



## Grants Officer Exercise

The following is an exercise that will allow us to better understand how you fit into this role.

<b>Preparation</b>	<b>Completing the Task</b>	<b>Feedback</b>
<ul style="list-style-type: none"><li>– Read the scenario carefully</li><li>– It may help to write some practice answers</li><li>– Check to see if you want anything explained</li></ul>	<ul style="list-style-type: none"><li>– Re-read the scenario</li><li>– Using your knowledge of grant writing answer the attached questions using the scenario information.</li><li>– Once you are happy with your responses email them back to I CAN</li></ul>	<ul style="list-style-type: none"><li>– A member of the I CAN People team will contact you following your submission to answer any questions and give feedback</li></ul>

### Scenario:

Active Communities is a small not for profit that operates in Perth, Western Australia. It has been operational for five years and has just opened a second office in the northern suburb of Joondalup. After expenses the organisation has an annual operating budget of \$100,000. Active Communities' darling new program is a breakfast program for at risk primary school students in their local area. The idea is to provide free, nutritious breakfasts to these young schoolkids on their way to school in lunch-bags that also feature fun puzzles designed to improve the kids' literacy and numeracy skills. The team of staff is experienced in programs like this, having run a similar program last year with great success near their main CBD office. You also have access to two support letters, one from a school principle and one from a parent's group. To roll out the program is estimated at a cost of \$20,000 so you have been asked to find a grant to cover this cost.



**Question 1: How would you find grant opportunities and how would you determine which grant to apply for?**

**Scenario continued:**

The following are examples of typical questions in a grant application. Please keep your responses under 300 words for each question.

**Question 2: How will this funding help your organisation to solve a problem or address a current challenge in the community?**



**Question 3: What measurable outcomes will you use to determine the effectiveness of this program?**

Empty response area for Question 3.

**Question 4: As a part of this Foundation's goals we prioritise programs that have an educational benefit for a specific cohort of participants. Have you considered how this project will specifically impact that section of the community?**

Empty response area for Question 4.