



MURRUMBATEMAN
COMMUNITY ASSOCIATION

ADVICE ON GRANTS

The key aim of the MCA is to represent and support the local community. One of the most important ways we support the local community is by providing funds to local groups for services provided at events such as the annual Murrumbateman Field Days, bi-monthly Village Markets. Any profits from our event are reinvested in community facilities.

Like many other not-for-profit organisations, the MCA increasingly relies on financial grants from government and other organisations to help fund activities and improvements that benefit the local community.

MCA has developed expertise in applying for grants and has demonstrated an excellent reputation for due diligence and good governance. These attributes are often seen as essential criteria for approval by grant assessors.

Based on this experience, we can offer advice to local groups who wish to apply for grants. This advice aims to result in ***less time and effort*** spent by groups who do not apply for grants on a regular basis and ***increase the probability of success***.

Each Grant provider will have a specific guidelines that applicants need to address and it is important to ensure those questions and requirement re answered. Also we recommend that you undertake free training or webinars that are provided by various organisation to assist grant applicants

MCA can provide:

- ADVICE on what grants might be available for particular projects/organisations
- ADVICE on what documentation is required
- ADVICE on gaps for community projects
- A formal **LETTER OF SUPPORT** for a group's project/ application

If your group is not eligible to apply for a particular grant, MCA may be able to assist by providing legal and statutory responsibility and partner with your group for the application, under certain conditions (see MCA policy on MCA assistance to Murrumbateman Groups).

If you are contemplating a project/purchase which you think might be eligible for grant funding, you can contact:

MCA's Grants Administrator Steve Crabb [ph 0408266379](tel:0408266379))

OR

Send an email to secretary@murrumbateman.org.au

to discuss your proposal.

A general Checklist of information communing required for grant applications is provide below:

GENERAL GRANT CHECKLIST

To assist organisations in preparing proposals for grant applications, see the following CHECKLIST of things to think about which is based on best practice in this process. Addressing all the issues in this checklist at the grant contemplation stage will make the whole process easier and smoother for all concerned, from beginning to end.

1 About Your Organisation

Name: Status: Incorporated? Not for Profit? ABN?

2 About Your Project

Short Title:

Description:

Location:

Expected Start Date:

Expected Finish Date:

Expected Outcome (include details of benefits to your organisation AND the broader community):

3 Project Manager

Name: Email: Phone:

Note: the project manager has a key role in convincing grant assessors to approve the grant. They should demonstrate their commitment and capabilities to the assessors by:

- Providing detailed specifications for the project (ie drawings, measurements, etc)
- Getting written quotes (preferably 3)
- Outlining a broad timetable for the project
- Managing the project through to completion (including supervising any trades involved and providing a final report to the funder)
- Providing key target dates

4 Cost Estimates

Written quotes obtained:

Any co-contribution?: \$s or in-kind Sponsors?

Grant funding sought:

Total Cost:

5 Possible Grant Program(s)

Include details of any previous applications for this or similar projects

6 Stakeholder Support

What is the extent of support for the project both inside and outside your organisation? For example, do you have letters of support for the project from other organisations (eg YVC) suitable for attaching to the grant application?