

Red Tape Busters

January 2013



BUSTER BULLETIN for Not for Profit Organisations

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Here's to a prosperous 2013!

Time marches on, 2013 is here and we are half way through January already. Time really does fly.

We have been busy over the Christmas and New Year period preparing tenders and grants for a variety of clients. 2013 will be a huge year for us and our clients. We anticipate State Governments across the country will be releasing a variety of funding opportunities as well as many tender opportunities as services are outsourced based on some flawed belief that outsourcing services saves money!

Anyway, we all have to play the cards as they are dealt and therefore I am certain that tenders and grants will flow in volumes that weren't see last year. At a Federal Government level, this current Labor Government is in so much trouble popularity wise that they will have to open the

purse strings via grants at least to try and claw back some votes. The current unpopular status of most State Governments and the Feds I think will ensure that grant and tender opportunities will abound this year so I strongly suggest that all community, sporting and other non profit organisations start planning ahead and identifying "projects", equipment, infrastructure and services that require funding and ensure you are well prepared to access opportunities as they arise.

To us at Red Tape Busters planning is critical. We adopt a strategic approach to our grant writing and this ensures we maximise our client's chances of success. So get cracking now – don't waste time in looking ahead and ensure you give your organisation the best chance of success. Obviously we feel we can offer you a far better chance of winning grants or tenders than you can give yourself, so please contact us at admin@redtapebusters.com.au if you would like to discuss the prospect of engaging us.

Successes

Already 2013 has started with a bang for these clubs. We have secured funding for them as follows:

- \$24,754.55 for Camp Hill Bowls Club to replace Asbestos flooring and purchase furniture
- \$24,207 for Toowoomba Little Athletics to upgrade equipment
- \$26,567 for Tin Can Bay Coast Guard for the construction of a training and storage shed

We pride ourselves on our successes and on proving we are invaluable to our clients. So please carefully consider if your grant/tender writer seriously offers you value for money.

Most organisations wrongly believe that having one of their staff write all the grants and tenders saves money. Wrong! If they are failing to win grants and tenders or in fact are missing great opportunities that they are not aware of then it is costing you money – not saving you anything!

Congratulations to Maleny's Range Gym

One of our glowing successes this year has revolved around our work with the Range Gym at Maleny in Queensland. Greg Cook from the Range Gym (an incorporated non profit community based organisation) contacted us last year looking to access funding to improve the Gym facilities and equipment.

After identifying the needs of the Gym we discussed with Greg a strategy to proceed. Our plan was to split the project into three components and apply to three separate funding programs. This would however mean the initial costs to the organisation would increase given we would be preparing three separate applications and therefore our charges were more than if we were just preparing one application.

Greg was initially sceptical with this strategy and the increased costs but we were firm in our belief that this gave his organisation the best possible chance of success. Greg eventually endorsed our approach.

The results really are a showcase for our abilities – we were successful in winning the Range Gym all three grants totalling \$23,310.

Not a bad result and a nice return to a great community organisation providing great services to the Maleny community. Greg now is singing our praises to all in the Maleny community. It feels great when clients take our advice – take the plunge and reap the rewards!

Brisbane City Council Grants on offer

We thought we would highlight a raft of funding opportunities provided by the Brisbane City Council. The reason we are focussing on this Council is because they have an outstanding record of releasing a range of funding opportunities every year. I wish every Council across Australia would at least offer one or two grant programs to community/sporting groups. Sadly most offer nothing or if they offer anything it is very very meagre indeed. Here is an overview of the grants BCC has on offer either now or soon:-

Brisbane City Council Lord Mayor's Initiative Fund

This program supports community groups in recognition of the vital contribution made towards building stronger communities in Brisbane.

Projects must contribute to Brisbane City Council's vision for the city's future, Living in Brisbane 2026, by helping to achieve objectives such as a friendly and safe, active and healthy, clean and green or vibrant and creative city.

Each Councillor is allocated \$54,000 for community projects undertaken within their ward. The Lord Mayor has an allocation of \$54,000 for community projects that involve multiple wards.

Applicants must be not-for-profit community organisations. The minimum grant is \$250 and the maximum is \$10,000.

Eligible projects include projects such as:

- community events including Australia Day ceremonies, fetes and those events that charge an entry fee, for example fundraisers with a cover charge and festivals with a site entry fee
- equipment hired for the purpose of a community event
- community facility improvements and equipment
- funding towards community sporting organisations equipment and activities within the ward

The conditions of funding require that for any project, activity or community asset purchased through fund monies, published material must acknowledge the Lord Mayor's Suburban Initiative Fund support.

Applications for the 2012/2013 financial year close at midnight on Friday, 14 June 2013.

Community Sport Clubs Grant Program

The Community Sport Clubs Grant Program is designed to help Brisbane sport clubs to operate more sustainably by encouraging applications for projects that represent long-term, cost-effective value, and result in reductions to ongoing club costs or increased income avenues.

There are three grant categories for applications:

1. Community facility upgrade.
2. Community facility maintenance.
3. Organisational development.

The first two categories provide assistance for facility improvements, while the third category offers assistance for organisational development particularly in the area of effective committee management.

Applications submitted for any category must be for projects that demonstrate maintainable cost reductions and increase the sporting club's organisational sustainability (economic, governance, community and environmental).

Funding amounts range from up to \$100,000, with varying club contributions in each category.

The next round of the Community Sport Clubs Grants will open on 4 February 2013 and close on 18 March 2013. Successful applicants will be notified in June 2013.

School Tennis Partnership Program

The School Tennis Partnership Program provides financial assistance to Brisbane state, independent and private schools to construct new tennis facilities for school and community use.

Grants are available for up to 50% of the total eligible costs, with a maximum of \$50,000 per court. Depending on the number and quality of applications received, schools may receive funding for more than one tennis court.

The next round for the School Tennis Partnership Program will open on 4 February 2013 and close on 18 March 2013.

Access and Inclusion Community Partnership Program

This program provides funds to community organisations, groups or networks for projects or services that improve access and inclusion in Brisbane.

Next round opens: 4 February 2013

Community Development and Capacity Building Grants

This grant provides funding to local non-profit community groups to improve and develop services.

Next round opens: 4 February 2013

Community Sport Clubs Grant Program

This new grant program provides strategic funding to community-based, not-for-profit sporting clubs who plan to deliver projects that demonstrate a commitment to operating in a sustainable manner.

Next round opens: 4 February 2013

Healthy and Physical Activity Grants

This grant provides funding to local non-profit community groups to increase participation in community sport and recreation.

Next round opens: 4 February 2013

Housing Support Program

This program provides funding to community organisations for projects or services that respond to the housing and social needs of homeless people, or those living in social housing.

Next round opens: 4 February 2013

New Team

The Christmas and New Year period has also given me some time to reorganise and infuse our team with new talented Consultants. We have added Kelly Simon, Ian Waller, Ruth Cushley and Tanaz Byramji to our stable. All 4 Consultants bring a wealth of Government/Non Profit experience to Red Tape Busters and will add further depth and expertise to our business. Ruth already is working with many of our Queensland based non profit organisations and the feedback has been fantastic. All clients are highly impressed with her professionalism and attention to detail and have expressed excitement with prospects for the coming year. An overview of Ruth's experience follows:-



Ruth has over 10 years experience in marketing/communication, community and stakeholder management and project management roles within both local and state government as well as in private consultancy.

Ruth has developed, led and evaluated communication and stakeholder management strategies for a number of high profile and often controversial south-east Queensland projects in the road, rail, water and mining industries, as well as for numerous community-based and corporate projects.

Ruth also has strong market research and behaviour change skills, having developed, analysed and reviewed numerous surveys, provided specialist advice regarding online and offline market research techniques, practices, principles and interpretation of research findings. Ruth has also facilitated a range of research and engagement activities including focus groups, in-depth interviews, public meetings, workshops and briefings to a variety of political, industry, management and community stakeholders.

Ruth has prepared numerous successful bids and tenders over the years and has also been on the assessment panel of preferred supplier panels for local government. Ruth also has a proven track record in project management of small to large projects. Coupled with her experience in business development, Ruth offers her clients strong, proactive skills relating to issues and expectations management and always seeks to deliver high-quality deliverables within time and budget.

Ruth places high importance on developing a strong rapport with her clients and ensuring she understands her client's drivers and competitive advantage, so as to capitalise on all opportunities. Ruth brings to our clients a fantastic capacity to prepare great tenders and grants, to assist clients in managing their projects and to provide outstanding customer service.

Ruth is certainly a fantastic addition to our team and we are very lucky to have her on board. Each month we will spotlight one of our team so you can get to know us, our ethos and our skills and expertise better.

Developing Your Project Concepts

When an organisation develops projects whether they are projects which require funding or they are going to be funded internally, there are a series of questions you should consider, the information from which will form the basis of your project plan and certainly your grant application if you decide to pursue a grant.

These questions are important because the information will help you to determine whether or not the project is feasible, deliverable or appropriate for your organisation to pursue.

Here are just some questions to consider:

WHY

- Why do you want to do this project?
- Why is it important to the organisation?
- Why is it important to your clients, members or target group?
- Why will this project make a difference?

WHAT

- What determined the need for this project?
- What are the project/s objectives?
- What are the expected outcomes?
- What will be the key milestones for the project?
- What resources will be required?

HOW

- How will you implement your project?
- How will you assess and measure your outcomes?
- How much will the project cost?
- How will the project costs be funded?
- How does the project fit within your organisations objectives and meet your client's/target group's needs?
- How will you determine if your project is sustainable?

WHO

- Who should be involved in the project?
- Who will be responsible for managing the project?
- Who will be responsible for undertaking the tasks/activities?
- Who will you need to develop partnerships with?

- Who is your project/s targeting?
- Who will support your project?

WHERE

- Where will the project/activities take place?
- Where will you hold your Management meetings?
- Where will you publicise/market your project?++

WHEN

- When will you need to start and finish your project by?
- When will the task/activities need to be completed by?
- When will you need to measure and evaluate your progress?
- When should we consult with other partners, clients and stakeholders?

If you consider these questions carefully this really will assist you in working out if you should pursue the projects and then assist you immensely with your grant applications.

Recruiting Volunteers

Volunteers really are the life blood of most non-profit organisations. There are many ways you can identify and attract volunteers to your organisation. Each organisation can adopt a different approach and yet still be able to attract the right volunteers to their organisation. However, not all of them will be appropriate for your organization or your specific needs.

A few different strategies for you to consider include:-

General Broadcast

Your organisation could organise a broad dissemination of information about the need for volunteers via:-

- Distribution of brochures
- Posters
- Speaking to groups
- Notices in appropriate media
- Word of Mouth

Targeted Recruitment

Recruiting volunteers through a targeted approach needs to be carefully considered and you have to implement the right strategy to achieve the results you want. Generally I would suggest that targeting volunteers would be more appropriate when you require a certain skill/experience or need a specific role. When considering a targeted approach you should first consider the following:-

- What skills do we need?
- Which person/people might have these skills?
- How can we get in touch with them?
- What would attract them to be involved?

Once you have identified the potential candidates then you need to make a direct personal approach. However you really need to have your best "sales team" and "sales pitch" ready to convince them to join your organisation.

Recruitment by Association

Most volunteers are recruited from spheres of influence and connections with your organisation. So it could be family, friends, members, participants, sponsors etc because these people generally have some direct link to the organisation and therefore are easier to contact and attract.

It is more likely that you will succeed in persuading them to volunteer than complete strangers. In sales terms, there is a big difference between a "cold" call to a stranger than a "warm" call to an acquaintance or a friend.

No matter which recruitment method you use, you must have a compelling message. Your message explains why your agency is worthy of a potential volunteer's time. Make your message short, simple, and direct, communicating the need for the volunteer's service. You also need to identify the benefits to the volunteer – there has to be some benefit to them volunteering – it is not just about your organisation! There may be skills and valuable experience that the volunteer will gain or they may gain access to people or networks who could benefit them.

One important issue is that you need to directly ask people to volunteer. The most effective way to do this is to have your staff or volunteers ask their friends and acquaintances to volunteer. Be sure to provide them with the information they need to make an effective "ask."

While finding volunteers the old fashioned way through referrals and local contacts still works best, the use of online volunteer matching sites is growing, and is a way of at least doing a first quick cut of possible volunteers.

Good luck!

Sport and Recreation Clubs in NSW Please Note!

PARTICIPANT AND FACILITY PROGRAM OPENING SOON

The focus of this program is to provide increased opportunities for participation in sport and recreation and assist with the funding for the development of local and regional level sport and recreation facilities in NSW.

This Participation and Facility Program aims to:

- Increase regular and on-going participation opportunities in sport and recreation.
- Assist people that traditionally face barriers to participation to become more active.

There are two distinct project types within the Participation and Facility Program, these being:

- Participation projects – that deliver a sport or physical activity participation experience to an identified group of people
- Facility development projects – building new or upgrading sport and recreation facilities.

Applicants will be required to identify upfront the type of project for which they are applying as different information is required for different project types, for example information confirming planning consent and quotes are required for a facility project type.

Project type specific objectives

Participation objectives are to:

- Deliver a program or service that will assist people become more active through participation in sport and recreation.
- Build the capacity of the organisation to enhance provision of sport and recreation services.
- Provide accreditation or training to develop the skills of volunteers to enable sport, recreation and structured physical activity programs to be conducted in locations across NSW.

Facility development objectives are to:

- Improve safety at sport and recreation facilities.
- Improve amenities at sport and recreation facilities.
- Develop environmentally sustainable sport and recreation facilities.

Grants are capped at \$50,000 for facility projects and \$10,000 for participation projects. Funding is available for projects throughout NSW. Organisations may apply for multiple projects or project types; however the maximum available to any one organisation is \$50,000 in a financial year. The amount organisations request should reflect the scale of the project.

Organisations must contribute 50% or more to the project. This can include voluntary labour, donated materials and/or equipment or other resources. It is expected that the applicant will cover any administration costs incurred with the project.

Opening date: 21 January 2013, closing date: 26 February 2013.

This means that organisations need to start planning their applications now – contact us for assistance. We can assist your club to prepare an outstanding application.

Other Available Grants around the Nation

SOUTH AUSTRALIA

Community Benefit SA

This is an ongoing program where the average funding amount provided is around \$10000. This program aims to improve the well-being, quality of life, community participation and life management skills of disadvantaged individuals, families and communities and to develop and strengthen communities across metropolitan, rural and remote regions of South Australia by providing one-off project funding to community organisations.

Organisations can apply for one off grants up to \$45,000 for a variety of different projects including but not limited to:-

- Upgrade or renovation of facilities or purchase of equipment to support community services or programs;
- One off delivery of short term programs, services or community development activities for disadvantaged people; and
- Strategic improvements for community service providers;

If a community group or program is not incorporated, it may be eligible for funding if it is sponsored by an incorporated body or legal entity, which accepts responsibility for the funded project. Organisations must have an ABN (Australian Business Number) to be eligible to receive funding.

VICTORIA

Sidney Myer Fund - Education Program

Up to \$10000 is available for grants for charitable purposes from Australian incorporated organisations that have been endorsed by the Australian Taxation Office (ATO) as Tax Concession Charities (TCC). The aim of this program is to contribute to enabling Australians to achieve the best possible educational outcomes, irrespective of their cultural background, socio-economic status and place of residence.

Small Grants Program

The Education Small Grants Program aims to provide a quick response to community needs and supports projects that:

- Disadvantaged Young People
- Culturally and Linguistically Diverse young people

- Young people in rural and regional communities

Priorities:

The current priority areas for the Education Small Grants Program are:

- Local community and school based projects that aim to achieve education outcomes for 0-25 year olds
- Small, discreet projects that meet the needs of a community rather than supplementary funding for large projects
- Projects that encourage integration and improve educational outcomes for Culturally and Linguistically Diverse Students
- Rural and regional communities.

TASMANIA

National Court Rebate Scheme

This program aims to assist tennis clubs who are members of Tennis Australia to develop and upgrade court surfaces. Clubs can apply for funding for preparation, lighting, resurfacing, fencing, water saving and ancillary items.

To access the rebate an applicant must meet the following requirements:-

- Have completed court construction works after 1 January 2012.
- Have a current documented business plan demonstrating future benefits of court and associated works for tennis.
- Be developing or upgrading cushioned acrylic, hardcourt, natural clay or natural grass surfaces as per the rebate matrix contained within these guidelines.
- Agree to implement, conduct and be supportive of Tennis Australia's nationally initiated business improvement tools, tournaments, research, programs and services.
- Implement, conduct and be supportive of Tennis Australia's kids' starter program – MLC Tennis Hot Shots.
- Implement, conduct and be supportive of Tennis Australia's adults program – Cardio Tennis.
- Complete the most current tennis benchmarking survey – CLUB HEALTH CHECK – (prior to the rebate being paid) including all data required for benchmarking facility development and be agreeable to report to CERM on an annual basis. Further information about this initiative is available at tennis.com.au.
- Have all coaches at the facility join Tennis Australia Coach Membership before rebate is payable.
- Provide ongoing operational performance, court testing data and/or feedback to Tennis Australia or partners.
- Applications must include works on a minimum of two courts and at a facility of at least four courts.
- Smaller facilities (one-three courts) are encouraged to combine with a like local facility and submit a joint application. This would generally require approval by your

local government authority/council who can submit an application on behalf of affiliates.

- Have secured additional funds from all available sources for the works.
- Provide an Environmental Impact Statement which identifies water saving initiatives for the benefit of your facility, particularly for new courts (contact your Member Association for a template). Clay courts projects are to provide a maintenance plan that the applicant commits to follow.
- Give consideration to Tennis Australia's preference for works to be carried out by a member of the Sports Contractors Association of Australia where possible.
- Be prepared to have works signed off by Tennis Australia or Member Association aligned technical staff or Community Tennis Officers.
- Acknowledge that Tennis Australia will only accept one application and make one payment every two years.
- Agree to a civil engineering assessment prior to commencing works if requested.
- Provide evidence that any synthetic grass surface is compliant with the quality standards as outlined in these guidelines.
- Ensure that annual reporting requirements are met for a period of 5 years after the completion of the project.
- Repay the rebate if any of the terms or conditions are found to be breached within five years of court construction.

QUEENSLAND

Brisbane City Council Lord Mayor's Initiative Fund

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- community events including Australia Day ceremonies, fetes and those events that charge an entry fee, for example fundraisers with a cover charge and festivals with a site entry fee
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NORTHERN TERRITORY

Northern Territory Arts Grants

This program offers artists, arts organisations and the Northern Territory community access to support initiatives that further the vision: expressing and showcasing Northern Territory identity through arts and culture.

There are a few different categories available. These are:-

- Quick Response Scheme - Increases access for applicants to unforeseen arts opportunities in a flexible and responsive manner. Closed until further notice.
- Community Grants - Supports arts activities with a strong focus on community involvement.
- Closed until further notice.
- Community Festivals - Supports established and emerging regional and remote community festivals to develop and present artistic programs and cultural maintenance initiatives in community arts celebrations. Applicants are open all year around
- 2012 Arts Development -Supports projects across all art forms for the research, development or creation of new work or community cultural development projects. Closed
- 2012 Project Round: Presentation and Promotion-Supports projects which present, exhibit, distribute or promote NT arts practice. Applications Round 2 closed in Oct 2012
- 2012 Project Round: Skills Development-Supports art initiatives that foster skills, knowledge and experience of participants and build community capacity. Applications Round 2 closed in Oct 2012.
- 2012 Project Round: Emerging Artists-Supports emerging artists to access funding for arts development, presentation and promotion or skills based projects. Applications Round 2 closed in Oct 2012
- Artists in Schools -Provides students, teachers, parents and the wider community with first-hand opportunities to work with professional artists Next round available in 2013.

NEW SOUTH WALES

Museum Grants

This program provides funding to meet the short-term, collection-based requirements of community museums and keeping places in NSW.

There are four different grant categories for this program:-

- Leg Ups - Skill Development Grants - Ongoing but must be received at least 6 weeks before activity;
- VIM Small Grants - Closes 19 October 2012 (round 2), (funding up to \$2,000);
- VIM Skills Initiatives Grants - 28 September 2012;
- VIM Development Project Grants - Closing: 19 October 2012, (funding up to \$7,000).

CANBERRA/ACT

Tim Fairfax Family Foundation

This program does not consider applications for funding of less than \$10,000 and you must be a charitable organisation with Deductible Gift Recipient (DGR) Status to apply for this grant.

The aim of this program is to support charitable organisations within Australia. Preference will be given to organisations and programs which support the particular needs of communities in rural, remote and regional areas, especially those within Queensland and the Northern Territory. However organisations in other states and territories may also apply.

The TFFF wishes to support initiatives within the following categories:-

- Arts - Supporting initiatives which benefit communities by extending their exposure to, and experiences with, a variety of artistic activities.
- Education - Supporting initiatives which promote student engagement by providing strong, well supported learning environments through improved resources including the training and professional development of existing educators within these communities.
- Community - Supporting initiatives which target specific imbalances within communities, giving preference to those aimed at redressing the effects of isolation.

The following will not be funded:-

- Political projects, parties or lobby groups
- Sporting related events.
- Cost of fundraising for an event or organisation
- Travel and accommodation (except where they directly relate to the provision of services to regional, rural and remote communities
- Medical Research.

Only those organisations which are endorsed as Deductible Gift Recipients (DGRs) and which are also charitable can apply.

WESTERN AUSTRALIA

Community Activity Grants Program

This program provides one-off funding grants of up to \$2500 each to enable community-based organisations to develop projects that meet the Department for Communities' strategic priorities.

The program has been designed to provide opportunities for community organisations to develop and facilitate projects that meet the following priorities:-

- Create initiatives for children and families
- Promote strong, participative communities
- Strengthen partnerships with non-government organisations
- Target equality of opportunity, social inclusion and respect.

Projects must meet one or more of the following objectives:

- Projects aimed at strengthening relationships between non government community sector providers
- Projects aimed at enhancing the capacity of non government community sector providers to deliver services to the community
- Projects aimed at developing and establishing networks between non government community sector providers, government, business and the community.
- Project aimed at responding to identified community related issues/needs that are aligned with the department's strategic priorities

The following are not eligible to apply for grant funding under the Community Activity Grants:

- Organisations that have outstanding acquittals and/or evaluations from previous Department for Communities' program funding
- Federal and state government agencies
- Individuals
- Commercial for-profit organisations.

All applicants need to be an incorporated, not-for-profit organisation or Local Government Authority.

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