NSW ESO Forum 2022
Grant Writing

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Welcome

If you are not talking, please keep your microphone on mute and your camera turned off.

If you have questions or comments, please type them into the chat box and we will address as many as possible at the end of each presentation.

There will be a short break at 11:15am.

A recording of the forum will be made available.

Agenda

Liz Burge, Policy Officer NSW Office for Veterans Affairs
Grants landscape and grant writing skills

Nick Young, Manager NSW Office for Veterans Affairs
Anzac Community Grants Program

Bryony Feltham, Manager NSW Office for Veterans Affairs
Community War Memorials Fund

Leah Ashley, Director Community Engagement Team, DVA Commemorations Branch
Saluting Their Service

Wayne Perry, Assistant Secretary, DVA Provider Engagement and Management Branch
Other DVA Grant Programs

Grants landscape and grant writing for NSW ESOs

Why grants?

- Primary source of income for core service delivery
- Expand your organisation's work
- Develop partnerships
- Connect with organisations and initiatives that share your goals
- Gain public exposure and recognition

There are more than **600,000 not-for-profit organisations** in Australia

What are the challenges for ESOs?

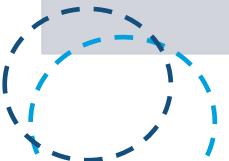## Finding relevant grant opportunities

- Understanding program guidelines and eligibility criteria
- Limited time and resources to research programs

Applying for grants

- Limited timing and resources to complete applications
- Writing funding proposals

Acquittals

- Limited timing and resources to complete paperwork
- Understanding acquittal requirements

Firstly: are you grant ready?

Yearly plan
Regular meetings and special events e.g. major commemorations, Veterans Health Week

Budget
Identify priorities and needs
Regular activities and an additional project?
Do you have a fundraising strategy in place?

People
Who has time to research grants and undertake additional projects
Do you need additional volunteers?

Find prospective grants

- **Research** regularly and widely
- **Subscribe to newsletters and updates** e.g. GrantConnect, OVA Newsletter
- Develop and maintain a **spreadsheet** of grant opportunities
- Nominate a **dedicated organisation member** who is responsible for these activities
- **Collaborate** with other organisations to share information

Be prepared - grant rounds can come up quickly and have short deadlines

Living in NSW ∨   Working and business ∨   What's happening ∨   Have your say   COVID-19 ∨

Home > Grants and funding

Grants and funding

Find a government initiative, grant or funding program to help support your business, your project or your community.

This is a beta version of our new grants and funding finder

You can submit your **feedback** to let us know what you think. While not all NSW Government grants will be available here yet, we are continually adding new and existing programs.

Trending grant topics

Seniors Festival grants   COVID-19 grants   Disaster recovery grants $1,000 SafeWork small business rebate

Examples of available grants

NSW Government
- Office for Veterans Affairs grants
- Community Building Partnership, (Department of Communities and Justice)
- Heritage NSW grants
- Women NSW grants
- Office for Sport grants
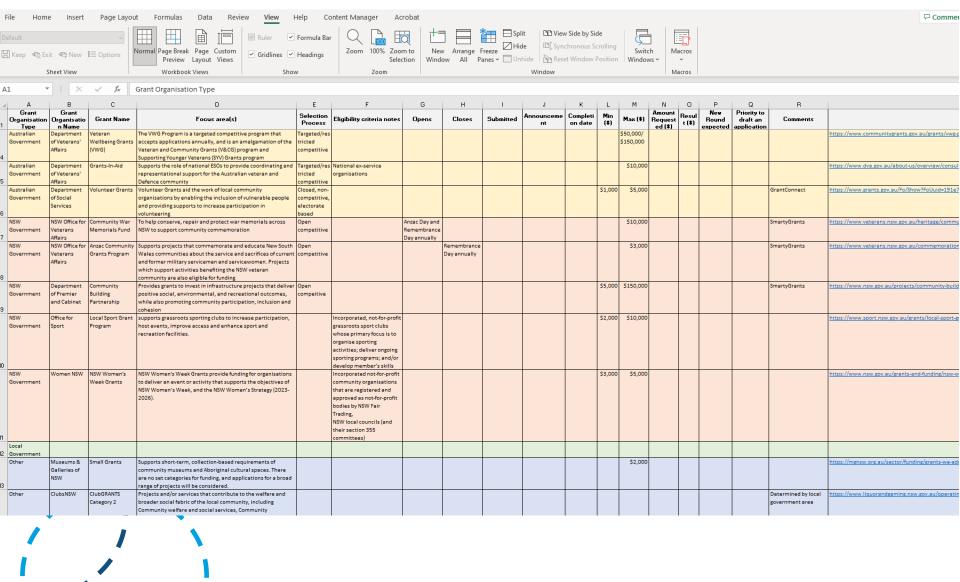
Commonwealth Government
- DVA grants
- Volunteering Australia grants
- Inclusive Communities Grants, (Department of Social Services)

Local Council grants
- Arts, Culture and Heritage grants
- Social Inclusion grants
- Community Wellbeing grants

Other Grants
- ClubsNSW grants
- Museums and Galleries NSW grants

Grant Organisation Type	Grant Organisation Name	Grant Name	Focus area(s)	Selection Process	Eligibility criteria notes	Opens	Closes	Submitted	Announcement	Completion date	Min ($)	Max ($)	Amount Requested ($)	Result ($)	New Round expected	Priority to draft an application	Comments	
Australian Government	Department of Veterans' Affairs	Veteran Wellbeing Grants (VWG)	The VWG Program is a targeted competitive program that accepts applications annually, and is an amalgamation of the Veteran and Community Grants (V&CG) program and Supporting Younger Veterans (SYV) Grants program	Targeted/restricted competitive								$50,000/ $150,000						https://www.communitygrants.gov.au/grants/vwg-p
Australian Government	Department of Veterans' Affairs	Grants-In-Aid	Supports the role of national ESOs to provide coordinating and representational support for the Australian veteran and Defence community	Targeted/restricted competitive	National ex-service organisations							$10,000						https://www.dva.gov.au/about-us/overview/consul
Australian Government	Department of Social Services	Volunteer Grants	Volunteer Grants aid the work of local community organisations by enabling the inclusion of vulnerable people and providing supports to increase participation in volunteering	Closed, non-competitive, electorate based							$1,000	$5,000					GrantConnect	https://www.grants.gov.au/Fo/Show?FoUuid=191e7
NSW Government	NSW Office for Veterans Affairs	Community War Memorials Fund	To help conserve, repair and protect war memorials across NSW to support community commemoration	Open competitive		Anzac Day and Remembrance Day annually						$10,000					SmartyGrants	https://www.veterans.nsw.gov.au/heritage/commu
NSW Government	NSW Office for Veterans Affairs	Anzac Community Grants Program	Supports projects that commemorate and educate New South Wales communities about the service and sacrifices of current and former military servicemen and servicewomen. Projects which support activities benefiting the NSW veteran community are also eligible for funding	Open competitive			Remembrance Day annually					$3,000					SmartyGrants	https://www.veterans.nsw.gov.au/commemoration
NSW Government	Department of Premier and Cabinet	Community Building Partnership	Provides grants to invest in infrastructure projects that deliver positive social, environmental, and recreational outcomes, while also promoting community participation, inclusion and cohesion	Open compeitive							$5,000	$150,000					SmartyGrants	https://www.nsw.gov.au/projects/community-build
NSW Government	Office for Sport	Local Sport Grant Program	supports grassroots sporting clubs to increase participation, host events, improve access and enhance sport and recreation facilities.		Incorporated, not-for-profit grassroots sport clubs whose primary focus is to organise sporting activities; deliver ongoing sporting programs; and/or develop member's skills						$2,000	$10,000						https://www.sport.nsw.gov.au/grants/local-sport-g
NSW Government	Women NSW	NSW Women's Week Grants	NSW Women's Week Grants provide funding for organisations to deliver an event or activity that supports the objectives of NSW Women's Week, and the NSW Women's Strategy (2023-2026).		Incorporated not-for-profit community organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading, NSW local councils (and their section 355 committees)						$3,000	$5,000						https://www.nsw.gov.au/grants-and-funding/nsw-w
Local Government																		
Other	Museums & Galleries of NSW	Small Grants	Supports short-term, collection-based requirements of community museums and Aboriginal cultural spaces. There are no set categories for funding, and applications for a broad range of projects will be considered.									$2,000						https://mgnsw.org.au/sector/funding/grants-we-ad
Other	ClubsNSW	ClubGRANTS Category 2	Projects and/or services that contribute to the welfare and broader social fabric of the local community, including Community welfare and social services, Community														Determined by local government area	https://www.liquorandgaming.nsw.gov.au/operatin

Assess program fit and eligibility

- Carefully read the **program guidelines** carefully <u>before</u> starting a funding application

- Ensure that your organisation and project are eligible

- Consider how your project will address the program's criteria and how you will support this with **strong evidence**

- Research previous grant recipients and funded projects

Program guidelines provide all information required to understand the purpose of a grant opportunity and how to make an application

Reading program guidelines

- ❏ Do we have the right organisational status?
- ❏ Does our project/program meets the funding body's current priorities?
- ❏ Are we are based in the right geographic area?
- ❏ Are partners required or optional?
- ❏ Can we deliver the project/program in the required time?
- ❏ Is a co-contribution required (cash or in-kind)?
- ❏ Can we manage and acquit the grant funds?
- ❏ Do we meet the applicant criteria and the project/program criteria?
- ❏ Can we gather the supporting documentation that is required?

Writing a project proposal

- **Succinct description** of proposed activities
- Clearly defined **aims and objectives**
- Demonstrate **what specific needs** in the community will be addressed
- Relevant **knowledge, skills and experience** for project success e.g. CVs of tradespeople and contractors
- Methods to measure and document success
- **Evidence of community support** e.g. detailed letters from stakeholder groups
- **Permissions and approvals** e.g. council approval, land owner's consent
- Detailed and realistic **project timeline** ensure it is an acceptable time period for the grant program

Clearly explain the need for the project and support this with evidence

Putting together a project budget

- Carefully consider **all likely project costs**
- Balanced **income and expenditure**
- Enough detail to clearly explain **specifically** what the grant will be used for
- Make sure the budget matches up your project proposal
- Support with **quotes and cost estimates**
- **Don't ask for too little or too much**

Check that all budget items are eligible under the grant criteria as some programs have exclusions

Grants Budget Template

Income			Expenditure		
Income description	Amount cash ex GST	Amount in-kind ex GST	Expenditure description	Amount cash ex GST	Amount in-kind ex GST
E.g. Community War Memorials Fund grant	$ 10,000.00	$ -	E.g. Heritage Masonry PTY LTD Restoration Work	$ 15,156.00	$ -
E.g. Other grant/donations	$ 5,000.00	$ -	E.g. Electrical repairs	$ 4,844.00	$ -
E.g. Applicant financial contribution	$ 5,000.00	$ -	E.g. Site clean up and gardening by volunteers	$ -	$ 5,000.00
E.g. Applicant volunteer time	$ -	$ 5,000.00		$ -	$ -
	$ -	$ -		$ -	$ -
	$ -	$ -		$ -	$ -
	$ -	$ -		$ -	$ -
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	$ -	$ -		$ -	$ -
INCOME TOTAL	$ 20,000.00	$ 5,000.00	EXPENDITURE TOTAL	$ 20,000.00	$ 5,000.00

Writing a grant application

- Be **specific** and **strong evidence**
- Write in **plain English** - be clear and concise
- Provide **enough detail** for the assessors
- Answer **all** questions in the requested format
- **Review and revise** with others
- Clearly name attachments
- **Ask questions** if possible rather than guessing
- Submit ahead of time

Being unsuccessful

- Read and apply general feedback

- Ask for specific feedback if possible

- Focus on what your organisation gained from the experience

- Consider other funding options

Some programs have an application approval rate of 50%

Accepting and acquitting grants

- Grant acceptance paperwork

- Terms and conditions, including special conditions

- Progress reporting

- Requesting project variations

- Project evaluation

- Acquittal reporting

Pay attention to reporting and evaluation requirements so that you can be prepared

Record keeping

Application
- Copy of application and attachments such as quotes
- Outcome notification and funding agreement including any special conditions
- Receipt of grant funding and remittance

Project
- Photographs
- Permissions and approvals
- Invoices and records of payments to suppliers
- Reports and any other documentation produced as part of the project
- Project evaluation

Acquittals
- Copy of acquittal
- Date of acquittal
- Return of any surplus funds

Keep electronic copies of records in a shared location so these can be accessed by you and others in future

SmartyGrants

How it works

- You create an account
- You can save your progress and return to complete your application at a later time or date;
- Your application is stored online
- Access to acquittal forms
- Receive reminders about due dates

How to get technical help

- [Help Guide for Applicants](#)
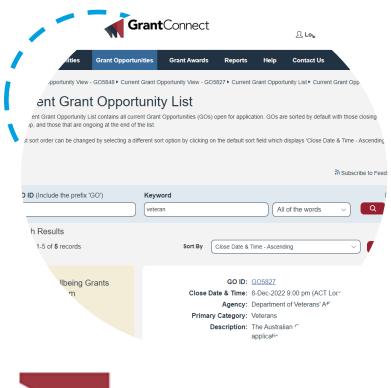- SmartyGrants Service Team (phone/email)

GrantConnect

How it works

- You create an account
- Submitting Australian Government grant applications
- Grant Opportunities and Forecast Opportunities
- Distribution of Grant Opportunity documentation
- Reporting of all Grant Awards

How to get technical help

- [Frequently Asked Questions](#)
- GrantConnect Help Desk (Phone and Email)

Discussion and Questions