



IMPORTANT NOTES RE: APPLICATION REQUIREMENTS

Please read the information below to support the planning and preparation of your project. It also sets out what you **MUST** include for your project to be considered. Contact FRRR if you have any questions about this information or any aspect of the application form.

Eligible legal entities

Every application needs to include an organisation that holds either an **ABN or Incorporation Certificate**. If your organisation doesn't have that, FRRR may still fund the project but you need another organisation's support, which we refer to as the '**legal organisation**' (with your organisation being the **delivery organisation**). This situation often occurs when the organisation **delivering** the activity or project is a branch of an overarching organisation - such as a local CWA or YMCA branch. In this case, the CWA or YMCA would be the legal organisation.

Even though your organisation may complete the application (and will be doing the work), **it's the 'legal organisation's' legal and financial information that needs to be provided**. They also need to provide a letter of support, confirming they are willing to play this role.

Why is this important?

This program is only able to distribute funds to not-for-profit organisations with an ABN or Incorporation Certificate, and FRRR needs to know that the organisation with that ABN / Incorporation Certificate understands and agrees to carry out their responsibilities in relation to your project, if successful.

Financial information

Applications received without the requested financial information are ineligible. Providing incorrect financial information is currently the most common reason why applications are not able to be considered. You must attach the following:

- For organisations that have **audited financial reports**: Attach the most recent annual audited statements;
- For organisations that **do not have an annual financial audit**: Attach the most recent 12 months Income and Expenditure Statement. If you have a Balance Sheet, please also submit this;
- For organisations **less than one year old**: Provide Bank Statements for the period you have been operating.

Please note:

- If financial documents are more than 18 months old, please provide an explanation as to why the organisation does not have more recent documents;
- Bank Statements are **only** acceptable as financial documentation if your organisation has been operating for less than one year;
- Please explain any deficits and steps to sustain the organisation financially;
- Provide a brief explanation of any large financial surplus or current assets and reasons why FRRR funds are still required;
- Income and Expenditure statements must cover a full 12-month period.

FRRR conducts a broad range of due diligence queries when reviewing applications, such as: reviewing current and past incorporation, DGR and ACNC status. If your organisation has happened to have their incorporation status, DGR status or ACNC status changed or ACNC registration revoked or voluntarily withdrawn, please let us know the reasons for this.

Please contact us if you cannot provide required financials or are unsure about what to provide.

Why is this important?

FRRR uses this information to understand your organisation's financial viability and ability to manage grant funds.



Project Budget

You must include a project budget that clearly shows the items that FRRR grant funding would be used for and that also shows all income and expenses related to your project.

Budgets should be realistic and must add up – i.e. total expenditure must match total income.

Applicant contributions in cash or in-kind are highly regarded. Quotes or detailed rationale for items over \$1,000 are required, where possible. Note: FRRR suggests costing unskilled volunteer labour at \$41.00 per hour.

For more info on costing volunteer labour, visit: <https://www.fundingcentre.com.au/help/valuing-volunteer-labour>.

Why is this important?

A clear budget helps FRRR to understand the size of your project, exactly how FRRR funds will be spent and helps demonstrate community support for your project through in-kind contributions either from your organisation or partners / community members.

Supporting Materials

FRRR strongly recommends that you provide supporting materials such as letters of support, community plans, survey results, photographs, media clips and research reports that can show broad-community support and partnerships involved in the project.

Large documents should be referenced and explained in the application.

Why is this important?

FRRR seeks to fund projects that are well-supported by the broader local community, are locally-led and delivered, show good partnerships and benefit multiple parts of the community. As FRRR is not always familiar with your community, our staff consider support material as evidence toward understanding level of community need, benefit and support.

Clear Project Information

A clear description of exactly **what** the grant funds will be used for, **when** and **where** the project will happen, **who** will benefit and **who** will be involved in delivering the project, **why** the project and grant funds are needed, **how** funds will be spent and **how** the activities and success of the project will be recorded, evaluated and shared.

Where possible, we encourage you to make it really clear that your organisation is ready and able to deliver the project and, if required, provide ongoing support for the initiative.

Why is this important?

FRRR needs to clearly understand your project to assess its merits. Applicants should focus on addressing the what, when, where, who, why and how of the project, as this is the best way to clearly communicate the details of the project.

A ready community is best placed to achieve the aims of your project, so during assessment, our staff look for information that tells us that good leadership, skills and awareness exist in your community to support the project now and in the future.