



Volunteering S.A. Inc.

Developing Grant Applications



Government of South Australia
Office for Volunteers

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Use the workbook alongside the presentation slides



Objectives

- Identify your organisation's aims, objectives, strategic and financial plans
- Research and consult to collect data appropriate for the development of a grant application or sponsorship proposal
- Prepare written material for grant or sponsorship applications
- Plan appropriate acquittal and evaluation processes for any successful application

Check that these are the expectations of participants

The Big Picture

Your Organisation:

What is in place?

Strategic Planning?

Financial Planning?

Legal and Regulatory Processes?

National Standards compliance?

Important to keep this brief! So the intro is important – “Organisations that win grants have all these in place – we run workshops on many of these aspects of managing an NGO”

Complying with National Standards will increase your chances of winning a grant”

An Overall Financial Plan

Is an essential part of managing the resources necessary for the operation and activities of your whole organisation

Dollars are scarce and there is fierce competition for them

SO...

A well planned and broad-ranging approach to finding extra resources is critical!

Again – needs tight intro – so many orgs only think about their bank balance when it is running out!!!! You will increase your chance of getting a grant if you have a complete financial plan in place at the beginning of each year. The possible grant should only be one of your strategies.

In pairs, participant to brainstorm what MIGHT be in a Financial Plan - put on white board. A grant application is only one of these strategies.

The First Steps

The first steps in developing your funding 'road map' are:

Identify your organisation's priorities

and

assess community needs through data, surveys

then

decide where this grant application fits within your plan



Participants do not seem to do community consultation well. They come up with ideas that only they think of – ie good ideas to do to other people and then they are disappointed when they don't get support. Most (not all) do not consult...My mantra was "Do this, collect the data and you will increase your chances of getting a grant as well as keeping volunteers."



Ask yourself ...

Is this project consistent with your priorities?

Do you know where you want to go?

Can you identify what is required to get there?

Priorities should be set through a planning process not POP up when grant availability is announced.

If YES, then WHAT do you need?

What activities are you undertaking?

What skills and resources do you need?

What is the value of your own contributions?

What evidence of other support can you provide?

I brought up the subject and importance of partnerships here. Many participants had never thought of it. We were able to pair up several groups out of the 16 participants present.

SWOT Analysis

Brainstorm:

Strengths
Weaknesses
Opportunities and
Threats

Internal factors

External factors

(government policies, funding guidelines,
community attitudes, economic and other factors)

SWOT needs explanation - 4 quadrants need to be on the Board or in the workbook.

We did an example as a group then participants make notes in their workbook. Take time for Participants to contribute ideas. They took a long time on this - should be kept brief. The rest of the workshop they loved because it gets down to what they think is the nub of the matter. The problem is that in ignoring the 'organisational' issues, they seriously reduce their chances of getting a grant. I hammered this home and recommended attendance at other workshops.

Overcoming Weaknesses

Brainstorm:

Training

Risk Management

Standards Implementation

Targeted Recruitment ...

Allow discussion of strategies

Sources of Support

Local Councils, State and Federal Government

Philanthropic Organisations

Corporate Partnerships

Community donations or in kind support

Shared resources

Income

Fundraising events

Where to Look

Internet:

www.grantsearch.com

www.ourcommunity.com.au

www.govolunteer.com.au

Government departments

Local Council

Peak Bodies:

Volunteering SA

Volunteering Australia

Newspaper

Sponsorship logos

They loved the list of websites



Types of Grants

Operational – general running costs

Small Equipment – one-off purchases

Development – initiatives to improve economic activity, tourism, opportunities, participation, develop skills

Project – usually one-off or limited such as an event, workshop, technology

See notes re explanation for each type of grant. This is useful as many do not realise that there are different types of grants and some are more relevant to different orgs.

What do funding bodies want?

Will they fund YOU?

Special target groups e.g. disability

Specific services e.g. sport, HACC

Special way of operating e.g. self help, sharing space

Particular priorities e.g. Living in Harmony (DIMA)

The participants were asked to think about what is THEIR point of difference – this was new to many.

Before you write ...

Read the funding guidelines

Go to the training if available

Talk to the contact person about application and
assessment procedures

Make a checklist of everything needed

Develop timelines and milestones

Sort your information

Type application and complete every answer

Write as if they know nothing!!

Understanding the Lingo

Outcomes

Outputs

Target Groups

Schedules, milestones, timelines

Performance indicators

Sustainability

Monitoring and evaluation

See notes on page 9 of guidebook — goes like hot cakes.

Who are you?



Briefly describe your organisation:

Your vision and objectives

Your client group

Your main activities

A brief history, or track record

- participants need to be able to do this pretty quickly

The Project

A woman with dark hair, wearing a black turtleneck sweater and a red patterned skirt, is sitting on a white chair at a desk. She is looking directly at the camera with a serious expression. A laptop is open on the desk in front of her. The background is a solid blue color.

What is your project about? Who is it for?

Is it your core business or will it be a distraction?

What is the need? Who will be involved?

What are the benefits or outcomes of the project for your clients, your community or region ?

Could you partner with another organisation?

Project Management

Who will be involved?

How will you involve stakeholders?

Do you need a steering committee? When & how often will they meet?

Decide on your communication strategy

Monitoring and evaluation

How will you celebrate?



How much will it cost?

Dollar cost of staff, materials, equipment, venues etc

In-kind support - the dollar value of volunteers

Don't try to win favour by underestimating costs

Allow for cost rises and on costs

Brainstorm in-kind support such as the dollar value of volunteers and space, land ,
equipment, furniture, supplies, discounts

What are the funding conditions?

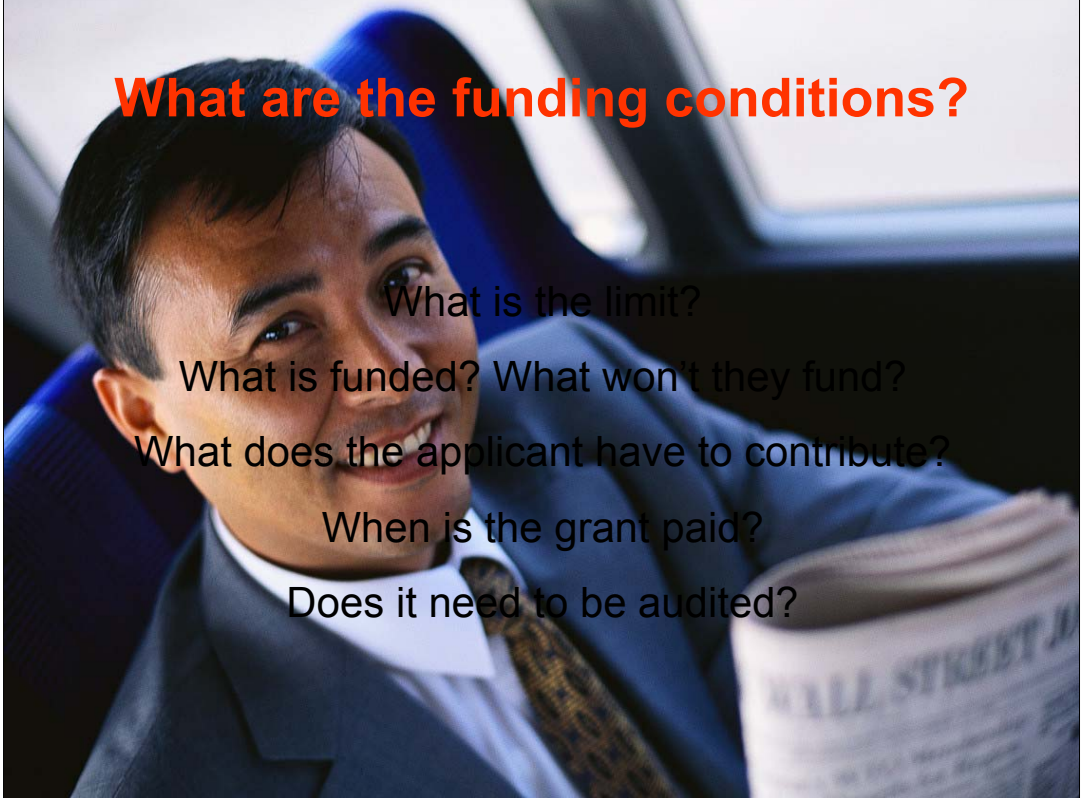
What is the limit?

What is funded? What won't they fund?

What does the applicant have to contribute?

When is the grant paid?

Does it need to be audited?





Working out the Budget

It is often difficult to combine the various sources of cash and in-kind support into a project.

BRMACC have developed an Excel spreadsheet to assist with this task

Handout

They loved getting the spreadsheet as a handout from BRMACC web site – best if back-to-back printing

A photograph of a man and a woman in business attire. The man is in the foreground, looking down and to the right. The woman is behind him, also looking down. The background is a brick wall.

Consider ...

Staff - Contractors and employees

Accommodation

Equipment and vehicles

Consumables

Communications

Publications

Administration and Insurance

Financial and legal services

Some of these points are new to the participants.



Timing

Think about:

Lead time for doing the application

Sufficient time for project implementation,
recruitment etc

Due date

Drafts and editing

Letters of support

Delivery

Additional requirements



Most funding bodies will want to know:

Your acquittal procedures

How you will acknowledge their support

What kind of evaluation you will conduct

A note on evaluation

Look at what you want to achieve then ask yourself how you will know if it's working.

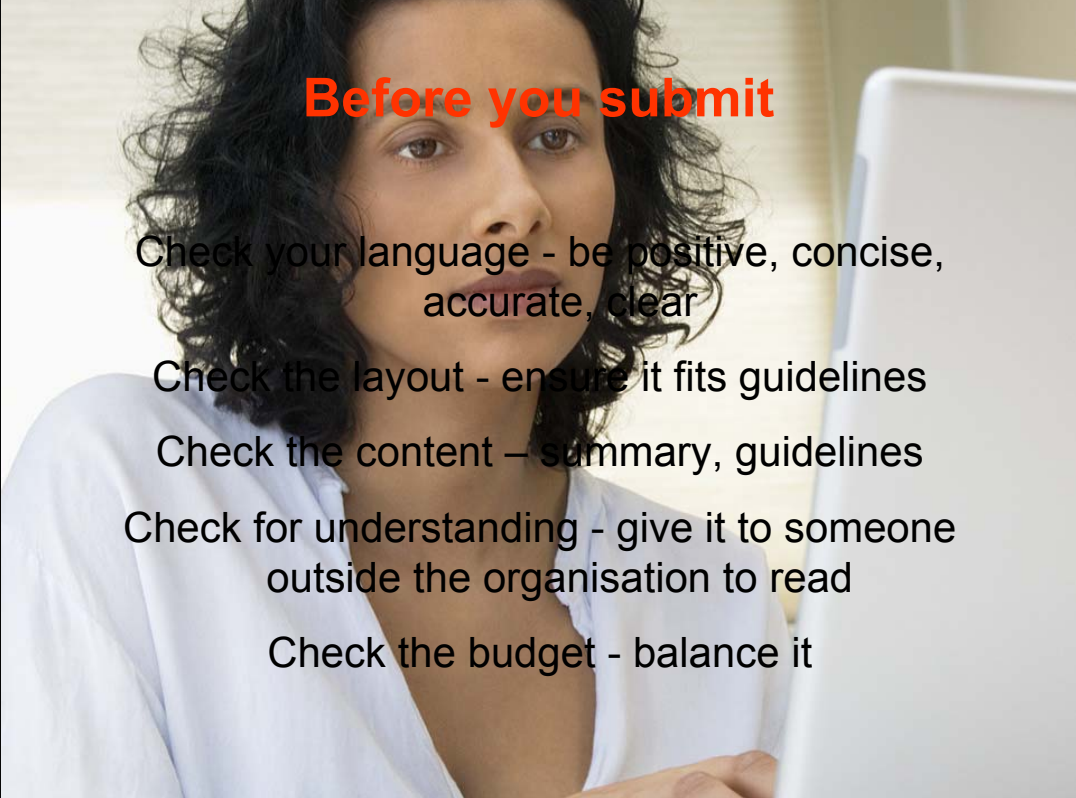
Are you trying to achieve social outcomes and changes in behaviour?

Are you trying to increase participation?

Are you trying to make your services more efficient or widespread?

How did you determine need?

Use similar methods to find out if there has been any change e.g. interviews, surveys, expert analysis, statistics, participation rates of specific groups, requests for assistance.



Before you submit

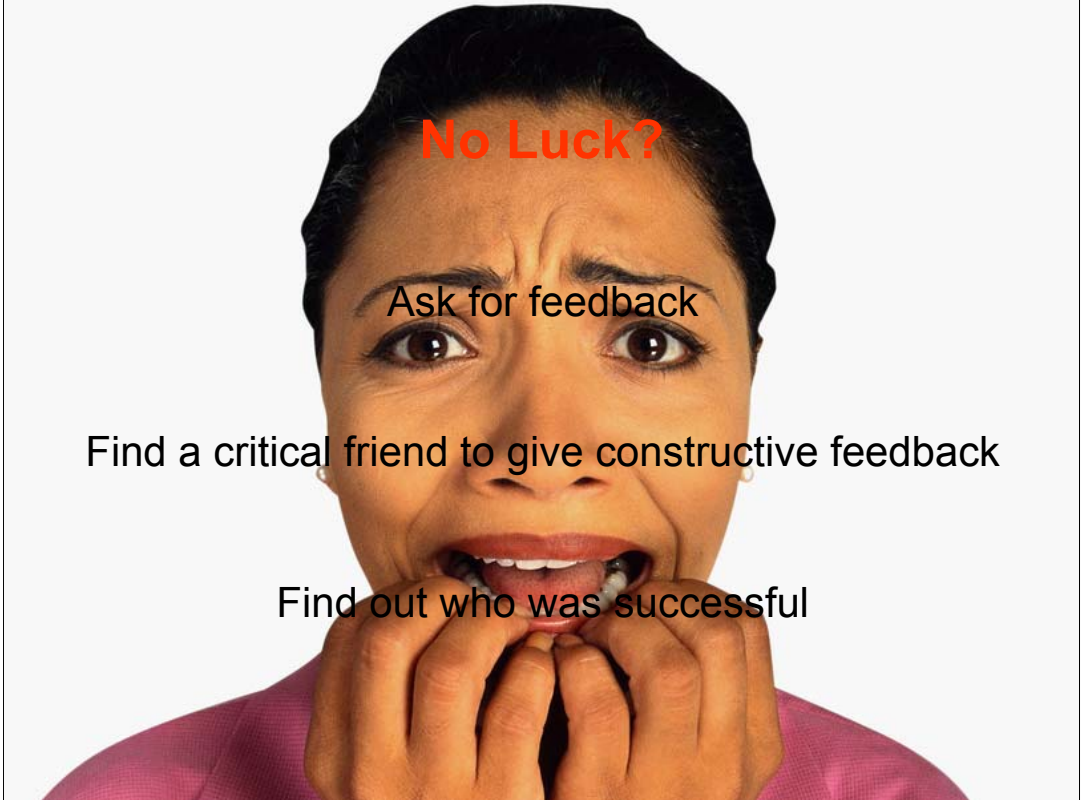
Check your language - be positive, concise, accurate, clear

Check the layout - ensure it fits guidelines

Check the content – summary, guidelines

Check for understanding - give it to someone outside the organisation to read

Check the budget - balance it



This was also a new idea to most

Resources

Guide Book for Getting A Grant
Volunteering SA

Regional Volunteer Resource Centres

Develop Funds and Resources
(Creative Volunteering www.nvsc.org.au)

Website Handouts

Grant sites
And website www.brma.org.au



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Check that participants got what they expected



Evaluation

**Please complete an evaluation form and leave
it with the trainer before you leave**

😊 THANK YOU 😊

www.ofv.sa.gov.au .

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