



APPLYING FOR A PHILANTHROPIC GRANT Information for filmmakers

– July 2023

The majority of philanthropic grants require an organisation to have DGR to be eligible to apply. In these cases, Documentary Australia may act as the applicant on your behalf. However, due to the large number of films requesting support, the following process must be followed when requesting Documentary Australia to act as the applicant on your behalf.

If you would like to request Documentary Australia is the applicant for your project for a grant, you must complete the following request form at least 4 weeks before the grant application is due: <https://www.surveymonkey.com/r/PH8NF9B>

Please note: Filmmakers cannot make submissions on behalf of Documentary Australia. A grantor will notify Documentary Australia of such submissions and the grant application would automatically be considered ineligible. Documentary Australia does not write grant applications for filmmakers. Grants are subject to the same retention rates as outlined in our Terms and Conditions.

1. For Documentary Australia to apply for a grant on behalf of a filmmaker, the film must be a Documentary Australia approved project.
2. Filmmaker needs to identify and pursue their own funding opportunities and ensure that they closely review the grant funding guidelines to ensure their project is eligible.
3. If you would like to request that Documentary Australia acts as the applicant on behalf of your project, you must: complete the following Identifying Appropriate Grants Checklist request form at least 4 weeks before the grant application is due: <https://www.surveymonkey.com/r/PH8NF9B>
 - a. The questions in this form are listed at the end of this document.
4. Documentary Australia will review the request and get back to the filmmaker regarding:
 - a. The fit between the project and the grant maker / Funding Guidelines.
 - b. Whether there are currently other films submitting a funding request to the same grant maker through Documentary Australia (and where only one project may be able to be endorsed at a time).
 - c. Whether we agree to be the applicant on your behalf.
5. The Filmmaker will then complete the application and provide this information to Documentary Australia, to review and submit. Please allow as much time as possible prior to close date for Documentary Australia to review and complete the application on your behalf.
 - a. The filmmaker should send their completed application to grants@documentaryaustralia.com.au and cc: James@documentaryaustralia.com.au and sharlene@documentaryaustralia.com.au
 - b. Where the application needs to be completed through an application portal, please create a word/google document with all the questions and your answers.

- c. At times, Documentary Australia will provide feedback on your application. This needs to be incorporated before it can be submitted.
6. When finalised, Documentary Australia will submit the application on the filmmaker's behalf.
7. Documentary Australia will share the receipt of submission with you and notify you of the outcome. If the grant is successful, reporting and acquittal dates must be recorded by the filmmaker. Further advice on grant processes and requirements will be shared once there is confirmation that the application has been successful.

Identifying and assessing grant suitability checklist

Have you:

Reviewed the resources on our website and completed the fundraising module in the filmmaker hub? (understanding philanthropy, seeking funding and funding proposals)

- Checked the mission, vision and objectives of the Grant maker?
- Read the **Grant Guidelines** including the eligibility criteria and exclusion criteria?
- Looked at the projects that the Grant maker has previously funded?
- Checked that the grant round is open and when the application is due?

Please answer the questions below before approaching Documentary Australia about applying for a grant on your behalf. Please include your answers, along with the name and closing date of the grant and send the information to grants@documentaryaustralia.com.au

NB. Documentary Australia does not write grant applications for filmmakers. We do not guarantee that we will apply for a grant on your behalf.

1. Is your film and project aligned with the Grant maker's stated interests and goals? How?

Check the mission, vision and objectives outlined on the website or portal and ensure that the focus of your film aligns with their aims and key areas of interest.

2. Do you meet the Grant maker's specific grant criteria and objectives? How?

It is important to drill down further into the particular interests of the Grant maker and ensure your project meets the specific criteria, usually outlined in the Grant Guidelines.

For example, a Grant maker may state it is interested in vulnerable children and youth as an issue area which aligns with your project on youth homelessness, but when you read the grant guidelines you learn they are only interested in projects supporting children between aged 2-5 years to engage in early learning.

3. Are there any administrative or process requirements before you can apply for the grant?

For example, do you need to call and discuss your project with a grant officer before you can apply?

4. Are there any specific geographical requirements? Do you meet them?

It is important to be mindful of geographical specifications. Examples of this include grants that will only be awarded if:

- the organisation is located within a particular state.

- The project will target a particular area or directly benefit the people within a particular community, e.g. Geelong.
- The organisation or project is in areas where their organisational offices are located.
NOTE: you can always consider applying with a partner if you do not meet the geographic criteria alone. It is your responsibility to find a partner if this is the case.

5. Are there any exclusions that might relate to your project?

Check the exclusions! Sometimes these are straightforward and have little relevance to the project, but sometimes they will specifically exclude activities for example one-off events (which may include screenings) or political topics or campaigns.

6. Does the Grant maker state it won't accept unsolicited applications, or the grant is invitation only?

Many Grant makers clearly state that they won't accept unsolicited applications at that time. This could be for a range of reasons, including funds already dispensed that year or the decision to adopt a targeted granting approach and/or foster longer term partnerships with organisations. If this is the case, you will need to be invited before you can apply and provide that information to Documentary Australia.

7. Is the Grant maker currently administering grants? Are there identified grant rounds?

There are a number of reasons why Grant makers may not be actively providing grants even if you believe you have a well aligned project. Please check whether:

- It is stated that they aren't currently accepting applications for grants (e.g. reviewing criteria and funding directions and will provide updates in the future).
- They are already funding organisations or projects on a long-term basis and aren't providing additional opportunities (often listed on website).
- The philanthropic fund has grants rounds or provides grants e.g. The Bank Australia Impact Fund provides support to key organisations and programs, but it is not a grants program.

8. Has the grant maker funded similar projects before? If yes, please provide examples.

If not, this of course doesn't automatically mean that the Grant maker won't support different projects now or in the future, however it is still extremely useful to get a sense of what they have funded before.

Looking at what has been previously funded provides additional information on interests, which can inform whether you choose to go for the grant but also how you might frame your application.

For example, a Grant maker may list an interest in Indigenous Health and Education - which sounds like it aligns with your film - however when you look at what they have previously supported you realise that they are focussed on providing medical supplies, classroom equipment and other concrete supports.

Pay specific attention to whether they have funded a film, creative project, event or screening, or social issue campaign before. If published, also take a look at the funding levels they have previously provided to inform your own expectations.

9.Overall, what makes your project a good fit for this grant?

Provide a one paragraph summary.

10.Is there anything that makes you think you might not be eligible for this grant?

11.How much are you requesting and what is your overall budget?

12.What date does the grant round close?