PROGRAM GUIDELINES & APPLICATION TOOLKIT
Working in Dairy Communities
Small Grants Program 2020
Opens: Tuesday 4 February
Closes: 5pm AEDT, Monday 16 March 2020

Aim of the Program

Investing in the communities that make up the dairy industry is critical to the sustainability of dairy farming in Victoria. In 2020, the Gardiner Dairy Foundation has again partnered with FRRR to deliver the 18th round of its small grants program to fund worthwhile projects in Victorian dairy communities with small populations. The Working in Dairy Communities Small Grants Program will deliver $120,000 in grants for innovative, community-driven projects.

Notification of the outcome of grant applications will be provided to applicants in June 2020, and payments will be made to successful applicants in July.

Organisational Eligibility

Who is eligible to apply?

- **Not-for-profit community-based organisations** from communities in a recognised Victorian dairy region – either Gippsland, South-Western or Northern Victoria - can apply for funds to support **projects and activities that offer clear public benefit** (i.e. are for a charitable purpose) and clearly address a need in the community in one of the areas listed above.
- Projects located in **communities with a population of 5,000 or less will receive priority.**
- **Organisations must have an ABN or Incorporation Certificate.**
- **Organisations and/or projects demonstrating community partnerships are preferred** to multiple applications from one community (please submit only one application per organisation).
- Projects should be undertaken between **July 2020 and July 2021,** as projects cannot be funded retrospectively.

NOTE: Previous FRRR grant recipients who have not completed final reporting requirements are ineligible.

Who can't apply?

- Individuals, private or commercial businesses are ineligible;
- Projects that support core business and areas of responsibility of Federal, State and Local Governments are ineligible.

If you have any questions about your organisation's eligibility, please call FRRR on 1800 170 020

Project Eligibility

What can be funded:

Grants of up to $5,000 are available to not-for-profit organisations in a recognised Victorian dairy region – either Gippsland, South-Western or Northern Victoria - to support projects that focus on one of the following activity areas:

1. **Building Community Resilience** *(for example, projects that facilitate community connectedness, develop leadership capacity within the community, improve local community infrastructure and meeting places, or support and develop volunteer community groups).*

2. **Developing Organisational Resilience and Capacity** *(for example, projects that strengthen local not-for-profit organisations' operational infrastructure, upgrading of equipment to improve service delivery, skill development of committees of management, and support for planning and sustainability).*

3. **Enhancing Environmental Sustainability** *(for example, projects that increase awareness of local environmental issues, provide opportunities for local residents to care for the local environment, and projects that work to restore, protect and promote the local natural environment).*

4. **Fostering Cultural Vibrancy** *(for example, projects that celebrate, preserve and promote local culture and identity, creative projects that foster the arts, and support for local artists and the arts community).*

5. **Lifelong Education & Training** *(for example, projects that provide local residents with access to opportunities that enrich their learning and skills development, from cradle to grave).*

6. **Economic Strength** *(for example, projects that create local employment and training with an employment outcome, stimulate new spending within a community or region, events that attract visitors and which can demonstrate an economic benefit as a result, and projects that attract new residents to a community or region and improve economic prosperity).*

7. **Improving Community Health & Social Wellbeing** *(for example, projects which address physical health, improved nutrition and access to fresh food and sustainable local food systems, projects that enhance mental health, and those which assist vulnerable members in communities to improve their health and wellbeing).*

What can't be funded?

- Individuals, private or commercial businesses are ineligible;
- Projects that support core business and areas of responsibility of Federal, State and Local Governments are ineligible.
- Ongoing core organisational operational costs (e.g. rent, utilities, regular wages, loan repayments);
- The encouragement or advancement of sport, recreation and social activities are not considered charitable activities under Australian law. Applications from sporting organisations need to clearly demonstrate charitable outcomes and benefit to the wider community that are above and beyond the sporting activities of the club;
- Overseas travel and overseas projects;
- Prizes, gifts, trophies or awards;
- Projects that have already occurred or will occur before the grant is confirmed;
- Political lobbying;
- Projects solely focused on animal welfare cannot be considered;

It is important to note that applications will be considered ineligible if the:

- Application is submitted without required financial documentation;
- Application is submitted by an organisation that is not a legal entity, without the written consent of the governing / auspicing body who holds the ABN / Incorporation number (e.g. local branches, committees of management, non-legal partners)
- Final report/s from any FRRR grant program from the previous seven years has not been acquitted (auspiced organisations should check with your head organisation to see if there are any outstanding final reports owed to FRRR);
- Application is not for charitable purposes, i.e. is for private benefit or is the core responsibility of Government);
- Application is for a project or activity that has already occurred / is occurring;
- Application is incomplete.

FRRR Assessment Considerations

What makes a stronger application?

Planning your application should include consideration of the following:

1. **Identifying which of the seven activity areas (listed on page 1) your project is focused on.**

2. **The approaches / change mechanism that you will use in your project**
   a) Providing access to services / activities;
   b) Developing knowledge, awareness & skills;
   c) Building local capacity (helping organisations to deliver effective supports, services, activities);
   d) Investing in equipment / infrastructure to catalyse change.

3. **The outcomes that you anticipate your project achieving** (all projects must measure against one or more of the following outcomes):
   a) Stronger community resilience
   b) Greater community participation and engagement
   c) More friendly and inclusive community
   d) Build a creative / culturally vibrant community
   e) Improve financial security and relieve poverty
   f) Innovate or respond to local opportunities
   g) Give children the best start in life
   h) Strengthen the ability to respond to community / individual challenges
   i) (Re)build community identity and sense of pride
   j) Strengthen the local economy
   k) Increase engagement in learning and strengthen educational outcomes
   l) Promote environmental health / sustainability

What information should be provided with applications?

FRRR considers all eligible applications on their merit. However, we are only able to make a proper assessment of funding requests when we have adequate information about the applicant organisation and the project that funds will support.

The following are important to be aware of and FRRR suggests attending to these early in the preparation of grant applications:
- An up-to-date organisational financial statement that shows the most recent 12 months of activity. This should be a profit & loss statement, balance sheet and cash flow statement.
- A copy of your current ABN or Incorporation Certificate.
- Letters of support and quotes can significantly strengthen your application, as does the inclusion of in-kind support e.g. volunteer hours, and other sources of funding in your project budget. We highly recommend that you include letters of support, in-kind support and quotes with your application.
- All supporting material MUST be submitted with the application.

Please read the table below to support the planning and preparation of your project

What we request from you	Why FRRR requests this information
Clear Project Information **Community-based and led projects with strong partnerships, a defined project plan and a clear evaluation plan that is relevant to the scale and depth of the project to capture impacts and outcomes of the project.** A clear description of exactly **what** the grant funds will be used for, **when** and **where** the project will happen, **who** will benefit and **who** will be involved in delivering the project, **why** the project and grant funds are needed, **how** funds will be spent and **how** the activities and success of the project will be recorded, evaluated and shared. Where possible, also indicate that your community is ready to deliver the project and if required, can support the initiative ongoing i.e.: awareness of need is widespread, appropriate leadership, resources, skills and knowledge exist in the community.	FRRR needs to clearly understand your project to assess its merits. Applicants should focus on addressing the what, when, where, who, why and how of the project, as this is the best formula to clearly communicate the details of the project. A ready community is best placed to achieve the aims of your project, so during assessment, our staff look for information that tells us that good leadership, skills and awareness exist in your community to support the project now and in the future.
Project Budget A project budget that clearly shows the items that FRRR grant funds will be used for and shows all income and expenses related to your project. Budgets should be realistic and must add up. A financial or in-kind **contribution towards the project from the applicant organisation** is highly desirable. Organisations that are unable to contribute either financially or in-kind should clearly articulate in the application why they are unable to do so. **Quotes** (where applicable) supporting the funding request are highly regarded and should be provided for items over $500. Note: FRRR suggests costing unskilled volunteer labour at $41.00 per hour.	A clear budget helps FRRR to understand the size of your project, exactly how FRRR funds will be spent and helps demonstrate community support for your project through in-kind contributions either from your organisation or partners / community members. For more info on costing volunteer labour, visit: https://www.fundingcentre.com.au/help/valuing-volunteer-labour
Organisational Financials of the ABN/Incorporation number holder **For organisations that have audited financials:** Attach the most recent annual audited statements. **For organisations that do not have audited financials:** Attach most recent 12 months Income and Expenditure Statement. If you have a Balance Sheet, please also submit. **For organisations less than one year old:** Provide bank statements for the period you have been operating. ➢ If financial documents are over 18 months old, provide an explanation as to why the organisation does not have more recent documents. ➢ Explain any deficits and steps to sustain the organisation financially. ➢ Provide a brief explanation of any large financial surplus or current assets and reasons why FRRR funds are still required.	FRRR uses this information to understand your organisation's ability to manage the grant funds, and its financial viability. Bank Statements are only acceptable as financial documentation if your organisation has been operating for less than one year. Please contact us if you cannot provide required financials or you are unsure about what to provide. **Applications received without the requested financial information are ineligible.**
Supporting Materials Supporting materials such as letters of support, community plans, survey results, photographs, media clips and research reports that can show the wider community support and partnerships involved in the project. **Signed letters of support from organisations directly involved in the project**, clearly stating their contribution towards the project, are highly desirable. **If your project involves working directly with children,** your organisation should have policies and procedures around working with children and the handling of child abuse complaints, or the project will not be funded.	FRRR seeks to fund projects that are well-supported by the broader local community, are locally led and delivered, show good partnerships and benefit multiple parts of the community. As FRRR is not always familiar with your community, our staff consider support material as evidence toward understanding level of community need, benefit and support.

How to apply

FRRR accepts applications via its online application portal, Grants Gateway.

We have developed various tools to help you navigate the application process. We strongly suggest you read the How-To Guide and FAQs, and watch our helpful tips on How to Navigate the Activity Tree before you start your application.

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GRANTS GATEWAY

If you have questions about your project, are unable to apply online, or experience any problems in using Grants Gateway, please contact us on 1800 170 020 or email info@frrr.org.au.

Click here to apply.

To return to your application once started, you will need to use the application link that is automatically generated by the system and emailed to your nominated Grants Gateway user email account – you will only be able to access your application by using that link, or the Return to your Applications link from the Gardiner web page.

If you have previously applied using FRRR's Grants Gateway, login using your user account and start a new application.

If you have not previously applied for a grant with FRRR via this system, you need to set up an account to start your first application.

Click on the Apply Now button on the Gardiner Working in Dairy Communities Small Grants web page and then follow the link to '*Set up an account'*. You will be prompted to create an online account to access the application form, using an email address and password.

Please use an email address associated with your organisation or group (rather than a personal email address) to create the account. This ensures that any member of your organisation or committee will be able to access the account even if the person managing the application changes. It will also ensure your history is there for future applications, and for reporting.

Once the account has been established, you will be able to start the application, save your progress and finally submit via the online portal, until the program closes at 5pm AEDT on Monday 16 March 2020. We recommend that you print a copy of the form (top right of the online application screen), so you can see all the information required and begin drafting your answers and collating the required information.

Tips for using the Grants Gateway: We strongly recommend preparing your application content in a Word document and then transferring your final application content to the Grants Gateway form. This will assist in managing versions and will reduce the risk of losing work if an internet connection times out – although continual saving is also recommended. Working offline also makes it easier for multiple people to work on an application before entering your application into Grants Gateway for submission.

To return to your application once started, you will need to use the application link that is automatically generated by the system and emailed to your nominated Grants Gateway user email – you will only be able to access your application by using this link.

Once you have reviewed and completed your Grants Gateway application and uploaded the relevant documentation, click the **'Submit' button at the bottom of the 'Review My Application' tab page**.

FRRR recommends you save a copy of the application for your records, although a copy will be emailed to you.

Contact Us

See www.frrr.org.au for more information on **applying, grantseeker FAQ's** and **application tips**.

If you have any questions about the 2020 Working in Dairy Communities Small Grants Program please call FRRR on 1800 170 020 or email info@frrr.org.au.