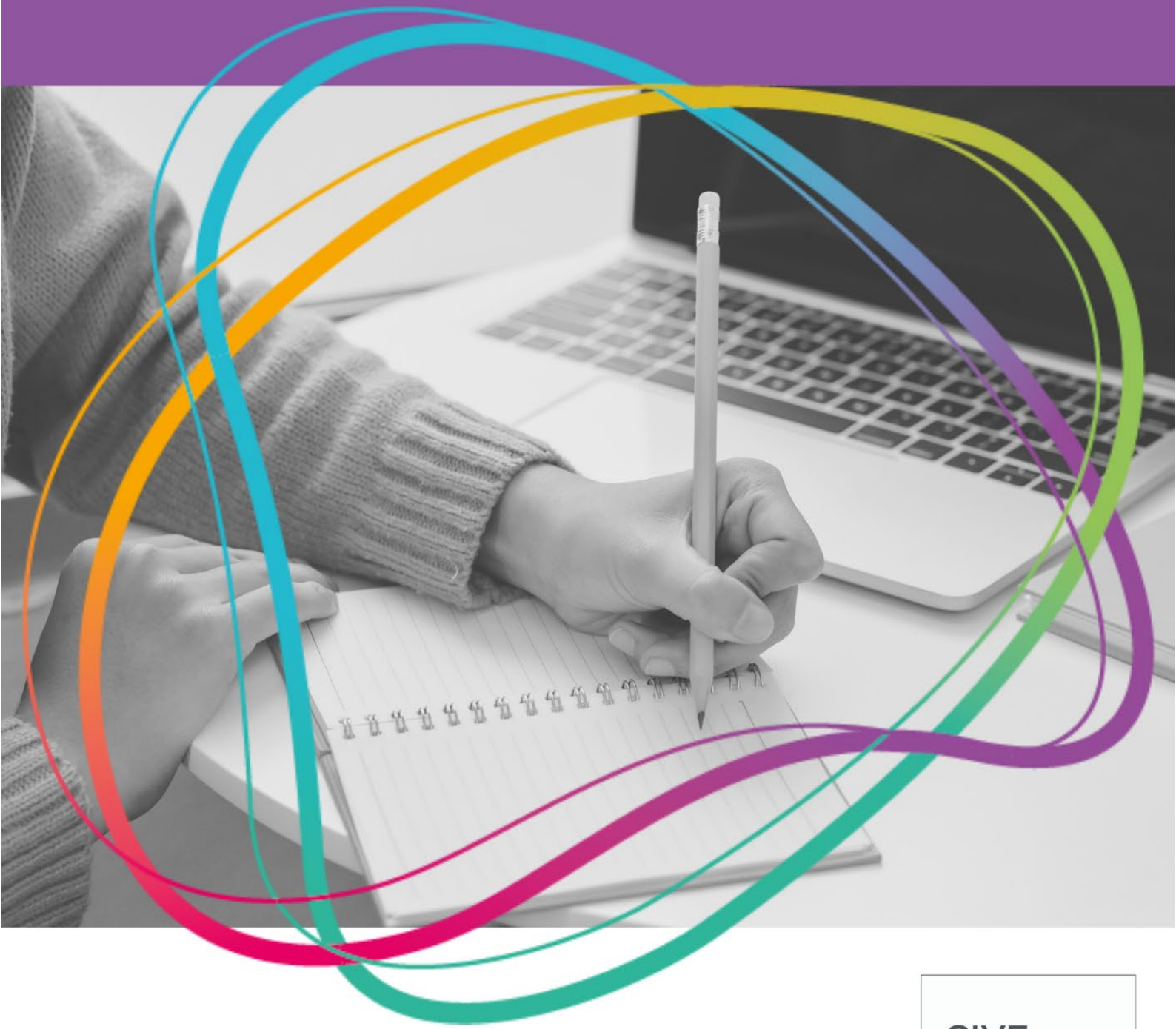


Give Where You Live Foundation

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# GRANT GUIDELINES



GIVE  
WHERE  
YOU LIVE  
FOUNDATION

## ABOUT THE FOUNDATION

Founded in 1954, the Give Where You Live Foundation has always held the community at the centre of its work.

We seek a better, fairer G21 community. To help, we will bring people and organisations together to tackle challenges, while advocating and rallying the community to support change. We will imagine and progress new ideas and help and support community organisations who work on the frontline.

We want to build a better, fairer society and want to use all our energy and resources in partnership with the community to help all people and all places in the G21 region thrive.

### Contents

About the Foundation.....	2
Theory of Change .....	3
Our grants program.....	4
Funding available .....	5
Grant rounds and funding periods .....	6
Pitch Up Geelong! .....	7
Eligibility (including what we don't fund).....	7
Assessment process .....	8
Community Impact and Grants Team contacts .....	9
Attachments.....	10
Attachment 1 - Key measures .....	10
Attachment 2 – Postcode listing by Local Government Area.....	12
Attachment 3 - Application form questions.....	13
Attachment 4 - Other information we ask from you .....	16
Attachment 5 - Required documents and attachments .....	16
Attachment 6 - Tips for applying .....	17
Attachment 7 – tips for applying for minor capital works and equipment.....	19

We want a better, fairer G21 community. To help, we will bring people and organisations together to tackle challenges, while advocating and rallying the community to support change. We will imagine and progress new ideas and help and support community organisations who work on the frontline. Our Theory of Change shows how we will work.

The Give Where You Live Foundation uses all our energy and resources, in partnership with community, so that all people and all places thrive.

**THIS HAPPENS WHEN ALL PEOPLE HAVE...**

- + Increased learning opportunities and educational attainment
- + Increased access to, readiness for, and retention of quality employment
- + Increased support to reduce life inhibiting crises

**AND WHEN PLACES ARE SUPPORTED TO...**

- + Build social capital and support people to shape their own community
- + Enable and catalyse the social economy and community wealth building

**WE DO THIS BY...**

Investing in and supporting local organisations, programs and initiatives



- + Funding and building the capacity of community partners
- + Investing in strategic change initiatives
- + Developing, catalysing and seed funding new ideas

Convening, connecting and creating strategic and effective solutions



- + Bringing people and organisations together and aligning effort behind common change agendas
- + Creating, collecting and sharing evidence to identify collective solutions
- + Connecting, reflecting and learning from our work and the work of our partners
- + Supporting co-design approaches that ensure those with lived experience inform solutions

Building resources and raising awareness



- + Engaging existing and growing new generations of donors and partners
- + Raising awareness and elevating civil society voice
- + Leveraging other funding
- + Advocating with all levels of government on key issues, either directly or through community partners

**WHICH WILL CONTRIBUTE TOWARDS...**



Increased capacity of partners and initiatives to implement effective solutions



Building knowledge, skills and evidence of what works



Creating effective networks and partnerships that focus on better solutions and outcomes



Influencing changes to policy/ access related to key issues/ services



Changing public opinion and local narrative



Increasing support and resources

## OUR GRANTS PROGRAM

Based on our Theory of Change the Give Where You Live Foundation provides funding in the following outcome areas:

- Education,
- Employment,
- Survive, and
- Thrive.

All projects funded through our grants must seek to address inequity and reduce vulnerability for members of our community. Vulnerability and inequity may be due to a lack of resources or capacity but can also arise when people are isolated. Vulnerability and inequity can also be impacted as a result of someone's social group, postcode, gender, abilities, ethnic or other identity, age and other factors.

Applicants will need to clearly articulate how they seek to address inequity and vulnerability within their project, as well as how they will contribute towards the Give Where You Live Foundation outcome areas. Applicants will be asked to identify which measure their project will contribute towards as part of their grant application (further information on the key measures is set out in [Attachment 1](#)).

The Foundation's **Survive and Thrive** outcome areas seek to increase support to reduce life inhibiting crisis, by:



- supporting immediate basic needs, and
- supporting the building of resilience and sense of belonging and acceptance as protective factors.

These outcome areas recognise the need to meet both immediate basic needs so people can survive and build resilience so they can thrive. Applications will be accepted in the following areas:

Survive	Thrive
<ol style="list-style-type: none"><li><b>1. Food insecurity</b> - supporting the provision of food relief for people experiencing food insecurity.</li><li><b>2. Homelessness</b> - supporting people who are experiencing homelessness.</li></ol>	<ol style="list-style-type: none"><li><b>1. Prevention and early intervention</b> - supporting prevention and early intervention efforts related to family violence, sexual assault, addiction, mental health, and family breakdown.</li><li><b>2. Building resilience</b> – supporting increased capacity and coping strategies to support resilience.</li><li><b>3. Community Connections</b> – through promoting community connections and reducing social isolation.</li></ol>

The Foundation's **Education and Employment** outcome areas seek to support:

- increased learning opportunities and educational attainment, and
- increased access to, readiness for and retention of quality employment.



Applications under these outcome areas will be accepted for the following:

Education	Employment
<ol style="list-style-type: none"> <li><b>1. Parent Engagement</b> – supporting the important role parents play in their child’s learning.</li> <li><b>2. Early Years Learning</b> – supporting and enhancing children’s learning age 0-5 years and ensuring they are ready to enter school.</li> <li><b>3. Transitions</b> – ensuring that children and young people experience successful transitions that support their learning.</li> <li><b>4. Disengaged Young People</b> – supporting young people to re-engage in learning to support their life aspirations.</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Employment Readiness</b> – supporting the skills and resources needed for people to be able to get a job.</li> <li><b>2. Employment Pathways</b> – supporting people into appropriate and meaningful employment pathways.</li> <li><b>3. Supporting Job Retention</b> – assisting with problem solving of barriers to ensure ongoing and sustainable employment.</li> <li><b>4. Supported Employment</b> – provision of appropriate, ongoing support for individuals that is necessary for success in a competitive work environment.</li> </ol>

## Funding available

Grant amounts are available as follows:

- Small grants – of up to and including \$10,000
- Regular grants – from \$10,001 to \$40,000

Please note, the tax endorsements your organisation holds will affect the maximum funding amount you can request. These are detailed in our [eligibility criteria](#).

The Give Where You Live Foundation grants provide funding to support the delivery of critical services, programs and projects which contribute towards the outcome areas noted above. While applicants are encouraged to submit applications based on what is required to deliver their work, there are some limitations to the amount you can request for:

- Direct purchase of food items – maximum amount available is \$5,000 per application.

- Minor capital works and equipment purchases – the maximum amount available is \$10,000 per application. Capital works and equipment purchases might include, but are not limited to, the following:
  - acquisition of equipment related to service delivery (including kitchen equipment, storage, refrigerators, vehicles);
  - minor alterations or renovations of part of a building;
  - acquisition of furniture, fittings or equipment for a building;
  - altering or installing furniture, fittings or equipment in a building;
  - acquisition of computers, printers and computer-related equipment, including software.

Please note requests for funding for direct food purchases and minor capital works and equipment can form part of a larger grant application, for example \$10,000 can be requested for equipment as part of a \$40,000 application for the delivery of a project.

Please note that the Give Where You Live Foundation is currently reviewing the grant guidelines as they relate to organisational capacity building and advocacy, and the Innovation Grant round.



## Grant rounds and funding periods

	Survive and Thrive	Education and Employment
<b>Grant round opens</b>	February	August
<b>Grant round closes</b>	March	September
<b>Notification of outcome</b>	May	November
<b>Funding period</b>	1 July – 30 June	1 January – 31 December
<b>Progress Report due</b>	31 January*	31 July*
<b>Final report due</b>	31 July	31 January

\*small grant recipients are not required to submit a Progress Report

Exact grant round dates are published on the Give Where You Live Foundation website and “apply here” buttons provided once a grant round has opened.

The Give Where You Live Foundation will accept a maximum of one application per organisation for each grant round.

All grants are non-recurrent and will be for the 12-month period. Should a project require a different funding period please contact the Community Impact and Grants team to discuss prior to submitting.

## Pitch Up Geelong!

In addition to the grant rounds noted above, the Give Where You Live Foundation also holds an annual live crowdfunding event which supports fundraising for three community organisations. The event connects people who want to make a change with the people who are doing it. It brings the power of collective giving to life.



At the event three organisations get a chance to tell their story to a room full of donors who are interested in making a difference. Donations made on the night are matched by the Foundation and its partners. The Pitch Up Geelong grants focus on the **Education and Employment** outcome areas.

Further information is made available on the Give Where You Live Foundation website [www.givewhereyoulive.com.au](http://www.givewhereyoulive.com.au) closer to the event.

## Eligibility (including what we don't fund)

To be eligible for a Give Where You Live Foundation grant you must meet the following criteria:

- All projects funded through our grants must seek to address inequity and reduce vulnerability for members of our community.
- The proposal must impact and benefit the G21 region, made up of the following five local government areas. A full list of postcodes is also available at [Attachment 2](#).
  - City of Greater Geelong,
  - Surf Coast Shire,
  - Borough of Queenscliffe,
  - Golden Plains Shire, and
  - Colac Otway Shire.
- The outcomes of the proposal must align with the Foundation's Theory of Change and at least one of the outcome areas.
- The tax endorsements your organisation holds will affect the maximum funding amount you can request.
  - For **small grants (up to and including \$10,000)** applicant organisation only need to be endorsed as a Tax Concession Charity (TCC) and registered (and up to date) on the Australian Charities and Not-for-Profits Commission (ACNC) register. You can visit [www.abr.business.gov.au](http://www.abr.business.gov.au) to check your organisation's endorsements and visit [www.acnc.gov.au](http://www.acnc.gov.au) to check your charitable organisation registration status. Please note while you DO NOT need to be a Deductible Gift Recipient 1 (DGR1) to request \$10,000 if you do have DGR1 you can still apply for this grant size.
  - For **regular grants (from \$10,001 - \$40,000)** applicant organisation must be endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997, be endorsed as a Tax Concession Charity (TCC) and be registered (and up to date) on the Australian Charities and Not-for-Profits Commission (ACNC) register. You can visit [www.abr.business.gov.au](http://www.abr.business.gov.au) to check your organisation's endorsements and visit [www.acnc.gov.au](http://www.acnc.gov.au) to check your charitable organisation registration status.

- Projects focused on the Education Impact Area, where delivery is within a school or in partnership with a school, must provide a letter of support from the participating school to be eligible for funding.
- We prefer any grant application seeking to support local First Nations People provide a letter of support from Wadawurrung Traditional Owners Aboriginal Corporation or Wathaurong Aboriginal Co-Operative.
- Organisations with current funding from the Give Where You Live Foundation experiencing delays or have incomplete reporting requirements through existing agreements should contact the Community Impact and Grants team prior to submitting any further applications.

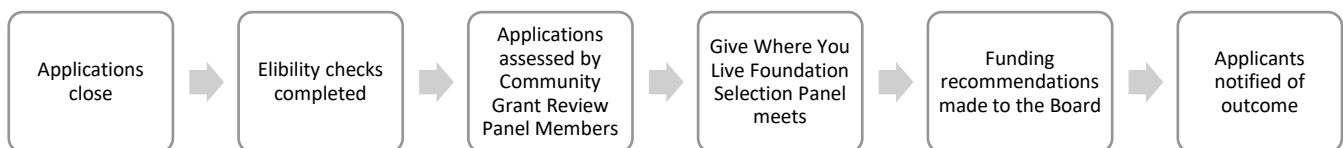
The Give Where You Live Foundation does not provide funding to/for:

- Individuals (this includes scholarship programs)
- Political activities
- Religious organisations when funds would be used in whole or in part to further the organisation’s religious purposes (proselytising)
- Endowment Funds, building funds, major capital works, capital campaigns, annual campaigns, annual appeals or event sponsorships
- Attendance at Conferences or fundraising events
- Clinical or medical research
- Retrospective or duplicated funding
- Programs that discriminate or create community conflicts
- Previous grant recipients who have not completed reporting and acquittal requirements.

### Auspicing

Generally, the Give Where You Live Foundation does not accept auspiced applications. The organisation applying must be the one undertaking the project or program. Please contact the Community Impact and Grants team if you need to discuss an exception to this, noting the Give Where You Live Foundation is under no obligation to approve auspice requests.

### Assessment process



Applicants are assessed on the merit of their submitted application (including attachments provided). Key Give Where You Live Foundation staff review each application in conjunction with independent, community grant review panel members against the following key criteria:

- **Theory of Change** – application clearly aligns to our Theory of Change and relevant outcome area.
- **Community Need** - ability to clearly define a community need or service delivery gap and present a project that will meet that need.
- **Organisational Capacity** - ability to demonstrate your organisation’s ability to deliver the proposed project.
- **Budget and Financial Management** - ability to demonstrate your organisation’s financial and budgetary accountability, transparency and effective management.



- **Evaluation and Impact** - ability to demonstrate the change your proposed project will make for participants and the wider community in both the long-term and short-term, and a clear plan to collect data to demonstrate this change.

The board makes the final decision on successful applications.

### Community Impact and Grants Team contacts

If you would like to discuss your application prior to submission please do not hesitate to contact us. All queries regarding our grant rounds, process and eligibility can be sent to [grants@givewhereyoulive.com.au](mailto:grants@givewhereyoulive.com.au) or you can directly contact one of the team:



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# ATTACHMENTS



## Attachment 1 - Key measures

The Give Where You Live Foundation aims to achieve the outcomes outlined in our Theory of Change through our grant programs.

As part of your grant application, you will be asked to nominate which key measure/s you expect to report against to demonstrate the impact your project has had on the community. These measures align to the relevant outcome areas.

Applicants will be asked to select:

- One primary measure – which relates directly to the relevant grant round for example Education and Employment or Survive and Thrive. You will also be asked to estimate how many people your project expects to support.
- Secondary measure/s – additional measures that your proposal will also contribute towards. Selection here is unlimited and can relate across all outcome areas, however you must be able to link these directly to your proposal.

Applicants will also have the ability to add any other additional measures which they believe are directly relevant to their proposed project (optional).

The relevant key measures for the outcome areas are:

### Survive

- Number of people supported to access food relief assistance and reduce food insecurity.
- Number of meals provided to support food relief and reduced food insecurity.
- Number of people experiencing homelessness provided assistance.

### Thrive

- Number of people assisted with prevention and early intervention efforts related to family violence, sexual assault, addiction, mental health, and family breakdown.
- Number of people supported to increase capacity and coping strategies.
- Number of people supported to reduce social isolation.

### Education

- Number of parents engaged to support their child's learning.
- Number of children (aged 0-5 years) supported in their early years learning.
- Number of children and young people supported during school transitions.
- Number of young people disengaged or at risk of disengagement supported to re-engage in learning.

## Employment

- Number of people provided with the skills and resources to get a job.
- Number of people provided with an employment pathway opportunity.
- Number of people supported to ensure ongoing employment.
- Number of people provided with ongoing individualised employment support.

## Attachment 2 – Postcode listing by Local Government Area

<b>Colac Otway S</b>		Skenes Creek North	Rokewood Junction	Mount Duneed .....3216
Aire Valley .....3237	..... 3233	..... 3233	..... 3351	Newcomb .....3219
Alvie .....3249	Stonyford ..... 3260	Stonyford ..... 3260	Ross Creek ..... 3351	Newtown .....3220
Apollo Bay .....3233	Sugarloaf ..... 3221	Sugarloaf ..... 3221	Russells Bridge ..... 3331	Norlane .....3214
Balintore .....3249	Swan Marsh ..... 3249	Swan Marsh ..... 3249	Scarsdale ..... 3351	North Shore .....3214
Barongarook .....3249	Tanybryn ..... 3249	Tanybryn ..... 3249	She Oaks ..... 3331	Ocean Grove .....3226
Barongarook West .....3249	Warncoort ..... 3243	Warncoort ..... 3243	Shelford ..... 3329	Point Lonsdale .....3225
Barramunga .....3249	Warrion ..... 3249	Warrion ..... 3249	Smythes Creek ..... 3351	Point Wilson .....3212
Barwon Downs .....3243	Weeaproun ..... 3237	Weeaproun ..... 3237	Smythesdale ..... 3351	Portarlington .....3223
Beeac .....3251	Weering ..... 3251	Weering ..... 3251	Springdallah ..... 3351	Rippleside .....3215
Beech Forest .....3237	Whoorel ..... 3243	Whoorel ..... 3243	Staffordshire Reef ..... 3351	St Albans Park .....3219
Birregurra .....3242	Winchelsea ..... 3241	Winchelsea ..... 3241	Steiglitz ..... 3331	St Leonards .....3223
Bungador .....3260	Wingeel ..... 3321	Wingeel ..... 3321	Stonehaven ..... 3221	Staughton Vale .....3221
Cape Otway .....3233	Wongarra ..... 3221	Wongarra ..... 3221	Sutherlands Creek ..... 3331	Swan Bay .....3225
Carlisle River .....3239	Wool Wool ..... 3249	Wool Wool ..... 3249	Teesdale ..... 3328	Thomson .....3219
Carpentait .....3260	Wye River ..... 3221	Wye River ..... 3221	Wallinduc ..... 3351	Wallington .....3221
Chapple Vale .....3239	Wyangta ..... 3237	Wyangta ..... 3237	Werneth ..... 3352	Wandana Heights .....3216
Colac .....3250	Yeo ..... 3249	Yeo ..... 3249	Wingeel ..... 3321	Waurm Ponds .....3221
Colac East .....3250	Yeodene ..... 3249	Yeodene ..... 3249		Whittington .....3219
Colac West .....3250	Yuulong ..... 3237	Yuulong ..... 3237		
Coragulac .....3249			<b>Greater Geelong C</b>	<b>Surf Coast S</b>
Cororooke .....3254			Anakie ..... 3221	Aireys Inlet .....3231
Corunnun .....3249	<b>Golden Plains S</b>		Armstrong Creek.....3217	Anglesea .....3230
Cressy .....3322	Anakie ..... 3221		Avalon ..... 3212	Bambra .....3241
Cundare .....3251	Bamganie ..... 3333		Balliang ..... 3340	Barrabool .....3221
Cundare North .....3251	Bannockburn ..... 3331		Bareena ..... 3220	Bellbrae .....3228
Dreeite .....3249	Barrunah Park ..... 3329		Barwon Heads ..... 3227	Bells Beach .....3228
Dreeite South .....3249	Batesford ..... 3221		Batesford ..... 3221	Benwerrin .....3235
Elliminyt .....3250	Berringa ..... 3351		Bell Park ..... 3215	Big Hill .....3231
Eurack .....3251	Berrybank ..... 3323		Bell Post Hill ..... 3215	Birregurra .....3242
Ferguson .....3237	Cambrian Hill ..... 3352		Bellarine ..... 3221	Boonah .....3235
Forrest .....3236	Cape Clear ..... 3351		Belmont ..... 3216	Breamlea .....3227
Gellibrand .....3239	Corindhap ..... 3352		Breakwater ..... 3219	Buckley .....3240
Gellibrand Lower .....3237	Cressy ..... 3322		Breamlea ..... 3227	Connewarre .....3227
Gerangamete .....3243	Dereel ..... 3352		Ceres ..... 3221	Deans Marsh .....3235
Glenaire .....3238	Duridwarrah ..... 3342		Clifton Springs ..... 3222	Eastern View .....3231
Grey River .....3221	Durham Lead ..... 3352		Connewarre ..... 3227	Fairhaven .....3231
Horden Vale .....3238	Enfield ..... 3352		Corio ..... 3214	Freshwater Creek .....3216
Irrewarra .....3249	Garibaldi ..... 3352		Curlewis ..... 3222	Gherang .....3240
Irrewillipe .....3249	Garibaldi ..... 3352		Drumcondra ..... 3215	Gnarwarre .....3221
Irrewillipe West .....3249	Gheringhap ..... 3331		Drysdale ..... 3222	Inverleigh .....3321
Jancourt East .....3266	Grenville ..... 3352		Fyansford ..... 3221	Jan Juc .....3228
Johanna .....3238	Haddon ..... 3351		Geelong ..... 3220	Lorne .....3232
Kawarren .....3249	Happy Valley ..... 3360		Geelong East ..... 3219	Modewarre .....3240
Kennedys Creek .....3239	Hesse ..... 3321		Geelong North ..... 3215	Moggs Creek .....3231
Kennett River .....3221	Illabarook ..... 3351		Geelong South ..... 3220	Moriac .....3240
Larpen .....3249	Inverleigh ..... 3321		Geelong West ..... 3218	Mount Duneed .....3216
Lavers Hill .....3238	Lethbridge ..... 3332		Grovedale ..... 3216	Mount Moriac .....3240
Marengo .....3233	Linton ..... 3360		Hamlyn Heights ..... 3215	Ombersley .....3241
Mount Sabine .....3236	Mannibadar ..... 3360		Herne Hill ..... 3218	Paraparap .....3240
Murroon .....3243	Maude ..... 3331		Highton ..... 3216	Pennyroyal .....3235
Nalangil .....3249	Meredith ..... 3333		Indented Head ..... 3223	Torquay .....3228
Ombersley .....3241	Morrison's ..... 3334		Lara ..... 3212	Wensleydale .....3241
Ondit .....3249	Mount Bute ..... 3324		Leopold ..... 3224	Winchelsea .....3241
Pennyroyal .....3235	Mount Mercer ..... 3352		Little River ..... 3211	Winchelsea South .....3241
Petticoat Creek .....3233	Murgheboluc ..... 3221		Lovely Banks ..... 3221	Wurdiboluc .....3241
Pirron Yallock .....3249	Napoleons ..... 3352		Manifold Heights ..... 3218	
Separation Creek .....3221	Newtown ..... 3351		Mannerim ..... 3222	
Simpson .....3266	Nintingbool ..... 3351		Marcus Hill ..... 3222	<b>Queenscliffe B</b>
Skenes Creek .....3233	Piggoreet ..... 3351		Marshall ..... 3216	Point Lonsdale .....3225
	Pitfield ..... 3351		Moolap ..... 3221	Queenscliff ..... 3225
	Pittong ..... 3360		Moorabool ..... 3221	Swan Island ..... 3225
	Rokewood ..... 3330			

### Attachment 3 - Application form questions

The Give Where You Live Foundation asks standard questions across our Grant Rounds. To help you prepare your application, we provide these and the character limits for your information below. You can also copy these into Word to help draft your application prior to accessing the online form:

Question	Tips for responding	Word/character limit
<b>Briefly describe your organisation. The Give Where You Live Foundation will use this in our promotional materials if your application is successful.</b>	Keep this as short, sharp, and relevant as possible. We will use this to promote successful grantees in our marketing material. Your annual report will provide us with in-depth information on your organisation	300 characters (approx. 50 words)
<b>Is there a key location or key locations your project or service will be delivered in?</b>	If you work across a specific LGA or in a specific postcode, we ask you to select it from the list. You will not have to select specific suburbs if your application relates to an entire LGA or the whole G21 region. This information is not assessed but will be used for our reporting purposes.	N/A – this is a set list
<b>Please provide a summary of your grant request including what you will use the funds for and the change you expect to see from your project. This summary will be used by Give Where You Live Foundation in marketing material if your application is successful.</b>	Keep this as short, sharp, and relevant as possible. We will use this to promote successful grantees in our marketing material.	300 characters (approx. 50 words)
<b>Describe the community need your organisation has identified in the G21 region.</b>	Explain to us the services gap or community need you have identified. Use evidence that verifies and supports this need. This can be data, stories, research or anecdotal evidence from your organisation.	2500 characters (approx. 400 words)
<b>Describe your project or activity, clearly stating how you will implement your project and what you want to do with the funds.</b>	Tell us what you are proposing to do to address the gap or community need that you have identified.	2500 characters (approx. 400 words)

Question	Tips for responding	Word/character limit
<b>Who will benefit from your proposed project or activity?</b>	Provide details of who will benefit from your project / activity, and any relevant demographic information such as gender, age, or other specific population groups (where relevant). Also include information on those which may indirectly benefit from the program, such as family, friends or the wider community.	2000 characters (approx. 300 words)
<b>Describe who will implement your project or activity.</b>	Include relevant staff / volunteers, skills and qualifications needed to complete the project or activity. Your response to this question will demonstrate that you have the right people in place to oversee successful delivery of the project.	1500 characters (approx. 250 words)
<b>What partners will you work with and how will you work with them in the delivery of this project?</b>	Include information on how you will collaborate with other organisations and/or services to deliver your proposal, and what role they play in supporting your work and the delivery of outcomes. This could include referrals in and out of your project or collaborating on key parts of the project.	1500 characters (approx. 250 words)
<b>What short-term and long-term changes do you expect to see from your proposed project or activity (outcomes and impacts)?</b>	This includes changes for the people receiving the service or participating in the project, their connections, and the wider community. If your project relates to capital works and equipment, your response here will focus on what the equipment or capital works will do for your business and the wider community.	2500 characters (approx. 400 words)
<b>Select the primary and secondary measure/s you will report back on as part of your Grant Agreement.</b>	The primary measure options available to you will be linked to the primary focus area of the grant round you're applying for. If your application is successful, we will expect you to include data on these measures in your reports. The list of measures is available in <a href="#">Attachment 1</a> .	N/A – this is a set list

Question	Tips for responding	Word/character limit
<b>How many people do you expect to assist related to your primary measure?</b>		N/A this is a number
<b>How will you capture and measure the difference made by your project or service (what tools/methods will you use)?</b>	Once you've identified what you will measure and the changes you expect to see, please describe how you intend on capturing and measuring this information. Examples include capture of key data through service delivery, feedback and surveys, stories of change etc. If there are any additional measures relevant to your project or activity please note them here.	1000 characters (approx. 200 words)
<b>Please outline any risks which may affect the completion of your project, and how will you mitigate against them.</b>	Include information related to the potential impact of COVID-19 on the delivery of your project or activity. We appreciate that challenges and issues can crop up and are simply looking for consideration of these in your planning, and thinking around how you might reduce the likelihood and impact of these.	2000 characters (approx. 300 words)
<b>Please explain how you intend to spend the funds and any additional financial details that may be relevant to your grant request.</b>	Please describe how you intend on spending the requested funds, and how major budget lines have been calculated. Additional information could include: if you are seeking or have received additional funding from other sources; if you are providing in-kind resources that will support the implementation of your project; if your audited financials show organisational reserves or deficits. If you work with National Disability Insurance Scheme (NDIS) participants, make sure this is clear in your response, including whether your service is exclusively for NDIS participants.	2000 characters (approx. 300 words)

#### Attachment 4 - Other information we ask from you

- Contact details of your CEO and person to be contacted about the application
- Tax Charity Concession (TCC), Deductible Gift Recipient (DGR) and Australian Charity and Not-for-profit Commission (ACNC) statuses
- Type of grant are you applying for (small or regular)
- Grant amount requested
- Budget breakdown:
  - Salaries
  - Consultants and professional fees
  - Travel
  - Minor capital works and equipment (maximum \$10,000)
  - Food items (maximum \$5,000)
  - Printing and copying
  - Overheads
  - Marketing
  - Research and evaluation
  - Other
  - Total expenses will auto calculate (and should match your Grant Amount Request)
- You will need to declare that:
  - I declare that the information in this application and any attachments is true and correct at the time of submission and I am authorised to submit the application on behalf of the organisation. If successful, we will meet the conditions of the funding agreement.
  - I understand that Give Where You Live Foundation 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.

#### Attachment 5 - Required documents and attachments

- Annual report or, if you don't publish an annual report, a document listing board members or committee of management, a list of senior staff and a summary of activities/accomplishments in the last year.
- Audited financial statements (if separate from annual report), or if you don't have audited financial statements, a copy of revenue and expenses for the last financial year and a statement of organisational assets and liabilities.
- A copy of your DGR and TCC status
- A letter of support from any school or organisation listed as being key to the delivery of your project.
- Quotes or estimates if requesting funds for minor capital works, equipment and/or consultancy.
- Video or media that promotes your organisation's work (due to upload limits, this can only be included for us to review as an URL).



## Attachment 6 - Tips for applying

### Can I apply for multiple activities?

Yes. In consolidating our grant rounds you are able to submit for multiple activities or projects within a single grant application. You will still need to ensure clear information on the need identified, your proposed activities / projects and the change you are seeking, however this can cross over multiple areas. You can also select multiple measures to report back on which will also help reflect the impact of your different activities.

### Read the documentation carefully

The documentation not only tells you what you need to do by when, it also tells you what we're looking for in projects to fund. Reading through everything we've made available to you will ensure you are writing a competitive application.

### Use evidence to support your claims

We know you are expert at what you do, but you need to show us and take us on this journey. The best way to do this is by using evidence to support any claims you make, especially when describing the need for your project. We recommend using a combination of quantitative (numbers) and qualitative (stories) data to put forward a compelling case.

### Make sure you answer the question

This sounds simple, but often applicants can be overwhelmed by character limits and wanting to put forward all their expertise in their application. A shorter response that answers the question is easier to assess against selection criteria than a longer response that contains information unrelated to the question.

### Use clear and concise language

Also referred to as plain English or plain language, this makes it easier to read your application. This means shorter sentences, direct language, and fewer words. Don't forget we use community members as part of the assessment process, so keep this in mind when writing, and avoid acronyms and jargon where possible.

For more tips in writing grant applications you can check out The Grants Hub - <https://www.thegrantshub.com.au/grant-resources>

### Prepare your application in Word first using the questions in [Attachment 3](#)

Responding to the questions in Word first allows you to play with the structure of your application and run the all-important spell check. This will also save you from any web-form issues that result in data losses. Once you are ready you can simply copy and paste this into the online form.

### Pay attention to character limits!

The form will not accept text that goes above the set character limit. Exceeding the limit will result in unfinished sentences. We have provided the character limits, along with an approximate number of words alongside the questions in [Attachment 3](#).

## **You can save your application and come back to it**

We use Formstack to manage application submission. This platform allows you to save your application and come back to it later, however, there are some things you need to be aware of before you do this!

The first is that you must use the most recent 'save link' when returning to the form or you will lose your work! Unfortunately, we can't do anything to help you retrieve it if this happens! This is also why we recommend drafting in Word or another program first and pasting it into the application form when it's ready.

The second is that attachments uploaded to Formstack don't save when you save the form, so we recommend you leave uploading these until you're ready to submit.

## **Make sure you use the most recent save link!**

Once you've saved your application in Formstack, you must use the most recent 'save link' when returning to the form or you will lose your work! Unfortunately, we can't do anything to help you retrieve it if this happens! This is also why we recommend drafting in Word or another program first and pasting it into the application form when it's ready.

## **Don't add attachments until you're ready to submit!**

You may need to attach some documents to your application, such as your Annual Report or letters of support for your project.

Formstack doesn't save attachments when you save your form. We recommend you add these just before submitting.

## **We don't publish an Annual Report!**

That's ok! If you don't publish an annual report, we need some more information about your organisation. Please attach a document listing board members or committee of management, a list of senior staff and a summary of activities/accomplishments in the last year.

## **We don't have audited financial statements!**

That's ok! If you don't have audited financial statements, we need some more information about your organisation's financial position. Please attach a copy of revenue and expenses for the last financial year and a statement of organisational assets and liabilities.

## **Get Feedback**

If you have previously applied for funding from the Give Where You Live Foundation, whether successful or unsuccessful, you should contact the team to get feedback. We offer both written and face to face (or zoom) feedback on your grant applications and collate this feedback from the Community Grant Review Panellists and Give Where You Live selection panel.

## **Attachment 7 – Tips for applying for minor capital works and equipment**

When applying for minor capital works and equipment, you need to explain why it is needed and what it will allow your organisation to do. We have created some additional tips to help you apply, but make sure you read these alongside the questions provided at [Attachment 3](#).

### **Describe the community need**

Before you decided to apply for funding, you will have already identified a community need. Your organisation may already be addressing it with a project or service that the minor capital works or equipment will support, or you may need the minor capital works or equipment to implement the project or service.

### **Describe your project or activity, clearly stating how you will implement your project and what you want to do with the funds.**

You need to explain the project or activity that will be supported by the minor capital works or equipment. What will the equipment or the works enable you to do as an organisation? Which project or service will it support? The project is not just the purchase of the equipment or the minor capital works, it is what you can then achieve with this purchase.

### **Who will benefit from your proposed project or activity?**

While your staff and volunteers might benefit from the minor capital works or equipment, they would be considered secondary beneficiaries and will not be the only people to benefit from the proposal. Consider more widely; who are the beneficiaries of your organisation, or the specific service or project this proposal will support? Will there be some benefit to the wider community? Linked to your activity above, what does this enable your organisation and how does this better support members of your community?

### **Describe who will implement your project or activity.**

This question is assessed against the governance criteria. What we want to understand with this question is who is overseeing your project or service that the proposal will support and are they appropriately qualified. We will also need to understand who is overseeing any minor capital works. We will only need to know who is responsible for purchasing and installing equipment if it requires specialist knowledge.

### **What partners will you work with and how will you work with them in the delivery of this project?**

Tell us about any organisations that are key to the service or project the minor capital works or equipment will support. Make sure you explain their role in your service delivery – for example if they refer clients or provide transport.

### **What short-term and long-term changes do you expect to see from your proposed project or activity (outcomes and impacts)?**

Tell us what these minor capital works or this equipment will enable your organisation to do. What change will it allow you to make for your service users and the wider community? Consider the impact beyond the initial purchase or completion of the capital works.

### **If you're struggling, reach out!**

We're more than happy to help you articulate your responses, so get in touch with [the team](#) if you've hit a roadblock or you're not sure how to answer a question.