

Moorabool Wind Farm Community Fund Grant Training



Non Profit Training

educating and empowering those with purpose

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Version Control

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Please consider the environment when you have finished with this resource.

Non Profit Training acknowledges and respects the traditional custodians whose lands we are fortunate to live and work on, and we pay our respects to all Elders past and present.

1. Introduction

The session is designed to help build on your understanding of your organisation's unique opportunities and what you do well, so you can then be in a position to successfully apply for funding for your organisation and projects and better service your community.

The framework can be used to apply for any grant. In this session we are focussing the Moorabool Wind Farm Community Fund (MWFCF) Grant Round One that is open from:

1 May – 18 June 2020 at 3pm SHARP!

The information about the grant guidelines is available here

<https://mooraboolwindfarm.com/wp-content/uploads/2019/12/MWF-Community-Fund-Guidelines-Screen.pdf>

Moorabool Wind Farm is committed to the Moorabool Shire community and to strengthening relationships with the local community.

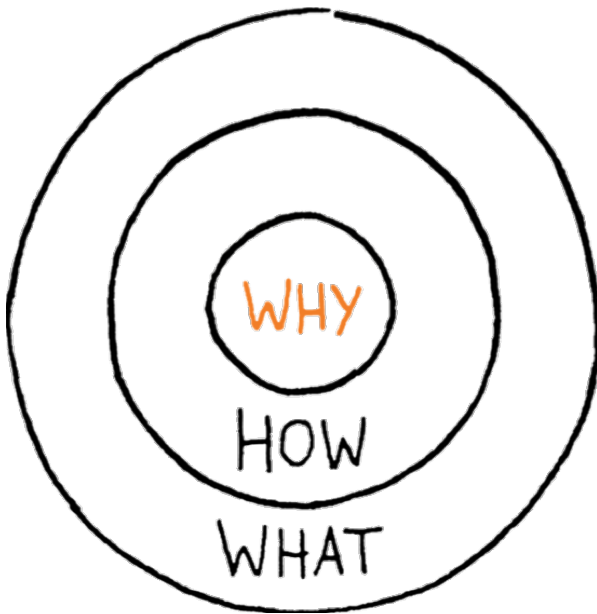
Each year, financial support will be provided for projects that will provide lasting benefits to the local community.

Before you go racing ahead to fill out an application, here are the steps to take to plan your approach to the application:

- 1 Develop the WHY for your project
- 2 Develop your project plan
- 3 Construct your budget
- 4 Read through the guidelines and eligibility criteria
- 5 Determine if your project aligns to the objectives of the funder
- 6 Collate your key organisational information
- 7 Register on SmartyGrants portal

Step 1

Develop the WHY for your project



Why is this project important?

What will you do?

✓

✓

✓

✓

✓

How will you do it?

Step 2

Develop your project plan

Give the Project A Name: eg. Friends of the Family _____

State the Project Goal: eg. Reducing the sense of aloneness of families who have children with autism in Moorabool by connecting them through our network

Objectives	Tasks (To do list)	Measures (Evidence of milestone achievements)	Resources (People and things)	Cost	Timing
Eg. Raise awareness for our Project	Create our communications plan	<ul style="list-style-type: none"> Plan is complete and those responsible for tasks briefed by Feb Plan is activated and reported on 10 families register on the network by June 	<ul style="list-style-type: none"> AF to draft the plan (4 hours) 3 volunteers x 10 hours Database devised and updated (10 hours) 	<ul style="list-style-type: none"> In kind In kind In kind 	Feb March June
	Test our messages for impact	<ul style="list-style-type: none"> Check with two target families if they understand our information Print material 	PE - 3 hours Printer	In kind \$150	March
	Identify partners to distribute our information to our audience	<ul style="list-style-type: none"> 5 organisations who engage with families with children with autism to share our information and raise awareness for our project by April 	JH - 12 hours	In kind	April

Objectives	Tasks (To do list)	Measures (Evidence of milestone achievements)	Resources (People and things)	Cost	Timing

Step 3

Construct your Budget

The budget is the costing of the project plan – you’ve just done that! Take the costs from your plan and insert them here so you know how much money you are going to ask for.

	Item	Amount \$
1		
2		
3		
4		
5		
6		
7		
8		
Total		

In Kind Support

In kind income is the support through donated time, goods or services (Free hall hire, trestle tables for an event, trees for planting, seeds for a community garden, volunteer time). You need to calculate this so that you can capture the true value of the project – if those items were not donated, how much income would you need to raise to cover the expense?

Which items could you receive through in kind support?

MWFCF costs Volunteers at \$41.72 per hour per volunteer – it adds up!

When writing the value in kind into the budget, it needs to be both represented in the income as well as the expenditure.

Golden Rule of Budgeting for a Grant Application**Your income MUST equal your expenditure!**

You cannot develop a surplus on tax or rate payer dollars or on Trustees funds.

When you list both your income and expenditure sources, make a note on how you came to that amount i.e. Event entry fees income = \$1,000 (200 people at \$5 per head).

If you are not sure you are on the right track with the budget, give the funder a call.

Now you know how much your project will cost, you know how much to ask the funder for! In the case of MWFCF, they want to know how much you are asking them for and what are your other sources of income including in kind support or money your organisation is contributing.

Step 4

Read through the guidelines, eligibility criteria and requirements of the Agreement



To look for some of the legal type aspects of your group, you can search:

The Australian Business Register for your tax statuses

www.abr.business.gov.au

Search Consumer Affairs Victoria register for your incorporations number:

www.consumer.vic.gov.au

What is an auspice?

It's an unusual word! It means to lend support to someone. In the context of grant applications, an auspice organisation is one that actually gets given the grant money on your behalf. They also have the responsibility for making sure that the project gets completed on time. You need one if don't fit the eligibility criteria: ie you are an individual, you are an unincorporated association, you don't have the right level of insurance or you don't have the right tax status.

Who is eligible for the MWFCF grants?

- ✓ A Not-for-Profit Organisation
- ✓ Have a valid Australian Business Number (ABN)
- ✓ If you do not have an eligible ABN, you will require a Project Partner / Auspice. A Project Partner / Auspice is: - An organisation who has an eligible ABN and; - Willing to support and work with you to deliver your project.
- ✓ Applications with a dollar for dollar contribution or with in kind support will be favourably considered.
- ✓ Communities supported by MWFCF are to be within a 10km radius of the Moorabool Wind Farm Project boundary. Priority will be given to areas within the 10km radius, and any funding that may be available, may be used for areas outside this demarcation line. This area will be reviewed annually.

What won't be funded:

- ☹ Individuals
- ☹ Political organisations or campaigns
- ☹ Religious activities
- ☹ Private / commercial entities
- ☹ Irresponsible use of alcohol / drugs / gambling
- ☹ Repayment of Debts or loans
- ☹ Salaries and wages
- ☹ Administration expenses
- ☹ Overseas travel
- ☹ Applications seeking retrospective funding
- ☹ Operational costs, rent etc
- ☹ Government projects

Within your responses, you need to demonstrate that you also meet the following assessment criteria that will be used by the panel to determine funding:

Project Benefits	<ul style="list-style-type: none"> • Direct and Indirect community benefits • Quality of life/community enhancement • Project operation efficiency • Demographics reached • Long term benefits 	25%	
Targeted Community Need	<ul style="list-style-type: none"> • Outline specific need within the community and how the project aims to meet that need • Council / community support for Project • Who will benefit? 	25%	
Project viability and success	<ul style="list-style-type: none"> • Background of applicant, organisation size, prior experience • Duplication of existing projects • Prior Funding of applicant • Demonstration of need for financial assistance e.g. treasurer reports, bank statements, project quotes • Collaboration with other groups and other funding sources • Ability to complete project • Dollar for dollar contribution or "in-kind" work 	25%	
Alignment with Key aims	<ul style="list-style-type: none"> • Substantial positive and long-term benefits to the local community, including social, economic and environmental • Strengthen the local community and aim for better connections between groups / areas • Promote the local awareness of the Community Fund and Moorabool Wind farm 	25%	

Step 5

Determine if your project aligns to the objectives of the funder

This section assesses our alignment with the goals of the funder. Funders often have specific areas of focus and want to achieve impacts within those areas of focus. This is the case with the Moorabool Wind Farm Community Fund. The four areas of focus the Fund is targeting are:

Area	Example	Our Project Focus
Public Health and Wellbeing	Activities to encourage a healthy lifestyle, community participation, emergency services support	
Environmental Sustainability	Conservation, protection and rehabilitation projects, enhancement of the natural environment, energy saving projects	
Skills and Education	Supporting skills development and providing access to adult or early childhood education locally, scholarships, apprenticeships	
Recreational and Cultural Activities	Events and activities to promote a diverse community, sporting activities, renovation or upgrade of community buildings	

The MWFCF objectives under those areas of focus are:

		Our objectives				
		1	2	3	4	5
Funder objectives	Give back to the Community in which Moorabool Wind Farm will be a long term neighbour					
	Promote positive and long term results for the local community, including social, economic and environmental					
	Promote sustainability					
	Strengthen community connections					
	Encourage social well being					
	Promote the local awareness of the Community Fund and Moorabool Wind farm					

Step 6

Collate your key organisational information

It's useful to have all your organisations details on hand. Most pieces of information are common to many grant applications. The less time you spend looking for this information, the better! Here is a short checklist of information that's useful and you might have more to add:

Information	My organisation
Organisations name, address, primary email address and phone number	
Website link	
Incorporations number or ACN	
ABN if registered for GST	
Tax statuses (DGR, PBI, ITEC)	
Vision and Mission	
Member numbers	
How many staff? How many volunteers?	
Insurance details – what are you covered for and for how much? Certificate of currency (where is it stored?)	
References from previous program partners	
Evidence of successful projects you have been funded for in the past	
Defining attributes of group: How does your group benefit the community? What community or section of the community does it serve?	
Awards your organisation has received	
Bank details	
Your last annual financial reports	

Step 7 Register on SmartyGrants portal

This is what the registration screen looks like:

MOORABOOL
Wind Farm

GOLDWIND

Logged in: Jenny Holliday (jenny@nonprofittraining.com.au) | [My Submissions](#) | [Log Out](#) | [Current Rounds](#)

Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

Login
If you're already registered or have started an online form log in here.

Register
If you haven't registered or started filling in a form, register here.

Email Address: *

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

It's useful to use an email that is an admin email for your organisation rather than your own however you can still share your email and the password to the portal with others who are going to contribute.

Once you are registered on the portal, you can print off the application. We suggest you answer the questions in a word document so you can cut and paste them into the document but then you have a copy to use to help start any other grants you are applying for to assist with this project or others that will need similar responses.

It's easier to do spell check and word count too and you won't lose all your work if your computer runs out of battery or the internet loses connection.

When you go in, the portal is easy to move around and it shows you on the right hand side where you are up to in the application.

Now lets get started with the questions!

Checklist

Please ensure you include all the information and documentation in the list below with the application.

- Documentation to demonstrate your organisations non-profit status (ABN and/or incorporation number)
- If Auspiced, a letter of agreement with the Auspice Organisation
- Link to your entry on the Australian Charities and Not-for-profits Commission website OR copy of your constitution/rules
- A copy of your organisations or groups most recent main bank statement
- 2 x letters from, or details of, individuals or local organisations in support of this project
- 2 x quotations for services or catalogue prices for goods required by the project
- If you feel you do not meet some of the above requirements, you may still apply and your application will be addressed on its individual merit

Project Benefits (500 words) Include information detailing direct & indirect benefits, who will benefit, short and long term benefits.

Targeted Community Need (500 words). Include information detailing why this project or event is needed, for whom, and how that need was identified.

Project Viability (500 words). Include information to support your application detailing previous successful projects/events, how you will ensure this project/event will be successful, how you will measure success, collaborations with other groups etc.

Alignment with Key Aims (500 words). Please detail how the project/event will provide: (1) positive long-term benefits to the local community across social, economic & environmental outcomes, (2) stronger community connections.

How will you promote the project to the wider community? (200 words).

How will you assess and reduce risks? (200 words).

How will the organisation evaluate or measure the success of the project? Are there any events or outcomes that will show your project has been successful?

Is there anything else that we haven't asked that you believe is critical to this application?

Amount requested from Moorabool Wind Farm

Amount Requested, exclusive of GST *

\$

Must be a whole dollar amount (no cents). What is the total financial support you are requesting in this application, exclusive of GST?

Will the amount of money sought in this application fully fund the whole project? *

☐ Yes ☐ No [Clear](#)

Note that applications with a dollar for dollar contribution or with in kind support will be favourably considered.

Other Income

As you have indicated that you are requesting partial funding, please provide evidence that the additional funds have been received or allocated or the applicant has the cash reserves to contribute to the project.

Click on ADD MORE to add another row.

Source/Description	Amount, exclusive of GST	Evidence
<input type="text"/> *	\$ <input type="text"/> *	Attach a file: * <input type="button" value="Choose Files"/> no files selected
Please provide details of the source and description of the income, including whether it is cash or in kind		

[Add More](#)

Total Income

Total Income, exclusive of GST

This number/amount is calculated.

Expenses

Please describe exactly what are you seeking funding for. Please provide a breakdown of the project.

Click on ADD MORE to add another row.

Description of each expense item	Cost, exclusive of GST	Two quotes
<input type="text"/> *	\$ <input type="text"/> *	Attach a file: * <input type="button" value="Choose Files"/> no files selected
Add More		

Total Expenses

Total Expenses *

\$

This number/amount is calculated. What is the total budgeted cost (dollars) of your project?

Total Income - Total Expenses must be zero

\$

2. Where to Find Grants

Here are three Grants search engines to help you find other grants:

www.grantguru.com.au

www.strategicgrants.com.au

www.fundingcentre.com.au/grant/home

Philanthropic Trusts and Foundations

Note that not all organisations can access this funding directly: in some cases, Deductible Gift Recipient Status (DGR type 1) is required. For some trusts and foundations, it is possible to have an auspice with DGR status. Here are a list of some of the big Trusts and Foundations:

Ian Potter Foundation: <https://www.ianpotter.org.au/>

Collier Charitable Fund: <https://www.colliercharitable.org/>

Bennelong Foundation: <https://www.bennelongfoundation.com/>

William Buckland Foundation: <http://williambucklandfoundation.org.au/>

Sidney Myer Fund: <http://myerfoundation.org.au/>

Foundation for Rural and Regional Renewal: www.frrr.org.au

Equity Trustees: <https://www.egt.com.au/charities-and-not-for-profits>

John T Reid Charitable Trusts: <https://www.johntreidtrusts.com.au/>

Helen McPherson Smith Trust: <https://hmstrust.org.au/>

R E Ross Trust: <http://rosstrust.org.au/>

Scanlon Foundation: <https://scanlonfoundation.org.au/>

RACV Foundation: <https://www.racv.com.au/about-racv/our-business/community-involvement/community-foundation.html>

Australian Communities Foundation: <https://www.communityfoundation.org.au/>

Australian Sports Foundation: <https://asf.org.au/sport4everyone/apply-now/>

Vichealth: <https://www.vichealth.vic.gov.au/funding>

Federal government

Grant Connect: www.grants.gov.au/

Business: www.business.gov.au/Grants-and-Programs

State government

Grants Victoria: www.vic.gov.au/grants.html?type=grants

Local government

Check your local council – type in the council and community grants

Large business:

There are many large businesses that support the community through grants or other types of giving. A small sample of these are:

Accounting: PricewaterhouseCoopers Foundation, Deloitte Foundation

Services: Australia Post Community Grants, Telstra Foundation, Origin Foundation, Transurban

Banks: Westpac Foundation, Commonwealth Bank Community Grants, Macquarie Foundation

Business: Ramsey Health Care (Paul Ramsey Foundation), Insurance agencies, Mining companies, Wesfarmers, CocaCola, Petrol companies, Goodman Group

3. Successful Applications

It's sometimes difficult to understand why your application failed. Here are some common qualities of successful grant writers:

- » Match funders priorities to the program
- » Funder could clearly understand the program goal and impacts
- » Clarity about what is actually being done
- » All application questions answered
- » Information/attachments/quotes provided
- » Funder sees that you have good partnerships and other means of funding
- » Ability, experience and capacity to carry out the program is demonstrated
- » Succinct responses with no irrelevant information
- » Obvious community support and demand for the program
- » Budget matches program description (not asking for too much or not enough)
- » Doesn't duplicate services
- » Application is submitted ahead of closing date
- » Spell check has been performed
- » Proof reading is evident
- » Clear business case – no begging or inappropriate emotive language

4. Appendix 1 – Template Auspice Agreement

Auspice Agreement Letter for *[Insert APPLICANT organisation name]*

[Click here to enter a date]

To Moorabool Wind Farm Community Fund,

[Insert AUSPICE organisation name] is aware that *[Insert APPLICANT organisation name]* is applying for an Community Fund Grant under the Moorabool Wind Farm Community Grants Program 2020.

We understand that the applicant organisation is not a legal entity and requires a legal entity to act as an auspice.

We confirm that if *[Insert APPLICANT organisation name]* is successful in their grant application, we will act as their auspice and have our details recorded against their grant application.

Auspice organisation name	<i>[Insert AUSPICE organisation name]</i>
Auspice ABN	<i>[Insert AUSPICE organisation ABN]</i>
Auspice incorporation number	<i>[Insert AUSPICE organisation incorporation number]</i>
Auspice phone number	<i>[Insert AUSPICE organisation phone number]</i>
Auspice address	<i>[Insert AUSPICE organisation address]</i>

If *[Insert APPLICANT organisation name]* is successful, we understand that we will enter into the Moorabool Wind Farm Community Fund Participation Agreement, and will receive and administer grant funds on behalf of *[Insert APPLICANT organisation name]*. We have discussed the nature of the proposed grant activities, and also our role in how funds would be administered by us.

[Insert APPLICANT organisation name] have agreed that they will comply with the Terms and Conditions under the Moorabool Wind Farm Community Fund Participation Agreement, including by completing all identified activities, deliverables and reports that we will be accountable for on their behalf. If the Terms and Conditions of the Moorabool Wind Farm Community Fund Participation Agreement are breached, we understand that Moorabool Wind Farm Community Fund may request the return of funding.

This auspice agreement is signed by the authorised representative from each organisation:

<i>[Insert AUSPICE organisation name]</i>	<i>[Insert APPLICANT organisation name]</i>
Name:	Name:
Position:	Position:
Signature:	Signature:
Date: / /	Date: / /

Non Profit Training

What we do

Non Profit Training provides business support through education and training professionals delivering capability outcomes to Australian non-profit organisations. Our tailored training delivery and support services are designed to challenge, motivate and empower management, community members, volunteers and boards to rethink their strategies and improve their organisational performance.

Our Approach

Our goal is to educate, empower and build the capability of non-profit organisations so they can focus on their purpose. We understand the importance of providing skills and knowledge at all levels from boards right through to volunteer teams who deliver vital community services. We are passionate about enabling the future success of organisations and the communities that they support and serve.

Our Services

Non Profit Training has specialised in public and in-house training for non-profit organisations around Australia for over 20 years. Our core services include:



We also deliver a range of extended tailored services including mentoring, coaching and navigating organisational sticking points issues.

For Enquiries

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