

APPLYING FOR GRANTS GUIDELINES



GIRL GUIDES
AUSTRALIA
QUEENSLAND

Information for applying for grants

This information is supplied to assist you when applying for grants. For grant applications through the Community Benefit Fund, see *QP.FI.26 CBFU Grant Applications*.

It is important that you understand what is legally required when completing any grant application to ensure that your submission is eligible. When applying for grants you are the applicant organisation, you are not Guides Queensland and the status of your organisation is that **you are not incorporated and not registered for GST** and it is incorrect to state otherwise!

It is Guides Queensland that is incorporated and registered for GST and you must be sponsored or auspiced by Guides Queensland when the grant application form and/or grant guidelines specify that the applicant organisation must be:

- Incorporated
- ABN required
- GST registered

Districts are NOT permitted to use Guides Queensland's ABN as their own.

- ▶ Guides Queensland is the legal entity. All guide groups i.e. Districts, Regions, Trefoil Guilds and GGQ owned campsites are sub-entities of Guides Queensland.

Grant application forms vary widely and it is important that you apply correctly. They differ in terminology in how they refer to both the sponsor organisation and the applicant organisation. Some of terms used to refer to the sponsor organisation include the incorporated body, legal liable organisation, legal entity, sponsoring organisation and auspicing organisation. Terms used to refer to an applicant organisation include branch, authorised sub entity, sponsored organisation, auspiced organisation and organisations sponsored/auspiced by an incorporated body.

It is not always clear what applicant organisational name to use in grant applications and it is best to contact the funding body to find out exactly how to apply as a sponsored organisation. Quite often the answer to this question is to apply as 'Guides Queensland – Name of Branch' but there are variations such as 'Name of Branch sponsored/auspiced by Guides Queensland'. This is the decision of the funding body not Guides Queensland.

When a grant application by a Guides Queensland sub-entity is not sponsored or auspiced by Guides Queensland, the applicant is responsible for making up any difference in costing where GST is withheld by the grant provider.

- ▶ Guides Queensland's ABN is 50 250 642 103. You may only use this ABN when being sponsored/auspiced by Guides Queensland. The Chief Executive Officer must be the Accountable Officer and whose name and contact details are to be used in the declaration section except when the application form or grant guidelines specifically state that details of a member of the applicant organisation are required. In this case the District Manager or her representative is the signatory for District applications.

When the Chief Executive Officer is required to sign an application, please email the completed form to grants@guidesqld.org at least 5 working days before the closing date of the grant.

- ▶ When names and contact details of two accountable officers of the incorporated organisation are required, the Chief Executive Officer and the Office Manager are to be used. (See latest edition of *Guiding Directory* at www.guidesqld.org for current details.)

NB: Do not use names of Leaders or members of your Support Group as being part of the incorporated or sponsoring/auspicing organisation.

- ▶ If Guides Queensland is sponsoring or auspicing your application, all funds must be received to Guides Queensland's bank account. The details are as follows:
BSB: 034-001
Account number: 218744
Account name: Guides Queensland
- ▶ Guides Queensland has endorsement
 - For Charity Tax Concession
 - as a Deductible Gift Recipient
 - as an Income Tax Exempt Charitable Entity

Funding is available from a variety of sources including government (local, state, national), charitable trusts, corporations and community organisations.

Completing a grant application:

- ▶ For all grant applications contact Grants Officer, grants@guidesqld.org for assistance and approval prior to submission.
- ▶ For facility upgrades: If your hut is on leased land, it is important that you contact the local council, government department or other body you lease the property from to ensure you get approval prior to submitting your application. For assistance or questions around property contact property@guidesqld.org

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- ▶ Read the funding guidelines before completing an application form and ensure you understand what is required.
 - ▶ Some funding bodies and local councils offer grant workshops. Attending one or more of these workshops is recommended.
 - ▶ If you do not fully understand what information is required, contact the grant provider for an explanation. A quick phone call or an email can often solve your problem and save hours of frustration and possibly being deemed ineligible by applying incorrectly.
 - ▶ When the grant guidelines or the application form advises contacting a grants officer to discuss your project, it is strongly advisable to do so as soon as possible before completing the application form. This will usually give you information and advice that will greatly benefit your application. With some grants it is an expectation of the grant that you discuss your project with a grants officer.
- Most information for any grant is outlined in the grant guidelines and it is imperative that you read and understand these **before** completing an application form.
- ▶ Most grant providers will not accept applications for ineligible items. Check the grant guidelines for what items are eligible. Most grant providers allow only one application from an organisation/sponsored organisation at a time. Check that your group has acquitted any previous grant from the funding body before applying.
 - ▶ Deficit funding requests are usually ineligible for funding. You cannot purchase goods, services and equipment which are included in your application for funding until you receive a letter confirming your application has been successful and funding is available.

When a successful grant application is sponsored or auspiced by Guides Queensland you will be advised in writing if your application is successful.

- ▶ Allow plenty of time to apply. Ensure you have all relevant information including attachments at least 10 working days before the closing date of any grant. Last minute applications are okay when you have all relevant information at hand but not so good when you run into difficulties accessing the information.
- ▶ Read questions carefully
 - Answer each question concisely and clearly.
 - Ensure your answers relate directly to the questions.
 - Check any special requirements such as word limits.
- ▶ Have your application proof read by someone else to avoid Spelling and grammatical errors. Finally, have your application reviewed by the Grants Officer at Guides Queensland to ensure it has been fully completed and answered correctly.
- ▶ Remember not everyone understands Guiding terminology and structure e.g. unit, patrol etc. There are times when it is necessary to be more generic in the wording of answers.
- ▶ In-kind or financial support: This includes any in-kind donations that your group is providing to the project such as volunteer labour.
- ▶ Information and most attachments required for grant submissions are available for download at www.guidesqld.org
 1. Login
 2. Click on Grants and Fundraising (listed under My GGQ)
 3. Scroll down to Applying for a Grant to view grant information and relevant documents

It may be necessary for District or Region Managers to download the required information and forward to the person writing your grant applications if that person does not have access to the My GGQ locked section of the website.

If you require any further information contact grants@guidesqld.org

Documents available on the website include:

- Applying for grants guidelines
- Gambling Community Benefit Fund grants information
- ABN Certificate – includes tax concession status and deductible gift recipient status
- Certificate of Currency – Public Liability
- Certificate of Incorporation letter
- Endorsement as a Deductible Gift Recipient
- Endorsement as an income tax exempt charitable entity
- Endorsement for Charity Tax Concession
- GGQ Annual Audited Financial Report
- GGQ Bank Statement

- Financial Position of the Legal entity (financial status of GGQ at the date of the last audited financial records.
 - Guides Queensland GST Sub Entities Letter
 - Girl Guides Australia sun smart policy
- ▶ Guides Queensland is incorporated under an Act of Parliament. The Guides Queensland Act is available at www.guidesqld.org. Login and click on Publications under My Documents in the My GGQ section.
- ▶ **When you require any information from Guides Queensland for a grant application, allow at least 5 working days for this. Do not leave it until the last minute to request information as it is not always possible to provide information within a shorter time frame.**
- ▶ When any information including letters of support and Letters of Agreement from sponsoring/auspicing organisation or any similar information is required, please email grants@guidesqld.org fully outlining what is required and this will be forwarded to you as soon as possible.
- ▶ When you are asked to supply a tax invoice to receive funding for a successful grant application, email grants@guidesqld.org attaching a copy of the request from the funding body. The tax invoice will be forwarded to you or the funding body as soon as possible.
- ▶ When referees are required for a grant, ensure that you contact the persons you wish to nominate each and every time so that they agree to what is required before using their name and contact details especially when a letter of support is not required. Some suggestions for referees include: regular users of your Guide facilities, other community organisations that support your group, local Councillors and Members of Parliament.
- ▶ Some grant application forms include a question on how the funding will be acknowledged. It is important to follow through on these acknowledgements when such applications are successful. Funding can be publicised on your website, through local media stories in newspapers and in your newsletters.
- ▶ Submitting a grant proposal does not guarantee that you will be successful in gaining funding.
- *If at first you don't succeed, try again!*
 - *Review your application – can it be changed to improve your chances?*
 - *Look at other possible funding sources.*
- ▶ A copy of all grant applications and relevant quotes must be sent to grants@guidesqld.org for administrative purposes. Also send copies of any other funding including sponsorship.
- ▶ If you require any assistance with completing your application or if you would like it checked for eligibility it is recommended that you email grants@guidesqld.org at least 5 working days before the closing date.

