

JUST GOLD DIGITAL AGENCY'S

# **GUIDE TO GRANTS & TENDERS**

# TABLE OF CONTENTS

3

...SO YOU  
WANT  
FUNDING?

4

TIPS & TRICKS  
FOR A  
SUCCESSFUL  
APPLICATION

5

TIPS & TRICKS  
FOR A  
SUCCESSFUL  
APPLICATION

6

TIPS & TRICKS  
FOR A  
SUCCESSFUL  
APPLICATION

7

FEDERAL  
GRANTS

8

FEDERAL  
GRANTS &  
TENDERS

9

NSW & VIC  
GRANTS &  
TENDERS

10

SA & QLD  
GRANTS &  
TENDERS

11

WA & TAS  
GRANTS &  
TENDERS

12

NT & ACT  
GRANTS &  
TENDERS

13

NON-  
GOVERNMENT  
GRANTS

14

NON-  
GOVERNMENT  
GRANTS

# ...SO YOU WANT FUNDING?

*Applying for grants or tenders is not always an easy process.*

There are a lot of things to consider before you even get to writing your application for a grant or tender. This guide will serve you as a handy tool to ensure you are completely prepared to apply for a grant or tender opportunity for your endeavour.

Furthermore, it will show you how to access Australian grants – both government and non-government – and will explain how you would go about applying for those opportunities.

## Grants v Tenders

Before we get into the nitty gritty of it all, it is important that you know the difference between a grant and a tender. This will help you decide which suits your endeavour better, and therefore indicate what to apply for.

### GRANTS

Grants are funding opportunities which provide financial assistance towards the achievement of a specific project objective. Ultimately it is a financial contribution towards your organisation's goal or purpose.

### TENDERS

A tender is a formal offer to perform work (usually in the form of buying goods and services) in exchange for payment. You must apply for a tender and 'win' it in order to be able to perform the work.



# TIPS & TRICKS FOR A SUCCESSFUL APPLICATION

It is no secret that grant funding is very competitive. Make sure you follow the below tips and tricks to improve your chances of being successful in your applications!

## 1 Prepare

It is important that before you even begin to write any application, you know the answers to the following simple questions:

- Who will benefit?
- What is going to happen?
- Where is it going to happen?
- Why does it need to happen?
- How is it going to happen?

It is essential you know this *clearly* in order to communicate it *clearly*.

Make sure that you know the business structure of the entity you are applying for grants with. This is important to know, as certain grants only accept applications from certain business structures. If you are unsure what structure you have, or are yet to decide on one, check out this [website](#) to help you navigate this space.

Keep all information accurate, clear and succinct. By doing so, you can easily carry this information across to other grant programs which you wish to apply for. This will ultimately save you lots of time in the long run!

Become aware of what type of grants are available in your area, and which ones suit your project best. This will help you consider how your project will assess the criteria and how you will support this with some form of evidence.

## 2 Plan

Once you have identified which grant program you will apply to, it is time to think more specifically. Use the following as a checklist:

- **Check the eligibility criteria**
  - Are you and/or your applying entity eligible?
- **Work out your project timelines**
  - Are they within the acceptable time periods for the grant program?
- **Prepare a realistic budget**
  - Are all of your budget items eligible under the grant criteria?
  - Do you need quotes for any budget items?
- **Source any documents that are required to be attached**
  - Do you have a copy of the documents?
  - If not, how can you get them/make them?
  - **TIP:** Keeping this information on hand will enable you to apply for funding at short notice.

## 3 Write

When writing your grant application, you need to define:

- what you hope the project will achieve
- how the project matches the aim of the grant program

## TIPS & TRICKS FOR A SUCCESSFUL APPLICATION

Write in a consistent writing style and tone, and use concise language. Avoid using vague, speculative or emotive language (e.g. believe, hope, may, could).

You need to make sure that your reader is seamlessly guided through your application. You can do this by:

- stating your main points
- providing background and introducing key concepts early
- establishing and maintaining consistent themes throughout
- progressing logically and concisely from simple to more complex aspects of your project

It is always useful if you are able to demonstrate community support and need for the project. Some evidence you might like to include could be:

- community consultations which occurred during the project's development stages (e.g. minutes from a meeting)
- support from community and key stakeholders for the project (e.g. a letter of sponsorship)

It is beneficial to demonstrate that the project will make a positive contribution to your community, and fill an identified need in the area of interest.

### Impact Measurement

If you want to catch the eye of the grant provider, it is a good idea to state how your project will analyse impact measurement. This includes identifying and monitoring the quality of performance and assessing that performance against the main objectives of the project.

Some grant programs may require you to submit a Logical Framework, or Theory of Change alongside your application to demonstrate how you will measure impact. So, what are those things?

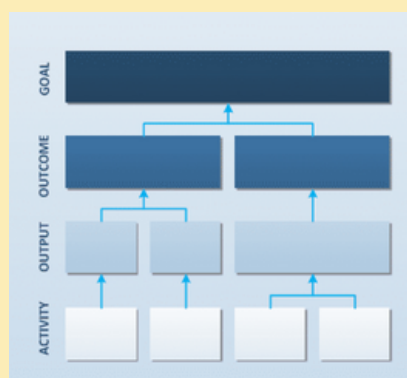
#### Logical Framework

A Logical Framework gives a detailed description of the program, and shows how it will lead to immediate outputs, and in turn immediate outcomes. This framework is usually shown as a flowchart or matrix, and accounts space for basic risks and assumptions. A typical sentence explaining this is as follows: "*...we plan to do X, which will give Y result*".

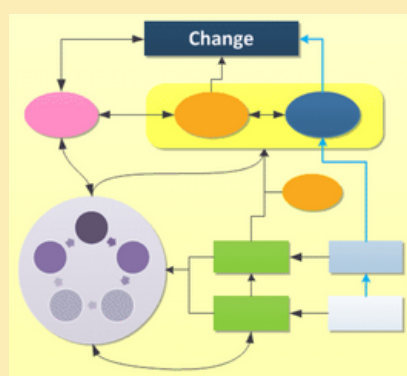
#### Theory of Change

Similar to a Logical Framework, a Theory of Change is presented as a diagram with text and gives the 'big picture' of the project. This model shows all the different pathways that might lead to change, and describes how and why you think that change will happen. A typical sentence explaining this is as follows: "*if we do X, then Y will change because...*".

## TIPS & TRICKS FOR A SUCCESSFUL APPLICATION



Example of Logical Framework



Example of Theory of Change

### 4 Check & Submit

It is always a good idea to show your application to someone who has never seen the project or heard you talk about it. They will be able to alert you to errors that you may have missed, or suggest a change. Once they are finished, ask them to explain the main points to you and whether they know what you are asking for.

If you aren't able to show the application to someone with fresh eyes, another option is simply leaving the application and returning to it after a day or two. Your fresh eyes will be able to

detect the same things mentioned above.

Make sure that you submit the application before or on time, as late applications are not accepted. Submit the application in accordance with the instructions, and keep a copy of your identification code for future reference.

### Consider auspicing

To 'auspice' means to provide support, sponsorship or guidance. It is a bit like a sub-contracting arrangement. The auspicer - the entity that auspices the group/person (auspicee) - enters into an agreement, and then sub-contracts their obligations under the agreement to the auspicee.

The auspicee would approach the auspicer, who would provide this service for a fee. The agreement entered into is a legally binding contract. The advantages of entering such an agreement is that it allows you to quickly meet grant funding conditions (e.g. being incorporated or a tax concession charity), if you do not satisfy those conditions on your own. This is particular useful for groups such as unincorporated associations.

If this sounds like something that might benefit you, it is recommended that you seek legal advice when drafting the auspicing agreement. Read [this useful guide](#) for more information on how auspicing works.

# FEDERAL GRANTS

There are two main ways in which Federal grants can be accessed. This section will outline each option, and the tools/requirements you need to qualify for a grant opportunity.

## 1 GrantsHub

A helpful tool in the grant-finding process is [GrantsHub](#). It is an online service which centralises all current funding and their providers in one location. Grants available on this platform are not limited to just Federal government grants, as grants from each state and territory, as well as non-government grants are included.

To access this service, you will need to pay for a membership, which starts at \$29 per month. More services such as a Grant Calendar - which takes note of closing dates - and the ability to compare grants are offered to you if you choose the higher subscription.

With a GrantsHub account, you are able to search for grants using key words relevant to your endeavour. You can further refine the search by using the grey sidebar on the left. See below for example, where 'women' has been used as the key word.

Once you have found an opportunity of interest, click on it. This will show you further important details about the opportunity, such as who can apply, the submission closing date and any applicable prerequisites.

Please note that applying for a grant on GrantsHub usually requires you to click a hyperlink which will take you to an external website.

### Requirements for grants on GrantsHub

In your search for the perfect opportunity, you may need to be DGR endorsed or co-contribution may be required.

... What does this mean?

#### DGR Status

'DGR' stands for deductible gift recipients. Organisations typically are DGR endorsed if they can receive tax-deductible gifts. You can apply for DGR endorsement through the ATO - either on the application form when registering as a charity with the ACNC, or through a separate form available on the ATO website.

#### Co-contribution

A co-contribution is the provision of cash to the project by the applicant or an other entity. They are to be considered in addition to grant funding.

#### Tax Concession Charity (TCC)

Charities that are endorsed to access any tax concessions or exemptions are considered to have a TCC status. Charities registered with the ACNC can apply for this status.

# FEDERAL GRANTS & TENDERS

## 2 GrantConnect

GrantConnect is the Federal government's grants information system. It publishes all publicly available government grant opportunities, and is free to use once you have registered as a user.

Search for relevant grants by typing in key words. You may find that the search finds irrelevant grants, therefore it is suggested that you refine the search by undertaking an 'advanced search'.

If you play around with your criteria, it should limit the scope of your search and show you only relevant grants.

Click on a grant relevant to you to begin the application process. You will then see more detail, including eligibility requirements, how much money is on offer and closing dates.

All Government Offices are required to publish available grants within 21 days of entering into an agreement in accordance with the Commonwealth Grants Rules and Guidelines. Therefore, if your project or organisation aligns with the themes of specific Office or Department (e.g. *Office for Women* or *Department of Education, Skills and Employment*) you don't need to constantly check their website for updates.

## 1 AusTender

AusTender is a government-run website which provides centralised publication of Australian Government business opportunities, annual procurement plans and contracts awarded. It is free to use upon registration of an account.

It is important to read the details of the tender carefully. This is where you will find eligibility requirements, the due date, what documents need to be provided

Please note that the term '**ATM**' stands for '**approach to market**'. This is the name given to notices inviting potential suppliers to participate in a procurement. Each ATM has a ID number. It is easier to find a specific tender if you know its ID number. Alternatively, you can search for tenders more generally using keywords.

The following list of acronyms will also pop up, so make sure you know what they mean:

- RFT = request for tender
- RFP = request for proposals
- ITT = invitation to tender
- RFQ = request for quote
- EOI = expression of interest



# STATE GRANTS & TENDERS

## NSW Grants

NSW government initiatives, grants and funding programs are available to see online via the [NSW government website](#).

You are able to filter the grants to find the opportunities most relevant to you. Grant categories range from 'disaster recovery' to 'arts and culture', with a total of 14 categories.

An interesting feature of the NSW website is the ability to see past recipients of the grant you are interested in. This can be helpful to you as it shows who was awarded the grant, the approved amount and what project was deemed relevant for the grant. This acts as an indicator for you as to whether your project could also be considered relevant for the grant.

## NSW Tenders

[NSW eTendering](#) is the online platform where users are able to search tenders available in the state. Past, current and future tenders are available for viewing. In order to lodge a response to a tender, you will need to create an account.

It is important to know that to supply to the NSW government, you may need to be part of a pre-qualification scheme. As this requirement varies based on the nature of your work, it is recommended that you check whether this applies to you on the website.

## VIC Grants

The Victorian government offers grants and programs through two different websites; the [Victorian Government website](#), and the [Business Victoria website](#).

Both of the websites offer the ability to refine your search to find opportunities relevant to your project. You must create an account in order to be able to apply for a grant or funding opportunity.

Once you have found a grant of interest to you, you will be shown more detail about the grant, including; eligibility criteria, how much is being offered, and how to apply.

## VIC Tenders

Available Victorian government tenders can be viewed on the [Buying for Victoria](#) website. To gain access to the tenders, you will need to register as a member. This will require you to submit information about your business, such as your business name, ABN and the number of employees you have.

Each tender opportunity also has an online forum, which allows you to post questions and seek further clarification if need be. You will also be able to see posts from others on the forum.

# STATE GRANTS & TENDERS

## SA Grants

If you're in SA, you can use [GRANTassist](#) to help you locate government financial assistance. The website centralises all available government grants, and divides them into two areas: business and industry, and communities, clubs and individuals.

There is no need to create an account to access GRANTassist. Depending on the amount of detail that you're after, you can briskly search for grants through the 'Quick Browse' feature, or do a deep dive with the more refined 'Program Search'.

Once you find an interesting opportunity, simply click on 'More Information' and you will find the requirements for eligibility and further details on the grant. To apply, click on the hyperlink 'view website' which will take you to an external site to complete the application.

## SA Tenders

Tenders for the SA government are accessible through the [SA Tenders and Contracts website](#). The website allows tender responses to be submitted electronically (in which case you must create an account), or also provides an email that responses can be sent to.

## QLD Grants

The Queensland government provides an easy to use '[Grants Finder](#)' tool. All that is required of you is clicking what applies to you in a series of categories, which ultimately leads to the grants which are relevant to you.

You do not need an account to access the tool or apply for a grant. Upon finding a relevant grant and clicking on it, you will see the eligibility requirements for that specific opportunity.

The application process usually occurs on an external page, which can be accessed through a hyperlink available on the grant's page.

## QLD Tenders

Queensland government tenders are accessible through the website [QTenders](#). You must be registered with an account to respond to a tender.

Once clicked on, each tender supplies detail about the project and a pack of relevant documents.

# STATE GRANTS & TENDERS

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## WA Grants

Unfortunately WA does not have a centralised grant finding system. Funding opportunities for projects are listed on the websites of the relevant government Department. This means that you will need to identify which Department your project falls under in order to access the available grants.

For example, if your project is relevant to sport, check out the Department of Local Government, Sport and Cultural Industries website to find grants.



## WA Tenders

Tenders WA is the online platform used by the WA government to publish available tenders. You will need to create an account in order to apply for tenders.

The website provides advance notice of possible future tenders, and allows for expressions of interest for these future opportunities to be submitted. You will also be able to see tenders which are closed or under evaluation - this is helpful to gain insight into what jobs have been available in your area of interest in the past, and can indicate where future opportunities may be.



## Tasmanian Grants

The Tasmanian government offers grants through its Department of State Growth website. You must select your relevant area of interest, which will lead you to the available grant opportunities.

Once you have selected a grant, the eligibility requirements, assessment criteria and application process is laid out for you. It is important that you follow the assessment criteria to ensure that your application has a better chance of being successful.

You will need an account in order to apply for a grant electronically.



## Tasmanian Tenders

Tasmanian government tenders are available to access online through the tenders website. Although you do not need to be registered to browse the available tenders, you must have an account to lodge a tender response.

You are also able to see tenders which are closed for bids, which serves as an excellent tool to learn what jobs the government has presented in the past, and predict what may be offered in the future.

The website also offers advice on preparing a tender response, which can be accessed here.

# TERRITORY GRANTS & TENDERS

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## NT Grants

GrantsNT is the online platform used by the NT government to publish available grants and scholarships. The website prompts you to enter key search words to locate relevant funding opportunities.

You must create an account in order to apply for grants. Once you find a grant which you want to apply to, the website provides helpful tips in the form of advising what information needs to be included in your application. The entire application is to be completed online, through filling out an automated application form.



## NT Tenders

You can view available NT tenders through the TendersOnline website. You must create an account to lodge a response to a tender, but can simply browse the website without an account.

The website has a search filter to help refine your search into your area of interest. It is interesting to note that once you have selected a tender of interest, you will be shown a list of prospective tenderers. This can help you gauge who else will be applying for the tender, and if it is the type of work that you or your organisation typically undertakes.



## ACT Grants

ACT government grants can be accessed through their website. Once you select your area of interest, you will be prompted to click on a hyperlink to another webpage, or shown the available grants in that area depending on the amount of grants dedicated to that area.

You will not need to create an account to apply for any grants, as most applications are to be submitted via email to the relevant contact listed on each grant's page.

The website also provides who past recipients of the grant were, the amount they received and what project they used the grant money for. This is a great tool for you to understand how the grant has been awarded in the past, and to gauge whether your project aligns with those of past applicants'.



## ACT Tenders

ACT government tenders are available on the Tenders ACT website. You must register an account in order to apply for a tender, and also to view selective tenders specific to your business. Eligibility requirements and the application process become shown to you once you have selected a tender of interest to you.

# NON-GOVERNMENT GRANTS

Alternatively from government funding, the option to seek funding from community based groups and businesses is always available. This avenue is especially recommended if your organisation is not-for-profit, as such groups are limited by law to donate their funds to charitable purposes. Independent organisations and charities offer financial support to a number of different sectors.

## Lord Mayor's Charitable Foundation

Lord Mayor Sir John Swanson created the Foundation in 1923 with the vision of organising charitable giving in Melbourne, specifically for hospitals. Fast forward nearly 100 years later, and the Foundation is Australia's largest independent community-based organisation.

There are currently 319 grant opportunities available. The [website](#) has a search function which enables you to look for a funding opportunity which suits your specific project.

### Eligibility requirements

- It is important to check that your project aligns with one or more of the outcomes within the 'Impact Area' you are applying under. The Impact Areas are as follows:
  - Education & Employment
  - Environment & Sustainability
  - Healthy & Resilient Communities
  - Homelessness & Affordable Housing
- Your organisation must either have TCC status or be endorsed as a DGR (see page 3). You must be able to provide evidence of this in your application.

- Unfortunately grants from the Lord Mayor's Charitable Fund for Impact Areas '**Healthy & Resilient Communities**' and '**Homelessness & Affordable Housing**' are provided for projects delivered exclusively in Victoria. Other Impact Areas are available for Australian charities operating nationwide, however particular focus is given to those in Victoria, NSW and ACT.

## The Sidney Myer Fund & The Myer Foundation

Established in 1934 upon the death of well-known businessman and philanthropist Sidney Myer, this Fund provides grants to projects aligned with their values of "improving people's lives in lasting and positive ways".

The Fund offers grant programs in the following areas:

- Arts & Humanities
- Sustainability & Environment
- Poverty & Disadvantage
- Mental Health
- Human, Legal & Civil Rights
- Kenneth Myer Innovation Fellowships
- Merlyn Myer Fund

# NON-GOVERNMENT GRANTS

There are several grants available all year long, so it is recommended that you search the [website](#) to see if your project aligns with any of the available grant programs. Eligibility requirements differ for each opportunity, so please make sure you check your organisation is eligible before applying for a grant.



Private Ancillary Funds (PAFs) are another option available to you when seeking funding. They are special funds which link donors with organisations that can receive tax deductible donations.

If you are interested in receiving donations from a PAF, it is recommended that you utilise [PafGUIDE](#); the "industry insider" resource. PafGUIDE provides comprehensive and up-to-date information on all Australian PAFs.

PafGUIDE includes every single PAF that is registered in Australia, and shows roughly 50% more than what is visible on the [ACNC Charity Register](#). It proves to be a successful service, as just in 2020 alone, more than \$11.5 million in donations were received by the subscribers of PafGUIDE.

## Eligibility requirements

- You will need to pay a monthly subscription fee of \$249 +GST, or a minimum yearly subscription of \$2,699+GST, to access

PafGUIDE's services.

- Your organisation must be endorsed as DGR



Established in 1964 by Sir Ian Potter, the Foundation provides grants nationally to charitable organisation working to benefit the community. Recently in 2020 the Foundation awarded \$20 million to the establishment of NGV Contemporary.

## Eligibility requirements

- You must be based and operating in Australia
- Your organisation must be endorsed as a DGR and as a TCC
- Your project must fit one of the following funding objectives:
  - Community Wellbeing
  - Early Childhood Development
  - Medical Research
  - Public Health Research
  - Environment
  - Arts

The Foundation opens Rounds of funding, with each Round focusing on a different funding objective. The [website](#) lists the key dates for deadlines for Expressions of Interest and Applications.

GOOD LUCK  
WITH YOUR  
APPLICATIONS!