

Section 2.5 Activity

Activity 2.5.1 Organisational Status & Common Documents

Prior preparation will make the process of writing funding applications a little less onerous.

You should:

- Know whether your organisation is incorporated
- Your statutory reporting obligations
- Construct a portfolio of funding-related documents that will be required for most applications.

The portfolio is likely to contain the following standard building blocks for any funding application:

- A brief description of your organisation (see [Who You Are and What You Are About \(p24\)](#))
- An indication of capacity, including organisational equipment and resources available, and experience and track record of staff and organisation (see [Your Organisation's Track Record \(p40\)](#) and [Your Board, Staff and Volunteers \(p57\)](#))
- Certificates of Insurance, ABN, Annual Reports
- Accreditation and other forms of recognition and merit.

Organisational Status

Is your organisation an incorporated body?

YES NO

If yes, what type and what is its governing legislation? If no, write down the reasons why and the benefits of not being incorporated.

Does your organisation have an ABN, ACN, and/or an ARBN?

YES NO

Record it here.

Reporting Obligations

If your organisation is an incorporated association, read the 'Incorporated associations: Reporting and Auditing Obligations' report and make a list of the current activities your organisation undertakes to comply with your statutory obligations.

What activities does your organisation currently undertake to fulfil its reporting obligations?

Do you have policies, procedures, and processes in place to provide transparent and accountable financial statements to the funding body?

YES NO

If no, what policies, procedures, and processes should you develop?

Common Organisational Documents

Have you made a file containing copies of required documents, so you have them ready when you write a proposal?

YES NO

Are all the necessary documents/details up to date?

YES NO

Is this file readily accessible (both electronically and hard copy back-up) to everyone involved in writing a proposal?

YES NO

Where is the file located?