The Grants Help Guide

A 'how to' guide on Community Grants

Contents

The City of Mandurah is committed to supporting local people and community groups through various grant funds or opportunities.

The Grants process from beginning to end

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STEP 5	STEP 6	STEP 7	STEP 8
Applicants notified of outcome	Sign Agreement Form. Create invoice and send to the City.	Run project or event	Submit grant report (Acquittal)

Step 1: Where to begin

- Read the Grant Guidelines for the applicable grant.

- If you think your idea meets the City's priority areas contact one of our Community Development Officers, or the Grants and Funding Officer to get feedback on your project or idea.

- Check out the online application form. The Activity must be delivered within the City of Mandurah.

Step 2: Round opens – start online application

Community grant applications must be submitted online during the grant round application dates through mandurah.smartygrants.com.au.

- Register – create a login and password (after that just login).

- Word limits apply to most sections to encourage conciseness.

- Some sections are locked – just go to next page.

- You can leave the form and return to work on it until you are happy with it. Remember to press 'Save' each time you edit.

If you would like feedback on your application prior to submitting, you can contact the Grants and Funding Officer.

For a step by step 'how to' use the SmartyGrants online system go to page 12.

The Applicant and Incorporation

To be an applicant your group must be incorporated or seek another organisation to 'auspice' the project.

An auspice organisation takes legal responsibility and receives the grant money on your behalf. They are responsible for ensuring the project is completed on time and for finalising the acquittal of the grant, including submitting the final reports.

Interested in becoming incorporated? Head to the following website for more information: www.consumerprotection.wa.gov.au/inc-guide-incorporated-associations-western-australia/steps-becoming-incorporated-association

Step 3: Upload required documents and submit the application

The following documents must be uploaded:

- Certificate of Incorporation (if not already supplied previously) – A group 'registered' as an incorporated group is a legal 'identity' as distinct from the individuals who make up the group. The incorporated body can apply for funding and receive insurance etc.

- Written quotes – Dated within three months of the application, with the business ABN displayed on the quote.

- Letters of support – Letters written by another organisation to express their support of your project.

- Public Liability Insurance – You will need to submit a certificate of currency as evidence of your organisation's Public Liability Insurance.

To upload these documents they need to be on the computer you are working from e.g. a scanned copy of the document (PDF) or a Word or other electronic document.

Click **Submit** when you are ready to send the form.

Submit your application before the closing date – no extensions will be given.

Hint: Many of the sections in the form have compulsory fields and unless these are completed the system will not allow you to submit.

Step 4: Round closes and assessments are made by panel

Once the round closes the following process takes place:

1. The Grants and Funding Officer will review all applications and may seek additional information.

2. A panel of senior staff from the City of Mandurah Community Services business unit will meet approximately two weeks after the grant round closes to assess applications.

3. The panel considers several factors when making their decisions, including value for money, benefit for the wider community and how the project meets community needs.

4. The panel may choose to approve the full funding amount requested, approve partial funding, set specific conditions for the funding, or decline the application.

Please keep in mind that the City's grant funds are competitive, and not all applications will be successful, even if they meet the eligibility criteria.

Step 5: Applicants notified of outcome

The City will notify all applicants of the outcome of their applications, usually within 6 weeks of the date of lodgement. Successful applicants will need to follow the steps below to receive the funds.

Unsuccessful applicants can request feedback. Please note the decision is final.

Step 6: Complete agreement form and create an invoice

For the City of Mandurah to release funds you need to:

1. Sign the grant agreement and return it to the City. Please check the agreement carefully, noting any conditions and the acquittal process.

2. Accept the Grant Offer and Agreement on SmartyGrants.

3. Provide an invoice with your organisation's ABN via Smarty Grants. Note the GST conditions below. You may also be asked to complete and submit a New Supplier Form.

An **Agreement** is a legal contract between the City and an organisation. It specifies the terms and conditions of the funding. The agreement needs to be signed and returned to the City of Mandurah for the contract to be valid.

Invoicing

To receive grant funding, your organisation needs to create an invoice and send it to the City of Mandurah.

The type of invoice you create will depend on whether your organisation is registered for GST:

- Invoice – Organisations NOT registered for GST create an Invoice as a request for payment.
- Tax Invoice – Organisations registered for GST create a Tax Invoice to request payment. The Tax Invoice must state that the fee is GST inclusive. A Tax Invoice needs to add on the GST to the grant amount approved by the City.

See the invoice guide on Page 6.

Acknowledging the City of Mandurah's support

It is important to acknowledge the City in the marketing of your project that has received grant funding. This helps us promote grants to other groups. You can do this by;

1. Using (with approval) the City's 'Proudly Supported By' logo.

2. Using the following words in your marketing (flyers, brochures and advertisements); "Proudly supported by the City of Mandurah's Community Grants Fund".

3. Acknowledging the City during speeches. E.g. *'this project is supported by the City of Mandurah's Community Grants Fund.'*

Note: City logo usage must be approved prior to use. Email hcc@mandurah.wa.gov.au for more information.

More marketing tips are provided on page 9.

Changes to your project / event

If there are significant changes to timing of your project or an inability to meet the funding agreement, you need to request a variation to the grant agreement.

You can do this by contacting a Grants and Funding Officer and discussing the change. A **Variation Request** application will need to be submitted for approval.

Step 7: Run project or event

Commence your project or event. Keep records of all activities and expenditure for reporting.

Step 8: Complete Grant Report (Acquittal)

The report on completion of the grant period is called an acquittal. You need to report on the outcomes of your project against your objectives as well as submit a financial report on the income and expenditure of your project. Login to mandurah.smartygrants.com.au and use the same login and password that was created for the application and submit the report.

Financial Reporting

Supply copies of invoices that relate to expenditure as stated in the agreement.

Partnership Fund: supply an annual financial statement that outlines the income and expenditure related to the Partnership Fund project along with copies of bank statements form the organisation and/or copies of receipts demonstrating that the money was spent according to your grant application.

A Guide to Invoicing

Registered for GST?

Create a **TAX Invoice.**

State your ABN.

The grant agreement specifies the amount allocated not including GST eg. $1000.

In a TAX Invoice add GST so that the total amount *includes GST*.

In the description of invoice quote the Application ID and project title.

Example Tax Invoice

Not registered for GST?

Create an **Invoice.**

State your ABN

In the description of invoice quote the Application ID and project title.

Example Invoice

What to include when planning: Tips for developing great projects

Partnership

Committee

Target audience

YOUR IDEA

$ Sources

Benefits

Free stuff

Think Big!

Ask yourself questions, such as:

- Who could we partner with to get more benefit for the community?
- What are the benefits to the community of this idea?
- Which groups in our community could benefit? (Target Audience)
- How else can the wider community be involved and engaged?

What are the benefits to the community?

Projects often start because of a perceived need. For example, an identified lack of access to social activities for seniors, transport challenges for a particular sector, and

few opportunities for young people to express themselves artistically.

With any brilliant idea it is important to consider the benefits it will bring to the community. A project that demonstrates strong community benefits is more likely to gain support. Clearly outlining these benefits will also help you to describe the expected outcomes in your application.

Invite feedback

Invite others to think about your project and give you feedback. Consider holding open meetings within your group, with the local school, businesses, community organisations and others in that area.

Tips for developing great projects

Allow your project idea to evolve.

Inviting feedback could mean your project evolves in a different way.

Funding bodies will have their own objectives. Be open to seeing how your idea could evolve to meet others needs and yet still meet yours.

Useful questions to help your idea evolve:
- Who could we get feedback from?
- What ways could this idea evolve?

Have a clear plan and timeline for implementation.

Detail what, where, when and how. Some useful questions:
- What needs to happen first?
- Who is the best person for that role? When does ... need to happen?
- How could we do that more simply? How could we evaluate this?
- What is the back-up plan if that goes pear shaped?

Additional funding options

Consider a range of funding sources so your project is not reliant on one source.

The City of Mandurah provides free access to Grant Guru, a comprehensive grants database, through its website. This platform can help you identify potential funding opportunities from various sources, including government grants, corporate sponsorships, and philanthropic foundations. Be sure to check the funder's requirements carefully, as some may have specific eligibility criteria. For example, some funders will only accept applications from organisations who have DGR (Deductible Gift Recipient) status with the ATO.

Grant funding providers

City of Mandurah	mandurah.wa.gov.au/community/Support/grants-and-sponsorship/Community-and-individual-grants
Department of Local Government, Sport and Cultural Industries	dlgsc.wa.gov.au/funding/sport-and-recreation-funding
Alcoa	alcoa.com/australia (or google Alcoa and becoming a partner)
Lotterywest	lotterywest.wa.gov.au/grants
Australia Post	auspost.com.au/about-us/supporting-communities/grants
Bendigo Bank	bendigobank.com.au/community/foundation/community-grants/
RAC	rac.com.au/news-community/sponsorship/community-sponsorships
Comm Bank	commbank.com.au/grants
Rio Tinto	riotinto.com/en/operations/australia/iron-ore-western-australia/western-australia-communities
Office of Multicultural Interests	omi.wa.gov.au
The Awesome Foundation	awesomefoundation.org
Macquarie Group	macquarie.com/au/en/about/community.html
Shire of Murray	murray.wa.gov.au/community-and-services/community-development/funding-and-grants

Grant directories

GrantConnect	grants.gov.au
Department of Communities	wa.gov.au/organisation/department-of-communities/community-grants-directory
Grant Guru	grantguru.com/au/mandurah

Marketing and promotion

Promoting widely means more people benefit. Keep your promotions short, to the point, positive and eye catching. Consider:

- Fliers/Posters
- Social Media pages and ads
- Website
- Roadside banner
- Email distribution list
- Editorial or advertisement in the local newspaper
- Press releases
- Presentations to local service clubs
- Community radio announcements
- Networking opportunities with community groups

Remember to acknowledge the City of Mandurah's support. Check with a Grants and Funding Officer for approval if you are using our logo.

Evaluation of your Project

Evaluation is an important part of the grant process. It provides a way of recording your successes, reflecting on how you could improve for next time and ensuring grant reporting requirements are met. Plan how to evaluate before you commence your project. Consider including:

- Photos of committee, milestones, participation, project in action
- Copies of newspaper advertising or fliers/posters produced
- Record of participation/attendance at projects/events
- Record your observations of group/event. 'The event was...'
- Qualitative interviews – asking open ended questions of participants and identifying key themes that emerge
- Surveys or opinion polls of participants/providers
- Group interviews/discussion
- Sentence completion cards. E.g., 'The best thing about this event is...'
- Report on new or stronger partnerships developed through the project
- Graphs showing specific pre and post data
- Written stories highlighting impact/outcomes of the project: betterevaluation.org

Using photos of participants of your project.

Using photos of anyone under 18 years of age requires written consent.

Record their name, signature and a phone number in case you need to check details. One option is to have a consent form as part of the written RSVP for an event. For bigger events put up a large sign advising that photos will be taken at this event and to notify organisers if there is a concern.

Grant writing tips

1. **Know the aims of the grant you are applying for**

   Read the guidelines several times so they are clear in your mind.

2. **Be clear, concise and to the point**

3. **Present clear and realistic goals that are measurable**

   While it is great to think big and be creative with your project ideas, it's essential to consider whether your goals are achievable and realistic given the resources available. The funding body will be looking for projects with well-defined, manageable objectives that align with their own funding goals.

4. **Show the level of support for your project**

   Sometimes this is referred to as "In Kind" support. It means any contribution to the project that is not money, including donation of goods or services.

   Detail the kind of support you are receiving for your project; donations of goods, donations of time such as professional expertise and volunteer labour, steering committee involvement and support from other organisations.

   Examples:
   - Committee of 5 volunteers will meet fortnightly to progress the project for the next 3 months.
   - Donation of a Fridge by XYZ company - valued at $900.
   - ABC Accountancy volunteering expertise to manage the project budget x 10 hours - estimated value $1000.
   - Committee members will paint the fence x 6 hours.
   - Department of ... are assisting with providing venue for free and are part of the organising committee.

5. Demonstrate collaboration with other organisations

Strong collaboration with other organisations and groups show willingness to step outside of your own patch and build community connections. These are often referred to as partnerships by grant funders. They are seen as creating more reach in the community and creating sustainability in the long term.

6. Outline the strengths of your organisation to implement this project

If you have experience or skills in the project/event that you are proposing, then this is important information for the funder to know.

7. Ensure your budget is concise, clear and adds up

The budget you submit says a lot about your project and shows whether you have considered costs accurately. For example, put in a line item for stationary but not a separate line for pens then paper etc. The budget also needs to demonstrate value for money. Your budget costs must be supported by the quotes you provide.

8. Use relevant research to back up your project idea

While not always necessary, good relevant statistics can provide validity to your idea. Ensure that any reference to research is relevant and concise. The City of Mandurah website has free demographic information about Mandurah residents: forecast.id.com.au/mandurah and if you want to search for articles relevant to your idea go to scholar.google.com.au

9. Proof-read the application before submission

Ask someone who doesn't know your project to read and give you feedback on any gaps or areas for improvement. This person will be able to tell you if there are parts that aren't clear. Also get someone to proof-read for spelling, grammar, tone, style and punctuation.

10. And don't...

- Assume the funder knows what your organisation does, what the organisations strengths are, details of your project or why this is a good idea.
- Write in the first person or use personal pronouns.
- Inflate budget figures to get more money.
- Include attachments without referring to them.

How to use the online grants system

1. **Go to the Community Grants section of the City of Mandurah website:**
    www.mandurah.wa.gov.au/community/support/grants-and-sponsorship/community-and-individual-grants.

    Expand the applicable grant and click **Apply now**.

    Or go straight to the City of Mandurah online SmartyGrants webpage:
    mandurah.smartygrants.com.au.

2. **Application forms can only be commenced and submitted when the funding round is open for that grant.**

    Call or email the City of Mandurah Grants and Funding Officer if you need help. Details are on the bottom of the webpage for your reference at any stage before, during or after a grant round.

3. **If the grant round is open either click on the Login tab or the grant round itself. This will take you to the login or register page**

4. **New to SmartyGrants?**

    Read the instructions and complete the **Register** fields first.

    Ideally use a work email and a strong password. This same email and password are needed to submit grant reports and for future grant applications.

    All future correspondence regarding the grant from City of Mandurah will go to the email supplied at registration.

    If you need to change the registered contact person or email for your organisation, please contact the Grants and Funding Officer.

    You only ever register once! Any time after this use the **Login** on the left.

    If you can't recall your password, click on the **'forgot your password'** icon below and SmartyGrants will resend you a password.

    Check your junk mail if you can't find an email from them.

5. **Commencing your application.**

    Ensure you have read the grant guidelines and spoken to a Community Development Officer or the Grants and Funding Officer about your idea.

    If a grant round is open you can commence the application process.

    a. Ready to start? Click on the **Start a Submission** Button (then if not already done, complete the login or registration)

        Depending on the time of year one or two grant streams will be available. Choose which funding stream you wish to apply for:

        - Community Grant (Bi-annual grants of up to $5,000)
        - Partnership Fund (grant offered annually for up to three years of funding)

    b. If you wish to see the form before commencing it click on **Review Form**.

    c. Click on **Save Progress** button regularly, to save data entered as you go.

    d. Click on **Previous Page** or **Next Page** to look at different pages, forward and back throughout the form as you wish. This is handy if you want to change what you have written previously or see what sections are coming up ahead.

e.   Sometimes additional information is requested. Click on **Attach a File**. This allows you to select a document located on your computer to be uploaded. This becomes attached to your application for additional viewing.

You can attach files such as a flier for the event from a previous year, letters of support, background reading or any other document that is specific to your project and adds weight to your application

f.   Complete the application at your own pace and submit the application while the grant round is open. Click **Save and Close** and you can come back to the application days or weeks later to continue where you left off.

g.   To go back into the application, you will need to Login then click on **My Submissions** tab up the top.

h.   If you wish to save a copy of your application to your computer or forward to someone for reviewing, go to the last page of the application form which is the review page. At the top you can save to your computer. Alternatively, you can email it to someone from there.

i.   Sometimes a Community Development Officer or the Grants and Funding Officer may request to view your grant application in order to assist you. If that happens, you will receive a computer-generated email with a link to click to **Give Access**, allowing the officer to view your application.

This enables the officer to view your application. They cannot edit your form, but they may make suggestions as to how to improve it.

j.   When you are happy that your application is ready for submitting and have had someone else proofread it, click the **Submit** button.

- City of Mandurah staff cannot view your application prior to submission unless you give permission.
- You will only be able to click on submit once you have completed all the required fields in the form.
- You must submit your application prior to the grant round closing.
- Once submitted the application can no longer be edited, unless invited by a City of Mandurah staff member.

If you want further technical support to get started and complete your online application you can download a help guide at help.smartygrants.com.au/display/help/Help+Guide+for+Applicants.

Your notes