

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](mailto:info@frrr.org.au) with any questions or areas of clarification.

FRRR uses an online grants administration system. Applications for Round 7 of REAPing Rewards must be submitted via FRRR's Grants Gateway portal.

Please read the [How-To Guide](#) and the [Grants Gateway FAQs](#) to get you started. We also encourage you to [watch this introductory clip](#) about the 'Activity Tree', which you'll need to understand to apply.

To begin your application, click on the Apply Now logo below.

*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**. ALSO, at this time, you can only submit a limited number of attachments. If you need to submit more than the maximum number allowed, instructions on how to do this are outlined the How-To Guide below.*

Let us know if you have any problems by calling 1800 170 020, or emailing info@frrr.org.au.

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](mailto:info@frrr.org.au).

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.*



The screenshot shows the FRRR Grants Gateway login page. At the top left is the FRRR logo (Foundation for Rural & Regional Renewal). At the top right is a 'Contact Us' link. The main heading is 'Welcome to the Foundation for Rural & Regional Renewal Online Grant Applications Portal'. Below this, there are three sections: 'Getting Started' (with a link to 'New Account Setup'), 'Existing account holders' (with a link to 'Forgot Password?'), and a 'Login' button. There are input fields for 'E-mail' and 'Password'.



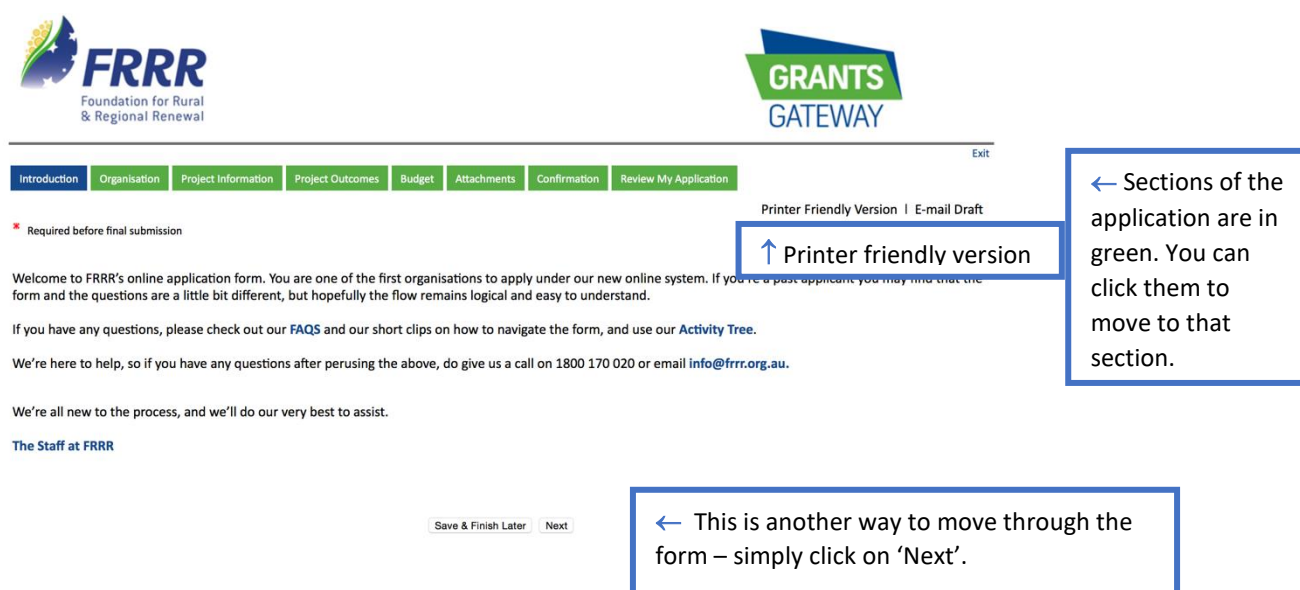
We strongly recommend preparing your application content in a saveable Word document and then transferring your final application content to the Grants Gateway form. This will assist in managing versions and will reduce the risk of losing work if an internet connection times out – although continual 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.



FRRR
Foundation for Rural
& Regional Renewal

GRANTS GATEWAY

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Printer Friendly Version | E-mail Draft

↑ Printer friendly version

← Sections of the application are in green. You can click them to move to that section.

Required before final submission

Welcome to FRRR's online application form. You are one of the first organisations to apply under our new online system. If you're a past applicant you may find that the form and the questions are a little bit different, but hopefully the flow remains logical and easy to understand.

If you have any questions, please check out our [FAQS](#) and our short clips on how to navigate the form, and use our [Activity Tree](#).

We're here to help, so if you have any questions after perusing the above, do give us a call on 1800 170 020 or email info@frrr.org.au.

We're all new to the process, and we'll do our very best to assist.

[The Staff at FRRR](#)

Save & Finish Later Next

← This is another way to move through the form – simply click on 'Next'.

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**.



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REAPing Rewards Program – Round 7, 2017

Opens Wednesday 29 November 2017, closes Monday 15 January 2018

(For projects May 2018 - May 2019)

PLEASE NOTE: If your organisation is delivering the project AND also receiving and holding the grant funds, please fill out the following with your group's details in questions 1, 2, 3, 4, 5 & 9.
If you are delivering the project but are PARTNERING with another group who will be receiving and holding the grant funds on your behalf, please enter the details of this Partner group in questions 1, 2, 3, 4 & 5. As the delivery organisation, you will also fill out questions 6, 7, 8 & 9 with your organisation's details.

Organisation

1. Organisation - Name and Address

* What is the legal name of the organisation?

* Postal address

Postal address

* Town

* State

- Select One -

* Postcode

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.



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Project Information

* Project Title

If you know the exact or approximate start and end dates for your project please provide here

Project Start Date

Project End Date

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 → 520 Kms → NW → Sydney → 109

* Town * Postcode * Distance * Direction * Capital City * Population

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

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.

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.



Age Group

☐ Children (0-4)

☐ Children (5-12)

☐ Young people (12-24)

☐ Adults (25-59)

☐ 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 juvenile / 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.

Project Focus Area

FRRR needs your help to better understand and track the issues communities plan to tackle with the support of an FRRR grant, and the tools you plan to use to tackle those problems.

This is important information for us, in reporting back to our donor partners and in building the case for more support.

To complete this section, please [review this Activity Tree](#) and follow the instructions carefully.

Which of the following best describes the Primary Focus of your project?

★ Refer to the ActivityTree 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 Activity Tree.

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.



Project Activity Tree

This Activity Tree will help you determine how to categorise your project's primary focus area in FRRR's online grant applications. This helps us understand the context of your project and the issues in rural communities.

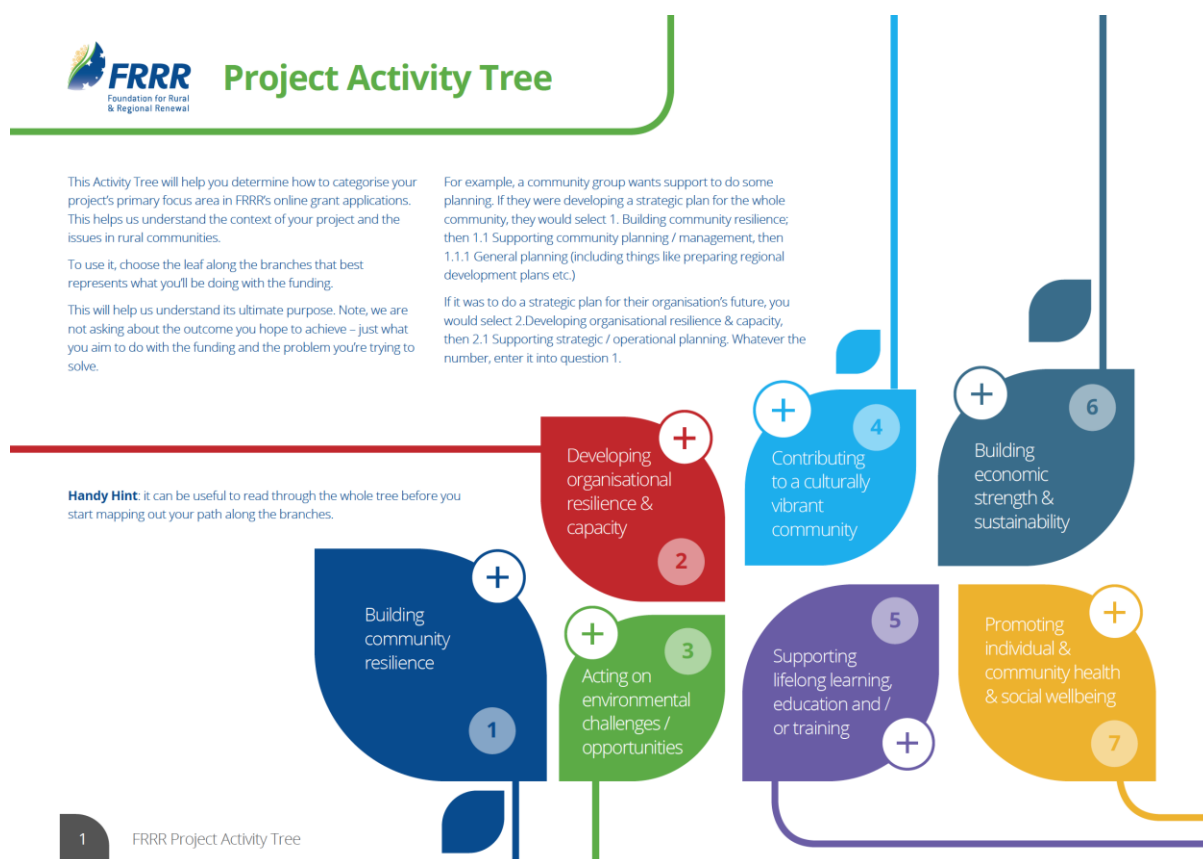
To use it, choose the leaf along the branches that best represents what you'll be doing with the funding.

This will help us understand its ultimate purpose. Note, we are not asking about the outcome you hope to achieve – just what you aim to do with the funding and the problem you're trying to solve.

For example, a community group wants support to do some planning. If they were developing a strategic plan for the whole community, they would select 1. Building community resilience; then 1.1 Supporting community planning / management, then 1.1.1 General planning (including things like preparing regional development plans etc.)

If it was to do a strategic plan for their organisation's future, you would select 2. Developing organisational resilience & capacity, then 2.1 Supporting strategic / operational planning. Whatever the number, enter it into question 1.

Handy Hint: it can be useful to read through the whole tree before you start mapping out your path along the branches.



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.

Disaster or Emergency Response

* Does your project relate directly to preparedness for or recovery from natural disasters, emergency management, or drought?
If yes, please answer question below.

▼

Yes
or Emergency Response Projects only:
No
if the following best describes the focus of your project:

<None>

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

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? i.e 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 the attachment section.)

✓

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.



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Project Outcomes

Review the following Outcome Checklist and tick, the six outcome areas that your project is likely to have significant impact on.

This section looks at the change/s that will occur as a result of your project.

Support capacity building

- ☐ Allow community to address or action local issues or opportunities
- ☐ Maintain or build community infrastructure
- ☐ Support development of local leadership
- ☐ Allow community groups / organisations to undertake or expand activity
- ☐ Support organisational planning / development
- ☐ Build skills & capability
- ☐ Build social networks / capital
- ☐ Support local fundraising
- ☐ Contribute to financial sustainability

Build community resilience

- ☐ Improve ability to plan for & respond to local emergencies / disasters
- ☐ Help communities to coordinate / manage emergency / disaster relief / recovery process
- ☐ Help rebuild community infrastructure / assets
- ☐ Help revitalise community / rebuild social capital
- ☐ Provide resources to community organisations to help them respond to local community needs
- ☐ Support individual community members

Promote social equity

- ☐ Provide equitable access to services
- ☐ Reduce need to leave community to access necessary services / support

Foster community cohesion

- ☐ Contribute to sense of shared identity / social cohesion
- ☐ Increase exposure to different cultures / (cross)cultural awareness
- ☐ ...

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.

*** Attach expenditure quotes here**

No file selected.

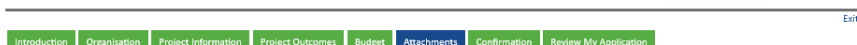
PLEASE NOTE: Ensure there are only numbers in your budget, or the auto-calculate function won't work – i.e. **do not include commas, full stops or dollar signs - only numbers.**

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.



* Required before final submission

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Please attach the following documents for this application below

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 their partnering organisation.

Letter of support:

Browse for the document and upload here

No file selected.

Organisation Financials

* (Organisation who will receive, hold & be legally responsible for the funds) Provide either last audited statement OR current Profit & Loss / Balance Sheet (**ESSENTIAL**)

Browse for the document and upload here

No file selected.

* **Certificate of ABN or Incorporation (ESSENTIAL)**

Browse for the document and upload here

No file selected.

Letters of support for project from the community / beneficiaries (**HIGHLY REGARDED**)

Browse for the document and upload here

No file selected.

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 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.



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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 held is a required field.
10. Organization Primary Contact Bus Hrs 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. Is your organisation 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 facilities, 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 (kms) 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 Areas will this project cover? Select 1, and add any additional LGAs 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 18? is a required field.
36. Does your organisation have policies and procedures regarding working with children, Working with Children Checks, and the handling of child abuse complaints? is a required field.
37. Who will benefit in the Community? Will your project... is a required field.
38. Does your project relate directly to preparedness for or recovery from natural disasters, emergency management, or drought? is a required field.
39. What is your project's objective and how does this address the Program Guidelines? is a required field.
40. Tell us about your project. is a required field.
41. Why is the project needed? is a required field.
42. Describe the project's expected outcomes? 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.