

Writing Grant Applications: NGO Sector Consultation

The National Centre for Education and Training on Addiction (NCETA) was commissioned to develop a comprehensive training resource for the non-government drug and alcohol sector in August 2013.

This project aims to improve the NGO sector's understanding of grant processes and enhance the sector's capacity and ability to apply for grants.

This questionnaire aims to identify the NGO sector's current understanding and capacity to undertake grant processes, and obtain an understanding of which components of tender applications the NGO sector would like included in the resource.

It is suggested that **ONLY ONE PERSON PER ORGANISATION** complete this questionnaire to represent the organisation's needs in their response.

1. How many people are employed in your organisation?

- 1-5
- 6-10
- 11-20
- 21-50
- 51-100
- 100+

Please add any relevant comments

2. What state/territory is your organisation located in? If more than one, please select all applicable states/territories.

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA

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3. Where is your organisation located? Use the Accessibility Remoteness Index of Australia to determine your response.

- Major city/cities
- Inner regional
- Outer regional
- Remote
- Very remote
- Multiple (please specify)

Please add any relevant comments

4. Is your organisation a NGO, government, or Aboriginal Community Controlled Organisation?

- NGO
- Government
- Aboriginal Community Controlled
- Other (please specify)

5. What is your main source of funding?

- Commonwealth government
- State/Territory governments
- Other (please specify)

6. Who is responsible for completing government grant applications in your organisation?

- One designated person
- A small group (e.g., 2-5 people)
- A broad group (e.g., 6-10 people)
- An external company
- Other

Please add any relevant comments

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7. How often does your organisation write tender applications for:

	Don't know	Never	Rarely (less than 1 per year)	Sometimes (1 per year)	Often (2 per year)	Very often (more than 2 per year)	N/A
Commonwealth government funding?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State/Territory government funding?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other sources of funding (e.g., philanthropic)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add any relevant comments

8. How would you rate your organisation's experience in writing tender applications for:

	Don't know	Not at all experienced	Slightly experienced	Moderately experienced	Very experienced	Extremely experienced	N/A
Commonwealth government funding?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State/Territory government funding?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other sources of funding (e.g., philanthropic)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add any relevant comments

9. How would you assess your organisation's overall capacity in developing tenders for:

	Don't know	Poor	Fair	Good	Very good	Excellent	N/A
Commonwealth government grants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State/Territory government grants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add any relevant comments

10. How would you assess your organisation's overall capacity in developing budgets for:

	Don't know	Poor	Fair	Good	Very good	Excellent	N/A
Commonwealth government grants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State/Territory government grants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add any relevant comments

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11. How would you assess your organisation's overall capacity in identifying, managing, and reporting on project risk for:

	Don't know	Poor	Fair	Good	Very good	Excellent	N/A
Commonwealth government grants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State/Territory government grants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please add any relevant comments

12. Considering Q10-11, please explain what capacity means for you.

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13. Which of the following government grant documents and processes would you like addressed in the resource?

	Don't know	Not important	Low importance	Neutral	Very important	Extremely important	N/A
13.1 Standard Funding Agreement & Conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments							
<input type="text"/>							
13.2 Departmental Strategy Documents (e.g., National Drug Strategy)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments							
<input type="text"/>							
13.3 Eligibility Requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments							
<input type="text"/>							
13.4 Funding Application Processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments							
<input type="text"/>							
13.5 Funding Priorities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments							
<input type="text"/>							
13.6 Government Grant Guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments							
<input type="text"/>							
13.7 Assessment of Funding Applications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments							
<input type="text"/>							
13.8 Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments							
<input type="text"/>							

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14. Considering your knowledge and experience in completing tender applications, what components would you like to see included in the resource?

	Don't know	Not a priority	Low priority	Neutral	High priority	Essential priority
14.1 How to write an executive summary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.2 How to demonstrate need	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.3 How to describe your treatment approach & evidence base	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.4 How to demonstrate organisational capacity & sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.5 How to develop a partnership application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.6 How to develop a budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.7 How to justify your budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.8 How to address value for money	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.9 How to develop risk management plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						
14.10 How to monitor and review risk management plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please add any relevant comments						
<input type="text"/>						

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14.11 How to develop an evaluation plan

Please add any relevant comments

14.12 How to set expected outcomes and outputs

Please add any relevant comments

14.13 How to plan for contingencies

Please add any relevant comments

14.14 Other

Please add any relevant comments

15. What other issues would you like addressed in the resource?

16. Are there any other comments or suggestions you would like to make?

17. Are there any tips, strategies, or other resources you would like to share with others in regard to tender writing? If so, please insert here...

Thank you for completing this questionnaire. If you have any questions or comments about this project, please contact Allan Trifonoff on 08 8201 7511 or email allan.trifonoff@flinders.edu.au.