



Murray–Darling Basin Economic Development Program Round 3

ASSESSMENT CRITERIA FACT SHEET Organisational Capability

This document provides guidance on what to consider when responding to the Criterion 3 – Organisational Capability in the online application form, and developing and attaching a project plan.

What does ‘organisational capability’ mean?

“The demonstrated ability for an organisation to perform an activity. Capabilities may be internally assessed or externally verifiable such as training completion, certificates or organisation accreditation.” ([Community Grants Hub Glossary](#))

What do I need to provide to address this criterion?

- For this criterion you need to provide us with a written answer in the application form and demonstrate your ability to put together a functional project plan in the template provided.
- Use the application form to tell the story of how and why your organisation will implement a successful project.
 - Provide enough detail to demonstrate that your organisation has the capacity to manage grant funding and ultimately deliver the project on time and within budget.
 - If your organisation has managed similar projects or activities demonstrating its capacity to deliver the proposed project, you should include details of these examples.
- Use the project plan template to explain the details of the project and demonstrate how you will manage it.
 - It is a requirement for you to attach a project plan to your application but you do not have to use the template provided.
 - If you do not use the supplied template, be sure to include the same kinds of requested information where relevant. If you do not, the selection advisory panel will not have the information required to properly assess your project.
 - For example, a budget is essential but details of a recognised project management system are not.

- The project plan template asks for no more information than that provided in previous rounds through the previous template and budget attachments but now includes more guidance text to assist you and provides a consistent structure for you to tell us about milestones.
- Parts of the project plan will be used as the basis for the grant agreement for your project should you be successful in attracting funding. For example, the milestone schedule and the budget.
- However, the final grant agreement documents will be simplified versions of those provided in your application. Please make sure you provide enough detail in the project plan template to allow the selection advisory panel to fully understand and evaluate your proposal. The program management team will work with all successful applicants to streamline grant agreement documents once offers of funding have been made.

What are some of the elements of a good application regarding organisational capability?

- Includes an organisational chart or description highlighting capabilities relevant to the proposed grant activity. Don't dismiss relevant experience in a different sector or field. Many highly organised business owners make good project managers for their community organisation.
- Evidence that the organisation's structure supports delivery of the activity through compatibility with current workload and organisational and reporting mechanisms.
 - Have the right number of staff for the right job – don't over or under promise, try to be accurate.
 - Identify roles and responsibilities.
- Reference the organisation's strategic plan and/or supporting operational and business plans *where relevant to the project*.
- Detail financial management systems, internal policies, governance principles and processes, procedures and quality improvement mechanisms *where relevant to the project*.
- A strong governance structure and well considered risks. Even if the impacts of risks are low, it is good to demonstrate you know they exist and what treatments might be required.
- Well thought-through and realistic budget and milestones.

Where can I find other information that may be able to assist me in preparing my application?

Visit:

1. [Community Grants Hub - Tips on what makes a good grant application](#)
2. [Community Grants Hub - Tips on providing strong evidence](#)
3. [Community Grants Hub - Tips on applying for a grant](#)