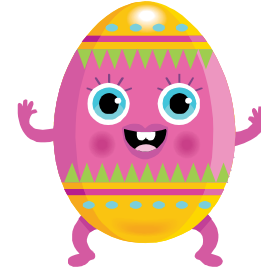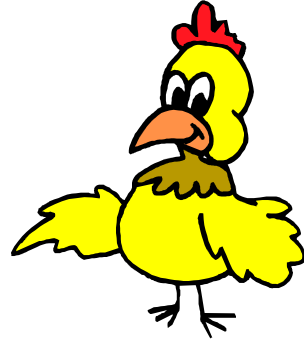# Funding Submission

Tips and Ideas

Bob Lester

Wollondilly Shire Council

Community Projects officer

October 2011

What comes first or

- The opportunity to make a funding submission comes up

Or

- An idea or project that needs some funding

Know why people are giving out grants

- **Community goodwill**

  Woolworths, IMB, IGA, Illawarra Coal

- **Supporting a particular cause or target group**

  St George Bank NSW Sport and Recreation

- **Dispensing public funding**

  Council, Community Builders, Government Agencies

- **They have to** Mulwaree Trust

Initial Planning

- Read the guidelines
- Attend any Information Sessions
- Plan Ahead – make your idea project **Travel Ready**
- Collect all your basic organisational information – ABN, Bank Account, GST status, who can sign the form
- Will you be ready to start the project when funding available
- Have you acquitted all funding previously obtained?

More tips

- Build relationships with funding group, let them know about you other than in a funding application
- Get on their email lists, newsletters
- Know the different styles of applications A tender, EoI, staged application, a letter, online form only
  Practice doing them all

Doing the application

Learn to write smart

- Plain English
- Few adjectives
- Write in Dot form
- Answer what the question is trying to learn from you
- Don't repeat information from Q to Q

Financial component

- Learn about Budgets
- What is your organisation's model for on-costs, costing projects, what they will provide in cash or in-kind
- Budget = A plan in $$ that reflects what you have said in words

Financial stuff

- Don't go over any limits
- Show that you have thought about the budget
- Just don't ask for the maximum amount
- Check how to treat GST
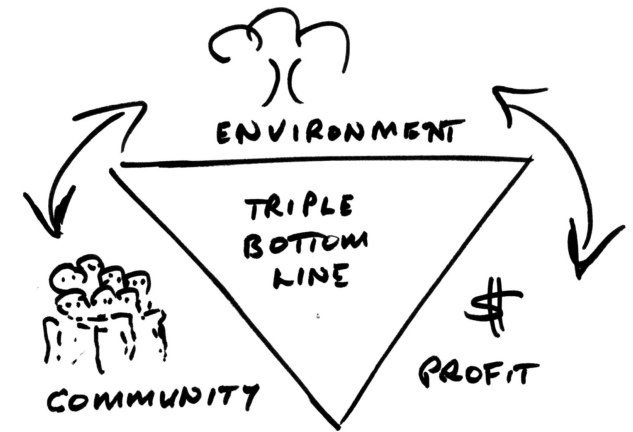
In your application

Project name – meaningful and one that many people can relate to and understand

- Location
- Target group
- Idea
- Can't be misunderstood or misspelt

Your idea's Brand Name

Issue and Solution

- What is the issue and include some basic statistics

    Census, Council Info, own survey, national survey, Service stats,

- What are you going to do about the issue

    Be explicit !!

- Highlight the benefits to community <u>not</u> your organisation

- Highlight the benefits to the funding body

Attachments

- Only provide those that are requested and in the format they allow
- Have a copy of latest Organisation's Balance Sheet/P&L available
- Use real life situation photos not generic ones off the web or clip art

Other tips

Helpful Tips

- White space is Ok – don't just fill it up with words for the sake of it
- Check how they want the application sent
- Allow time for computer over loads for online applications
- Don't leave it to the last day
- Simple staple in the top right hand corner on white paper

Meaningful statistics

- Evidence that your project or idea is needed
- Census data – available through council's website broken down into village areas
- Needs of community – Council's Strategic Plan and Action Plans, Asset Maps
- Crime Statistics – BOSCAR information by LGA plus Hot spot map
- Social Trends and national surveys - ABS
- Own statistics – client numbers, non service numbers, surveys of community needs