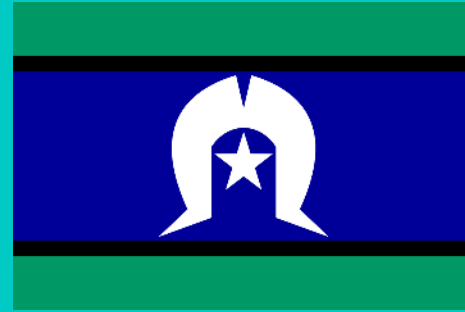




Grant Writing Support



We acknowledge the Traditional Custodians of the land across Australia for their continuing connection to land, sea, community, and culture. We pay our respects to their Elders past, present and emerging.

Welcome



Housekeeping



Questions in the chat

What we are going to cover today



Understanding Grant
Processes



Preparing your
submissions

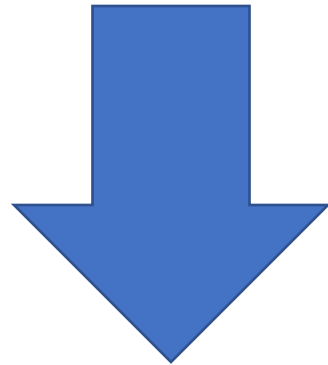


Tools that can help you



What do you want to get from today's session?

Write in the chat some of the things you're hoping to get from today!



About Grant Processes

What is a grant?



*A grant is a **fund** given by an entity – often a **public body**,
– to an individual or another entity for a **specific purpose**
linked to **public benefit***

Why use a grant process?

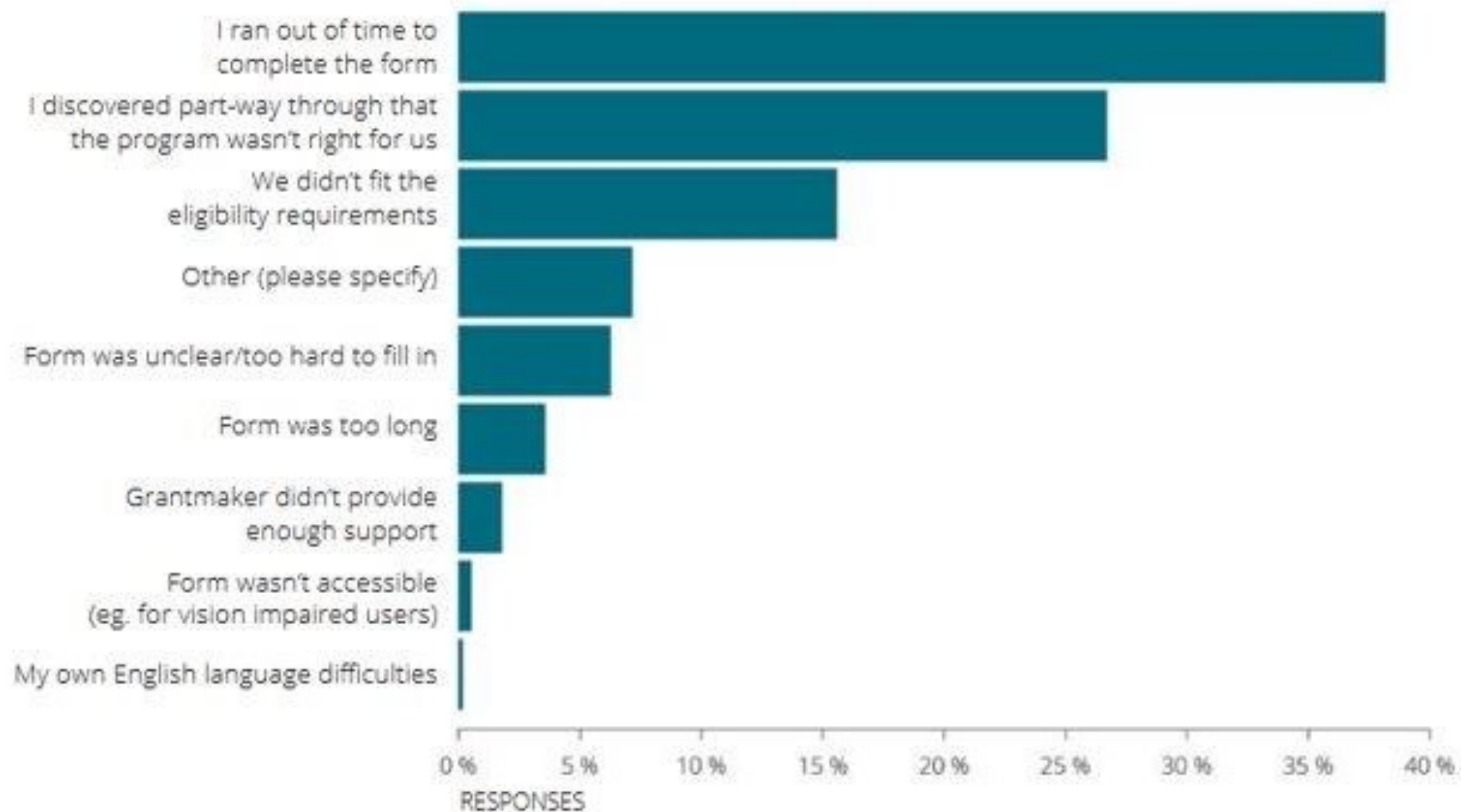
Seek ideas from a range of people or organisations



Allocate funding in a transparent and fair manner



Main reason for starting, but not submitting, grant applications



Key Elements of a Grant



**Corporate
Requirements**

Overview/Description

Selection Criteria

**Supporting
Information**

Project/Work Plan

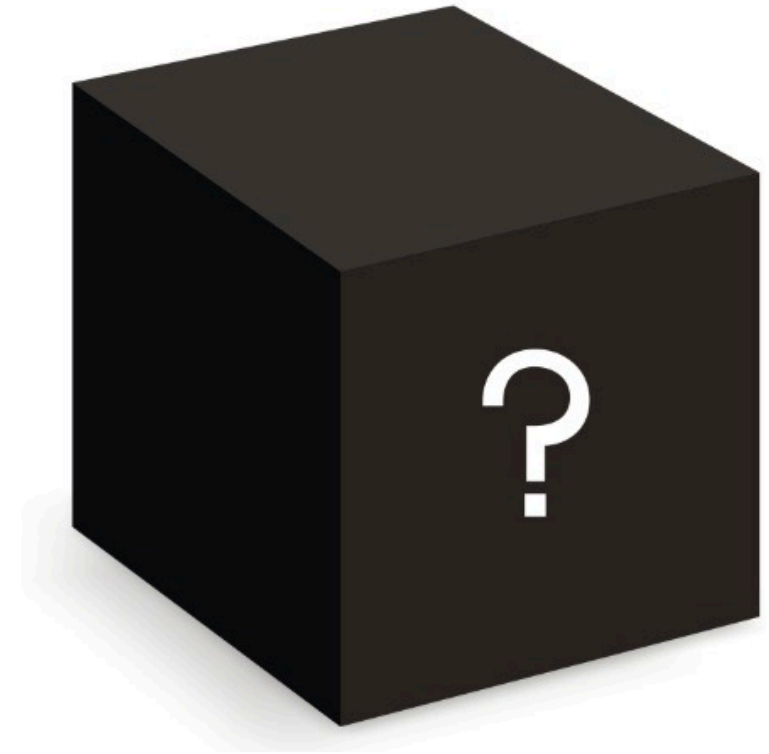
Evaluation Plan

Budget

Key Contacts

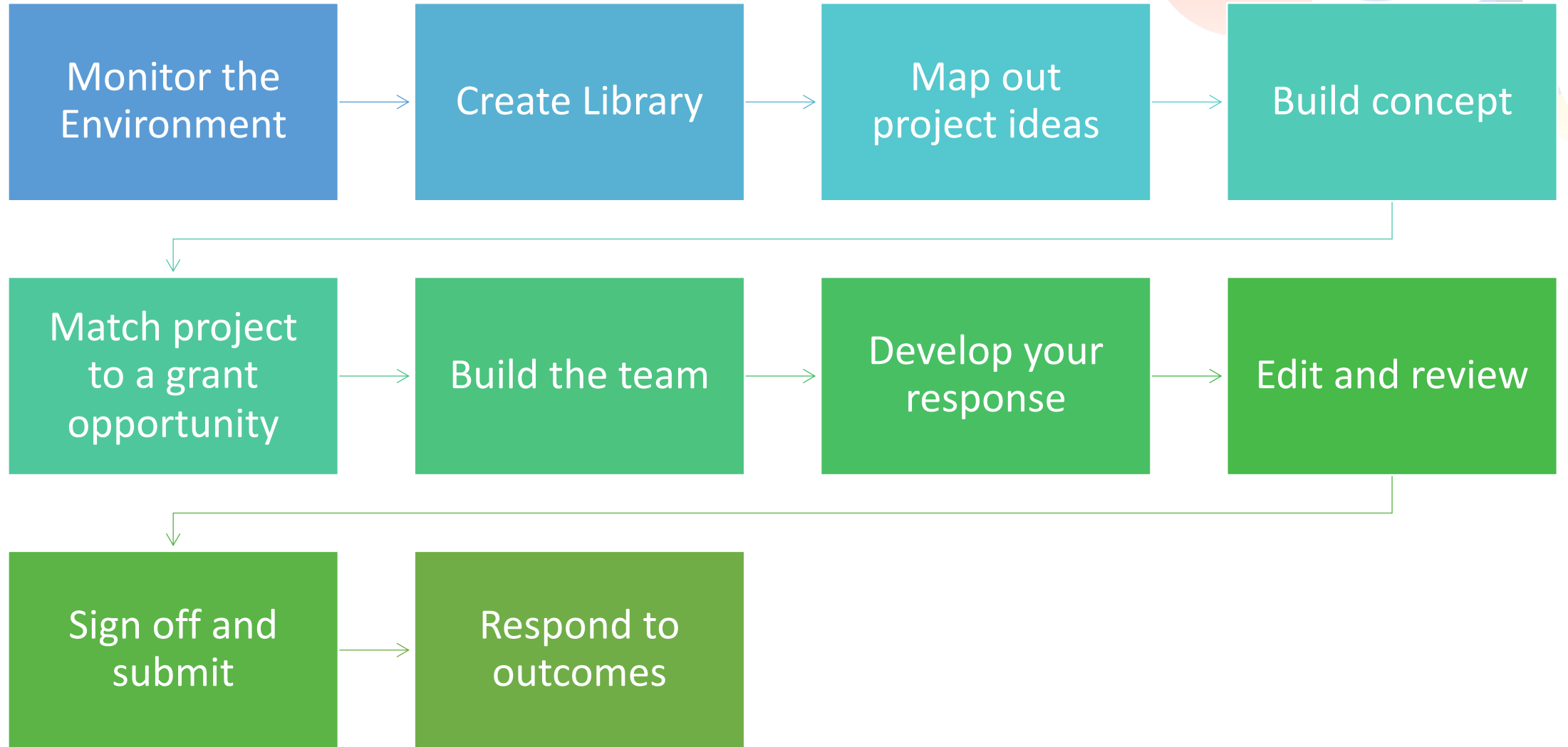
Assessing a Grant: Inside the Black Box

- Compliance Requirements
 - Did you meet all the requirements
- Criteria Assessment
 - How did your criteria meet the respond to the grant/need
- Comparative Review
 - How does your bid compare to others



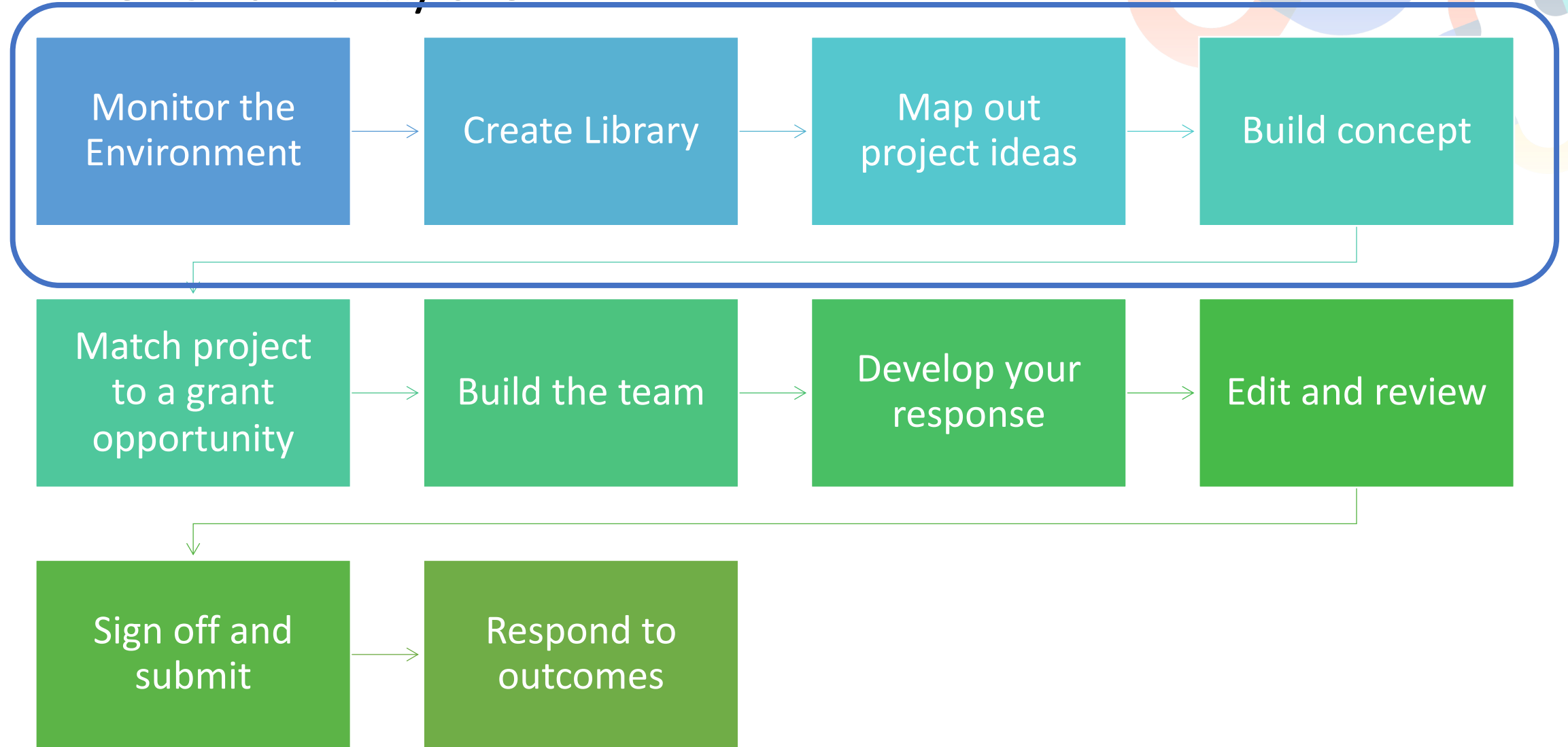
Preparing for a Grant

The Grant Cycle



Before the Grant is Released

The Grant Cycle



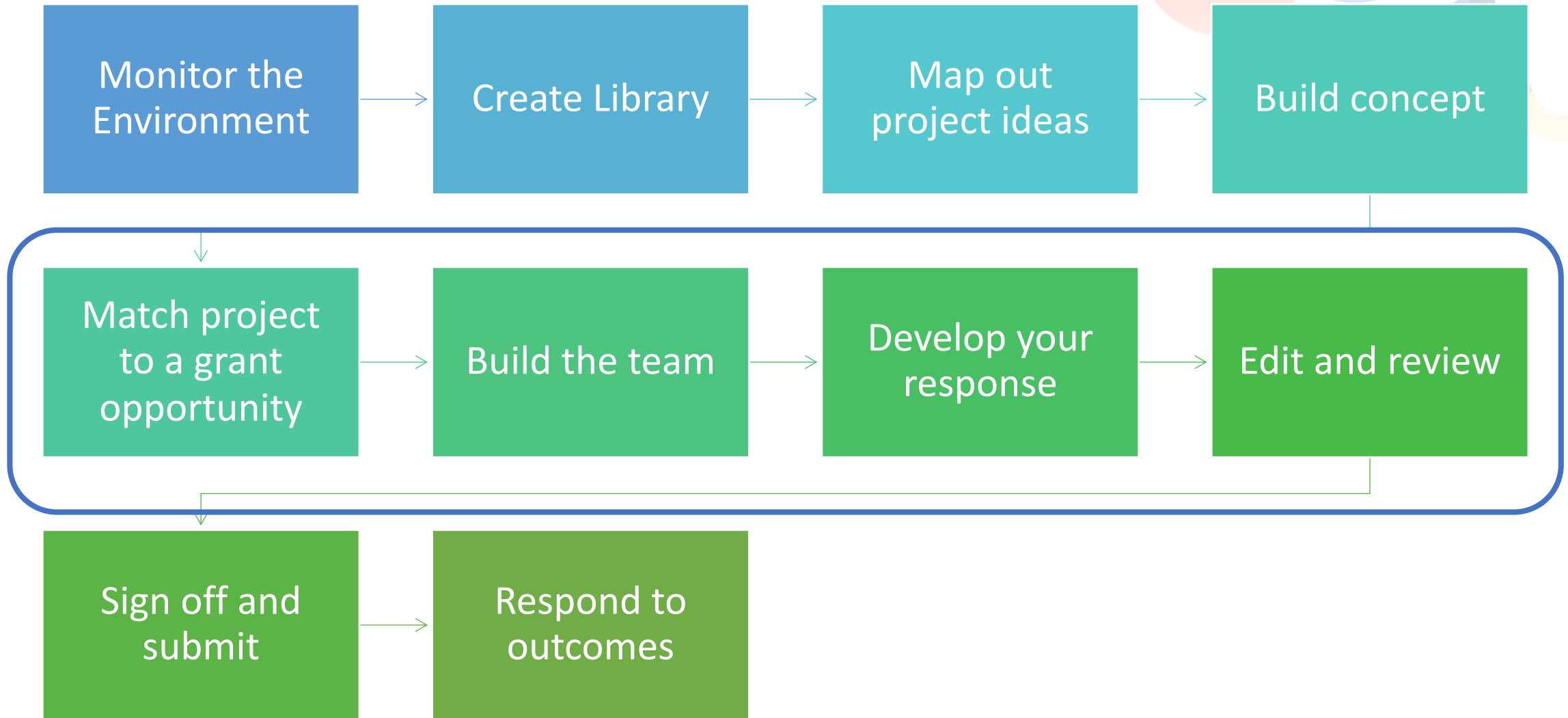
Before the grant is released

- Monitor the environment
- Review previous grant processes
- Build your grant library
- Develop concepts and ideas



Once the Grant is Open

The Grant Cycle

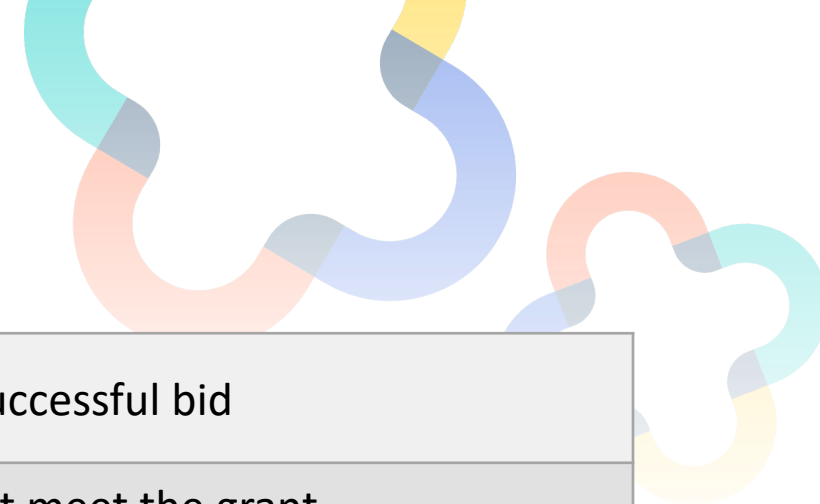


Building your team

- Who needs to be involved?
- Who will support
 - Project lead
 - Subject matter experts
 - Finance
 - Writer



Developing the Response



Bid Strip	Document all the pieces needed for a successful bid
Program Logic	Document your program model – does it meet the grant requirements?
Corporate Requirements	Gather all your corporate information (Financial Statements,
Criteria Responses	Develop your responses to the questions asked
Budget and Project Plan	Develop and approve budgets and project plans (where required)
Other Documents	Gather other documents (e.g. support letters, references)
Sign Off and Submission	Review, sign off and submit

Developing a Project Logic



A **program logic** sets out the resources and activities that make up a program or project, and what is expected to change as a result of it

Program Logic

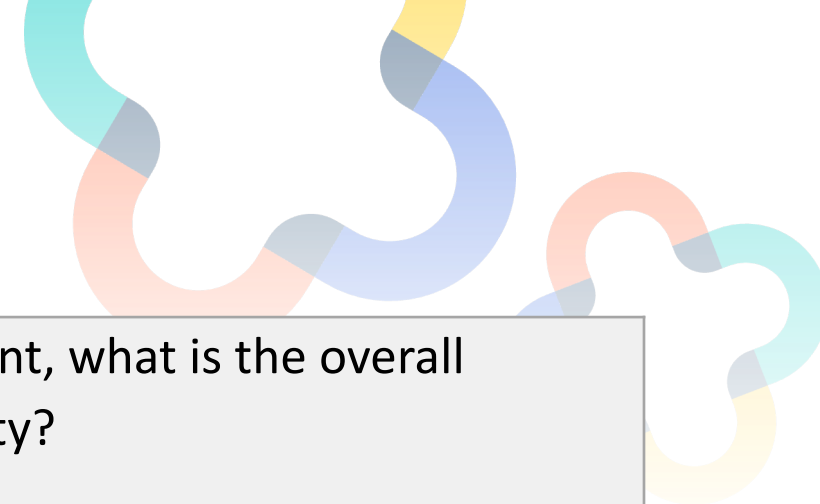


Evidence of need	Why is the project needed
Target group/beneficiaries	Who are the main groups of people that will benefit from the activities? Where are they and how are they to be reached?
The project objective The project/activity description	Describe the activity. What will you do as an intervention with your main target group, how will they participate, where will the activity be conducted, by whom and through what channel. Inputs Outputs

Program Logic

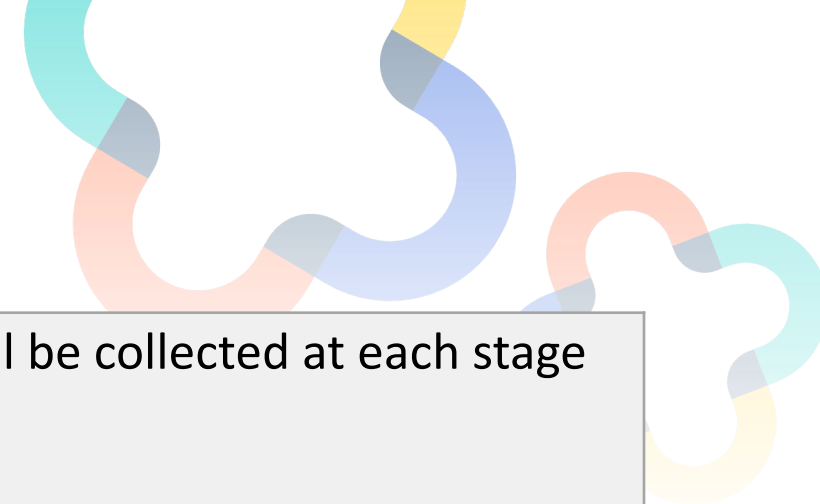
Short term outcomes	What are the short term outcomes that you would expect to be able to measure after 12 months of the activity?
Medium term outcomes	What are the medium term outcomes that you would expect to be able to measure after 12-24 months of the activity?
Longer term outcomes and impacts	What logical impacts might occur that could possibly be measured 2-5 years post the activity?

Program Logic



Causal theory statement	Stated as an “if...the...” statement, what is the overall hypothesis of the project/activity?
Project / activity assumptions	What conditions will be required for the project to operate as planned/outlined?
External factors and stakeholders	Have you considered all the key things external to your project that might have an impact? What key relationships are necessary for the project?

Program Logic



Data and measurement	What types of data will be collected at each stage of project?
Our organisation's strengths	What are the competitive advantages and strengths of your organisation in delivering this project?
Our organisations experience	What is your organisations experience in delivering similar projects?

Developing Criteria Responses

Criteria Response – What are they for?



TELLS YOU WHAT IS MOST
IMPORTANT TO ADDRESS



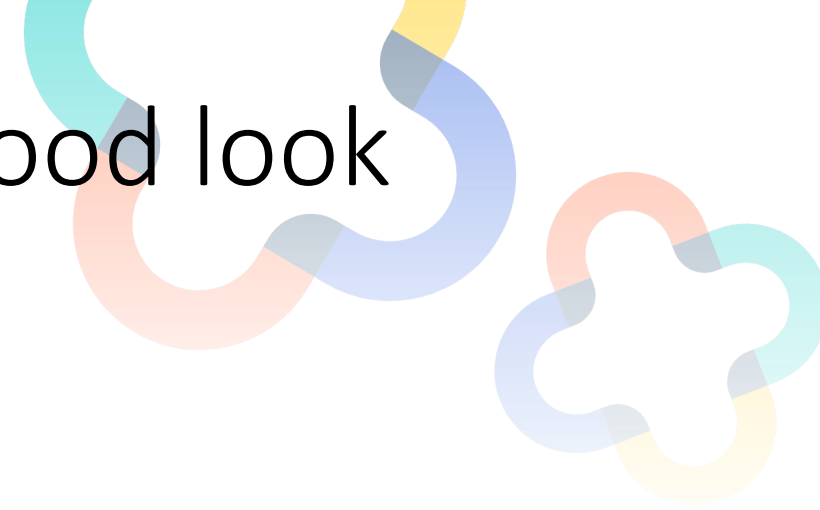
SHOWS YOU UNDERSTAND THE
OBJECTIVES OF THE PROGRAM
AND THE REQUIREMENTS



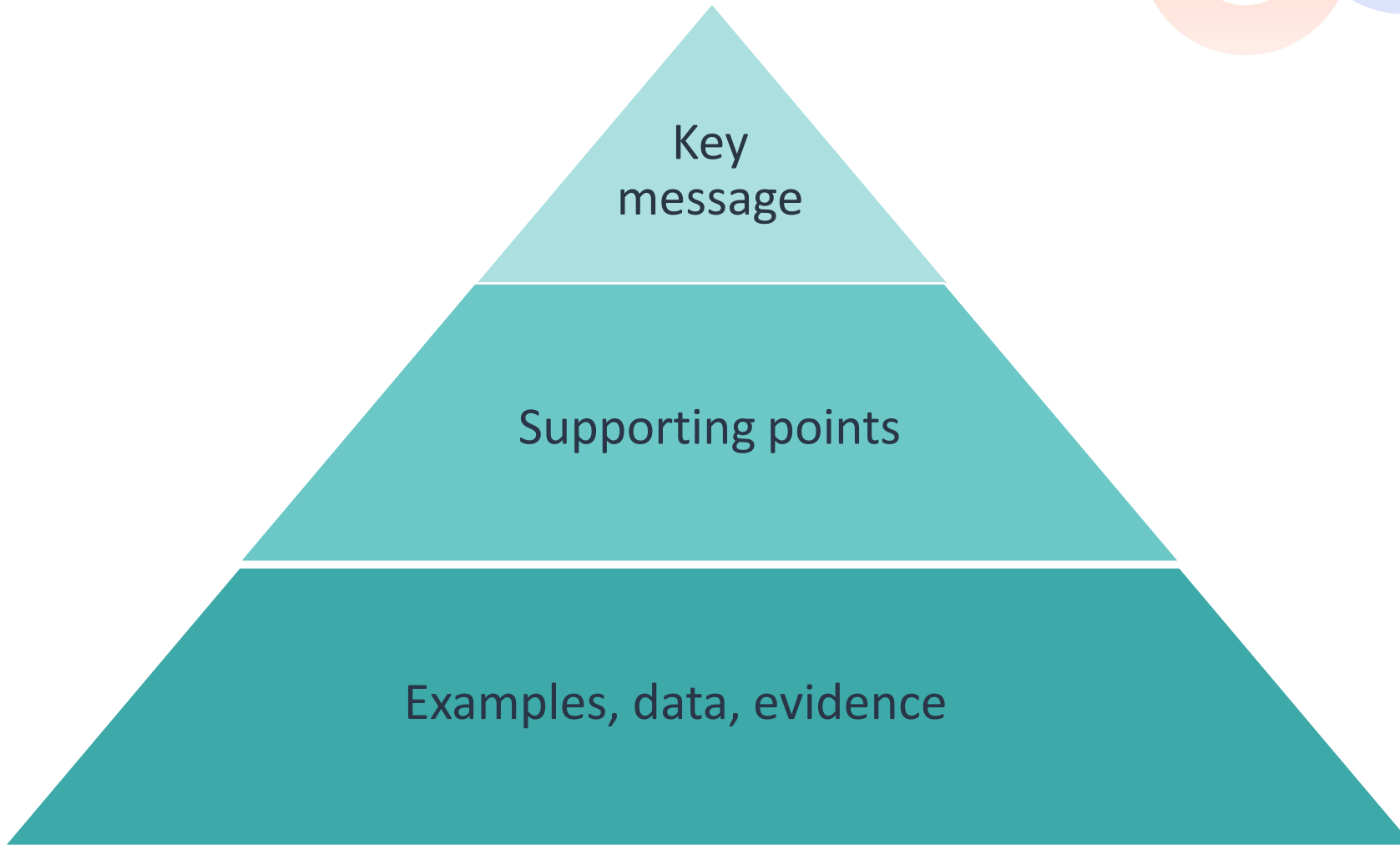
OPPORTUNITY TO
DEMONSTRATE YOUR UNIQUE
VALUE PROPOSITION

Criteria Response – What does good look like?

- A strong criteria response will:
 - Answer the question being asked
 - Meet the requirements
 - Be clear, concise and comprehensive
 - Offer evidence to support claims



Criteria Response - A Framework

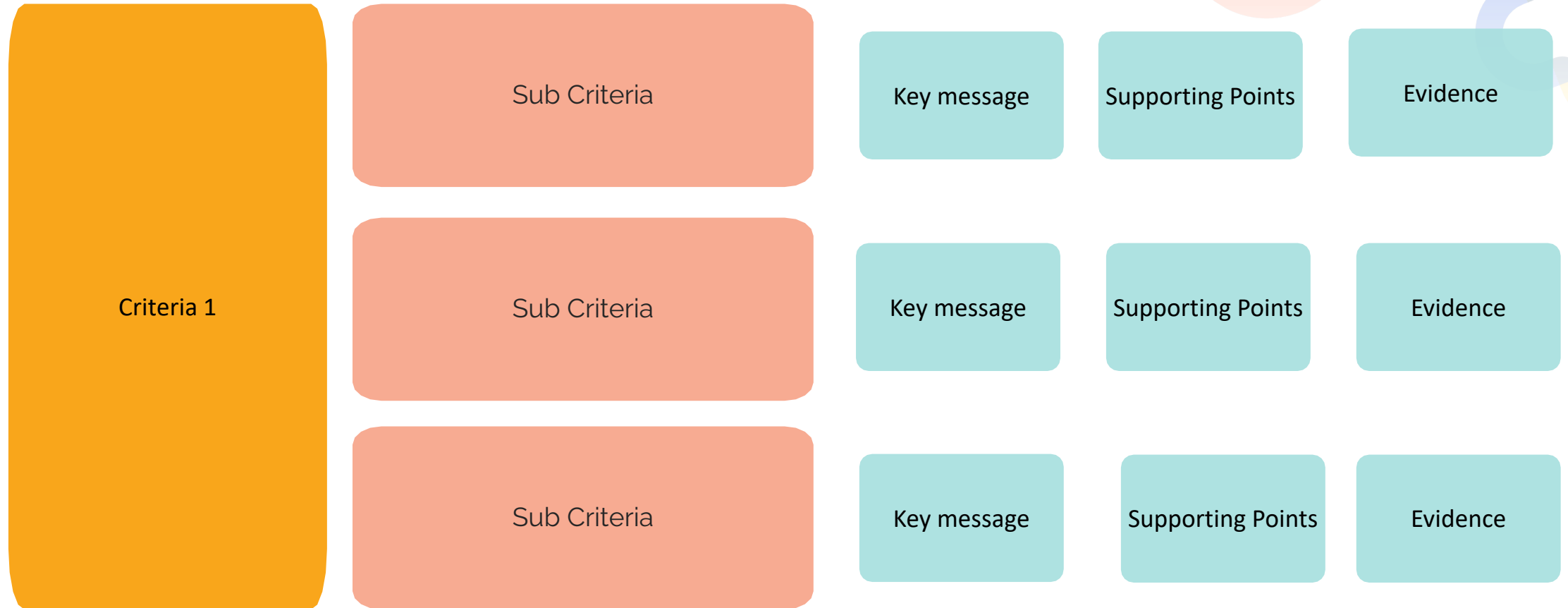


Criteria Response – Getting Started

- Breakdown the criteria
- Review all points and sub points
- Plan response
- Balance the content



Criteria Response – Mapping it out



Criteria Response – the Dos

- Answer the question asked, not the one you want
- Use facts and data to build your case
- Monitor character and word limits
- Make the information simple to find
- Use language the funder uses
- Avoid assumptions



Criteria Response – the Don'ts



- Make assumptions about what the assessor knows
- Use adverbs – lots of describing words uses up space and confuses your message
- Use jargon

A Case Study

Effective Risk Management Strategies

Describe how you will identify, manage, mitigate and review risks and challenges when implementing your grant activity.

In addition to your response to this criterion, you must complete and attach the Risk Management Plan (in the Attachments section of this application form) which should:

1. Outline key risks and issues that your organisation may encounter while undertaking the proposed activities
2. Identify strategies or measures to mitigate the impact of risks associated with the delivery of the proposed activities.



A Case Study

Effective Risk Management Strategies

Describe how you will **identify, manage, mitigate and review risks and challenges** when **implementing** your grant activity.

In addition to your response to this criterion, you must complete and attach the **Risk Management Plan** which should:

1. **Outline key risks and issues** that your organisation may encounter while undertaking the proposed activities
2. **Identify strategies or measures to mitigate the impact of risks** associated with the delivery of the **proposed activities**.



A Sound Response

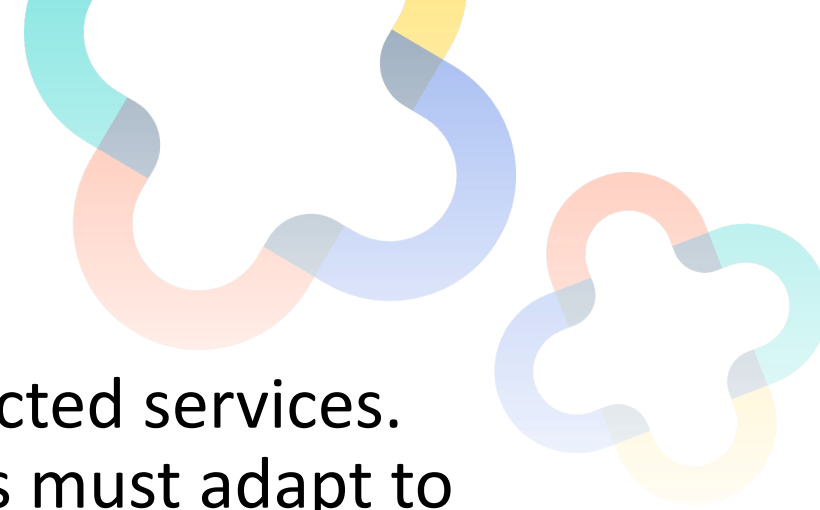
<p>Key Message</p> <p><i>To give confidence we understand risk, have processes in place, and can apply them to the project.</i></p>	<p>As an experienced provider of Government contracts, ABC organisation has the necessary processes and procedures in place to identify, manage and mitigate risks associated with this project.</p>
<p>Supporting Points</p> <p><i>What supports that claim? What builds on our key points?</i></p>	<p>Our organisation uses a detailed risk management process at both the organisation and project level.</p> <p>This guides our approach and ensure that we have appropriate checks and balances in place to manage issues related to delivery.</p> <p>For this project, we will develop a detailed risk plan at the start of our delivery. It will be reviewed and endorsed by our senior executive.</p>
<p>Evidence/Demonstration</p> <p><i>How can you demonstrate it.</i></p>	<p>In implementing the program, we will identify risks through reviewing the service environment, engaging with our key stakeholders, seeking feedback from key staff.</p> <p>We will manage and mitigate risks by including these in our detailed risk management plan. This plan will be reviewed as required, but as a minimum monthly as part of our project steering committee meetings. Where there are changes to risks, mitigations will be reviewed and put in place.</p> <p>In the event a risk moves to high or extreme during the project, it will be brought to the attention of our CEO immediately, and action taken. Where required, we will inform the Department.</p> <p>Key risks already identified for this project including – lack of client engagement (which will be mitigated via our communications strategy), budget overrun (which will be mitigated by clear quotes, budget and monitoring) and staffing (which will be mitigated through using existing staff within our organisation). A full outline of risks, strategies and mitigations can be found in the Risk Plan included with this submission.</p>

A Poorer Response

Risk is an issue which must be managed in all contracted services. Risks can appear from a variety of areas and projects must adapt to respond to them.

We understand risk processes and are aware that they can run from extreme to low risk. Our risk management plan considers this range and responds accordingly.

Our team are all responsible for managing risk in the organisation.



Reviewing your Grant

- Re-read the requirements
- Read it for sense
- Spelling and grammar
- Word and character count
- Critical friend approach



Finding Out the Results

Finding out the Results

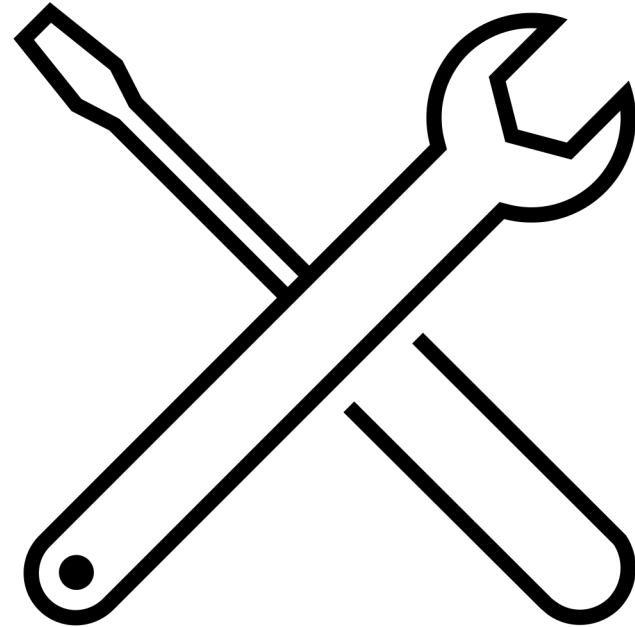
- Provide feedback to any partners or stakeholders
- Seek feedback
- Review internal process for improvement
- File documents into you grant library where relevant



Tools that can help

Some tools that can help

- Grant Library
- Program Logic Template
- Grant Checklists
- Critical Friend



Thank you