

COMMUNITY CAPACITY BUILDING TIPS FOR COMPLETING YOUR APPLICATION

- Read the **Grant Guidelines** and **Tips for Using Our Online Application Form** before submitting your application.
- Ask questions if information and/or instructions are not clear.
- Take care when writing, using spell check and clear, concise language.
- As the application will be reviewed by individuals with a diverse set of back grounds and understandings of the issue/need you work with, have someone not from your organization review your narrative application answers and provide you with feedback prior to submitting your application.
- Below are tips for answering each application question. The tips provide additional direction and information about what we are looking for in each question. Also indicated is the Assessment Criteria the question relates to if applicable.

APPLICATION FORM QUESTION	TIPS FOR ANSWERING	ASSESSMENT CRITERIA IT RELATES TO
ELIGIBILITY		
<p>Are you endorsed as a Deductible Gift Recipient I (DGR I)?</p> <p>Are you endorsed as a Tax Concession Charity (TCC)?</p> <p>Is your charity registered with the Australian Charities and Not-for-profits Commission and is your registration up to date on the ACNC Register? Yes No</p> <p>Please provide your ABN</p> <p>Please upload a copy of your</p>	<p>ACNC refers to The Australian Charities and Not-for-profits Commission (ACNC) which is the independent national regulator of charities.</p> <p>DGR I refers to your organisation’s status as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 (Deductible Gift Recipient Item 1). DGR I status means that donations to your organisation are tax deductible.</p> <p>TCC refers to your organisations status as being exempt from income tax, and having concessions related to Goods and Services Tax and Fringe Benefit Tax.</p> <p>In order to apply for a Give Where You Live Foundation Grant your organisation must be registered (and up to date) on the Australian Charities and Not-for-Profits Commission (ACNC) register and endorsed as a Deductible Gift Recipient (DGR I) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 OR a Tax Concession Charity (TCC).</p> <p>The tax endorsements your organisation holds (DGR I and/or TCC) not only affects your eligibility to apply for a Give Where You Live Foundation Grant, it</p>	<ul style="list-style-type: none"> • NA

<p>DGRI and TCC status if you HAVE not applied for a grant from Give Where You Live in the Last 12 months.</p>	<p>also affects the grant amount you can request.</p> <p>If you have DGRI, TCC and ACNC registration the maximum grant you can request in the category is \$30,000. If you only have TCC and ACNC registration the maximum grant you can request in this category is \$10,000.</p> <p>Don't know what endorsements your organisation has? Go to ABN lookup. Not sure about your eligibility and how much you can request? Go to the Give Where You Live Foundation website to learn more about eligibility and required endorsements and grant amounts you can request.</p> <p>Please provide your ABN.</p> <p>You must upload documents which attest to your DGRI and TCC status. These may be uploaded as individual documents or as one document.</p> <p>Please note only the following file types can be attached: jpg, jpeg, gif, png, bmp, tif, psd, pdf, doc, docx, xls, xlsx, txt, mp3, mp4, aac, wav, au, wmv, avi, mpg, mpeg, zip, gz, rar, z, tgz, tar, sitx.</p> <p>If you have provided copies of these documents to Give Where You Live in the last 12 months you DO NOT need to provide copies again unless there has been a change in your status.</p>	
<p>ORGANISATIONAL DETAILS</p>		
<p>Organisation Name Number and Street Suburb State Post Code Website Phone Email</p>	<p>This refers to the contact details of the applicant organisation.</p> <p>If you have applied for a grant from the Give Where You Live Foundation in the last 12-months please be sure to request your Organisation name ID from grants@givewhereyoulive.com.au. This will ensure that your application is attached to the correct organisational record in our database.</p>	<ul style="list-style-type: none"> • NA
<p>CEO DETAILS</p>		
<p>CEO First Name CEO Last Name CEO title Email Phone Mobile</p>	<p>This refers to the contact details of the applicant organisation's CEO.</p>	<ul style="list-style-type: none"> • NA
<p>APPLICATION CONTACT DETAILS</p>		
<p>First Name Last Name Position Held</p>	<p>This refers to the contact details of the person submitting the application for the applicant organisation and is the person who will be contacted</p>	<ul style="list-style-type: none"> • NA

Email Phone Mobile	if there are any questions	
REQUEST SUMMARY		
Grant Request Description	<p>Provide a short description (maximum of 50 words) of your grant request. This description will be used for communicating to others the purpose of your grant application and if awarded your grant award.</p> <p>Your summary should start with the difference your grant will make if funded and included how you will use the grant funds requested. For example, "To strengthen educational and social participation of disadvantaged young people ages 10-18 by implementing volunteer training for the Big Brother/Big Sisters mentoring program."</p>	<ul style="list-style-type: none"> • NA
Grant Amount Requested	<p>Indicate the total amount of money you are requesting from Give Where You Live only over the 18-month grant period. Maximum request in this grant category for those that have DGRI, TCC and ACNC registration is \$30,000 and for those who have TCC and ACNC registration is \$10,000.</p>	<ul style="list-style-type: none"> • Budget and Financial Management
<p>Grant Focus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leadership capacity <input type="checkbox"/> Management capacity <input type="checkbox"/> Operational capacity <input type="checkbox"/> Change Management capacity 	<p>Indicate which grant focus best describes your organisational Capacity Building grant request. You may only pick one.</p> <ul style="list-style-type: none"> • Leadership capacity (e.g. strategic and organisational planning, development of strategic relationships, board development and succession planning) • Management capacity (e.g. financial management and systems, staff development, human resource management, strengthening volunteer programs, compliance and legal issues) • Operational capacity (e.g. fundraising, income diversification, communications and marketing, information technology) • Change management capacity (e.g. strategic restructuring, partnership development, mergers, outcomes measurement and evaluation, organisational learning and knowledge management) 	<ul style="list-style-type: none"> • Community Need
Start Date and End Date	<p>Indicate when the project will start and when the project will end for the purposes of the use of requested funds from Give Where You Live.</p> <p>Give Where You Live Foundation funds can only be expended between 1 July 2020 and 31 December 2021</p>	<ul style="list-style-type: none"> • Organisational Capacity
Indicate which Give Where	Indicate which Give Where You Live Foundation	<ul style="list-style-type: none"> • Community Need

You Live Foundation grantmaking Program area your grant request will address:

Live and Learn:

1. Parent Engagement – recognising the importance and supporting the role parents play in their child’s learning
2. Early Years Learning – supporting and enhancing children’s learning age 0-5 and ensuring they are ready to enter school
3. Transitions – ensuring that children and young people experience successful transitions that support their learning
4. Disengaged Young People – supporting young people to re-engage in learning to support their life aspirations

Live and Earn:

1. Employment Pathways and Transitions – ensuring EVERYONE has an employment pathway (e.g. those from low socio-economic status backgrounds, with a disability, Refugee and asylum seekers, youth)
2. Supporting Job Retention - recognising the importance of support and problem solving of barriers to ensure ongoing employment for vulnerable people

grantmaking Program area your grant request best addresses. You may only pick one.

Based on which program area you select you will also be asked to select a focus area within that program area. Again, you may only pick one.

In determining which program area and subsequent focus area to select, think about the need you are seeking to meet and outcome/difference you are seeking to achieve through your request NOT the activities you will undertake.

- Evaluation and Impact

<p>3. Supporting Social Enterprise - enabling social enterprise to build jobs and assist vulnerable people in finding employment</p> <p>Survive and Thrive:</p> <ol style="list-style-type: none"> 1. Supporting Basic Needs – supporting men, women and children who are experiencing homelessness or food insecurity. 2. Building Resilience – supporting prevention and early intervention efforts related to family violence and sexual assault, addiction, mental health, and family breakdown. 		
<p>Geographic areas your grant request will impact (<i>mark all that apply</i>) and list postcodes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> City of Greater Geelong – Post Codes: <input type="checkbox"/> Surf Coast Shire – Post Codes: <input type="checkbox"/> Borough of Queenscliffe – Post Codes: <input type="checkbox"/> Golden Plains Shire – Post Codes: <input type="checkbox"/> Colac Otway Shire - Post Codes: 	<p>Indicate which local government areas your grant request will impact and list all the post codes within each LGA which apply.</p> <p>Post codes should be separated by a comma.</p> <p>A list of postcodes by LGA is available on the Give Where You Live Foundation website or you can request the list from grants@givewhereyoulive.com.au.</p>	<ul style="list-style-type: none"> • Community Need • Evaluation and Impact
<p>Please indicate the number of people you expect to be directly impacted by your grant request:</p>	<p>Indicate the total number of people that you estimate will be directly impacted by the grant funds you have requested.</p> <p>Generally, in organizational capacity building applications, those directly impacted are your staff, board or volunteers.</p> <p>This should be the number of unique people impacted as a result of the funding requested. This number should not be client contacts. This number should not</p>	<ul style="list-style-type: none"> • Evaluation and Impact

	<p>be for all people your organization impacts – this should only be the number of people impacted as a result of the funds requested. You will be able to explain who these people are and the impact you will have on them in another question in the application.</p>	
<p>Please indicate the number of people you expect to be indirectly impacted by your grant request:</p>	<p>Indicate the total number of people that you estimate will be indirectly impacted by the grant funds you have requested.</p> <p>Generally, those indirectly impacted are your clients.</p> <p>This should be the number of unique people indirectly impacted as a result of the funding requested. This number should not be client contacts. This number should not be for all people your organization indirectly impacts – this should only be the number of people indirectly impacted as a result of the funds requested. You will be able to explain who these people are and the indirect impact you will have on them in another question in the application.</p>	<ul style="list-style-type: none"> • Evaluation and Impact
<p>ABOUT YOUR REQUEST (WHAT DO YOU WANT TO DO AND WHY)</p>		
<p>1. What community need is your organisation trying to meet in the G2I region?</p>	<p>Please describe the problem you are trying to fix as an organisation, you can use a mix of qualitative and quantitative evidence to help us understand this need.</p> <p>While a Capacity Building grant application is about building the efficiency and effectiveness of your internal organisation, there should be a connection between becoming a better organisation and your ability to meet the need your organisation is seeking fix.</p> <p>The need described should align with the Give Where You Live Foundation’s Theory of Change/grantmaking Program area that you identified in your request summary. Maximum 400 words.</p>	<ul style="list-style-type: none"> • Community Need • Evaluation and Impact
<p>2. What are you requesting funds to do?</p>	<p>Please provide a detailed description of the proposed organisational capacity project or activity you would like to implement. Maximum 400 words.</p>	<ul style="list-style-type: none"> • Community Need • Organisational Capacity
<p>3. What impact will your request have? What are the expected outcomes of what you propose?</p>	<p>Please indicate how this grant will help strengthen your internal organisation (i.e. make it more efficient and effective) AND ultimately your ability to meet the need you described in Question 1. Be sure to relate your expected outcomes to the need you identified.</p> <p>This is your opportunity to share what will be different if your request is funded. The ultimate outcome you describe should align with the Give Where You Live Foundation’s Theory of Change/grantmaking Program area that you identified in your request summary.</p>	<ul style="list-style-type: none"> • Community Need • Evaluation and Impact

	Maximum 500 words	
4. What is the scope of your impact? Who and how many will benefit (directly and indirectly) from what you propose?	<p>Please describe the specific target population that will participate in and/or benefit from your proposal - including number of people, age, gender, region and any other demographics.</p> <p>In the case of organisational capacity building applications, we would typically expect that the direct beneficiaries would be staff, board or volunteers and that indirect beneficiaries would be your clients or those you serve. Maximum 300 words</p>	<ul style="list-style-type: none"> • Evaluation and Impact
ABOUT IMPLEMENTATION (HOW ARE YOU GOING TO DO IT?)		
5. Who will implement what you have proposed?	<p>Please describe what staff, consultants or volunteers will work on this project or will be necessary to implement what you have proposed, including qualifications, training and/or skills needed.</p> <p>If planning to use consultants to deliver your organisational capacity building project your application will be enhanced if you have already identified who those consultants are and can provide their qualifications. Maximum 200 words</p>	<ul style="list-style-type: none"> • Organisational Capacity
6. What are the potential challenges or risks related to implementing your request? Please identify them and how you would manage or plan to overcome them	<p>Please list possible challenges related to the successful implementation of your request.</p> <p>This contributes to understanding your organizational capacity and to your ability to successfully implement your request. Maximum 250 words</p>	<ul style="list-style-type: none"> • Organisational Capacity
7. How will you know if the outcomes you have identified have been achieved?	<p>Please indicate what evidence you will collect and what tools or methods you will use to collect this evidence.</p> <p>This is your opportunity to explain your evaluation plan. (maximum 300 words)</p>	<ul style="list-style-type: none"> • Evaluation and Impact

<p>8. Please indicate how you will spend the requested funds:</p> <p>EXPENDITURE Salaries Consultants and professional fees Travel Equipment Supplies Printing and copying Telephone Rent Utilities Research & Evaluation Marketing Admin/Overhead Other Total Expenditure</p>	<p>Please provide a budget ONLY for how you will spend the funds requested from the Give Where You Live Foundation. This budget should not include funds from any other sources.</p> <p>The “Total” line item self calculates based on amounts you place in the individual line items.</p>	<ul style="list-style-type: none"> • Budget and Financial Management
<p>9. Please provide a budget narrative describing how the requested funds will be spent.</p>	<p>This should include an explanation of what the numbers in the budget represent and how you arrived at them. (maximum 250 words)</p> <p>For example:</p> <ul style="list-style-type: none"> • If you indicated the money will be spent on staff tell us what staff person, how much of their time and their rate. • If you indicated that \$2000 of the requested funds will be spent on equipment describe which equipment and how you determined its’ cost. <p>Describing how you will spend the requested funds will add to our understanding of why you need the funds and strengthens our understanding of your organizational capacity and budget and financial management.</p>	<ul style="list-style-type: none"> • Budget and Financial Management • Organisational Capacity
<p>10. Please attach any quotes or estimates that substantiate your request.</p>	<p>If using external consultants to assist you in implementing your organisational capacity building project you should provide a cost quote. Please note only the following file types can be attached: jpg, jpeg, gif, png, bmp, tif, psd, pdf, doc, docx, xls, xlsx, txt, mp3, mp4, aac, wav, au, wmv, avi, mpg, mpeg, zip, gz, rar, z, tgz, tar, sitx.</p>	<ul style="list-style-type: none"> • Budget and Financial Management • Organisational Capacity
<p>11. Please provide any additional financial details that may be relevant to</p>	<p>Other budget or financial related details may add to our understanding of your request:</p>	<ul style="list-style-type: none"> • Budget and Financial Management

<p>your grant request.</p>	<p>For example, your request may only be part of the total costs required for a project or program. What will happen if you don't receive additional funding? Perhaps you already have some funding in hand or are providing in kind support to the project.</p> <p>You may also want to explain organisational reserves or deficits highlighted in your audited financials.</p> <p>Maximum 300 words</p>	
ABOUT YOUR ORGANISATION (HOW DO WE KNOW YOU HAVE CAPACITY TO IMPLEMENT)		
<p>12. Briefly describe your organisation including history, mission, goals and services and programs provided.</p>	<p>Provide a brief narrative description (maximum 300 words) about your organisation. This should include history (when started), your mission, goals and services/programs provided. Think elevator speech, how do you describe what your organisation is and what it does to those who don't know you?</p>	<ul style="list-style-type: none"> • Community Need • Organisational Capacity
<p>13. Please upload a copy of your annual report</p> <p>Or</p> <p>Alternatively provide a link to a copy on your website.</p> <p>If you do not publish an annual report please provide the following in a document: a list of board members or committee of management, a list of senior staff and a summary of your activities and accomplishments in the last year.</p>	<p>Please upload or provide a web link to your most recent annual report. If available, a web link is preferred.</p> <p>If you do not have an annual report then please provide a list of board members or committee of management, a list of senior staff and a summary of your activities and accomplishments in the last year.</p> <p>Please note only the following file types can be attached: jpg, jpeg, gif, png, bmp, tif, psd, pdf, doc, docx, xls, xlsx, txt, mp3, mp4, aac, wav, au, wmv, avi, mpg, mpeg, zip, gz, rar, z, tgz, tar, sitx.</p>	<ul style="list-style-type: none"> • Organisational Capacity
<p>14. Please attach a copy of your most recent audited financials.</p> <p>Alternatively, please provide a link to your most recent audited financials on your organisational website.</p> <p>If you do not have audited financials, please provide the following: a copy of your revenue and expenses for the last financial year; a statement of organisational assets and</p>	<p>Please upload or provide a web link to your most recent audited financial report. If available, a web link is preferred.</p> <p>If your Annual Report and Audited Financials are a single document and you uploaded the document in response to Question 13, there is no need to attach the document again.</p> <p>If you do not have audited financials, please provide a copy of your revenue and expenses for the last financial year; a statement of organisational assets and liabilities.</p> <p>Please note only the following file types can be attached: jpg, jpeg, gif, png, bmp, tif, psd, pdf, doc,</p>	<ul style="list-style-type: none"> • Budget and Financial Management • Organisational Capacity

liabilities.	docx, xls, xlsx, txt, mp3, mp4, aac, wav, au, wmv, avi, mpg, mpeg, zip, gz, rar, z, tgz, tar, sitx.	
15. If you received a grant from the Give Where You Live Foundation in the 2019 Community Grant Round please provide a short description of the grant, the amount awarded and the outcomes you have achieved to date. (Maximum 250 words)	<p>You may want to use the grant impact statement used by the Give Where You Live Foundation as your short grant description (see 2019 Grants on the website).</p> <p>Share the difference you have been able to make so far, not just the activities you have undertaken. If you cannot provide quantitative evidence related to the difference you have made, at least share qualitative evidence (a story) about the difference you have made.</p> <p>Sharing the difference your previous grant has made is especially important if you are requesting funds for the same program again.</p> <p>This contributes to understanding about your organizational capacity and your ability to receive and use funds effectively and with impact. (maximum 250 words)</p>	<ul style="list-style-type: none"> • Organisational Capacity • Evaluation and Impact
DECLARATIONS		
<p>I declare that the information in this application and any attachments is true and correct and I am authorized to submit the application on behalf of the organisation. If successful we will meet the conditions of the funding agreement.</p> <p>I understand that Give Where You Live may on occasion forward and/or discuss my application with external reviewers for the purpose of assessment and/or other trusts and foundations for the purpose of consideration.</p>	These declarations must be checked in order to submit your online application.	<ul style="list-style-type: none"> • NA

We are happy to help you put the best application forward. If you need clarification about the application questions or assistance in understanding the questions, please contact:

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