



Applying for external grants and other funding Policy

**Approved by the St Vincent de Paul Society NSW State Council on 11
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Version Control

Contact names	Role / position	Version number	Date	Review date
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Policy Statement

Applying for external funding policy

All new funding applications are to be prepared and approved in accordance with the procedures set out in this document. Each application seeking total funds of over \$150,000 (excluding GST) are required to be signed by an authorised representative of the Society, being the State President.

Each application seeking funds less than \$150,000 (excluding GST) may be approved by Diocesan Central Council authorised representatives, namely the Diocesan Central Council (President and Executive Officer) or equivalent Executive Officer, where no State Council loan or grants are required.

“The Society’s funds must be handled with the utmost care, prudence and generosity” (The Rule, 2005, 3.14)

Background

This document provides guidelines for those in the Society seeking new external grants and other funding. It promotes the development of quality applications that are accurate and consistent in their representation of the Society to potential funding bodies.

The ‘Grant & Foundations Policy, (2010)’ has been reviewed and updated with the NSW State Council ‘Capital projects and agreements procedure’ and the ‘Delegations of Financial Authority Policy’.

The purpose of this policy and procedures is to streamline and improve processes to ensure a best practice approach is taken within an increasingly competitive environment. A robust application process will also assist in managing risk exposures which may arise from submitting poor quality applications such as reputational risk as well as operational risks. This application process also protects the Society from committing to projects which it may not be able to complete, be financially viable nor align with the core objectives of the Society.

Related Policy Delegations of Financial Authority Policy

Stakeholders

- State Council
- Diocesan Central Councils
- Special Works
- Executive Officers and management
- Members, Volunteers and staff
- Grants and Foundations Officer
- External funding bodies
- Clients

Delegations for the approval and lodgement of applications

Funding applications less than \$150,000 (excluding GST)

Funding applications for less than \$150,000, in accordance with the 'Capital projects and agreements procedure' and the 'Delegations of Financial Authority Policy', may be approved by the Diocesan Central Council (President and Executive Officer) or equivalent Executive Officer, and lodged by the relevant Diocesan Central Council, where no State Council loans or grants are required. These applications should be minuted in Diocesan Central Council or Executive meeting.

Should the funding require independent audit, the Grants and Foundation Officer must be informed to update the grants register on the Vintranet.

Funding applications over \$150,000 (excluding GST)

Funding applications for greater than \$150,000, in accordance with the 'Capital projects and agreements procedure' and the 'Delegations of Financial Authority Policy', must be approved by an authorised representative, being the State President.

In order for the authorised representative to approve the application, the Diocesan Central Council (President and Executive Officer) or equivalent Executive Officer, must sign off the application and provide approval for higher authorisation by State President and lodgement to the Grants and Foundations Officer.

The Grants and Foundations Officer will be able to assist with arranging the approval by the authorised representative, the State President. Please allow at least a week to obtain this approval.

Successful applications and signing of agreements

The only persons who may sign legally binding agreements including funding agreements or contracts are the Trustees of the Society of St Vincent de Paul (NSW) or as otherwise delegated for operational agreements or contracts.

The Trustees may delegate the signing of certain forms to other parties, providing that the delegation has been specifically passed as a resolution of State Council. Refer to the 'Delegations of Financial Authority Policy'.

Appendix A

Role of the Grants and Foundations Officer

The Grants and Foundations Officer's role is to support the application process, as well as to generate new, external funding for the Society's projects through grant applications (government and private) and philanthropic trusts and foundations (private and corporate). Key activities of this role include:

- In accordance with the Society priorities, identify and research opportunities for funding from government, corporate entities and trusts and foundations.
- Develop and support key internal and external relationships with funding entities and government bodies.
- Review applications to ensure application criteria are satisfied and are submitted for appropriate approval for lodgement by the due date.
- Consider the appropriateness of partnership with other project managers.

Appendix B

Procedures and guidelines

The 'Grants Register' located on the Grants and Foundations Vintranet page is a list of all grant applications in progress, pending and completed. Their timelines and the availability of the Grants and Foundations Officer can be found by reviewing this register on the Vintranet.

The Grants and Foundations Officer should be notified at least one month (more for lengthy applications), before the approval (sign off) date, to review grant applications. If there are any difficulties meeting this timeframe please contact the Grants and Foundations Officer.

SAMPLE TIMELINE MINIMUM

FINAL DRAFT	1st October 201X
FINAL	8th October 201X
SIGN OFF	15th October 201X
LODGE	22nd October 201X

Where the requirement of the funder is one application from the Society with multiple projects, procedures will be advised. Examples where this occurs includes Claffy Foundation, FaHCSIA Volunteer Grants, NSW Community Building Partnership.

To reduce duplication and competition within the Society for funding, it is advisable to contact the Grants and Foundations Officer to double check no one else is applying in your intended round.

a) Before you start.

- ✓ Download and read the application form and supporting documentation which may include guidelines, application forms, online portals for registration and lodgement, deadlines, expression of interest, frequently asked questions (FAQ's), hotlines or contact information, past successful applications, previous funding acquittals, reporting, etc.
- ✓ Ensure you satisfy all application requirements in advance of the due date allowing time for internal approvals otherwise the application may be ineligible.
- ✓ Have a well-developed plan and budget (including contributions) for your project.
- ✓ Ensure you have the appropriate Manager and Diocesan Central Council (President and Executive Officer) or equivalent Executive Officer's approval preferably in writing, (including email) to apply. Subsequent to this, the Grants and Foundations Officer may be contacted to assist with the application.
- ✓ For large or complex grant applications it may be appropriate to nominate a project manager and a dedicated team who can be supported by the Grants and Foundations Officer to prepare a quality application.

b) Project scoping and development of application.

- ✓ Consider your project in its entirety. Successful applications include details of inputs, outputs, outcomes, and impact (see Appendix – *Productivity Commission framework*). In an increasingly competitive environment, funders are interested in the difference your project will make for their investment, leveraging funds with other contributions, strong leadership, management, accountability and sustainability of the project.
- ✓ Clearly identify the objective of your project based on the outcomes you hope to achieve.
- ✓ Identify stakeholders and appropriate project team members and consider how to communicate with them.

- ✓ Include costings of inputs and outputs within a comprehensive budget and timelines (e.g. “X months after announcement date”).
- ✓ Develop a project plan (assign responsibilities, identify resources required and timeframes)
- ✓ Do your research and provide up to date data, and evidence to support your funding request and project outcomes.
- ✓ Work out how you are going to monitor and evaluate the success or impact of your project (how will you know if your project has made a difference?)
- ✓ Ensure writing is clear, concise, readable, active, positive, and specific.
- ✓ Refer to the resources and templates available on Vintranet <Grants and Foundations> page for resources such as: Tips n Hints, books, websites; templates; grants register; and, useful links and websites.
- ✓ Ensure your project complies with Society Governance protocol.

c) Begin writing your application.

- ✓ Once the scope of the project work is determined, sufficient time and resources should be allocated to prepare a quality application that is approved following official procedures and lodged well within the deadline date. **IMPORTANT:** Incomplete or ineligible applications put the Society at risk for future funding applications.
- ✓ Source and produce concise content to respond to all grant application questions. Ensure each assessment criterion is addressed within allocated word limits if applicable.
- ✓ Provide all the required supporting documentation and where appropriate reference in the application. This usually includes budgets, the annual report, DGR/PBI Status, and other documents.
- ✓ The funder generally can be contacted to discuss the application and its suitability. A positive working relationship with the funder is important, keeping them updated on projects, completing reports on time and thanking them.
- ✓ Ask colleague or potential team member to review draft application.

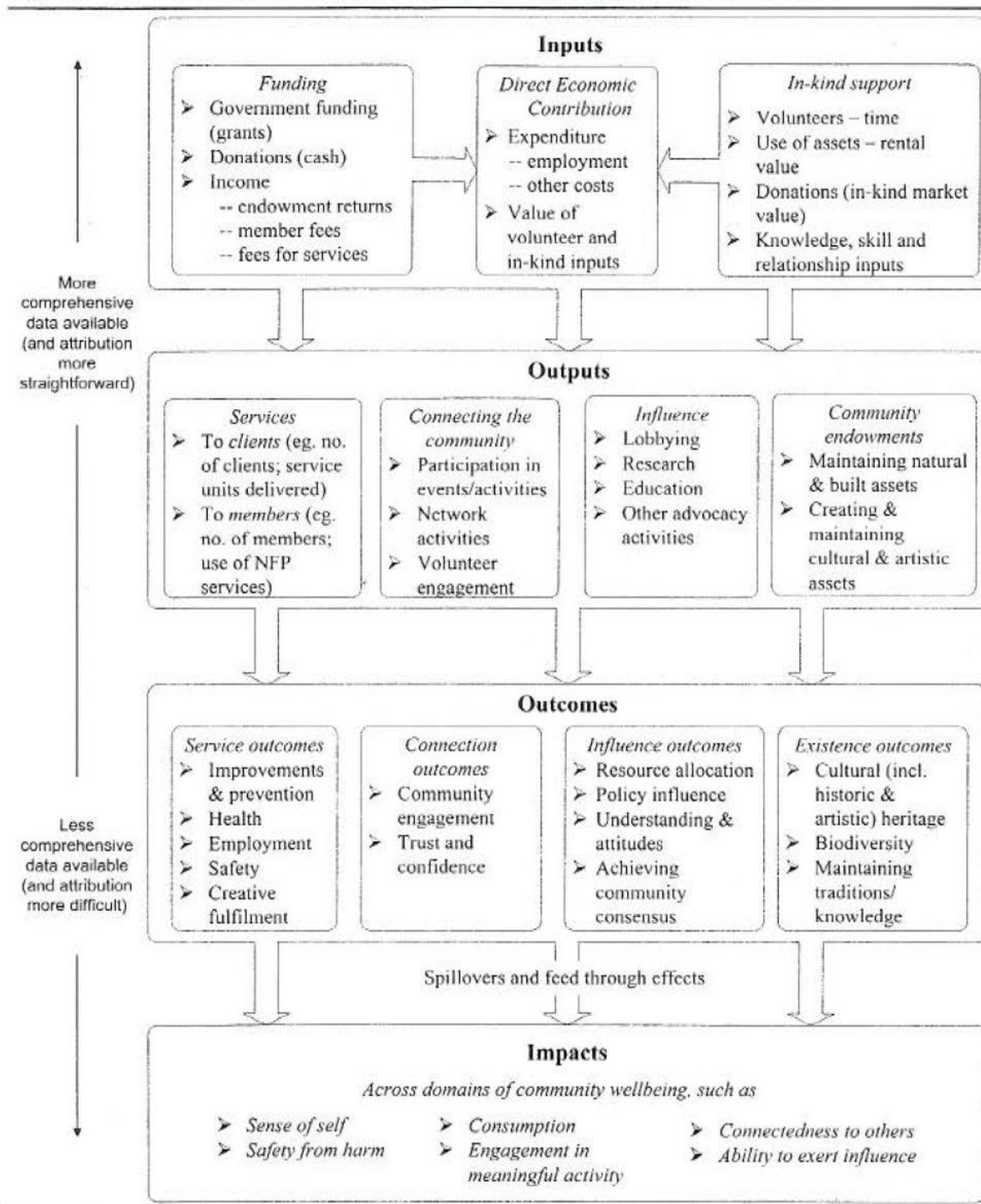
d) Approvals, lodgement and grants register.

- ✓ Once the application is drafted, approval of the final version is required from the Diocesan Central Council (President and Executive Officer), or equivalent Executive Officer and minuted. For applications seeking funding over \$150,000 (excluding GST), approval is also required by an authorised representative, being the State President.
- ✓ Collate and submit the approved application well within the deadline (Minimum 2-5 working days is recommended allowing time for the funder to contact you if anything is missing and to allow for overloaded application websites and portals and other technical glitches.) Make sure to keep a copy of your application and note the date and time submitted and to whom.
- ✓ Ensure confirmation of lodgement is received from the funding body. Notify the Grants and Foundations Officer of confirmed submission and any announcement dates.

Appendix C

A framework to be used for the development of the project scope and development of the application.

Figure 3.2 Measurement framework and types of indicators



Productivity Commission, 2010, 'Contribution of the Not-for-Profit Sector', research report, Canberra.