

Grant Writing Process Guide for Members & Groups

Purpose of this document

During the period December 2018 – February 2019, there are a few grant application opportunities of which members and member groups may wish to take advantage. Grants are a key source of funding for landcare groups and individuals who want help to achieve their natural resource management and sustainable agriculture goals.

There are currently about 28 member groups in the region from Nowendoc in the south to Guyra in the north and Ebor in the east to Kingstown in the west. If you are unsure of your membership, please call our office on 6772 9123.

This document is designed to assist members, and member groups to navigate our organisation's requirements for grant submissions and to give your application the very best chance of being funded.

Our Landcare Coordinators are willing to assist anyone apply, however, preference, given the short time-frames will be given to [members](#).

Special note to Member Landcare groups who apply for grants

This document applies to both individual members and member groups, however the following advice applies only to Member Groups:

Member Groups are SUB GROUPS of Southern New England Landcare Ltd, and will therefore need to be SPONSORED by Southern New England Landcare Ltd in the relevant section of the application form. This means we especially need to work with you on your budget to ensure it includes the right amount

of admin expenses etc, before we can sign off on the application. Please don't skip this step.

Step 1 – Choose your grant opportunity

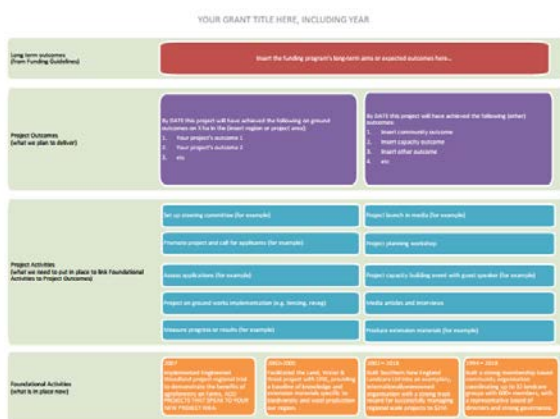
Find the grant documents and print and read the guidelines, noting the closing date.

- **Smart Farm Small Grants** close 11th January 2019 - <http://www.agriculture.gov.au/ag-farm-food/natural-resources/landcare/national-landcare-program/australian-government-investment-in-landcare#types-of-projects-that-could-be-funded>
- **FRRR Grants** close 4th February 2019 - https://www.frrr.org.au/grants/tackling_tough_times_together.php

Step 2 – Program Logic

This step is ultimately optional, but we can't stress how useful it will be to help you clarify your thoughts. Grab the program logic template (Figure 1 below). Spend most of your time here! Remember the 80:20 rule? This bit is the 80% planning and the rest is the 20% doing. Here, you will link your funder's long-term outcomes with your foundational activities, by describing your project's objectives and activities. Feel free to run a draft past any of the team at our office to test your ideas, add ideas and make it even better!

Figure 1: The program logic template is a powerpoint document that you can fill in with your own ideas.



Step 3 – Letters of support

Now is a good time to ask any potential project partners for letters of support. Also think about any referees you may need and contact them. You can now send them your program logic diagram to give them an idea of what you are planning to do!

Step 4 – Budget

No matter how you need to 'deliver' the budget in the funding application (pdf/online form/Excel spreadsheet), always, *always* do it in Excel first. Most people need help with this step so please don't be afraid to ask us! If you are familiar with Excel, set up a spreadsheet that has the same columns and row headings as the final funding application format and get your spreadsheet to do all the calculations using the formula function. This way you are less likely to make budget blunders. Then, as with the program logic, share the budget with us via email to get any feedback because we know ways of increasing your 'in-kind' value that you may never have thought of! Give us as much time as possible to view the final budget before submission.

Step 5 – Prepare your answers

If the application form is an online process or fillable PDF form, be sure to use a Word document to construct your answers first. This way you can share your answers with us

and other collaborators before loading them up to the PDF or online form. We often have standard recommended 'verbage' that puts a bit of polish on your application! It's also easier for collaborators to use the 'track changes' function in Word for their suggestions. This is ultimately a much quicker and less frustrating process for everyone.

Step 6 – Fill in the grant application forms

Now it's time to fill in the final form. Be sure you don't extend your answers beyond any word limits or immovable boxes in the pdf, because when the assessors print your application, they will not be able to see those bits of your answers. Check you have included all the relevant bits of information and attachments.

Step 7 – Approval

Individuals can submit at Step 6, however, Member Group applications, need to please ensure you send your final application form AND final budget to the Executive Officer of Southern New England Landcare Ltd for signing before submitting, with plenty of time for you to incorporate any suggested edits. Some applications can be signed by the Executive Officer, while others are required to be signed by the President, and this may also take some time to make happen due to the tyranny of distance and people's other commitments.

Good luck!