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 and click on the Apply Now button at the bottom of the page – for example, on the REAPing Rewards page it looks like this:

Applying

The REAPing Rewards program is now open, and closes Monday, 15 January 2018.

The REAPing Rewards program is now open. Before applying, please read the Guidelines and application form carefully. You can contact the National Programs Manager on 1800 170 020 or via email with any questions or areas of clarification.

For more information on this process, please read the following documents:
- REAPing Rewards Round 7 Program Guidelines
- Grants Gateway How-To Guide
- Grants Gateway FAQs
- Introduction to using the Activity Tree

Further information

More information about the program is available by contacting the National Programs Manager on 1800 170 020 or email.

Related links
- Frequently asked questions
- Community group resources
- Writing great applications

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.
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 will show you the section you are currently in.

Below the row of green tabs, you can also see ‘Printer Friendly Version’. We recommend that you to click on that and 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 that document with other people and get them working on parts of the application form.

Note, the form saves automatically as you move through. But you can save and exit at any point. A copy of your application to date will be emailed to the address that you logged in with, each time you save and close.

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 questions 1, 2, 3, 4, 5 and 9.

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 questions 1, 2, 3, 4 and 5. The details of your organisation will need to be entered in questions 6, 7, 8 and 9.

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

You can move past these but until they are completed, you can’t submit the form. 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, where** it will take place (including LGA information) and **when** you hope to deliver the project.

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.

There are also some date fields – click on the calendar icon beside the date field and select the date.

![Example of drop-down boxes](image)
This section of the application also asks about the **groups that you’ll be working with** and who the project is designed to benefit. Some questions require you to check boxes. Click on all of the appropriate box/es that match your project.

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

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**Groups you will be working with**

Work through the following checklist and select the checkboxes that best describe the group(s) you will be working with.

- 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?

- **Who will benefit in the Community? Will your project...**
  - Have a broad community focus (If yes, that is all we need to know in this Section)
  - Focus on a specific organisation or group. (If yes, you will need to describe that organisation or group below)
  - Focus on a specific target group or groups. (If yes, then you need to complete the ‘Age Group’, ‘Gender’ and ‘Specific Groups’ question below)

  If your project is benefiting a specific organisation or group, describe that organisation or group here. ✓

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**Age Group**

- Children (0-4)
- Children (5-12)
- Young people (13-24)
- Adult (25-55)
- Older people (60+)
- All Ages

**Gender**

- Female
- Male
- Mixed
- Other

**Specific Groups**

- Aboriginal or Torres Strait Islander
- Lesbian / Gay / Bisexual / Transgender / Intersex / Queer (LGBTIQ)
- People at risk of involvement / involved in the (youth / adult) justice system
The next part of this section asks about your project’s purpose or objective. 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.

We’re asking all grant applicants to identify their primary Project Focus 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 the responses, so we can more easily analyse the trends across the program, 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. This document will open when you click on the ‘review this Activity Tree’ hyperlink in the Project Focus Area question.

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.
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 answer to Question One. The text ‘Maintaining community / public halls’ will appear, so you know you have chosen the right option.

Refer to the Purpose Tree in the link above to find the corresponding number that best matches the Primary Focus of your project. Type it in the box below, and select search, then choose the exact details in the box below. The number you entered should correspond to the details showing in the drop-down box and match the selection you made from the Purpose Tree.

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 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.

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Disaster or Emergency Response

- Does your project relate directly to preparedness for or recovery from natural disasters, emergency management, or drought?
  - Yes, please answer question below.
  - No, or Emergency Response Projects only:
    - No of the following best describes the focus of your project:
      - [ ]

The last part of this section is where we ask for more information about what you are doing.

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Project Details

- What is your project’s objective and how does this address the Program Guidelines?

Word count 0 of 100

- Tell us about your project.
  (What is your project about? What will you actually do? What exactly will the funds pay for? Who will benefit? The number of people that will directly benefit and/or be involved, demographic profile of beneficiaries etc. What are the key activities that will be undertaken, and when?)

Please note that the funds will not be received until January 2018, and projects can’t be funded retrospectively.

- Why is the project needed?
  (What is the current situation / problem / need / opportunity that your project seeks to address? What evidence and/or data is there of this need? You can upload photos to help demonstrate your need in this attachment section.)

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Project Outcomes

This section of the application asks you to tell us 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 ones that are the main outcomes you expect to achieve from your project – the things where you can show how you made a difference.

You can choose up to six outcomes. There is also space for you to explain more about what you expect will be different.
**Budget**

There are four sections to the budget:

1. Project income, including the **total 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. In-kind contributions
4. Expenditure

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.
We encourage you to attach quotes for expenditure above $500. If any item is over $500, a quote is highly regarded, and including them will affect assessment of your application. If you can’t provide a quote, please let us know why in the budget notes section of the application form.

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

At this point in time, you can only upload one file at a time, to a maximum of four per category (Letters of Support, Financials, Quotes), so if you have more than four items per category, you will need to combine the files into one PDF, or email them to info@frrr.org.au.

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 25MB. 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.

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**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 Agreement.
- Agree for FRRR to publish stories and photographs of the project funded.

- I have read and agree to the above
- Name of authorized person completing this certification
- Position
- Date 08/12/2017
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.

Please correct the problems indicated below.

1. What is the legal name of the organisation? Is a required field.
2. Postal address is a required field.
3. Town is a required field.
4. State is a required field.
5. Postcode is a required field.
6. Organization Primary Contact Title is a required field.
7. Organization Primary Contact First Name is a required field.
8. Organization Primary Contact Last Name is a required field.
9. Organization Primary Contact Position Field is a required field.
10. Organization Primary Contact Business Phone No. is a required field.
11. Organization Primary Contact Mobile No. is a required field.
12. Organization Primary Contact Email is a required field.
13. Is your organisation registered with an ABN? Is a required field.
14. What type of Entity is your organisation registered as? Is a required field.
15. If your organisation is registered as any of the following? Please select all that apply. Is a required field.
16. Is your organisation incorporated? Is a required field.
17. Which State/Territory authority is your organisation registered with? Is a required field.
18. In what year was your organisation founded? Is a required field.
19. Number of Employed Staff is a required field.
20. Number of Volunteers is a required field.
21. Number of Committee Members is a required field.
22. Number of Members is a required field.
23. Organisation Area of Interest is a required field.
24. Provide a brief overview of your organisation. (Mission, major programs / activities, users of your facility, engagement with other community groups, key partnerships etc.) is a required field.
25. Project Title is a required field.
26. Project Summary is a required field.
27. Town is a required field.
28. Postcode is a required field.
29. Distance (km) is a required field.
30. Direction is a required field.
31. Capital City is a required field.
32. Population is a required field.
33. Which (local government area) will this project cover? Select 1, and add any additional EBA below, up to a maximum of 4. Is a required field.
34. Describe the main features of the community / communities where your project will occur. Is a required field.
35. Does your project involve working directly with children / youth under 10? Is a required field.
36. Does your project involve working directly with children / youth under 18? Is a required field.
37. Does your project involve working directly with children / youth under 18? Is a required field.
38. Does your project involve working directly with children / youth under 18? Is a required field.
39. Does your project involve working directly with children / youth under 18? Is a required field.
40. Who will benefit from the Community? Will your project involve working directly with children / youth under 18? Is a required field.
41. Does your project involve working directly with children / youth under 18? Is a required field.
42. Describe the project’s purpose / objective(s). Is a required field.
43. Total project cost is a required field.
Submit
When you have answered all of the questions, you can submit your application.

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

If you do not receive the confirmation email after 24 hours of submission, then 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.*