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.

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 at the bottom of the page – 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 log in
Clicking on the Apply Now button will take you to the homepage of the FRRR Grants Gateway online application system.

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).

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.

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 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.

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.
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. On the Building Community Resilience page, you would select 1.2 Investing in Community Assets / Infrastructure, then follow that branch down to 1.2.1 Maintaining community / public halls.
The number of the ‘last leaf’ on your chosen branch is the number that you will select from the drop-down box on the application form. So, you would enter 1.2.1 in the text box, then click ‘Search’.

The full ‘branch’ will show in the drop-down box, and you need to select the last ‘leaf’ that appears – the text ‘Maintaining community / public halls’ will then show in the field that says ‘Select One’, so you know you have chosen the right option.

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.

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.
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.

Please 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. There is also space for you to explain more about the **project’s expected outcomes**.

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 then if it is an emergency response question, give us a little more information about what you are doing from the drop-down question below.
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
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.
Quotes for expenditure above $1,000 should be attached where possible. **If you can’t provide a quote**, please contact the Program Manager.

**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.

**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/](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.
**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.

**Application Confirmation Statement**

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

I confirm that this application is made with the knowledge and approval of the legal head of the organisation, and endorse this application and agree to the following conditions:

- Acknowledge and understand that all applications become the property of FRRR and that FRRR may provide this application to other potential funding sources
- 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 the required time frame
- Agree that if successful, to expend funding within 12 months or as per the terms in the Grant Conditions
- Agree for FRRR to publish stories and photographs of the project funded.

I have read and agree to the above

| Name of authorised person completing this certification
| Position
| Date: 3/31/2019 |
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.
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.

Need help? Check out the FAQs document, or call us on 1800 170 020 or email info@frrr.org.au.