



Australian Government

BSBGOV505 Seek and apply for funding opportunities

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to seek and apply for funding opportunities that complement or expand the organisation's purpose, strategies and activities. It includes locating funding sources in order to make submissions.

It applies to individuals responsible for monitoring, guiding and undertaking decision making activities as members of committees or boards of governance.

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

Unit Sector

Regulation, Licensing and Risk – 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. Discuss organisational business ideas to seek funding	1.1 Canvass organisational stakeholders for business ideas and options that are relevant to the organisation's objectives and purpose 1.2 Discuss business ideas with other board or committee members and agree on the potential sourcing of external funding
2. Research potential funding sources	2.1 Gather information about potential funding bodies' priorities 2.2 Analyse potential funding sources that meet organisational objectives, needs and/or aspirations 2.3 Analyse potential project or grant funding and the resource implications of successful submissions 2.4 Discuss potentially appropriate funding projects or grants with

ELEMENT	PERFORMANCE CRITERIA
	other board or committee members with a view to making submissions at the required times
3. Apply for funding	3.1 Seek advice or form a team to oversee funding applications of identified funding sources, seeking expert advice where appropriate 3.2 Identify and address project funding criteria within set timelines 3.3 Arrange for the editing of funding application(s) 3.4 Submit the funding application by the due date
4. Conduct submission follow-up activity	4.1 Put processes and resources in place for successful applications that ensure project or grant deliverables are met within set timelines 4.2 Seek and document feedback for unsuccessful applications to inform and improve future funding submission activity and consider if it is appropriate to conduct appeal processes

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	2.1-2.3, 3.1, 3.2	- Interprets various texts to guide activities and decisions - Analyses and evaluates validity of information to identify gaps or inconsistencies between texts
Writing	3.3	Collates and compiles material using clear and detailed language to convey specific information, requirements and recommendations
Oral Communication	1.1, 1.2, 2.4, 3.1	- Participates in a variety of spoken exchanges using suitable tone, language and strategies to confirm, clarify or repair understanding - Make constructive suggestions when required - Elicits views and opinions of others by active listening and questioning
Navigate the world of work	1.1, 1.2, 2.2, 3.1, 3.2	- Takes personal responsibility for adherence to legal/regulatory responsibilities relevant to own work context, and draws attention to any issues that may affect the organisation as a whole - Recognises and follows explicit and implicit protocols

		and meets expectations associated with own role
Interact with others	1.1,1.2, 2.4, 3.1	Follows accepted communication practices and protocols, adjusting personal communication style in response to values, beliefs and cultural expectations of others
Get the work done	1.1, 2.2, 2.3, 3.1, 3.3, 3.4, 4.1, 4.2	- Develops plans to manage relatively complex tasks with an awareness of how they may contribute to longer term operational strategic goals - Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account - Recognises and addresses some unfamiliar problems of increasing complexity within own scope, recognising when to seek expertise of others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBGOV505 Seek and apply for funding opportunities	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBGOV505 Seek and apply for funding opportunities

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Performance Evidence

Evidence of the ability to:

- gather information about potential funding bodies' priorities
- conduct analysis of:
 - potential funding bodies and potential funding tenders to assess if they are in line with organisational objectives, needs and aspirations
 - project funding criteria
- communicate and work effectively with board or committee members, and stakeholders on potential funding projects or grants
- meet prospective project funding application deadlines
- conduct appropriate follow-up activity following funding application
- document activity relevant to funding opportunities.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the organisational stakeholders needs and how the organisation will benefit from proposed funding submissions
- list funding sources and their requirements
- explain geographic, social, economic and political contexts in which particular organisations operate and how these may impact on how funding is sourced and used
- list organisational policies and procedures in relation to obtaining funding
- discuss provisions of federal, state or territory legislation and funding body requirements that impact on how funds may be sourced and used
- list relevant consultancy services to support funding submissions

- discuss relevant protocols and cultural responsibilities that impact on how funding is sourced
- explain appeal procedures available if funding submission is rejected.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical committee or board of governance activities and include access to:

- examples of committee or board funding applications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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