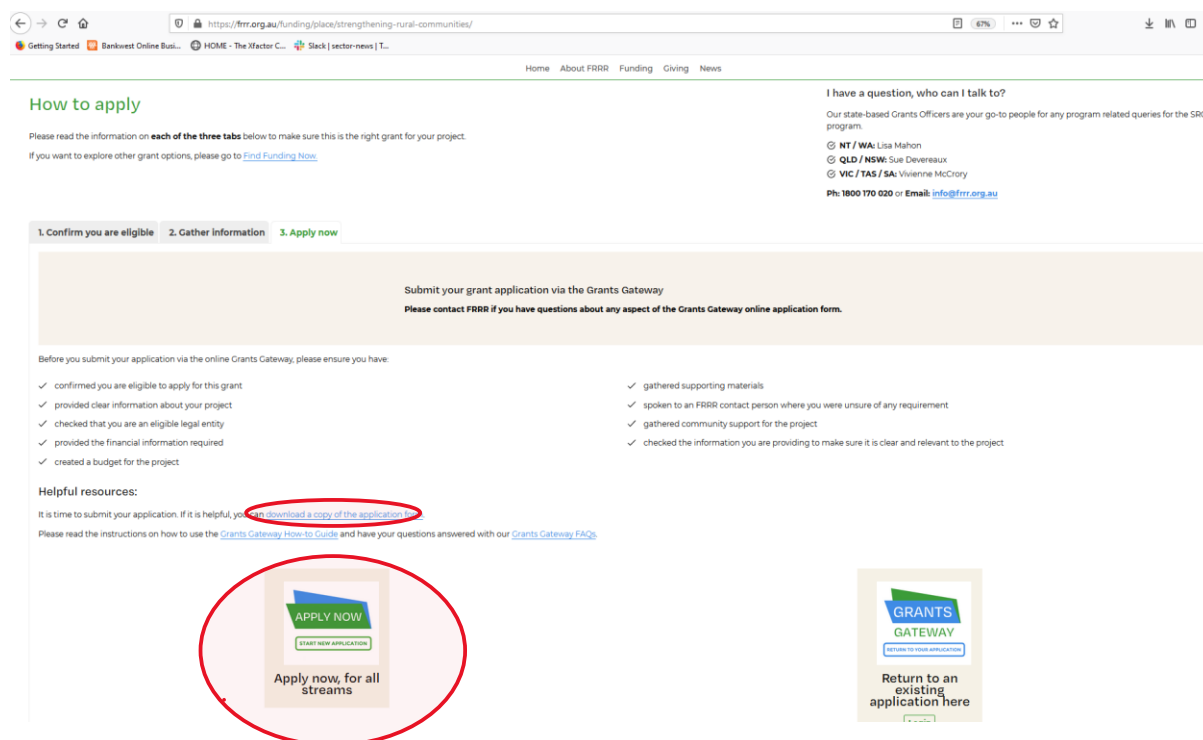


# FRRR Grants Gateway How-To Guide

This document is a step by step guide in how to submit a grant application using FRRR's online grant application system, Grants Gateway. We encourage you to read it and review the FAQs document. If you still have questions, please contact the FRRR office on 1800 170 020 or email [info@frrr.org.au](mailto:info@frrr.org.au)

## Start at the FRRR website, on the grant page

Go to the webpage of the grant you are applying for on the FRRR website. Click on the **Apply Now** button on the third tab – for example, on the SRC – Small & Vital page it looks like this:



To apply, you need to go to the FRRR Grants Gateway. You can do that by clicking on the **Apply Now** link on the website page for the grant program you are applying to (circled in red above). Before you do, please make sure you download and read all of this How-To Guide, as well as the FAQs.

There is also a printable sample application form available for each program, that you can view before logging into Grants Gateway (circled in red above).

## Create a login

Clicking on the Apply Now button will take you to the homepage of the FRRR Grants Gateway online application system.



Contact Us | Exit

Before you can do anything else, you need to create a log in. Follow the instructions on the page to get started. We **recommend** that you set up an **organisational email**, rather than have individual logins for each person in the organisation. Doing so will mean that information about your organisation will automatically be populated in future applications. It will also mean that all correspondence about your application will go to one address, even if your office bearers change, so it will be easier to keep track of.

If you have already created an account, enter your details in the relevant boxes.

If you follow the link from the program page, once you have logged into your account you will be taken directly to the application form for the program you are applying for.

**Note:** The link for each program is unique, so you'll need to go to the FRRR website to the page about the program you are applying for to access the relevant application form.

If your group has already started an application and you log in via the Grants Gateway portal, you will create a new application. **If you, or someone in your group has already started an application for this round, you will need to log in via the email link that was sent to the registering email. It is unique to that already created application.** Alternatively, you can click on the link from the program page to return to your current application.

We strongly recommend preparing your application content in a saveable Word document and then transferring your final application content to the Grants Gateway form. This will assist in managing versions and will reduce the risk of losing work if an internet connection times out – although continual saving is also recommended. Preparing the application offline also makes it easier for multiple people to work on an application before entering final content into Grants Gateway for submission.

## Read the introduction screen carefully

You will receive a welcome message. Read this information carefully.

You will also be able to see the different sections of the system that you will need to complete. These are the green tabs. The blue tab shows the section you are currently in.

Below the row of green tabs, you can also see 'Printer Friendly Version'. We recommend that you print a copy of the application form, so you can see all of the different questions, and plan how you will answer them. You can also share the application with other people and get them working on parts of the application form. You are also able to print a copy the application form from the program page on the website (see page 1 above).

The screenshot shows the FRRR Grants Gateway application form introduction screen. At the top left is the FRRR logo (Foundation for Rural Regional Renewal). At the top right is the 'GRANTS GATEWAY' logo. Below these is a horizontal navigation bar with tabs: 'Introduction' (highlighted in green), 'Organisation', 'Project Information', 'Budget', 'Attachments', 'Confirmation', and 'Review My Application'. To the right of the tabs are links for 'Printer Friendly Version' and 'E-mail Draft'. Below the tabs, there is a red asterisk icon and the text 'Required before final submission'. In the center, there is a large orange box with the text: '↑ Sections of the application are in orange. You can click them to move to that section.' To the right of this box, there is a green box with the text: 'Strengthening Rural Communities Program accepted all year round.' Below this, there is a green box with the text: 'Outcomes Advised: Early September 2021'. To the right of this box, there is a yellow box with the text: '↑ Printer friendly version'. Below the orange box, there is a section titled 'Tips for using the Strengthening Rural Communities online application form:' followed by a list of tips. At the bottom, there are two buttons: 'Save & Finish Later' and 'Next'. To the right of the 'Next' button, there is a yellow box with the text: 'This is another way to move through the form - simply click 'Next''. Below this box is a left-pointing arrow.

Exit

Introduction Organisation Project Information Budget Attachments Confirmation Review My Application

Printer Friendly Version | E-mail Draft

\* Required before final submission

↑ Sections of the application are in orange. You can click them to move to that section.

Strengthening Rural Communities Program accepted all year round.

Outcomes Advised: Early September 2021

↑ Printer friendly version

Tips for using the Strengthening Rural Communities online application form:

- To assist in managing versions and to reduce the risk of losing work if an internet connection times out, we recommend preparing your application content in a Word document and then transferring your final application content to this Grants Gateway form. Please [click here](#) for a print friendly version of this application form. Working offline also makes it easier for multiple people to work on an application before entering your application into Grants Gateway for submission.
- Remember to continually save your work in the online form as you move through the sections.
- Please refer to the [Strengthening Rural Communities Guidelines for further tips and information to support](#)
- As always, if you require assistance to complete this online application form, the friendly FRRR staff are on hand. Grant enquiries 1800 170 020.

Save & Finish Later Next

This is another way to move through the form - simply click 'Next'.

Note, the form saves automatically as you move through. But you can save and exit at any point and we recommend saving your application often. Each time you save and close, a copy of your application to date will **be emailed** to the address that you logged in with. This email includes a link to your saved application form.

**IT IS IMPORTANT THAT YOU USE THAT LINK TO GO BACK IN AND CONTINUE ANY APPLICATION YOU HAVE STARTED.** If you click on the Apply Now link on the grant page, you will open a new application and not be able to see the work you've done to date.

Alternatively, you can click on the link from the program page to return to your current application.

## Organisation Details

The first part of the form asks about your organisation. If your organisation is **delivering the project and receiving the funding**, you'll need to enter your organisation's details in **Part A – Legal Organisation**. Do not complete Part B.

However, if you are delivering the project but partnering with another group that will receive and administer the grant funding, you need to enter the partner organisation's details in Part A – Legal Organisation. The details of your organisation will need to be entered in Part B – Delivery Organisation.



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Exit

Printer Friendly Version | E-mail Draft

\* Required before final submission

### Strengthening Rural Communities Program

#### How to complete this section:

**\*\*Does your organisation, the group delivering the project, have an ABN or Inc number?**

If **YES**, please complete part:

- A. Legal organisation - provide information about **your local group**
- B. Delivery organisation - leave this blank

If **NO**, please complete part:

- A. Legal organisation - provide information about **the organisation partnering with your group / your head office / governing body**
- B. Delivery organisation - provide information about your local group

#### A. Legal Organisation

Legal Organisation - Name and Address

\* What is the legal name of the organisation?

\* Postal address Line 1

Postal address Line 2

\* Town

\* State

- Select One -

\* Postcode

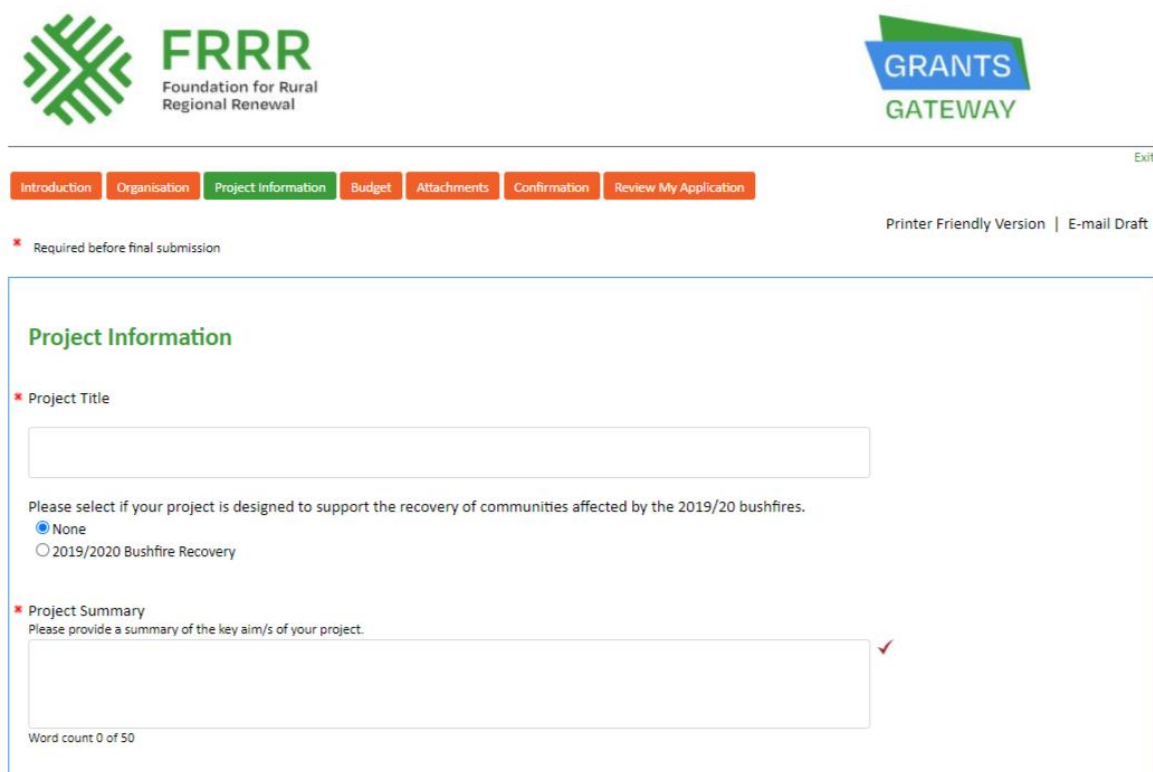
Note, the red asterisks \* indicate questions that are compulsory.

You can move past these but until they are completed, the system will not allow you to submit your application. If you try to submit the form, you will get a list of all the questions you haven't completed.

## Project Information

This is the part of the application where you start to tell us about what you are planning to do. There are several different parts to this section of the form.

We start by asking you to tell us the **title of your project**, and a brief **summary** of your project.



The screenshot shows the 'Project Information' tab selected in the FRRR Grants Gateway application. The form includes a navigation bar with tabs: Introduction, Organisation, Project Information (active), Budget, Attachments, Confirmation, and Review My Application. A red asterisk indicates a required field. The 'Project Title' field is empty. Below it, a radio button selection asks if the project is for bushfire recovery, with 'None' selected. The 'Project Summary' field is empty, with a word count of 0 of 50. A red checkmark is visible next to the summary field. The FRRR logo and 'GRANTS GATEWAY' logo are at the top.

The next section on the Project Information tab asks for more detail on the **project activity area** (see next page). This is a new section of our application form, which is designed to help us better understand and track the issues that communities are seeking help to address. This is important information for us, in reporting back to our donor partners and in building the case for more support.

All grant applicants are required to identify their primary **Project Activity Area** by selecting the purpose and approach that best suits what you have planned and are seeking funding from FRRR to help you implement.

## Project Activity Tree

To help us standardise and more easily analyse trends across the programs, we created the **Project Activity Tree**, which lists the common things that communities are trying to address, the objective, and ways in which we have seen groups tackle these challenges.

### Project Activity Area

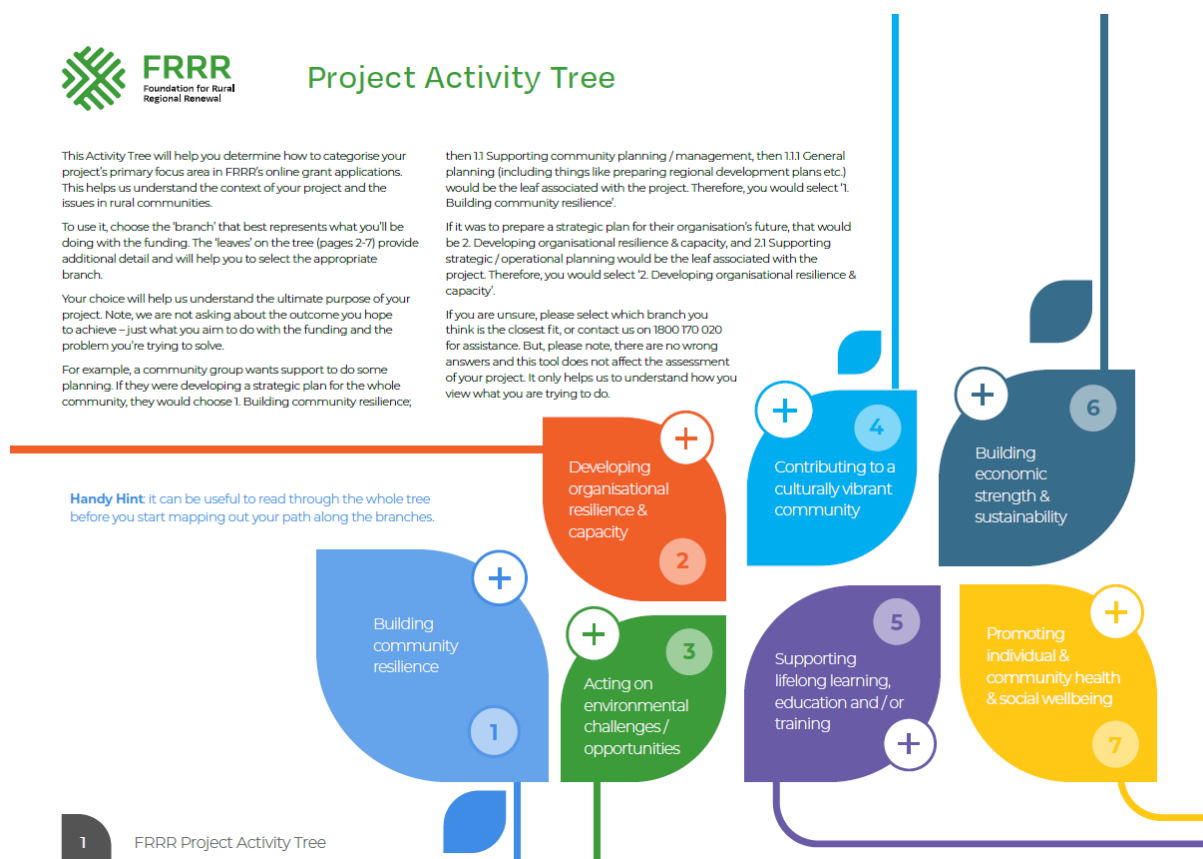
FRRR needs your help to better understand the issues communities plan to tackle with the support of an FRRR grant. This is important information for us, in reporting back to our donor partners and in building the case for more support. Please follow the three steps below to identify your Project Activity Area.

1. Identify Project Activity Area. To do this click on **Project Activity Tree** and follow the instructions on page one.
2. Select your activity area from the drop-down menu.

We recommend that you read through the whole tree before you start mapping out your path along the branches.

We also encourage you to [watch this brief clip](#) about completing this section of the application.

This document will open when you click on the 'review this Activity Tree' hyperlink in the Project Focus Area question:



To use it, choose the leaf and number that best represents your project's main aim. Then, go to the page with that number and read all the options under that 'leaf' and follow it along the 'branch' to the end.

For example: Say your group wishes to put a new roof on your community hall. You would choose **1. Building Community Resilience**.

You can easily find out what kind of projects come under each leaf by clicking on them and navigating through the branches. For example, if you click through the Building Community Resilience page, you will find **1.2 Investing in Community Assets / Infrastructure**, which leads to **1.2.1 Maintaining community / public halls** (see picture below). Exploring the 'branches' is a good way to check that you've picked the right category.



Then you can head back to the application and tick the box of your chosen leaf. In the case of our previous example, that would be the first one – “Building Community Resilience.”

#### Project Activity Area

FRRR needs your help to better understand the issues communities plan to tackle with the support of an FRRR grant. This is important information for us, in reporting back to our donor partners and in building the case for more support. Please follow the three steps below to identify your Project Activity Area.

1. Identify Project Activity Area. To do this click on **Project Activity Tree** and follow the instructions on page one.
2. Select your activity area from the drop-down menu.

✖

- ☐ 1 Building Community Resilience
- ☐ 2 Developing Organisational Resilience & Capacity
- ☐ 3 Acting on environmental challenges / opportunities
- ☐ 4 Contributing to a culturally vibrant community
- ☐ 5 Supporting lifelong learning, education and / or training
- ☐ 6 Building economic strength & sustainability
- ☐ 7 Promoting individual & community health & social wellbeing

We know that many projects address multiple issues, but we ask you to choose the main purpose and the main objective, method / focus area etc.

We then ask for information including **what** you intend to do, **why** your project is needed, **when** you hope to deliver the project, and **where** it will take place (including LGA information).

As you progress through the form there will be some fields with drop down arrows ▼ with options such as yes / no. Click on the one that fits best with your project or situation.

You will note there is a red tick ✓ to the right of free text boxes. This indicates the ability to spell-check the text.

Where will your project happen?  
Please tell us the following information about where your project will happen. For projects happening in more than one location, please indicate these in rows 2-4.  
If your project is happening nationally please place "National" under Town Name.  
e.g. Collie → 2827 → 109

* Town	* State	* Postcode	* Population
<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>

← This is an example of the drop-down boxes.

This section of the application also asks about the **target groups** that you'll be working with and who the project is designed to benefit, including details on the community you're intending to deliver your project in. Some questions require you to check boxes. Click on all the appropriate box/es that match your project.

Where relevant, please select the **most appropriate target group** options below:

\* **Age Group**

- ☐ Children (0-4)
- ☐ Children (4-12)
- ☐ Young people (12-24)
- ☐ Adults (25-59)
- ☐ Older people (60+)
- ☐ All Ages

\* **Gender**

- ☐ Female
- ☐ Male
- ☐ All Genders
- ☐ Gender Neutral

\* Does your project involve working directly with children / youth under 18?

\* Does your organisation have policies and procedures regarding working with children, Working with Children Checks, and the handling of child abuse complaints?



The next part of the Project Information tab asks you to tell us how your project will benefit the community – **how your project will create change**, and **what you expect to be different** as a result of the project and activities you’ve outlined in the previous section. This is the information that you will measure the success of your project against.

How will your project benefit the community?

★ Select ONE option that best describes how your project will create change

- ☐ Investing in Infrastructure and Equipment
- ☐ Building Organisational Capacity
- ☐ Developing Awareness, Knowledge and Skills
- ☐ Providing Access to Services / Activities

You then need to choose the **primary outcomes** you expect to achieve from your project – the things where you expect to show how you made a difference. You can choose **up to three outcomes**.

★ Please identify the project's primary outcomes. (you can tick up to three)

FRRR needs your help to better understand and track the outcomes of FRRR grants in rural, regional and remote communities around Australia. This is important information to support FRRR to report back to our donor partners and build evidence for more support.

- ☐ Communities that can innovate or respond to local opportunities / issues
- ☐ Greater ability to deal with / respond to individual / community level challenges
- ☐ Stronger local economies
- ☐ Improved financial security / reduced poverty or financial stress
- ☐ Enhance community identity / wellbeing / sense of place
- ☐ A friendly and inclusive community / stronger social fabric
- ☐ Promote environmental health / sustainability
- ☐ More creative / culturally vibrant communities
- ☐ More engaged / participative community
- ☐ Optimal start in life for children, starting school ready to learn
- ☐ Increased engagement in learning and improved education outcomes
- ☐ Stronger individual and / or community resilience

We also ask you to nominate whether your project is being delivered in the context of **natural disaster recovery or preparedness**. (Note, we consider projects supporting drought-affected communities to fall within this category.)

Simply select either Yes or No from the drop-down menu, and give us a little more information about what you are doing from the drop-down question below.

Disaster or Emergency Response

★ Does your project relate directly to preparedness for or recovery from natural disasters, emergency management, or drought?

★ If yes to the above Disaster or Emergency Response Projects question, please answer question below.

Which of the following best describes the focus of your project:

If **no**, to above Disaster or Emergency Response Projects question, please select **Non-emergency / Disaster Response**.

- ☐ Emergency / disaster preparedness
- ☐ Longer term post-emergency / disaster recovery
- ☐ Non-emergency / Disaster Response

Save & Finish Later



Next

## Budget

There are four sections to the budget:

1. Project income, including the total project cost, the amount requested from FRRR and the cash contribution from your organisation;
2. Cash contributions **from other sources** – including whether they are confirmed or not;
3. Expenditure; and
4. In-kind contributions.

The total income (including the request from FRRR, cash contribution from your organisation, cash contributions from other sources and in-kind contributions) must equal the total expenditure. There is a calculator symbol at the bottom of each section, which you must click on to recalculate after you make any adjustments.



[Introduction](#) [Organisation](#) [Project information](#) [Budget](#) [Attachments](#) [Confirmation](#) [Review My Application](#) [Exit](#)

Printer Friendly Version | E-mail Draft

Required before final submission

### Project Budget

Please enter whole dollars and numbers only (no commas, decimal points or \$ signs)

**Income - FRRR Request & Your Organisation's Contribution**  
Please enter whole dollars and numbers only (no commas, decimal points or \$ signs)

Total project cost

Amount requested from FRRR

Does the amount requested cover the full project cost?

Cash contribution from your organisation

**Income - Cash contribution from other sources**  
Please enter whole dollars and numbers only (no commas, decimal points or \$ signs)

Who and What e.g. Name of organisation or fundraising activity. Other funding from local or state government	Amount whole dollars only	Confirmed Yes/No

Total Cash contribution from other sources

Click to calculate

**Expenditure**  
e.g. Provide a description of project expenses - "Kitchen materials (oven \$798, Sink \$279, Dishwasher \$603)" \*Amount - 1680"  
Where possible, upload quotes for items over \$1,000 in the Quotes area below  
Please enter whole dollars and numbers only (no commas, decimal points or \$ signs)

Expenditure item Description	Amount Whole dollars only

Total Cash Expenditure

Click to calculate

What will FRRR funds pay for?

### In-kind Contributions

Include an estimated value for non-cash contributions such as services, equipment, time and materials.  
For services provided by volunteers, please cost their services at \$41 per hour.

Please enter whole dollars and numbers only (no commas, decimal points or \$ signs)

In-kind Support – Who	In-kind Support – What	Amount Whole dollars only
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total In-kind Contributions		Click to calculate 0

← This is the  
calculator symbol

Additional information or comments regarding In-kind Contributions.

**PLEASE NOTE:** Ensure there are only whole numbers in your budget, or the auto-calculate function won't work – i.e. **do not include commas, full stops or dollar signs - only whole dollars and numbers.**

### Budget Summary

Total Project Income

Total (FRRR request + Organisation cash contribution + Other cash contribution + In-kind contribution)

Click to calculate  
0

Total Project Expenditure

Total (Cash Expenditure + In-kind Contribution)

Click to calculate  
0

Balance - Total Income less Total Expenditure

Please note: Total expenditure must equal total income therefore balance should be zero.

Click to calculate  
0

Quotes for expenditure above \$1,000 should be attached where possible. **If you can't provide a quote**, please contact the Program Manager.

### Quotes

Upload and attach copies of quotes, where possible for items over \$1,000. Please note files can be no larger than 10MB.

Attach expenditure quotes here.

Browse for the document and upload here

No file chosen

## Attachments

Attachments help us to assess your application. Some items are compulsory – indicated with a red asterisk. However, others are discretionary but are encouraged, as they help us better understand the need, and your plans.

You can only upload one file at a time. If you exceed upload limits for each of the sections in attachments, we recommend combining the files into one PDF.

For photos, you can paste them into an MS Word document, then PDF it. There are several free tools available on the internet, such as <https://www.pdfcombine.com/>. No one item can be more than 10MB. If you have a large item that you want to share, such as a video, or difficulties in combining documents, contact the FRRR office.



[Exit](#)

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Printer Friendly Version | E-mail Draft

\* Required before final submission

Please attach the following documents for this application below

**Legal Organisation Letter of Support**  
Delivery organisations that are partnering with another group responsible for receiving and holding the grant funds **must** attach a Letter of Support for this project from the Legal Organisation.  
Letter of support:   
Browse for the document and upload here. Please note files can be no larger than 10MB.  
 No file chosen

**Financial Attachments**  
**Legal Organisation Financials** (the organisation associated with this application who have an ABN or Incorporation number)  
**Please read the following carefully:**  
\*

- **For organisations who have audited financials:** Attach the most recent annual audited statements.
- **For organisations that do not have audited financials:** Attach most recent 12 months Income and Expenditure Statement. If you have a Balance Sheet, please also submit.
- **For organisations less than one year old:** Provide bank statements for the period you have been operating.

  
Browse for the document and upload here. Please note files can be no larger than 10MB.  
 No file chosen

**Support Materials**  
Support materials to support evidence/need for project This can include project plans, community surveys, media clips, letters of support, other local material to support need for your project. **(HIGHLY REGARDED)**   
Browse for the document and upload here. Please note files can be no larger than 10MB.  
 No file chosen

## Confirmation

Before you can lodge the application, it needs to be endorsed by the legal head of the nominated legal entity. Remember, making this endorsement commits the authorised person and organisation. So, it should not be done lightly.



[Exit](#)

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\* Required before final submission

### Application Confirmation Statement

To be endorsed by the Legal Entity Organisation for this project.

I confirm this application is made with the knowledge and approval of the Head of the Legal Organisation, and agree to the following conditions:

- Acknowledge and understand that this application will become the property of FRRR and that it may be provided to other funders;
- Agree to inform FRRR if the organisation has a significant change to its governance and/or financial situation;
- Agree that if successful, to provide banking details to FRRR within two weeks of receiving notification of the grant;
- Agree that if successful, to expend funding within 12 months as per the terms in the [Grant Conditions](#), or for grant \$10,001 or above, as per the terms in the [Grant Agreement](#);
- Agree for FRRR to publish information about the project funded.

\* I have read and agree to the above

☐

\* Name of authorised person completing this certification

\* Position

\* Date



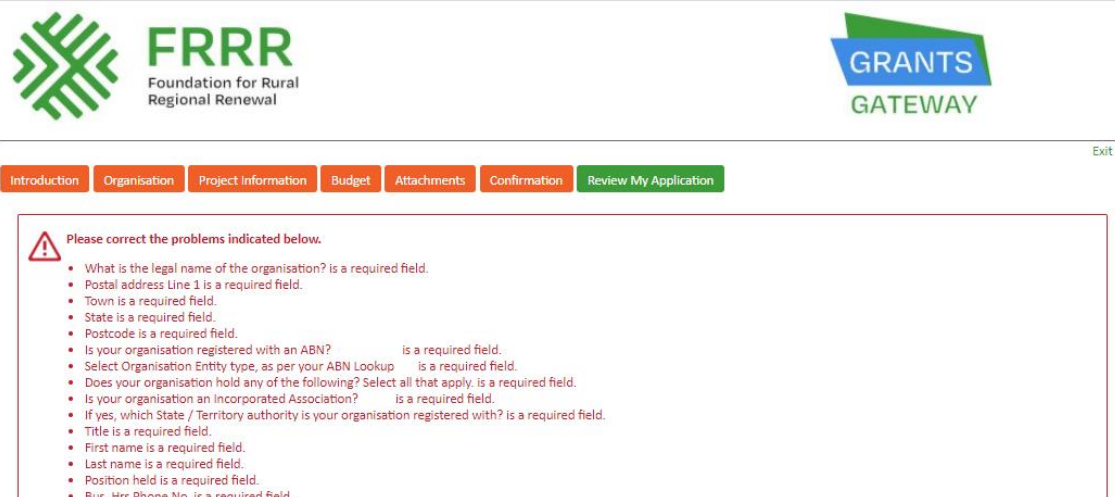
[Save & Finish Later](#)

[Review & Submit](#)

## Review your application

The final step in the application process is to review the application. Any compulsory questions – those with an asterisk – must be answered. But depending on your answers to some others, you also need to complete some that aren't marked as compulsory – e.g. the income must equal expenditure in the budget.

If you try to submit without answering all questions, you will see a list of the ones you've missed in red.



The screenshot shows the 'Review My Application' step of the FRRR Grants Gateway. At the top, there are logos for FRRR (Foundation for Rural Regional Renewal) and GRANTS GATEWAY. Below the logos is a navigation bar with buttons for 'Introduction', 'Organisation', 'Project Information', 'Budget', 'Attachments', 'Confirmation', and 'Review My Application' (which is highlighted in green). To the right of the navigation bar is an 'Exit' link. The main content area is titled 'Please correct the problems indicated below.' and contains a list of 18 items, each marked with a red asterisk to indicate it is a required field. The items are:

- What is the legal name of the organisation? is a required field.
- Postal address Line 1 is a required field.
- Town is a required field.
- State is a required field.
- Postcode is a required field.
- Is your organisation registered with an ABN? is a required field.
- Select Organisation Entity type, as per your ABN Lookup is a required field.
- Does your organisation hold any of the following? Select all that apply. is a required field.
- Is your organisation an Incorporated Association? is a required field.
- If yes, which State / Territory authority is your organisation registered with? is a required field.
- Title is a required field.
- First name is a required field.
- Last name is a required field.
- Position held is a required field.
- Bus. Hrs Phone No. is a required field.

## Submit

When you have answered all the questions, you can submit your application.

Once you have submitted your application, you will receive an email to the email address that you used to create your account and log into the system.

If you do not receive a confirmation email after 24 hours of submission, please contact the FRRR office on 1800 170 020.

Still need help? Check out [the FAQs document](#)  
or call us on 1800 170 020 or email [info@frrr.org.au](mailto:info@frrr.org.au).