



Australian Government

Department of Social Services

A new way of working: grant funding in DSS

What Makes a Good Grant Application?

The Department of Social Services (DSS) recognises and supports the work of civil society organisations. The DSS approach to working with civil society is based on reducing red tape, providing greater flexibility and respecting the independence of the sector.

This approach recognises that civil society organisations should be supported to self-manage the delivery of support services to our communities rather than being burdened with unnecessary government requirements. A good application will improve your chance of success when applying for funding under DSS's new grant programme arrangements.

A good grant application effectively addresses the selection criteria by demonstrating your ability to deliver services that respond to issues in your community.

Addressing selection criteria – information to include

You **MUST** address the selection criteria in the specific Application Form, and meet the objectives of the funding round stated in the Funding Round Summary.

The following selection criteria are generic, rather than Activity specific. The tips for information to include should accordingly be considered high level guidance only. The four generic selection criteria are as follows:

Criterion

Demonstrate your understanding of the need for the funded Activity in <INSERT NAME> community and/or <INSERT NAME> target group

Your proposal should demonstrate how it will address the need in the identified community and target group. It should:

- identify and demonstrate an awareness of the specific needs of the target group and / or the community in which the service is to be delivered
- include evidence about the needs of the target groups and locations (monitoring changes in population movement and recognising shifts if presenting needs)
- demonstrates strategies developed to respond to the emerging needs in the identified community (e.g. flexible service provision, collaboration and linkages with other organisations and service providers)
- demonstrate how the proposed service will benefit the target group and community including the observed or intended benefits, and evidence to support the service approach
- describe the applicant's links with the community (e.g. established relationships with stakeholders, relevant organisations, clients, and other service providers).

Criterion

Describe how the implementation of your proposal will achieve the Activity objectives for all stakeholders, including value for money within the Grant funding

Your proposal should be in accordance with the Activity's Programme Guidelines Overview and documents within the Application Pack. It should:

- demonstrate a clear understanding of the Activity's objectives and be supported by evidence-based statements
- provide a clear description and evidence of how the proposal will achieve value for money (of the proposed outcomes, projected deliverables, location, community benefit and the amount of funding sought)
- identify strategies with key elements such as the efficient and effective use of the funding that will demonstrate how they will meet the Activity objectives in one or more of the following:
 - The community has high proportion of the target group or anticipate high growth.
 - The community is identified as a priority area by the Department.
 - The community has poor access to services.
- set out how the proposal will complement, add to and work with existing services and resources within that community.

Criterion

Demonstrate your experience in effectively developing, delivering, managing and monitoring Activities to achieve Activity objectives for all stakeholders.

Your proposal should clearly define the way in which you plan, develop, deliver, manage and monitor your proposed service delivery. It should:

- demonstrate an understanding of the proposed outcomes of the Activity and how the proposal will establish and maintain services in the identified community
- demonstrates effective stakeholder engagement and relationship management
- provide evidence how you engage with the community when planning and delivering services
- provide strategies for how you will provide ongoing assessment to ensure you meet the outcomes (e.g. through key performance indicators and reporting)
- state how you will respond (if required) to the emerging needs in the identified community (e.g. developed flexible service provision strategy)

Criterion

Demonstrate your organisation's capacity and your staff capability (experience and qualifications) to deliver the Activity objectives in <INSERT NAME>community and/or <INSERT NAME>target group.

Your proposal should demonstrate the relevant expertise, skill, qualifications and experience of your executive, directors and those that are or will be involved in the management and delivery of proposed services. It should:

- demonstrate the governance principles and processes applied in all aspects of the organisation and how this is translated to service delivery
- describe the relevant expertise, skill, qualifications and experience, including broad community of the organisation, as well as business management, relevant expertise; and strong, experienced leadership
- demonstrate how the relevant expertise, skill, qualifications and experience contributes to:
 - the effective and efficient delivery of your proposal
 - continuous improvement and evaluation of the day-to-day management and quality of your entity