



Australian Government

BSBATSIW515 Secure funding

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to locate funding sources, make submissions and lobby to maximise the organisation's chances of securing funds for its activities.

It applies to individuals responsible for monitoring and guiding the activities of the organisation and securing funding for it to be able to undertake these activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – ATSI Governance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Identify and contact funding bodies	1.1 Identify and investigate mainstream and Aboriginal and Torres Strait Islander funding sources 1.2 Gather information about potential funding bodies' priorities, key areas and expected outcomes 1.3 Clearly explain organisational funding requirements to potential funding bodies
2 Prepare case for funding	2.1 Form team to oversee funding submission 2.2 Delegate tasks to staff if appropriate 2.3 Determine if consultant services should be engaged to provide technical assistance preparing case for funding

ELEMENT	PERFORMANCE CRITERIA
	<p>2.4 Ensure a proposal is prepared that meets funding body's objectives, criteria and submission requirements</p> <p>2.5 Ensure all existing financial obligations with respect to the funding body are up-to-date</p>
3 Promote case for funding	<p>3.1 Use networks to lobby funding body where appropriate</p> <p>3.2 Seek representation with funding body if necessary</p> <p>3.3 Advise key people of progress and outcome of submission</p>
4 Appeal if necessary	<p>4.1 Identify relevant appeal authorities and procedures for funding bodies</p> <p>4.2 Determine whether an appeal should be made if funding submission is unsuccessful</p> <p>4.3 Use the appeal system if required</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.4, 2.5, 4.1	<ul style="list-style-type: none"> Interprets textual information obtained from a range of sources and determines how content may be applied to individual and organisational requirements
Writing	1.1-1.3, 2.4, 2.5, 3.3	<ul style="list-style-type: none"> Integrates information from a number of sources and develops content that support purposes and format of the material using grammatical structure and clear and logical language
Oral Communication	1.3, 2.1, 2.2, 3.1-3.3	<ul style="list-style-type: none"> Participates in a variety of culturally appropriate spoken exchanges to work cooperatively with staff and key stakeholders Applies relevant listening skills to ensure views of all relevant stakeholders are heard and treated with respect
Numeracy	1.1-1.3, 2.4, 2.5	<ul style="list-style-type: none"> Selects and interprets familiar mathematical information to evaluate statistical data, financial obligations and funding requirements
Navigate the	2.4, 2.5	<ul style="list-style-type: none"> Monitors adherence to organisational policies and

world of work		procedures and considers own role in terms of its contribution to broader goals of wider environment
Interact with others	1.3, 2.1, 2.2, 3.1-3.3, 4.3	<ul style="list-style-type: none"> Actively identifies requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience Recognises importance of building rapport with people from diverse backgrounds to establish effective teams and other working relationships Looks for the strengths in others and finds ways to work with and build on these, sharing own knowledge and experience freely
Get the work done	1.1, 1.2, 2.2, 2.3, 4.1-4.3	<ul style="list-style-type: none"> Organises time and effort around priorities, results and realistic timeframes Begins to recognise importance of other stakeholders throughout the planning process and is learning to clarify goals and methodology with others, maintain communication and manage expectations and understanding Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria Uses ideas proposed by others as provocations and stepping stones to new perceptions and ideas

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBATSIW515 Secure funding	BSBATSIW515C Secure funding	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>