

Funding Information

Funding Opportunities

Funding opportunities can come from a variety of different sources, and each will have their own purpose and requirements.

Donation: free, unrestricted gift of money.

Sponsorship: require something in return.

Grant: from a specific body for a specific purpose, to be reported on.

Where do I find grants?

LSV actively searched for grants including in areas we can support our LEP partners. We suggest that partners also seek grant opportunities, with the following being useful sources:

- Local Government Authority
 - Many local councils have teams or individuals to help you source funding opportunities both through Council and alternatives
- Local Newspaper
- Website Search
- Google Search
- Social Media (Twitter, Facebook, Instagram)
- Local Research
- Research Sites
 - Grant Guru
 - Grants Hub
 - Philanthropy Australia
 - Sign up to Government subscriptions

Grant Administration

Required Documents

Many grants will require specific organisation information and documents. It's handy to have these in an easy to access folder to make the process as seamless as possible, particularly if you will need to apply often. Your finance person/team should have this information and may include:

- Essential Organisation documents
 - Incorporation details
 - Financial Accounts (last financial year)
 - Annual Report
 - Public Liability Insurance
- Government Registrations
 - Australian Business Registration
 - Australian Securities & Investments Commission Registration

Other information

Other templates that may be useful for your application can be found on the Resource Hub including:

- Budget
- Project plan/checklist
- Equipment list
- Link to Victorian Drowning Report

Targeted approach

What are the strategic plans and goals for the next 1-5 years. What will be needed to achieve those goals (equipment, programs, capitol works, training)?

The more applications you lodge, the greater the chance of success.

Check eligibility

It's important to confirm your eligibility before applying for funding. Check the available guidelines or contact the funding body if none:

- Business type (not-for-profit, can a business apply, Council entity, etc.).
- Size of the organisation (employees, members, profit).
- Project: does the project meet the funding guidelines, do your objectives match?
- Does the funding timeline (outcome, start and completion dates) match your project timelines?
- What items are eligible for funding? Funding bodies often list specific examples of what cannot be covered and what can be, for example:
 - o Wages (casual)
 - o Salaries
 - o Equipment
 - o Training
 - o Capitol works
 - o Resources
 - o Program development
 - o Etc.

Contact the funding body

After reviewing the grant guidelines, contact the funding directly – some funding bodies will require this while a few will ask you to follow the provided guidelines and give no further information. Where possible, build a relationship with the funding body.

Questions you should ask:

- Funding objectives – these can change from year to year or different funding streams
- Confirm project suitability
- Realistic funding request – maximum amounts listed may be rarely awarded, funding bodies may suggest requesting a lesser amount
- Confirm attachments and lodgement instructions
- Previous recipients – you can often find this online and see amounts previously awards and the type of projects and organisations the funding body typically funds
- Seek feedback on project suitability
- Attend Grant Writing information sessions (this is sometimes a must for Council grants)

The Application

Project Outline

If you are applying for wages, your project is not about wages – take a broader approach, your project will be about ‘reducing childhood drowning’ OR ‘teaching CALD youth to enjoy the local waterways safely’ OR ‘expanding participation opportunities for primary school aged children’.

Example: Lifesaving education program – at the river

Break your project outline into three sub questions:

- What is the problem?
- What will you do to fix it?
- What do you hope to achieve?

Brief Project Description

“The lifesaving education program – at the river, is a new program for the XXX region to be delivered to children and youth. The program aims to reduce the number of aquatic related injuries and drowning deaths in XXX region/Victoria through engaging aquatic education.

OR

“In 2021/22, tragically, seven children aged 5-14 drowned compared to the average of one per year over the previous ten years. The lifesaving education program will teach youth aquatic safety skills that enable them to identify potential dangers in the water thereby empowering them to make safe choices in and around the aquatic environment. XXX believe aquatic education and skills programs will create safer communities and reduce unnecessary drowning deaths and incidents in regional Victoria”.

Project Aim

- What does your project hope to achieve (end goal)?
- The aim should align with funding strategy of the grant program and your organisation
- Don't be afraid to 're-state' wording in the project aim

Objectives, Outcomes and Outputs

Objectives

What do you hope to achieve at the end of the project (what do you want to do)?

Clear, measurable and achievable

- XX number of children participating in the program
- XX number of children from XX background participate in the program
- XX number of children obtain their Victorian Water Safety Certificate (VWSC) at end of program
- XX number of children improve their swimming and water safety skills (require pre and post testing)

Outcomes

Describe the project activities, learnings or benefit (what did you gain?)

1. Aquatic Education
 - Youth within the XXX will learn important lifesaving skills currently unavailable to them.
 - Increased knowledge/understanding of local aquatic environments and potential risks associated thereby avoiding danger in the first place.
2. Skills, Confidence, Training
 - Participants have the skills and confidence to deal with emergency situations;
 - Increased knowledge, as well as physical and social participation by youth in aquatic activities and venues including structured programs, recreational activities and community events.
3. Safer Communities
 - A reduction in the number of aquatic injuries and drowning in Victoria.

Outputs

Tangible items that are produced by the project.

1. New nipper boards, buoys, rescue equipment, shade shelter.

2. Completed framework for Culturally and Linguistically Diverse lifesaving program.

Evidence

Use reputable sources for statistics and other information to showcase the need for the program.

- Drowning Statistics; <https://lsv.com.au/research/victorian-drowning-reports/>
- National Coastal Safety Report, Drowning Report,
- Expert reports
- Newspaper articles
- Demographics (Council reports (strategic plan), population, economic growth, unemployment rate, CALD)
- Australian Bureau of Statistics (ABS), Profile id, SEIFA Index, myschool.edu.au
- Local developments
- Industry reports
- Letters of support

Project Partners

1. **Direct:** Assist in delivery project outcomes
2. **Indirect:** Work with the organisation but not on the actual project

Example:

- Council
- Local Schools
- CALD Group
- Traditional Owners
- Disability Service
- Seniors Group
- Sports Clubs

Sustainability

- Extending the value of grants.
- Longevity of program outcomes.
- Capacity building programs.

Examples:

- Community resilience (community education)
- Lifelong impact on individual participants (first aid, emergency care)
- Training programs (mentoring opportunities)
- Employment opportunities
- Education (life skills)

Referees/letters of support

See resource portal for example letters. You can adjust and send these templates to supporting organisations to ease the burden on their time.

- LSV
- Council
- Minister
- Community organisations
- External program experts
- Industry/sector specialist
- Local School

Budget

See resource portal for example budget.

- Include all project costs: administration, audit/evaluation, fuel, registration, media, acknowledgement
- In kind and cash support viewed favourably – anything that is contributed toward the project that you don't pay for e.g., volunteer time, organisational partner time, existing equipment you may have

- Co-contribution – leverage opportunities
- Realistic
- Check totals

Lodgement

- Proof-read – have someone in your organisation that doesn't know what the project is, proof-read, they can let you know if the aim and outcomes are clear
- Only include attachments requested
- Tip - if postal, bring lodgement date forward
- Note in organisational minutes by tabling Grant Tracker or similar
- Keep application in readily accessible location for future use
- Thank your referees and send them a copy of the application

Acknowledgement/ recognition

- Website
- Media release (regional newspaper) – LSV can assist
- Social Media (Twitter, Facebook, Instagram)
- Annual report
- Visual acknowledgment on building
- Newsletter
- Conservative acknowledgement

Acquittal

- Follow acquittal procedures as provided
- Table them in organisation meeting minutes and forward agenda
- Within agreed time frames
- If delays, request extension
- Expend funds as stated in grant application
- Acknowledge grant as committed in application

Other Tips

- Get feedback from the funding body if unsuccessful, don't be put off by rejection
- Have a plan and keep adjusting
- Get photos – and media consent
- Keep up communication between partners
- Keep simple for partners to be included – i.e., provide template letters of support
- Plan B, C & D – and update the funding body/request changes as needed
- Keep track of you budget
- Get feedback on the day of your programs/events, it can be harder to source this later