



Australian Men's Shed Association
SHOULDER TO SHOULDER

GRANT WRITING GUIDELINES



1. ORGANISATIONAL DETAILS

- All submissions will require detailed organisational information
- Be prepared and have this information saved in a folder –copy and paste- can be updated when appropriate. (refer to Appendices 1 for template)
- Information will normally be required on:
 - + **Name** of the organisation
 - + **Address** of the organisation (street address and postal address)
 - + **Contact details** for at least two contact people for the organisation (including email addresses).
 - + The **type of legal entity** (legal status of the organisation e.g. Incorporation)
 - + Your **Incorporation number**, and/or **ABN** number
 - + Whether your organisation is registered for **GST**
 - + **Insurance Details** (i.e. which policies are in place + confirmation eg Public Liability Insurance cover of at least \$20m)
 - + The organisation's **Bank Account Details** (this is the account that, if successful, a grant would be paid into)
 - + **Organisational description**- aims and activities of the organisation, values, how long your agency has existed,
 - + **Management structure**- governance policies/procedures, key staff who will be involved in project management
 - + **Ability** to provide services or project manage-expertise and experience, describe other successful programs, outcomes
 - + **Partners and networks**- how you work with local agencies, businesses, government departments etc

2. FUNDING GUIDELINES

- READ THEM CAREFULLY!!!
- Are you **eligible** to apply?
- What are the **Funding Bodies objectives**?
- **Can you deliver** what you want to do within the funds available?
- Is **priority** being given to certain target groups? Do you meet these requirements?
- Ensure you understand what will **NOT be funded**
- Are there **different categories** of funding AND **separate application forms**?
- Do **background reading on the funding body** -understand their values, strategic direction, what issues are important to them
- Ensure that you understand the **selection criteria**

3. PREPARING FOR THE APPLICATION

- Do you have the necessary **time** to work on the submission?
- Who will “**own**” the submission?
- Preparing an application can take **effort and time**
- The ‘owner’ must ensure that :
 - + all selection criteria are answered
 - + all relevant information included
 - + attachments available
 - + lodged by due date
- **Who else** needs to provide information e.g. Treasurer and the budget
- Ensure everyone knows **the closing date**
- If the application form is **onerous**, allocate/delegate
- Plan to start your application **early** in the application period.

4. WRITING THE APPLICATION

- **Read** the questions carefully
- Do not use **abbreviations, jargon or clichés**
- Keep it **simple and concise**
- Remember **the reader** of your submission may know nothing of your organisation or proposed project- do not assume that they do
- Many applications are **character limited**- this can be very challenging.
- **Selection criteria** usually include:
 - + **What** is the proposed project?
 - + **Why** is it needed?
 - + **Who** will benefit and why?
 - + **How** will you evaluate the project?
 - + **Partnerships**
 - + **Ability** to deliver and manage the project
- **Provide evidence**- eg statistics, ABS data, extracts from local or State Government reports,
- Funding bodies look for **value for money**
- **In kind contributions** – demonstrates your commitment
- Provide **sufficient information** for the funding body to make an informed decision
- Always have a draft submission **read by another person**

5. ATTACHMENTS

- **Compulsory** attachments e.g. audited financial statements, Certificate of Incorporation, Insurance Certificates of Currency
- **Those you have chosen**- showcase your organisation, the work you do. e.g. newsletter, media articles

6. CHECK, CHECK & DOUBLE CHECK

- Read responses several times over several days- you will be surprised at errors that can slip through or how something that read rather well can now look inadequate
- Undertake a **spell check** but remember that some words will not show in error e.g. FROM.....FORM
- Ask **others to read** and make comments
- Have **all questions/sections been completed?**
- Most applications have a **checklist**

7. SUBMISSION

- READ THE INSTRUCTIONS!!!!
- What **date is it due?**
- Can it be **emailed?**
- Are **hard copies** required i.e. posted
- **How many copies are required?** (many funding bodies require two copies)
- If **online application**, submit before due date as “uploading” can be extremely slow if lodged close to the closing deadline.
- **Late applications** are not accepted.
- Some funding bodies will provide a **notification** that your application has been received - keep a copy for future reference.

For any assistance contact
amsa@mensshed.net or 1300 550 009



Grant Information



1. Types of Grants

Grants are available from many different sources such as:

- ✚ Large Corporations (e.g. NRMA, Telstra, major banks, B.P).
- ✚ Philanthropic Bodies (e.g. The AMP Foundation, The Ian Potter Foundation)
- ✚ Government Departments i.e. local Council, State and Federal Government
- ✚ Local Service Clubs (e.g. Rotary, Lions and Apex)

2. Where to Find appropriate grants information-Useful Websites

A range of websites is provided but please be aware that website addresses can change and may need updating.

www.ourcommunity.com.au	contains a huge database of available grants
www.grantready.com	contains a huge database of available grants
https://www.communitygrants.gov.au/	Information on Government grants
www.grantslink.gov.au	Information on Government grants Home page links to each state
www.community.com.au	An Australian Government portal
www.community.grantready.com.au	Grant Guru- automatic email advice on grants
www.grants-gov.au	
http://www.dss.gov.au/grants	Department of Social Services
www.ato.gov.au/nonprofit	
www.bus.qut.edu.au/research/cpns	The Australian Centre for Philanthropy and Non Profit Studies
www.fia.org.au	The Fundraising Institute of Australia
www.nfpn.com.au	The Not- for- Profit Network
www.philanthropy.org.au	
http://www.probonoaustralia.com.au/news/grants	

3. Grant Language

Acronyms Abbreviations of words used to identify an organisation, more commonly, a government Department.

Examples:

DSS Australian Government Department of Social Services

DoH Australian Government Department of Health

AMSA Australian Men's Shed Association

Funding Body The Government Department or organisation that is granting the money

Selection Criteria The compulsory responses that are required by the funding body that will be evaluated against a scoring format

In Kind contributions Many businesses & organisations may donate goods & services in lieu of cash donations. e.g. tools, plumbing services, a waiver of Council fees, earthworks. These goods and services have a monetary value.

Objective Purpose, aim, intention of the project- an outcome that can be measured

Examples:

- To address safety issues through the installation of a dust extractor.
- To promote the shed project in order to attract new members, sponsorship and donations.
- To deliver a men's health awareness clinic

Outcomes An actual achievement, result or impact of the project

Examples:

- increase in membership
- 81 members participated in health checks

Stakeholder Any person or organisation that has a vested interest in the project

4. AMSA Resources

- The Men's Shed Grants Manual Dec 2016
- The National Shed Development Programme June 2017
- Grant Writing Guidelines June 2017



Appendices 1

Name of the organisation	
The type of legal entity (legal status)	
Incorporation number ABN number	
GST Status	
Address of the organisation- postal	
Address of the organisation-street	
Contact 1 details	
Contact 2 details	
Insurance Details	
Bank Account Details	
Organisational description - aims, activities, values etc	
Management structure - governance policies/procedures	
Ability -expertise and experience	
Partners and networks - local agencies, businesses, government departments etc	
Other	