

Lockhart Shire

Community Grants Summary Checklist

Before a grant is applied for, a group/organisation must confirm that:

1. Minutes must name the project;
2. Minutes must detail purpose of the project, objectives, milestones and approximate timetable/deadlines;
3. Minutes must name persons responsible for roles within project and if they have delegated authority to act and make crucial decisions;
4. If Construction/demolition is involved Council must be approached to determine if a Development Application is required;

If development application required:

- I. Discuss with Council what is required;
- II. Engage draughtsman to prepare plans;
- III. Seek builder to provide quote;
- IV. Plumbers and other trades quotes if builder will not be subcontracting;
- V. Lodge DA with Council;

If Development Certificate is not required get this confirmed in writing from Council (as this is evidence that a DA is not required and will need to be lodged in some cases with the application for funding).

5. Obtain quotes for project as required;
6. Get permission from land owners (formal consent in writing is required – provide them with a project summary, plans and quotes so that they are fully aware of what is going on);
7. Prepare budget using information from quotes together with any other budgeted costs;
8. Determine in-kind value (cost of work that can be done by volunteers - number of volunteers, hours and cost of labour - \$25.00 per hour and equipment costs that are donated);
9. Confirm organisation is to proceed with project (record in minutes; quotes, budget and recording of volunteers and their contribution);
10. Make contact with one or two people on Council so they are aware of your project – if you have to tell 10 people then prepare for the odd delay – though at times this may be necessary and may speed things along;
11. If the group is unincorporated and intends to remain so, you may need to seek out a sponsor, though this will not always be the case. Some grants require a sponsor with an ABN. This other is often referred to as a “partner”.
12. Investigate if you will need an ABN and if so register (allow three months).
13. You may also have to obtain a Tax file number (will be asked for when registering for an ABN).
14. Some grants will exclude all those without a charitable classification – you need to determine if you can apply for a category to become a charitable organisation (most local community groups are ineligible).
15. If you are already incorporated and have an ABN/Tax file number you are in a good position to proceed without delay.
16. Ensure you have audited financial statements for the last financial year.

Lockhart Shire Community Grants Summary Checklist

The reason all the above has to be done is that at some time in the application you will be asked to confirm and more often than not, provide written evidence of consents, approvals, quotes, floor plans; elevations, schematics, budgets and audited financial statements.

Whoever is preparing the application and has access to a computer (PC, Mac, laptop) please open a dedicated file and all and any information can then be gathered in one place and the file shared with ease. Later this will make uploading from the application so much easier.

Funding:

17. Seek funding – ensuring that the funding body is the appropriate one to fund the project.
Seek Council's assistance if required;
18. Go on-line and retrieve the last Census statistics for your community and make reference to this in your application.
19. Read the conditions of the grant you are applying for; seek out frequently asked questions (FAQs). If possible print out the application and use it as a draft;
20. Ensure all answers to questions are concise – do not waffle or repeat yourself;
21. Make sure you answer questions being asked – do not put your whole project in the first answer;
22. Some questions appear similar – but there is a reason and you have to know what they are looking for - see the application's terms and conditions as there may be appropriate directions and hints on how to answer;
23. If you are required to open an application on-line do so as early as possible and you can add information any time up until lodgement deadline – the deadline is usually 5pm on a specific day/date;
24. Get help from your organisation's membership if there is limited time;
25. Upload files as required – make sure the file name is relevant – if not change it so that you and the assessor clearly understands the file name and its relevance;
26. If time is available, revisit the application after a two day break with fresh eyes or have someone else in the organisation review the information;
27. Submit early on the last day of the submission – not at the last minute as many others will leave it to the last minute and the page may crash – it has happened in the pass – if your area is prone to storms and blackouts then get the application in the day before, just in case. Hard luck stories do not usually open doors.
28. Always save a copy (usually a PDF)
29. Be patient! It is usually a wait of 4 to 8 months before you know the fate of your application.

Lockhart Shire

Community Grants Summary Checklist

NB: Letters of support:

Some funding bodies put a lot of faith in Letters of Support. Others do not see any value. If there is support of a financial nature, a promise of funds towards the project – include this letter (it does not have to be a partner for this arrangement to exist). If the letter is an offer of volunteers - attach it to the application but, ensure there is a quantifiable value to the In-kind offer in the letter; e.g. 10 volunteers over 8 hours @ \$25.00 per hour = \$2,000 in-kind.

If they seek Community support, but there are no contributions, then collect as many of these as you can and refer to the number you have to support the project – even though you may not have the opportunity to upload these in your application. If some of the letters are outstanding in their content, you may have the opportunity to quote from them. Mention the other groups or individual's name and quote the comments.

Letters of Acknowledgement:

Is a letter from any other institution/group or organisation where you have lodged a request and although no decision has been made, the intent is that approval will be forthcoming. The content of the letter needs to acknowledge that something has been lodged and that there is an expected date of approval of a request. e.g. Trade and Investment consent that development is to take place on Crown Land and will be approved with 6 weeks or similar. This is required as an indication that formal consent will arrive after the date of submission. This may also apply to DAs with Council. These letters may save a project if you are not completely ready.

NB Partnerships:

A project partner is usually defined as being a sponsor for the grant and the application is either going in their name or they have agreed that their group have lent their name, ABN or incorporated number to allow the application to proceed. A Partnership Agreement usually needs to be evidenced, so get this in writing – basic obligations between the parties are required. Both parties are to sign.

Timetable:

Rushed grants are the ones that are most likely to fail – so funding bodies are looking for those organisations that are ready to put a shovel into the ground – that are **“Shovel Ready”**.

Good planning will get you there. Be ready and if someone suggests a project, do the hard work first and be in a “shovel ready” position to apply for funding.