Surf Life Saving
Grant Seeking Guide for SLS Clubs

Issue date: 30 May 2016
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PART A: Overview

In September 2009, The Surf Life Saving Foundation established the Grant Seeking Unit (GSU) as a national grant research and writing support unit for Surf Life Saving entities across Australia. The GSU’s main focus is to research appropriate grant opportunities from private trusts and foundations and relevant government agencies.

While the initial priority was primarily on the identification of new opportunities for National and State entities, the GSU, in coordination with State entities, now provides grant writing support and grant seeking advice to Surf Life Saving Clubs across Australia.

In doing so we provide the following services:

- Research external grant opportunities and determine which internal SLS programs compliment the funding criteria
- Completion of grant application
- Grant application review/advice
- Facilitation of key relationships between funding bodies and State or Territory contact
- Sector advice
- Provision of application templates for clubs when state or national funding programs are announced
- Tracking of grant acquittal where required

Allocation of GSU resources for Clubs is determined by the contact in each State or Territory, as listed below.

<table>
<thead>
<tr>
<th>State/ Territory</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales</td>
<td>Christina Voyage</td>
<td>02 9471 8055</td>
<td><a href="mailto:cvoyage@surflifesaving.com.au">cvoyage@surflifesaving.com.au</a></td>
</tr>
<tr>
<td>Northern Territory</td>
<td>Samantha Farrow</td>
<td>08 8985 6588</td>
<td><a href="mailto:samantha.farrow@lifesavingnt.com.au">samantha.farrow@lifesavingnt.com.au</a></td>
</tr>
<tr>
<td>Queensland</td>
<td>George Hill</td>
<td>07 3846 8020</td>
<td><a href="mailto:ghill@lifesaving.com.au">ghill@lifesaving.com.au</a></td>
</tr>
<tr>
<td>South Australia</td>
<td>Sita Bacher</td>
<td>08 8354 6900</td>
<td><a href="mailto:sitab@surfrescue.com.au">sitab@surfrescue.com.au</a></td>
</tr>
<tr>
<td>Tasmania</td>
<td>Tony van den Enden</td>
<td>03 6223 5555</td>
<td><a href="mailto:tvandenenden@slst.asn.au">tvandenenden@slst.asn.au</a></td>
</tr>
<tr>
<td>Victoria</td>
<td>Emma Atkins</td>
<td>03 9676 6912</td>
<td><a href="mailto:emma.atkins@lsv.com.au">emma.atkins@lsv.com.au</a></td>
</tr>
<tr>
<td>Western Australia</td>
<td>Minda Penn</td>
<td>08 9207 6666</td>
<td><a href="mailto:mpenn@slswa.com.au">mpenn@slswa.com.au</a></td>
</tr>
</tbody>
</table>
PART B: General Administrative Information

Essential Documents

It is common for grant makers to require proof of an organisation’s legal and tax status. Keeping these documents centrally filed in both hard and soft copy at the clubhouse avoids untimely last minute delays. Commonly requested documents are as follows:

- Deductible Gift Recipient Status (DGR)
- Tax Concession Charity Status (TCC)
- Goods and Services Tax Status (GST)
- Certificate of Incorporation
- Incorporation Registration Details
- Constitution
- Audited Financial Accounts
- Annual Report

Equipment or Program List

It can be useful for the management committee of a Club to keep a list of priority projects or equipment required for use when a grant opportunity arises. A lot of time can be consumed when a club cannot agree on what is a priority for a particular grant application leaving little time for planning and writing the application.

Deductible Gift Recipient Status (DGR) / Tax Concession Charity (TCC)

Many funding programs require your organisation to be a DGR and/or to have TCC to enable your Club to apply for a grant. A deductible gift recipient (DGR) is a fund or organisation that can receive tax deductible gifts. Endorsement to access charity tax concessions is the approval process your charity must follow if it is to access one or more of the following concessions:

- Income tax exemption
- GST charity tax concessions
- FBT rebate
- FBT exemption

Updating these can be overlooked so it is important to ensure your records are maintained. Your Club’s status can easily be checked online through various websites:

Australian Charities and Not-for-profits Commission:

The Australian Charities and Not-for-profits Commission (ACNC) is the independent national regulator of charities. The ACNC Register contains information about the more than 54 000 charities registered with the ACNC. The charities listed on the Register have met the ACNC’s legal meaning of being a charity and other requirements under our Act, and have ongoing obligations to the ACNC, including keeping their information on the Register up-to-date.
Each year, all registered Not-for-profits must lodge and complete their regulatory documents with the ACNC which is publicly displayed. It is becoming more frequent for a funding entity to request a copy of an applicant’s ACNC registration detailing their full financial accounts and progress on meeting legislative obligations. To view your registration and ensure it is up to date, you can visit the following website:

www.acnc.gov.au

- Click on “Find a Charity”.
- Enter your Club name or ABN in the text box and the ‘find’ button.
- Click on the relevant name and your organisational summary will be displayed. This can be printed in PDF format for future use or attachment to your grant application if required.

**Australian Business Register:**
This website provides your ABN, DGR, TCC, entity type and other useful organisational information. Many grant makers check this site to ensure your Club’s not-for-profit status is accurate.

You should review this site to ensure accuracy.

www.abr.business.gov.au

- Enter your Club name or ABN in the text box and “search” icon.

**Incorporation Registration Number:**
You may also be asked to include your incorporation or registration number - this can be accessed online through the *Search Business Names Register* on the Australian Securities & Investments Commission (ASIC) website:

www.asic.gov.au

- On far right hand side of page, click on “Companies and organisations” link under the “Search Register” section
- Locate the Search Business Names Register in the centre of the page and follow the prompts:
  - Click on the down arrow within the ‘search within:’ box and **select business names holder – organisation.**
  - Click in the ‘for’ box and enter your Club name.
  - Hit ‘go’.
  - This will take you to the list of entities with either the name of your Club or something similar. Click on the relevant name and your organisational summary will be displayed. This can be printed in PDF format for future use.

**Australian Taxation Office:**
The philanthropic sector is continually undergoing review by the Australian Taxation Office - your Club can subscribe to their website to receive free sector updates at:

**Club Contact for Application**

When entering the details for the contact for the application always ensure you enter the name of the person who can best describe the project, the club and its objectives clearly and confidently. This person could be the only personal contact the grant maker has with the club and you need to ensure they can engage the grant maker and build their enthusiasm for the project. Always use a club email address in the event the contact leaves the club and is unable to pass on communication from the grant maker to the club.

**Templates**

Maintaining either an electronic or hard copy record of your lodged grant applications avoids duplication of effort when completing multiple grant applications. Many funding applications request similar information therefore answers used in previous applications can be replicated saving time and ensuring consistency.

**Tracking Grants**

Keeping a record of past and current grants is essential for surf life saving clubs as many committees have new members voted in each year. Creating a simple grant tracker ensures current and future committees are aware of the status of grant applications including the acquittal process. Tabling the grant tracker at each committee meeting ensures this is not overlooked and also updates members as to the status of applications. The follow is a sample grant tracker you may find useful for your club:

<table>
<thead>
<tr>
<th>Funding Body</th>
<th>Project Details</th>
<th>Requested $</th>
<th>Date Lodged</th>
<th>Status</th>
<th>Granted $</th>
<th>Acquittal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith Family Trust</td>
<td>Youth Involvement &amp; Recruitment Program</td>
<td>15,000</td>
<td>30/07/13</td>
<td>P</td>
<td>15,000</td>
<td>Due 30/9/2013; details in filing cabinets</td>
</tr>
<tr>
<td>State Trustees</td>
<td>IRB – Expansion of patrol zone</td>
<td>14,800</td>
<td>15/12/12</td>
<td>Y</td>
<td>14,800</td>
<td>Due 30/9/2013; details in filing cabinets</td>
</tr>
<tr>
<td>Coca Cola Foundation</td>
<td>CALD Pilot Program</td>
<td>9,800</td>
<td>28/07/13</td>
<td>N</td>
<td>9,800</td>
<td></td>
</tr>
<tr>
<td>Volunteer Support Fund</td>
<td>BBQ, Table, Outdoor Chairs</td>
<td>5,000</td>
<td>30/07/12</td>
<td>Y</td>
<td>5,000</td>
<td>Due 30/7/2013; details in filing cabinet</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>44,600</strong></td>
<td></td>
<td></td>
<td><strong>19,800</strong></td>
<td></td>
</tr>
</tbody>
</table>
PART C: Sample responses to standard organisational questions

This document aims to assist clubs in the completion of basic grant applications. The responses provided in this guide are suggestions only and may not be relevant for every club.

About your organisation

The primary purpose of the <enter club name> is to provide a safe beach environment for swimmers and beach goers at <enter name of main beach patrolled>. The Club was established in <enter date of establishment> and has <enter total membership> members of which <enter number of active patrolling members> are active patrolling members.

<enter name of Club> services the community of <enter suburb/s> and its surrounds, and is one of <enter number of clubs within State/Territory> surf life saving clubs which provide emergency search, rescue and medical services to the public.

OR

<Enter name of Club> was established in <enter establishment year> and has over <enter number of members> members of which <enter number of patrolling members> are active patrolling members. The Club’s primary purpose is to provide a safe environment for the community recreating at or around the coastline at <enter region>. Our club is part of a proud history of Surf Life Saving in Australia which spans over 100 years, providing the community with the following volunteer services:

- emergency search/rescue and medical services;
- preventative programs to ensure beach visitors avoid danger (surveillance, safe swimming area, shark alarm, identification of rips, stinger sweep and first aid);
- surf safety information through community education programs;
- youth development programs; and
- healthy lifestyle programs (physical exercise and eating habits).

We work in partnership with other emergency services, schools & our local council. Our volunteers are drawn from all age groups & demographics & are recognised as highly trained, active members of the wider community.

Activities of your organisation

<Enter name of club> provides the following community services voluntarily and often at considerable risk to the personal safety of our volunteers:

- emergency search/rescue and medical services;
- preventative programs to ensure beach visitors avoid danger (surveillance, safe swimming area, shark alarm, identification of rips, stinger sweep, and first aid);
- surf safety information through community education programs;
- youth development programs; and
- healthy lifestyle programs (physical exercise and eating habits).
Community Collaboration

<Enter name of club> strives to maintain the highest quality of services to all beach goers and members of the community. To achieve this we work in unison with the local Ambulance service, Coastguard, Communication Centre, Volunteer Marine Rescue, Fire Services and Police. We proactively work with the local schools to educate children about safe beach practices in an effort to avoid unnecessary beach incidents. We are the only organisation that has an actual presence on the beach and is therefore the primary service provider to the public for emergency rescue and medical services.

Our club is called upon for all emergency beach and water rescues and call in advanced support from local Ambulance or Coast Guard services as required. Our presence allows a victim to have access to accredited first aid treatment within those vital first minutes of an accident. Our surf lifesavers receive nationally accredited medical and first aid training, skills which are directly transferable to everyday medical emergencies within the community.
PART D: Sample responses to standard equipment requests

The following text provides information about an item of equipment and how it will benefit your club and the community:

**Inflatable Rescue Boat**

An IRB is an essential part of equipment for Surf Life Saving Clubs around Australia. It enables surf lifesavers to perform rescues and provide much needed first aid services quickly and efficiently for a victim. In addition, it is the most effective way to search for a victim who may have been swept along the beach in areas not patrolled by our surf lifesavers. An IRB also allows lifesavers to perform preventative actions along the beach that avoid potential water incidents.

The IRB was designed specifically for Surf Life Saving and is an essential piece of rescue equipment. Its primary function allows for:

- a quick response to a rescue;
- the ability to carry out mass rescues;
- the immediate treatment of a patient;
- warnings to be issued to swimmers in water;
- transport additional Surf Lifesavers or Ambulance members to a victims;
- patrolling of long stretches of beach; and
- beaches remote to the main Club to be patrolled.

The IRB is equipped with a rescue tube and mobile first aid kit allowing fast and effective resuscitation of a victim. The IRB is also useful for:

- patrolling further along the beach and in more remote locations;
- extending patrols to areas outside the flagged area on the beach;
- identify, monitor and warn swimmers of ‘black spots’ along the beach;
- a medical officer can be transported to a remote location to assist a surf lifesaver who is performing emergency first aid; and
- first aid is able to be administered from the IRB allowing a victim to have immediate access to first aid treatment when removed from the water.

**All Terrain Vehicle**

An ATV is a vehicle that is used mainly on the beach. It is used for roving patrols and allows for volunteer lifesavers to cover long distances quickly to provide lifesaving services. An ATV is equipped with a rescue board, loud hailer, rescue tube, swim fins, mobile first aid kit, oxy-viva and where possible a defibrillator. It allows for the following:

- the compact size of the ATV and 4WD capability allows access to difficult areas along the shoreline that are inaccessible by larger 4WD vehicles;
- extend their patrols to areas outside the flagged area on the beach;
- head lights provide vision for search and rescue of missing persons at night;
- enables an Ambulance officer to be transported to a remote location to assist a surf lifesaver who is performing emergency first aid;
• access via an ATV allows a surf lifesaver to provide immediate first aid treatment in those vital first minutes of an incident;
• an ATV can tow a jet ski down the beach, to another beach or on road ways in emergencies allowing time critical entry to areas which are inaccessible by sand due to man-made or natural obstructions.

The use of ATVs in Surf Life Saving Clubs around the country has proved successful due to the vehicle’s ability to provide extended beach surveillance and immediate first aid treatment whilst at the same time alleviating potential resource issues.

Rescue Water Craft

Lifesaving Services and Big Wave Surfing have revolutionised the ability of the recreational Wave Runner to now be one of the most successful rescue aids available. Although the Rescue Water Craft (RWC) cannot cater for the quantity of patients that the IRB can, it offers an operational capacity that makes it an ideal vehicle for use by lifeguards and rescue services. RWCs are a fast, highly maneuverable pieces of equipment ideally suited to the surf environment. Whether used for roving patrols in or outside the red and yellow flags or to respond to an emergency, the RWC is an invaluable lifesaving craft. It allows for lifesavers to quickly access a patient in rough surf conditions. It allows for the patient to be rescued and within minutes to be on shore receiving medical treatment. RWCs allow for:

• increased beach patrols;
• provision of greater rescue and medical services providing a safer environment for the community;
• retention in membership as Surf Lifesavers are provided with support in the delivery of their services;
• greater time efficiencies for victims to access vital medical treatment; and
• enhanced community awareness of safe surf practices, which is directly measurable against an increase in preventative actions along the coastline.

Nipper Programs (equipment requests)

Development of our junior members is imperative if we are to survive & grow as a viable community service organisation. Our youth members are the future leaders of not only our clubs but also the communities in which they live. Nipper programs are designed as a fun and educational outlet for young people with a strong accent on general water safety and surf skills. It also contains an educational component specifically relating to the identification of the many dangers presented on our beaches and the appropriate action to take. Presented by highly skilled surf lifesavers, the program takes place at <enter name of beach> and seeks to achieve the following objectives:

• Provide the best possible lifesaving experience for youth with the view to encouraging long-term active participation in lifesaving;
• Ensure our youth are safe on Australia’s beaches through the provision of surf safety education programs;
• Provide opportunities for youth to participate in and enjoy lifesaving and competition in an aquatic environment by offering a wide variety of activities suited to their skill and maturation levels;
• Develop a team based philosophy encompassing leadership, camaraderie, teamwork, and fun;
• Promote social, emotional and physical growth and development in a healthy and safe environment;
• Encourage our youth to develop a strong sense of community awareness and the important role the volunteer plays within society; and
• Build confidence and self-esteem for individual members through accomplishment of achievable goals in a supportive, non-competitive environment.

**Defibrillator**

Heart disease is one of the most prevalent diseases in modern society. A common effect of a heart attack is to cause ventricular fibrillation, a possibly reversible, potentially fatal event often occurring after a heart attack. Reversal of ventricular fibrillation has been identified as the most effective method of successfully resuscitating a heart attack victim.

It is known that early access to an Automated External Defibrillator is one of the most important factors that assist in the successful resuscitation of heart attack victims with ventricular fibrillation. The introduction of defibrillation in the pre-hospital setting for the treatment of sudden out of hospital cardiac arrest, has led to improved patient survival.

**Oxy Viva**

The oxy viva is vital to the recovery of a patient and is often used to increase the level of oxygen in the patient’s blood stream following:

• exhaustion;
• near drowning;
• cardiac arrest; or
• severe allergic reactions.

**Rescue Boards**

Rescue Boards are essential items of equipment used in close shore rescue operations and to provide preventative warnings to swimmers. The rescue board, manned by a skilled and experienced lifesaver, provides:

• A fast and reliable means of reaching patients;
• Efficient flotation so that rescue breathing can be commenced in the water;
• Support for a number of persons in the water;
• Confidence to a patient who has been placed on a craft;
• A reliable means of returning a patient to the shore quickly and safely; and
• In the event of a group or mass rescue, a board or ski will keep a number of people afloat while supporting rescue operations are put into effect.

Rescue boards are also used in our education and training programs for our Nippers and general public. Soft rescue boards (foam) are used in our Nipper program and reduce the number and severity of injuries to lifesavers caused by fibreglass boards. This helps produce more confident lifesavers as learners are able to spend more time in the water without the fear of injury to themselves or others.
**Exercise Equipment**

We seek to strengthen our services through the provision of adequate training equipment for our members. Training and fitness is key to our surf lifesavers ability to provide the community with safe areas for recreation along our coastline. To assist in our training and fitness programs we wish to purchase [enter item of equipment e.g. rowing machine] which will enable volunteers to build core body strength and maintain fitness levels. Surf lifesavers offer their time and services to the community voluntarily for not reward, adequate fitness equipment demonstrates to our members we value their services which has a direct outcome on member retention.

**Rescue and/or Training Equipment (e.g. Rescue Tubes, Resuscitation Manikin)**

[Insert name of club] requires the [insert rescue equipment required] to assist volunteers in conducting surf rescues. These are essential to any surf rescue patrol as they ensure the safety of the rescued person as well as the lifesaver. Providing durable and high-strength rescue equipment will greatly contribute to retaining current volunteers as well as attracting new ones.

The [insert training equipment required] will be used to train new & existing volunteers in resuscitation and other lifesaving techniques pertinent to the duties of lifesavers. As we are the only emergency organisation which has an actual presence on the beach, we need to ensure our volunteers are provided with the most up to date training possible. Volunteers who benefit from training with current equipment and techniques will be more confident in responding to emergency situations and remaining motivated to continue to serve the community as life savers.

**Mobile Patrol Trailer**

A Mobile Patrol Trailer will allow Surf Lifesavers to provide a support service on [insert Club’s beach/es] and continue to provide the highest quality of service to the community. The community needs to be able to provide safer beaches for tourists and residents. The support our service would receive from a Mobile Patrol Trailer will greatly contribute towards fulfilling this as we would be able to expand and increase the frequency of our current patrol zones. A Mobile Patrol Trailer would be used to transport equipment to patrol zones further along the beach, as well as support the use of other essential equipment such as IRB’s and emergency first aid.

Expansion and increased frequency of patrol zones would help our organisation to achieve the following positive outcomes for the community:

- provide Surf Lifesavers the ability to warn and assist swimmers in deeper surf and shallow waters along the beach;
- identify and monitor ‘black spots’ outside the red and yellow flags;
- locate and rescue victims faster allowing access to time critical medical treatment;
- provide a safer environment for visitors; and
- reduce the number of water incidents each year.

We expect the number of water incidents and drowning to decrease and improved time efficiency in water rescue manoeuvres and access to medical treatment. This will make our beaches safer, ultimately contributing to the well-being of both the local and tourist communities of this popular tourist area.

There are no other organisations providing similar services in this area. Surf Life Saving is the only organisation that has an actual presence on the beach and is therefore the primary service provider to the public for emergency search, rescue and medical services.
PART E: Miscellaneous Questions

How your project builds community capacity (for use in community education programs)
An increase in residents with emergency service training supported through the local community education programs will further enhance a community's preparedness for disaster and avoid damage and loss of life.

Surf Life Saving has a supply of emergency search and rescue equipment which is currently used during routine patrols and ESAR operations. The use of this equipment during natural disasters will contribute to a community’s ability to save lives through preventative actions and rescue operations thereby reducing reliance and pressure on external authorities.

How your items requested seek to increase the club’s capacity to improve its patrols and emergency service functions (e.g. Rescue boards, Defibrillator)
The acquisition of the <enter item requested> will improve our volunteer’s ability to respond to rescue situations and deliver a higher standard of service during patrols. Increasing demand for our surf rescue skills requires a constant need for new and upgraded equipment, enabling us to provide a positive water safety experience for those seeking to use local coastal areas.

The positive impact of obtaining a <enter item requested> for our club will lead to improved morale among our members and an increased enthusiasm to continue to serve the local community. Our volunteers strive to perform their services to the best of their ability and regularly seek new ways to improve their skills. It is vital to fulfil their training aspirations to ensure we retain our volunteers and continue the legacy of surf lifesaving in the community.

This improved capacity to provide consistently good surf rescue services to the community will create an image of professionalism among the local community and will greatly assist the <enter name of club> in recruiting and retaining volunteers.

How your items requested seek to increase the club’s capacity to directly engage with club members and the community (e.g. Barbeque, Refrigerator, Esky)
Acquisition of <enter item requested> will greatly contribute to the <enter name of club> ongoing efforts to engage the local community and ensure our club is recognised as an important and valuable community organisation. Through running of events and participation in activities which promote our club and the Surf Life Saving movement, we will encourage local residents to join the club, thus increasing our membership and improving our surf rescue capacity. Social gatherings amongst members at the end of a busy patrolling weekend is one way our club can thank volunteers for their valuable services.

As part of its volunteer recruitment and retention program, <enter name of club> aims to become a central focus for the local region, recognised for its active participation and ongoing contribution to creating a safe coastal environment.

This improved ability to engage the local community, which the addition of the <enter item requested> will assist in, will create an image of professionalism among the local community and will greatly assist the <enter name of club> in recruiting new volunteers.
If your application requests reimbursement of fuel costs and/or items to improve clubhouse amenities (e.g. kitchen appliances, air conditioner)

Volunteer members use their vehicles for travel to perform patrols between beaches, officiate events and deliver community education programs. Reimbursing fuel costs will demonstrate our ability to support volunteers in carrying out our services. The provision of fuel reimbursement to volunteers is also a further positive benefit for potential new members joining the movement.

The items of equipment requested include <insert items> to help improve the amenities of our clubhouse for use by our volunteers. An <insert additional item> will provide a more comfortable environment for volunteers and visitors during training and community education events.

Meeting these basic needs of our volunteers will make beach patrols and volunteer hours a more enjoyable experience and will enable us to support our volunteers, recognise & appreciate the value they contribute to the community. This will result in greater opportunities for our club to attract more members.

If application requests audio visual equipment (e.g. DVD players, video cameras)

<Insert name of club> undertakes many volunteer training and community education programs each year. Modern audio/visual equipment will assist volunteers by improving communication delivery and increase the capacity of our volunteers to deliver improved and more frequent education programs resulting in a more prepared and informed community about safe beach and water practices. To achieve this, we require <insert equipment required> to ensure the highest standard of education and training is delivered to our volunteers.

Ensuring our club is well equipped with quality training and education resources will increase our capacity to recruit & retain volunteer members. The increase in the number of volunteers trained in vital emergency and rescue skills will also allow the <insert name of club> to expand its services and provide the highest quality surf rescue service to our local community.

Disability, Indigenous & CaLD (Culturally and Linguistically Diverse) Programs

Clubs seeking funding for disability, Indigenous or CaLD programs, should contact the Grant Seeking Unit for assistance with applications. The GSU has many template responses to various questions raised with for programs such as these and can assist in tailoring responses depending on the application format and program outcomes.

Evaluation method for recruitment programs

The project will be evaluated by the Management Committee of the <enter name of club>. They will specifically measure the success of the project against the following indicators:

• Comparison of:
  – the number of members leaving service to previous years;
  – the number of new members joining the service to previous years;
  – membership inquiries to previous years; and
  – number of new patrolling members.

• Attendance levels at each training course including those having achieved Awards & skill level;

• Feedback from all participants including collaborating agencies, new and existing volunteers and community members on quality and relevance of training to core services.
**Budget**

When applying for an item of equipment, ensure you price the item accurately. If you are applying for an ATV, include all the costs to make the vehicle beach ready. This may include registration, roof racks, signage, rust proofing, alterations etc. If you fail to adequately price your equipment or project and are successful with your application, you may end up having to find additional money for the item to be useful.

Goods and Services Tax should also be noted when completing grant applications as grant makers vary in their requirement for the tax to be included or excluded from budgets.

Ensure you include in kind support provided by your club. As a general rule, in kind support supplied by volunteers is costed at $20 - 25 per hour.

**Part Funding**

If your application is successful for part funding only, you can use this as leverage to raise further funds in the community. Part funding can be a powerful tool with local businesses as they can obtain naming or signage on the equipment for considerably less financial input.

**Application Funded by Competing Grant Makers**

If you lodge multiple funding applications and they are both successful OR your need for the project outweighs the time period for notification of your grant success and you have already purchased the equipment, let the grant maker know as soon as your circumstances have changes. Timely and honest notification may enable you to lodge a variation of grant allowing further equipment to be purchased.

**Reconciliation / Acquittal**

If you requested several items of equipment as part of your project, make sure you purchase those items as listed in the grant application. Failure to comply with grant budgets can render the agreement void resulting in part or full repayment of the grant monies.

Always ensure you comply with any reconciliation agreement by the due date. A grant maker may render future applications from your Club or other Surf Life Saving entities ineligible if your reconciliation has not been received by the due date.

**Recognition / Acknowledgement**

Some grant makers ask that you provide public acknowledgement of the grant - the following are suggestions you could insert:

Should our request for funding be successful, we will publicly acknowledge the **<enter name of funding body>** as follows -

1. Via a press release to all relevant interest groups when the equipment is presented to the club/local area in which it will benefit
2. Visual signage on the **<enter item of equipment>**
3. Feature article in the Club’s annual report or newsletter
4. Presentation to a board member at the launch of the 2013/14 patrol season (the media release would be coordinated at the same time to provide photographic images for printed media)

5. Invitation to our annual dinner for formal presentation

If your application for funding is successful, it is vital you comply with any recognition conditions you have offered as failure to do so can jeopardise funding from future grant rounds.

**Differentiation to other organisations (how does your club differ to other clubs in your area)**

Surf Life Saving differs from other emergency rescue agencies in that we have an actual presence on the beach and are the primary service providers to the public when in distress. We are the first to respond to an incident & call in advanced support from other services as required. Our presence allows a victim to have access to trained Lifesavers who are able to provide first aid treatment within those vital first minutes of an accident.

**CONTACT DETAILS: SLS GRANT SEEKING SUPPORT**

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_The Grant Seeking Unit services are a free service for SLS Clubs in Australia_

_This Grant Seeking Guide is available on the SLSF website: www.slsfoundation.com.au_