

APPLYING FOR GRANTS

For Community and
Sporting Groups



Livingstone
SHIRE COUNCIL

SPORTING / COMMUNITY GROUP DETAILS

Name

Australian Business Number (ABN)

Registered address

Main contact person

Contact person position title

Email

Telephone

Postal address

CONTENTS

1. Introduction	4
1.1 What is a grant?	4
1.2 What are the different types of grants available?	4
2. Where and How to Start	9
2.1 What should we do first?	9
2.2 Eligibility	10
3. Writing a Grant Application	11
3.1 Tips for writing a successful application	11
4. Receiving a Grant	12
4.1 A successful application	12
4.2 An unsuccessful application	12
5. Terms and Definitions	14
6. Examples	16
6.1 Livingstone Community Grants Application	16
6.2 Letter of Support Template	18

1. Introduction

1.1 What is a grant?

A grant is a sum of money given by a government or other organisation for a particular purpose.

The procurement of grants for your project can mean the difference between success and failure. Public and private grants provide a monetary source for innovation that, unlike loans, you do not need to pay back. Review your grant options to decide which type of grant most suits your project.

1.2 What are the different types of grants available?

There are many grants available in Australia and internationally each with their own scope, requirements and eligibility criteria. Determining the best grant for your organisation is the first step in applying for funding. Check out [Indigo Gold](#) for their broad list of available funding opportunities.

Private - One of the main advantages of private grants is the limited amount of regulation of awards for grant recipients. Private grant recipients typically do not have to wait for multiple authorisations from a bureaucratic management system before receiving their awards. Additionally, the qualification process can potentially be much simpler for applicants than that of public grants. For example, a private grant may not require a lengthy proposal to receive grant money, unlike public grants that may require an in-depth explanation of how you plan to use the funds. Fewer applicants apply for private grants, increasing your chances of receiving a grant award.

Typical eligibility requirements include; Typical eligibility requirements include; An ABN, Incorporation certification, and sometimes endorsement under the Australian Taxation Office as a **Deductible Gift Recipient** (eg. A Charity).

Examples;

[Iwasaki Foundation](#)

[Newmans Own Foundation](#)

Business- Many companies and businesses throughout Australia have a grants scheme as part of their corporate responsibility to communities.

Examples;

[The Stanwell Corporation](#)

[Aurizon](#)

[Bendigo Bank](#)

[ANZ](#)

[NAB](#)

[Sunsuper](#)

Typical eligibility requirements include; An ABN, Incorporation certification, and sometimes endorsement under the Australian Taxation Office as a ***Deductable Gift Recipient*** (eg. A Charity).

***Tip – Check to see if your organisations bank, superannuation or insurance provider has a grants scheme. As a member, you are more likely to receive funding than non-members.**

Government - Each arm of the Australian Government has a variety of grant opportunities available every year. Each grants scheme is delivered through a relevant department and typically outlines the outcomes the organisation must achieve as a recipient of a grant.

Federal – The [Community Grants Hub](#) provides grant administration services to these Australian Government agencies:

- Department of Social Services
- National Disability Insurance Agency
- Department of Veterans' Affairs
- Department of Agriculture and Water Resources
- Attorney-General's Department
- Department of Education and Training
- Department of Health
- Department of the Prime Minister and Cabinet

- Department of Home Affairs
- Department of the Environment and Energy

Typical eligibility requirements include; Being an authorised agency under one of the above Departments, currently providing/delivering Federal Government programmes and projects.

State – [The Queensland Government Grant Finder](#) provides a repository of all current available Queensland Government Grants including those for non-for profit community and sporting groups.

Examples;

[Multicultural Projects](#)

[Disability Action Week Community Projects](#)

[Community Benefit Fund](#)

Typical eligibility requirements include; An ABN, Incorporation certification, relevant insurance.

Local – [Livingstone Shire Council](#) provides a number of funding opportunities for non-for profit community and sporting groups. Many local councils also deliver similar schemes.

a) Rates Rebates and Remission Policy

Rate remissions are available to approved organisations whose objectives do not include the making of profit and who provide services to their membership and the community at large.

[Policy](#)

[Application Form](#)

b) Regional Arts Development Fund

The Regional Arts Development Fund (RADF) is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities. RADF promotes the significance and value of arts, culture and heritage as the key to; Supporting diversity and inclusivity; Growing stronger

regions; and Provide training, education and employment opportunities for Queensland artists and local communities.

Financial assistance is offered to individuals and organisations for; Individual Professional Development (open all year); Skills Development Workshops; Creative Development of New Work; Cultural Tourism – Projects which focus on Identity & Heritage; Exhibitions & Collections/Stories; Regional Partnerships - For Collaborative Innovative Arts Projects; Concept Development – Research and Development Stage; and Arts Events & Performances.

[RADF Information and Application](#)

c) Event Sponsorship Programme and In-Kind Support Programme.

Council's Engagement and Events Unit manage Council's event sponsorship program and is proud to support both major and minor events in our region. Council's sponsorship program is aimed at events across our region that benefit the community, bring tourism, supports the ideals of Livingstone Shire Council and is unique to our region.

[Sponsorship Levels and Requirements](#)

[Sponsorship Application](#)

e) Livingstone Community Grants

The Livingstone Community Grants provide funding to community groups and sporting clubs to deliver innovative projects and programmes that respond to local community needs.

Applicants must meet the eligibility criteria and be operating out of the Livingstone Shire Council's Local Government Area providing programmes or activities that benefit residents, and improve overall community well-being.

[Livingstone Community Grants Information](#)

[Livingstone Community Grants Application](#)

f) Mayors Discretionary Fund.

The Mayor's Discretionary Fund is an annual amount provided in each budget to enable the Mayor to respond to emergent requests for

financial assistance from community organisations. Grants are available for individual community organisations to apply for, once only per financial year, to enable the grant monies to be spread between eligible community organisations. Funds for the Mayor's Discretionary Fund are limited, each application is assessed on merit and not all eligible applications can be funded.

The Chief Executive Officer will be responsible for ensuring compliance in accordance with Division 3 Discretionary funds in the Local Government Regulation 2012. Successful applications and amount funded are listed in Council's Annual Report each year, Council's website and displayed in Council's Customer Service Centre.

[Mayors Discretionary Fund Information](#)

[Mayors Discretionary Fund Application](#)

NOTES

2. Where and how to start?

2.1 What should we do first?

Before deciding to apply for a grant, your organisation needs to consider;

- What does the organisation need the funding for (i.e. project, activity, event, item, staff, research, travel)?
- Why is this project/item/activity important/needed?
- What is your plan for delivering the project/item/activity? What is the timeframe? What is the budget?
- Why can't the organisation fund this itself?
- What is the organisation willing to contribute (financial and/or inkind)?
- How will the funding help achieve your organisations strategic plan?
- Is there another organisation who will support your idea? (Often letters of support from other organisations are required).
- Know your status. Is your organisation incorporated? What level of insurance does your organisation have? Do you have Deductable Gift Recipient Status?
- Consider allocating a member of your organisation to be the grants officer (computer skills are useful).
- If successful, who in the organisation will take responsibility for the funding? Which bank account should it be deposited into?
- Ask another group how they have been successful in receiving funding.

When these factors are determined, you are able to narrow down the grant opportunities to those you are definitely eligible for. Every grant opportunity comes with its own set of grant guidelines. These guidelines will outline; the specific eligibility requirements; the aims and criteria of the grant; the timeline for the delivery of the grant and the acquittal; and the method of application.

***Tip - When searching for grants, look for the grants guidelines as they will outline all requirements, eligibility and the assessment criteria.**

2.2 Eligibility

Every grant/funding opportunity will have its own set of eligibility criteria. It is essential you ensure your organisation is eligible before attempting to apply.

Common requirements;

- Not for profit status.
- Appropriately incorporated.
- Appropriately insured (there may be a particular amount required).
- Previous grants/funding has appropriately acquitted.
- Have an ABN.

It is also important to consider the aim of the grant. For example, if the grant is for 'Multicultural Projects' and you are planning a project relating to landscaping, how will you ensure your project fits with the grant's purpose? Or is there a more appropriate grant available?

***Tip – Make sure you are applying for the most appropriate grant for your organisation and proposed project. Check all eligibility criteria and requirements first. Attend any information sessions available.**

NOTES

3. Writing a grant application.

3.1 Tips for writing a successful application.

- Read the guidelines.
- Read the criteria (these guide your answers to the application questions).
- Read the questions carefully and answer every one.
- Be concise, clear and factual (dot points are ok).
- Have your quotes ready.
- Know the total budget for the project.
- Know your financial and in-kind contributions.
- Know your plan. How will you deliver your activity? What is your timeframe?
- Be creative – there is a skill to meeting the grant requirements as well as meeting your organisations requirements.
- Discuss with your organisation, brainstorm answers, do multiple drafts and ask for feedback.
- Don't assume the reader knows anything but remember, they don't have to know everything.
- Contact the funding body for support/assistance/advice.
- Ask a supporting group or individual to provide a letter of support (this is a letter on the providing groups letterhead describing how they support your groups application and eventual project).

***Tip - Ensure you have a copy of your incorporation certificate and insurance certificate of currency in an easily accessible place and format so they can be viewed easily. Know your ABN, ABN's can be looked up at**

<https://abr.business.gov.au/> .

4. Receiving a Grant

4.1 A successful grant application

If you have been successful in receiving grant funding, the typical process is as follows;

1 – You are notified by the funding body that you have submitted a successful application and will be funded an amount of money (this is usually via email and the exact amount is specified within).

2 – You will be asked to complete a form that outlines the banking details of your organisation so the funding can be deposited into the correct account.

3 – The money is received along with a grant agreement. This document outlines the expectations of the funding body (how the funds will be spent, the timeframe allotted, the evidence they require after the project and the acquittal process).

4 – During the project, it is advised to keep records of anything the funding body has asked for (this could be photos, attendance records, media coverage, feedback from participants etc.). You must also keep records of how the funding was spent (receipts, invoices).

5 – Once the project is finished, you need to complete the acquittal process as required by the funding body. This is typically another form that asks you to describe and show how the outcomes required by the funding body were achieved (this is where photos, receipts etc. can be included).

4.2 An unsuccessful grant application

Not every application can be successful, especially when competing with many other groups that are equally deserving. This does not mean it is not worth applying again or for other opportunities. The more practice your organisation gets in applying for grants, the easier it becomes each time. Each application improves on the last, for example; The Livingstone Community Grants are designed to provide a blueprint for any grant your organisation applies for.

***Tip. Ask for feedback. You may receive a generic unsuccessful response from the funding body which doesn't give you any meaningful information to improve your next application. It is suggested that you contact the funding body and ask for specific feedback on your application.**

NOTES

5. Terms and Definitions

ABN

Australian Business Numbers are free and are not just for 'businesses'.

An Australian Business Number (**ABN**) is a unique number which identifies your organisation to the Australian Tax Office (**ATO**) and other government departments and agencies.

It is not compulsory for a not-for-profit organisation to have an ABN unless it has a goods and services tax (**GST**) turnover of \$150,000 or more (in which case it is required to register for GST, and must have an ABN to do this). However, even if your organisation is not required to register for GST, it can be helpful to have an ABN.

Organisations commonly choose to register for an ABN so they can:

- apply for endorsement as a deductible gift recipient (**DGR**), or an income tax exempt charity, or both
- claim GST credits (by voluntarily registering for GST)
- interact with government departments, agencies and authorities (for example, the ATO in relation to fringe benefits tax); and
- deal with businesses more easily (especially for ordering and invoicing purposes).

You can apply for a ABN here - <https://register.business.gov.au/>

Acquittal

Acquitting a grant means accurately reporting on the funded activities and the expenditure funding received. Reports containing outcome and financial information are required on completion of your project. Acquittal is a formal condition of funding.

Criteria

Each grant has a number of criteria (requirements) which the application is assessed against. When the assessors mark the application, the criteria are used to determine whether the application meets the funding requirements.

DGR

A deductible gift recipient (**DGR**) is an entity or fund that can receive tax deductible gifts. An organisation is endorsed as a DGR by an application with the Australian Tax Office. More info [here](#).

Incorporation

A community organisation incorporated under the: Associations Incorporations Act 1981 (Qld); Corporations Act 2001; Cooperatives Act 1997 (QLD); or Corporations (Aboriginal and Torres Strait Islander) Act 2006.

In kind

An in-kind contribution is a non-monetary contribution. Goods or services offered free or at less than the usual charge result in an in-kind contribution.

Sponsoring Body

An incorporated community organisation that is sponsoring an application, where the applicant is a non-incorporated community organisation.

6. Examples

6.1 Livingstone Community Grants Assessment Questions

The below questions are examples from the Livingstone Community Grants Application form. If you can answer these questions, you will be well placed to complete any grant opportunity you are eligible for.

Please provide a short summary of your Initiative.

Be descriptive, but succinct. Include a brief summary of who this project is for, what you will do (i.e. the activities you will perform), and what you expect to result from your activities (outcomes).

Describe how your organisation has determined the need for this initiative in the community.

Eg. Community feedback, members feedback, statistics etc.

Describe how your initiative will meet the identified need.

Why have you chosen this initiative to address the need?

How many participants/community members will benefit from this initiative? How do you know this?

Eg. Community feedback, survey responses, expressions of interest etc.

How will your initiative attract visitors to Livingstone Shire or contribute to the growth of Livingstone Shire?

How will your initiative build the capacity and resilience of your organisation?

How does the initiative strengthen the skills, abilities, processes and resources of the organisation? Eg. Attract more members, raise groups profile etc.

6.2 Letter of Support Template

ORGANISATION PROVIDING LETTER LETTERHEAD

Date:

To whom it may concern,

RE: NAME OF GRANT OPPORTUNITY

On behalf of **ORGANISATION**, I am happy to offer my support to **APPLICANT ORGANISATION** for their application regarding DETAILS OF PROJECT.

DESCRIBE THE RELATIONSHIP BETWEEN **ORGANISATION** AND **APPLICANT ORGANISATION** AND WHY THIS PROJECT WOULD BE SUPPORTED BY **ORGANISATION**.

Eg. The proposed project would benefit the community by....

The proposed project would benefit our members by....

The proposed project is needed because....

Your sincerely,

Position

Organisation