Grant Q & A Questions:

I want to apply for the Federation Council's Community Grants program. If I'm successful in gaining the grant amount, does this mean I'm then unable to gain other funding for the same event, project or programme from another financial funding service?

Federation Council will allow you to combine your funding with funding from other sources. In your application, Council will ask you to identify any funding partners along with the details of that arrangement. It is also important to note that you check with any external funding partners and/or potential partners around *their* guidelines for combining funding – some agencies and organisations will not allow you to combine your funding for a particular event, project or programme with funding from different sources.

Before I start filling in the application for the grant, what do you recommend I have ready?

- [Current] Quotes (obtained within the last three months)
- Insurance/Certificate of Currency
- Financial reports (most recent financial year)
- Evidence of previous events/programs/projects managed and completed
- Project management documentation (including project timeline, scoping documentation, budget, etc.)
- Letters of Support (where appropriate)
- Governance structure of your organisation (where appropriate)
- Risk management analysis/procedures

We are a school within Federation Council, are we able to gain funding for a project we are running with students?

As a school, you are able to apply for funding via the Federation Council Community Grants Program if your project is to be conducted in partnership with a community group/organisation. Also, your project must be able to demonstrate a clear benefit for the broader community (along with the school, if appropriate). Examples of such partnerships might include schools and aged care facilities; schools and local community groups such as Rotary, Men's Sheds, Lyons, etc.; school and community groups/sporting groups where facilities are intended for shared access and use.

Whilst filling in the form I noticed certain parts don't require answers to proceed with the application process. Can I just skip this section/question?

If the application form instructs you to move ahead without answering a question as it doesn't pertain specifically to your application/project, you can do so. If Council has questions about your application, or require further information, they will contact you. The best way to ensure that you have provided all of the information required is to contact a Council representative during the application process if you are unsure.

When writing a grant application, what is the best way to structure my answers to the questions? Does it need to be exciting to read or can I just simply answer the question they are asking me?

The most effective way to complete a grant application is to provide the information that is being asked of you in the most straightforward and accessible language possible. There is no need to "make the application exciting"; let the information, data and evidence you provide tell the story about your application. It is vitally important in any grant application process that your organisation is as precise and transparent as possible, particularly when declaring information about the financial aspects of a project and any potential risks associated with a project. Remember, it is always better to provide *more* information than is asked for than less – if you are unsure about including a document or piece of supporting evidence, include it – it will help to paint the picture of your potential project.

Why am I required to fill in an acquittal form, if the details were shared prior to the grant being approved?

The acquittal process allows Council to ensure that the description and outline of a project prior to funding, aligns with the project at completion. Also, working through the acquittals process allows Council to make assessments around the effectiveness and benefit of projects within the community, and determine focus points for any potential future funding opportunities.