

PROGRAM GUIDELINES & APPLICATION TOOLKIT

Tackling Tough Times Together program

July 2019

Aim of the Program

The Tackling Tough Times Together (TTTT) program gives drought affected communities across rural, regional and remote Australia the opportunity to access funds that benefit their immediate and long-term needs. Grants are available for a broad range of grass roots, community-led initiatives that directly and clearly benefit local communities.

The objectives of the program are to:

1. **Reduce social isolation** by facilitating strong social cohesion and connection;
2. Support and engage the community in **leadership development and skills training**;
3. Support opportunities for **social and educational participation and address disadvantage** caused by the drought, for children and young people;
4. **Reduce volunteer fatigue and build the capacity**, capability and sustainability of local not-for-profit organisations to provide support to their communities, particularly where they are playing an increased role during the drought; and
5. Support **local economic recovery or renewal** through projects that stimulate economic activity and cash-flow within communities.

The TTTT program accepts applications any time. FRRR considers applications and makes grant distributions on a quarterly basis. Current round applications must be received by **5pm AEST, 23 July 2019**. **Expressions of Interest in the \$150,000 tier must be received by 5pm AEST, 3 July 2019**.

Organisational Eligibility

Who can apply?

- Not-for-profit community-based organisations from drought-affected communities across rural, regional and remote Australia where funds support projects and activities that offer clear public benefit (i.e. are for a charitable purpose) and address a need in the community (see *What Can be Funded* below);
- Organisations with an ABN or Incorporation Certificate;
- Organisations with and without DGR endorsement;
- An organisation is eligible to submit one application per grant round.

FRRR considers all eligible applications on their merit. Due to the volume of applications received, applications are assessed based on the documentation received at the time of application.

NOTE: FRRR is unlikely to follow up missing documentation after applications have been submitted.

Projects funded in this round should be undertaken between **September 2019 and February 2021, or as agreed in multi-year projects**. Projects cannot be funded retrospectively.

Applications are welcome from any eligible organisation for any eligible purpose; however, the following applications will be prioritised:

- Projects initiated and delivered by local community groups;
- Organisations that do not have Deductible Gift Recipient (DGR) Tax status.

Who can't apply?

- Individuals, private or commercial businesses are not eligible;
- Projects that support core business and areas of responsibility of Federal, State and Local Governments are not eligible.

If you have any questions about your organisation's eligibility, please call FRRR on freecall 1800 170 020.

Project Eligibility

What can be funded?

Applications must clearly demonstrate a focus on **one** activity from the following seven project activity areas:

1. Building Community Resilience
2. Developing Organisational Resilience and Capacity
3. Enhancing Environmental Sustainability
4. Fostering Cultural Vibrancy
5. Lifelong Education and Training
6. Economic Strength
7. Improving Community Health and Social Wellbeing

Visit the [Tackling Tough Times Together](#) webpage for examples of what can be funded in each activity area.

This program funds a broad range of initiatives and purposes to support drought-affected communities, including:

- Delivering activities, programs and services;
- Purchasing or hiring equipment and materials;
- Community infrastructure projects;
- Art, drama and creative expression projects to assist people to creatively express their experiences, which are otherwise limited due to the drought;
- Experiences for school children such as camps that connect young people and provide an opportunity to have fun with other young people off-farm.

Operational and administrative costs associated with your project will be considered. This could include wages, paying a skilled contractor, or paying for overhead costs incurred in the project's delivery.

What can't be funded?

- Ongoing core organisational operational costs (e.g. rent, utilities, regular wages, loan repayments);
- The **encouragement or advancement of sport, recreation and social activities** are not considered charitable activities under Australian law. **Applications from sporting organisations need to clearly demonstrate charitable outcomes and benefit to the wider community that are above and beyond the sporting activities of the club;**
- Overseas travel and overseas projects;
- Prizes, gifts, trophies or awards;
- Projects that have already occurred or will occur before the grant is confirmed;
- Political lobbying;
- Projects solely focused on animal welfare cannot be considered;
- Projects that are for private benefit or which are the core responsibility of Government;
- Projects that **do not directly support drought affected communities.**

It is important to note that applications will be considered ineligible if the:

- Application is submitted without required financial documentation;
- Final report/s from any FRRR grant program from the previous seven years has not been acquitted (auspiced organisations should check with your head organisation to see if there are any outstanding final reports owed to FRRR);
- Application is not for charitable purposes, i.e. is for private benefit or is the core responsibility of Government;
- Application is for a project or activity that has already occurred / is occurring;
- Application is incomplete.

Funding Available

Grants are available for projects that directly benefit the immediate and long-term needs of drought affected communities. Three tiers of grants are available:

- Up to \$20,000 – Projects to be finalised within 18 months of approval;
- Up to \$60,000 – Projects to be finalised within 18 months of approval;
- Up to \$150,000 – Applications for this tier are by Expression of Interest, and multi-year projects (up to three years) are welcomed. Projects that deliver long-term community benefits are highly regarded.

Please note that applicants must speak to the TTTT team to discuss projects in the \$150,000 tier. EOIs close approximately 3 weeks before the due date for applications.

Criteria for larger-scale and multi-year projects up to \$60,000 and \$150,000

- Provide broader, more medium-term impact – multi-year grants will be considered;
- Offer activities that could be repeated over a period of time;
- Deliver larger-scale activities that provide short term relief to alleviate the impact of drought;
- Support a coordinated approach with a regional focus;
- Enhance resourcing, stability and continuity of events and programs being delivered by local not-for-profit organisations; and
- Support the delivery of activities and services which cost more due to the remoteness of their location.

The schedule below shows the assessment timeframes for all tiers, which should be considered depending on when your project funding is required.

Round	Outcomes advised for all tiers - \$20K, \$60K & \$150K	Expression of Interest for \$150K tier must be received by:
Round 14	Late September 2019 for applications received by 5pm, 23 July 2019 (AEST)	5pm, 3 July 2019 (AEST)
Round 15	Late January 2020 for applications received by 5pm, 16 October 2019 (AEST)	5pm, 25 September 2019 (AEST)
Round 16	Mid April 2020 for applications received by 5pm, 21 January 2020 (AEDT)	5pm, 18 December 2019 (AEDT)

FRRR Assessment Considerations

Please read the table below to support the planning and preparation of your project. A [printable copy of the Tackling Tough Times Together application form](#) is available here. Please call FRRR should you have any questions about this table or the application form.

What we request from you	Why FRRR requests this information
<p>Clear Project Information</p> <p>A clear description of exactly what the grant funds will be used for, when and where the project will happen, who will benefit and who will be involved in delivering the project, why the project and grant funds are needed, how funds will be spent and how the activities and success of the project will be recorded, evaluated and shared.</p> <p>Where possible, also indicate that your community is ready to deliver the project and if required, can support the initiative ongoing, i.e. awareness of need is widespread, appropriate leadership, resources, skills and knowledge exist in the community.</p>	<p>FRRR needs to clearly understand your project to assess its merits. Applicants should focus on addressing the what, when, where, who, why and how of the project, as this is the best formula to clearly communicate the details of the project.</p> <p>A ready community is best placed to achieve the aims of your project, so during assessment, our staff look for information that tells us that good leadership, skills and awareness exist in your community to support the project now and in the future.</p>
<p>Project Budget</p> <p>A project budget that clearly shows the items that FRRR grant funds will be used for and shows all income and expenses related to your project.</p> <p>Budgets should be realistic and must add up.</p> <p>Applicant contributions in cash or in-kind are highly regarded.</p> <p>Quotes for items over \$1,000 are required.</p> <p>Note: FRRR suggests costing unskilled volunteer labour at \$41 per hour.</p>	<p>A clear budget helps FRRR to understand the size of your project, exactly how FRRR funds will be spent and helps demonstrate community support for your project through in-kind contributions either from your organisation or partners / community members.</p> <p>For more info on costing volunteer labour, visit: https://www.fundingcentre.com.au/help/valuing-volunteer-labour</p>
<p>Organisational Financials</p> <p>For organisations that have audited financials: Attach the most recent annual audited statements.</p> <p>For organisations that do not have audited financials: Attach most recent 12 months Income and Expenditure Statement. If you have a Balance Sheet, please also submit.</p> <p>For organisations less than one year old: Provide bank statements for the period you have been operating.</p> <p>Applicants should provide a brief explanation of any large financial surplus or current assets and reasons why FRRR funds are still required, as well as explanations of deficits and steps to sustain the organisation financially.</p>	<p>FRRR uses this information to understand your organisation's ability to manage the grant funds, and its financial viability.</p> <p>Bank Statements are only acceptable as financial documentation if your organisation has been operating for less than one year.</p> <p>Please contact us if you cannot provide required financials or you are unsure about what to provide.</p> <p>Applications received without the requested financial information are not eligible.</p>
<p>Supporting Materials</p> <p>Supporting materials such as letters of support, community plans, survey results, photographs, media clips and research reports that show the wider community support and partnerships involved in the project.</p> <p>Letters of support from community groups are highly regarded.</p>	<p>FRRR seeks to fund projects that are well-supported by the broader local community, are locally led and delivered, show good partnerships and benefit multiple parts of the community.</p> <p>As FRRR is not always familiar with your community, our staff considers supporting materials as evidence toward understanding the level of community need, benefit and support.</p>

Application Checklist

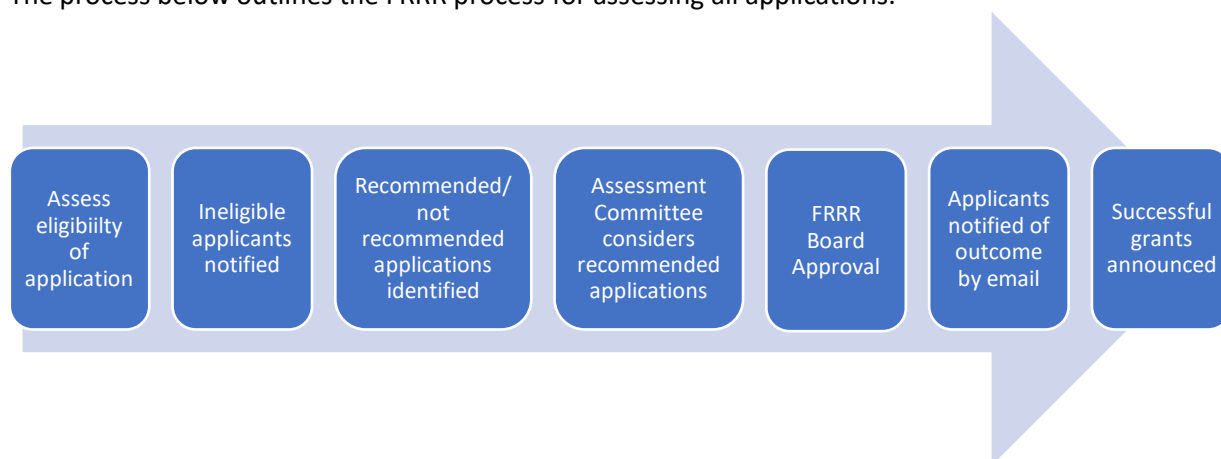
Before you submit your application, please ensure that all items below have been addressed. If you need assistance with any of the items in this list, please contact FRRR prior to submitting.

QUESTIONS	CHECK
Is your organisation and project eligible?	
Has the Project Activity Area (see page 2) been identified?	
If your project involves building, modifying or upgrading facilities or public spaces, do you have the required Council permits and permission from the owners of the land or building?	
Have any outstanding FRRR grant acquittals been submitted?	
Have you attached the required financial information?	
Does the project include working with children? If so, does your organisation have relevant working with children policies in place?	
Have you attached quotes for goods and services over \$1,000?	
Have you attached supporting materials? (including Letters of Support where relevant)	
Have you answered all the questions in the application form?	

NOTE: FRRR is unlikely to follow up missing documentation after applications have been submitted.

FRRR Grant Application Assessment Process

The process below outlines the FRRR process for assessing all applications.



All eligible applicants will be notified of the outcome of their application by email within 12 weeks of the closing date.

How to Apply

FRRR accepts applications via its online application portal, Grants Gateway.



If you have questions about your project, are unable to apply online, or experience any problems in using Grants Gateway, please contact us on freecall 1800 170 020 or email info@frrr.org.au.

How to use Grants Gateway: Visit the [Tackling Tough Times Together webpage](#) to access the Grants Gateway FAQs document and How-To Guide, which explain in detail how to use the online Grants Gateway portal.

The links to the online application forms for the \$20,000 and \$60,000 tiers are available from the TTTT program page. Applicants must speak to the TTTT team to discuss projects in the \$150,000 tier.

To return to your application once started, you will need to use the application link that is automatically generated by the system and emailed to your nominated Grants Gateway user email account – you will only be able to access your application by using that link, or the Return to your applications link from the Tackling Tough Times Together web page.

Our Donor Partners

FRRR's [Tackling Tough Times Together](#) program is collectively funded through a range of valued partnerships. The July 2019 round is generously supported by:

- ANZ
- Australian Government
- Australia Post
- Friends of FRRR
- NRMA
- Pratt Foundation
- Paul Ramsay Foundation
- REX Airlines
- Ronald Geoffrey Arnott Foundation
- Santos
- Sidney Myer Fund
- Stockland CARE Foundation
- The Snow Foundation
- Tim Fairfax Family Foundation
- Westpac Group

Contact Us

If you have any questions about the Tackling Tough Times Together program, please call FRRR on 1800 170 020 or email toughtimes@frrr.org.au.