the funder(s) that their money is being well spent.

KNOW YOUR RESOURCES - Understand the skills of individuals involved in the project-encourage knowledge sharing. Encourage everyone to feel a sense of ownership and authorship. Create evidence-based proposals- include data, powerful and credible sources of information.

Useful TIPS

- Keep It Simple Stupid. Read the application requirements/eligibility carefully and don't 'pad' or over complicate responses.
- Save information/previous submissions to file. Tailor answers, cut & paste- to align with goals and values of the funding source.
- Tell a story- be competitive and creative in your project title/narrative.
- Be specific and succinct. Identify the problem and propose a fundable solution.
- Know your objectives and how you are going to evaluate them. Show accountability.
- Don't leave the grant-writing to one person. Delegate tasks according to skills- eg. budget, Letters of Support, writing the story/proposing the milestones/KPI's.
- Propose a realistic and auditable budget.
- Don't give up! If unsuccessful ask for feedback. Determine if re-submit is an option next funding round.



Sources of Funding:

Philanthropy Australia

More than 350 trusts and foundations are listed in The Australian Directory of Funders. The Directory of Funders is an excellent resource for not-for-profit organisations, charities and community groups. The Directory features tips on how to apply for grants, write submissions, and important tax information to help grant-seekers understand what needs to be supplied to foundations in any application for funding. Note that most trusts and foundations in Australia are restricted by law to funding organisations that have Deductible Gift Recipient (DGR) Status.

ourcommunity.com.au The **Funding Centre** is an initiative of [Our Community](http://ourcommunity.com.au), Australia's Centre for Excellence servicing the nation's 600,000 not-for-profit groups and schools.

They have online tools and resources plus an excellent eNewsletter detailing available grants. They also administer www.givenow.com.au an online commission free donation platform, and facilitate the Australian Institute of Grants Management providing support and skills development resources.

Local Government Community Grants

Local Governments throughout Central Highlands have funds available or support applications to State and Australian Government agencies for local community initiatives. Check out your Council website:

City Ballarat: <http://www.ballarat.vic.gov.au/pc/community-grants.aspx>

Golden Plains: <http://www.goldenplains.vic.gov.au/page.aspx?u=344>

Hepburn: www.hepburn.vic.gov.au

Pyrenees: www.pyrenees.vic.gov.au

Government Grants-GrantsLINK

GrantsLINK is a one-stop-shop for Australian Government grants with general information about **Australian Government** grants and assistance through Australian Government departments, statutory authorities and Australian Government business enterprises. Grants include funding programs, individual grants, fellowships and scholarships. Assistance includes links to other related Australian Government and State/Territory Government websites that offer grants and/or relevant service.

CheckOut these Community Grants :

Australia Post: <http://ourneighbourhood.com.au/grants/community-grants.html>

Ballarat Foundation: www.ballaratfoundation.org.au

Banks: Check with your organisation's bank

Grant Ready Alerts: www.community.grantready.com.au

Philanthropics: www.philanthropy.org.au

Gerrie's TOP TIPS 4 Winning Grants

- 1. Check Eligibility Criteria** Speak to the grant-makers if you are unsure of eligibility.
- 2. Do the Research** Go online. Assess prospects for success. Align your project to the purpose of the grant? How much money is in the pool/what other projects have been funded? If successful what are your responsibilities for reporting and auditing.
- 3. Do a Benefit/ Effort Analysis** Will this grant achieve your purpose? What is the return that your group will get on the investment of time and money?
- 4. Refine Your Idea & Tell the Story** Be specific. Create a story and infuse it throughout your grant application.
- 5. Provide the Detail** Express the need. Provide substantiation via data. Go online to research the demographics/social economic statistics for your region/ community start with local government website/Australian Bureau of Statistics/Regional Australia Institute. Tell why you are doing this, where the money will go, what it means to those who benefit.
- 6. Answer the Questions** Don't fluff the answers. Be specific. Follow all specifications re page length/word count/typeface.
- 7. Save the Document** Future applications can be tailored once you have a sound base document. Store completed applications in the CLOUD or create a back-up copy and store securely.
- 8. Surround Yourself with Good People** Break-Down the tasks and assign according to skills eg Budget/Letters of Support

For More Workshops- Mentoring -Online Resources **Go To**

www.digibiz.net.au