

BEST PRACTICE IN GRANTS MANAGEMENT CONFERENCE 2011

→ Grantmaking Grows Up

Friday, 25 February, 2011, 9am-4pm
RACV City Club,
501 Bourke St, MELBOURNE



→ SMARTYGRANTS BOOTCAMP

SmartyGrants training for new & existing SmartyGrants users
24 February, 9.30am-12.30pm

→ MASTERCLASS FOR LOCAL GOVERNMENT GRANTMAKERS

A special half-day peer learning opportunity for local government grantmakers from across Australia
24 February, 1.30pm-4.30pm

→ AND ANNOUNCING ...

The launch of a new Australian Grantmaking Framework & Workbook

★ AIGM MEMBERS

Receive a 10% discount!!

Australian Institute of
Grants Management



AIGM
A division of:



ourcommunity.com.au

KEYNOTE SPEAKERS



KATE CALDECOTT

Kate is a member of the founding team of Our Community, having previously held a variety of roles within the private and not-for-profit sectors. She has extensive experience as both a grantmaker and grantseeker.



NINA COLLINS

Nina is the Community Planner – Grants at Yarra City Council. She has worked as both a grant writer and grantmaker in the community and philanthropic sector before joining local government.



FIONA DEMPSTER

Fiona is a Director of the Australian Institute of Grants Management (AIGM), a senior member of our training team, and a former Ministerial Adviser with more than 10 years experience in program management and delivery.



SIMON HERD

Simon is the AIGM's Director of Grantmaking Reform. He is currently applying his long-standing interest in philanthropy and grantmaking to the development of the SmartyGrants grants management systems.



BRETT DE HOEDT

Brett is the Founder and Director of Hootville Communications, as well as a speaker, trainer and facilitator. His entertaining, irreverent style has seen him become a regular fixture at AIGM conferences.



PETER KENYON

Peter is a social capitalist and community enthusiast who has worked with more than 1000 communities throughout Australia and overseas in a quest to spark creative ways to stimulate community and economic renewal.



THE HON. JOAN KIRNER AM

A former Premier of Victoria, Joan is a seasoned champion for inclusion, women's rights, educational equality, community development and the environment. She is currently the Victorian Communities Ambassador.



JOCELYN KWACZYNSKI

Joc commenced working in local government 20 years ago, working in libraries, organisational development and, for the past four years, in community development, with a primary focus on grants and capacity building in the community.



AMANDA MARTIN

Amanda is the founding Executive Officer of the Australian Environmental Grantmakers Network, which provides collaboration and networking opportunities for philanthropic grantmakers in that space.



BARRY SMITH

Barry is a Director of the Australian Institute of Grants Management (AIGM), a senior member of our training team, and a former senior public servant with more than 30 years' experience in government grantmaking.



STACEY THOMAS

Stacey is Manager Research with The Myer Family Company, working with clients to implement strategic giving programs. Prior to this she was the National Coordinator of the Community Development Fund with the Telstra Foundation.



MICHAEL VAN VLIET

Michael Van Vliet was a tram conductor and then a cook before studying journalism. He worked in magazines as a brief writer before joining the Victorian Multicultural Commission in 2003, and becoming grants manager soon after.

ABOUT THE CONFERENCE

The Australian grantmaking landscape has undergone a distinct shift in the past decade, becoming more professionalised, more responsive, more sophisticated.

But still there's much work to be done.

Come to the Best Practice in Grants Management Conference 2011 and add your voice to the emerging conversation about the future of grantmaking in Australia.

LEARNING OUTCOMES

- Discover new approaches to key tasks from administration to evaluation
- Meet your peers and swap war stories, tips and tools
- Learn how to ease long-term grantees off the funding treadmill
- Get tips for finding and welcoming new grantees
- Hear the latest developments in grantmaking technology
- Hear how to improve transparency and outcomes (and keep out of the auditors' sightlines)
- Contribute your expertise

WHO WILL BENEFIT

- **Local Government** grantmakers, grants administrators, assessment panel participants, councillors
- **State Government** grants officers, funding program managers and administrators
- **Federal Government** grants officers, funding program managers and administrators
- **Philanthropic, Corporate & Community Foundation** staff and board members with an interest in government grantmaking
- **Auditors and others** with an interest in grantmaking and government funding processes

“Congrats to the team on a great conference. It was great to see people from so many different places and to talk about the common issues relating to grant management. Well done!!!”

2010 Grants Management Conference Attendee

CONFERENCE PROGRAM

FRIDAY, FEBRUARY 25, 2011

8.15 - 9.15 AM

COFFEE/TEA & REGISTRATION

9.15 - 9.25 AM

WELCOME AND INTRODUCTION

Fiona Dempster, Director, Australian Institute of Grants Management

9.25 - 10.05 AM

GENERATION NEXT: Why grantmaking must grow up

Simon Herd, Director of Grantmaking Reform, Australian Institute of Grants Management (AIGM)

KEYNOTE
PRESENTATION

Grantmaking has never been so demanding, so scrutinised. The calls for greater sophistication and professionalisation are getting louder and more insistent. They can no longer be ignored. SIMON HERD is the AIGM's Director of Grantmaking Reform and a key architect of SmartyGrants – Australia's best practice online grants management system. In this keynote presentation he argues that the time is ripe for laying out new models and methods of practice across all grantmaking sectors – and reveals why government grantmakers must lead the way.

10.05 - 10.20 AM

GOLD STANDARD: A new Australian grantmaking framework

The Hon. Joan Kirner AM, former Victorian Premier, Victorian Community Ambassador

LAUNCH

Launching a "gold standard" grantmaking framework for Australian grantmakers, and associated electronic workbook – designed to help you frame your own program and build a tailor-made Grants Manual. An initiative of the Australian Institute of Grants Management.

10.20 - 10.45 AM

MORNING TEA

10.45 PM - 12.00 PM

DOING IT DIFFERENTLY: Implementing innovations

Nina Collins, Community Planner – Grants, City of Yarra: on introduction of an "expressions of interest" phase

Michael Van Vliet, Victorian Multicultural Commission: on the VMC's move to online applications

Jocelyn Kwaczynski, Team Leader, Community Connections, Sunshine Coast Regional Council: on introducing online assessments

Brett de Hoedt, Mayor, Hootville Communications: Facilitator

PANEL
SESSION

Change is never easy, but if you can find your way through the pain there are many innovations that can bring significant benefits for you and your stakeholders. In this session, our panellists will give you a head start by revealing the lessons they've learned from introducing something new.

12.00 - 1.00 PM

CONCURRENT SESSIONS (attend your first chosen session)

CONCURRENT
SESSION

1. GREEN GRANTS: How to give money for environmental projects

Amanda Martin, Australian Environmental Grantmakers Network (AEGN)

As environmental issues increasingly take centre stage in Australian society, many grantmakers are introducing a "green grants" stream. In this session AMANDA MARTIN, who will soon release a new guide for private and philanthropic environmental grantmakers, will discuss issues and mechanisms for funding environmental outcomes, and some of the keys to successfully implementing environmental grants partnerships.

2. GETTING STARTED: Survival tips for new kids on the block

Barry Smith, Director, Australian Institute of Grants Management

If you're new to the job of grantmaking, or just need to get back to basics to make sure you're ticking all the right boxes, this is the session for you. A key takeaway will be the top 10 survival tips for grantmakers new to the job.

CONFERENCE PROGRAM

FRIDAY, FEBRUARY 25, 2011

CONCURRENT SESSION

3. PROVIDING GRANTS FEEDBACK: How much is enough?

Stacey Thomas, Myer Family Office

It's one of the greatest bugbears of grantseekers the world over: not enough feedback from grantmakers about unsuccessful applications. So how much is enough? STACEY THOMAS provides her top 10 tips.

4. SMARTYGRANTS: Latest developments in the AIGM's best practice grants management system

Kate Caldecott, Director, Australian Institute of Grants Management

SmartyGrants is the Australian Institute of Grants Management's best practice online grants management system, providing a solution for every problem, from application to evaluation. Find out how SmartyGrants can set your program free.

1.00 - 1.45 PM

LUNCH

1.45 - 2.45 PM

CONCURRENT SESSIONS (attend your second chosen session)

Attend your second chosen concurrent session

1. Green Grants 2. Getting Started 3. Providing Grants Feedback 4. SmartyGrants

2.45 - 4.00 PM

SHUTTING DOWN THE TREADMILL: Real sustainability in practice

Peter Kenyon, Director, Bank of I.D.E.A.S.

PETER KENYON is a social entrepreneur who heads up the international consultancy company, Bank of I.D.E.A.S., which works in the fields of community and economic development. Peter, who has travelled the length and breadth of Australia and worked with more than 1000 communities, says many communities are becoming "stuck on the teat of government grants", and forgetting how to do things for themselves – and that government funders are partly responsible for that culture. At the same time, delays, bureaucracy and excessive red tape are exacting a high price on grantseekers. How should government grantmakers respond?

KEYNOTE PRESENTATION

SMARTYGRANTS BOOTCAMP

THURSDAY, FEBRUARY 24, 2011

9.30am - 12.30pm | Presenters: Kate Caldecott, Simon Herd

STREAM 1: SMARTYGRANTS REFRESHER

Suits current SmartyGrants users who want to refresh their skills, or organisations with new/additional staff

- **Getting Started:** Recap on the fundamentals
- **System Navigation:** Tips and tricks for quickly moving around the system
- **Support:** How to get it and make the most of it
- **Tasks and Milestones:** How to make the most of tasks and milestones
- **Applications:** What you can do with applications
- **Contacts:** Finding, editing and recording your history with a contact

STREAM 2: SMARTER FORM DESIGN

Learn how to design forms that capture all the information you need (and only what you need) and are easy to complete from the grant applicant's perspective

- **New Developments:** Learn about recent changes to the form designer tool
- **Right Sizing:** Not too much and not too little
- **Instructions:** What to tell your applicants, be they hipsters, seniors or CALDs
- **What Works:** 10,000 applications later, we have some stories to share
- **Assessment and Administration:** Options for designing and capturing essential data

LOCAL GOV MASTERCLASS

THURSDAY, FEBRUARY 24, 2011

MASTERCLASS FOR LOCAL GOVERNMENT GRANTMAKERS: An interactive peer exchange event showcasing best practice in local government grantmaking

1.30 - 4.30pm | Facilitated by AIGM Directors Barry Smith & Fiona Dempster

1.15 - 1.30 PM

COFFEE/TEA & REGISTRATION

1.30 - 2.10 PM

EVALUATING OUTCOMES: What are you getting out of your grants program?

Deb Robert, Community Resourcing Officer, City of Knox

It's very easy to get caught up in the day-to-day tasks of running a grants program – the administration, the probity requirements – and put off thinking about outcomes. DEB ROBERT will kick-start the discussion on why we should think more about why we give out grants, and whether or not we're achieving our aims.

2.10 - 2.50 PM

TWO-WAY LEARNING: Tapping the knowledge of unsuccessful applicants

Mira Martic, Community Project Officer – Cultural Development, Fairfield City Council

Over the past two years, Fairfield City Council grants officers have called all unsuccessful applicants to provide feedback and offer support. In this session, MIRA MARTIC outlines why they go to such trouble – and how the knowledge gained has been used to strengthen the council's own grantmaking processes.

2.50 - 3.30 PM

TOPIC TO BE ANNOUNCED

Jim Lynch, Team Leader, Grants Unit, Brisbane City Council

3.30 - 3.50 PM

AFTERNOON TEA

3.50 - 4.30 PM

CAPACITY BUILDING: Empowering your grantseekers

Nina Collins, Community Planner – Grants, City of Yarra

Grants officers at Yarra City Council acknowledge that grants are only one tool at Council's disposal to foster a vibrant and healthy community. The Council offers a suite of other opportunities to support its local community, including a Community Empowerment Program that helps community groups clarify their project plans and consequently write stronger grant applications. NINA COLLINS outlines the process, and the pay-offs.

4.30 - 5.30 PM

INFORMAL NETWORKING & DRINKS

INFORMATION

DATE & TIME

Conference: Friday, February 25, 2011, 9am-4pm

SmartyGrants Bootcamp: Thursday, February 24, 2011, 9.30am-12.30pm

Masterclass for Local Government: Thursday, February 24, 2011, 1.30pm-4.30pm (drinks from 4.30pm-5.30pm)

VENUE

RACV City Club, 501 Bourke St, Melbourne

Conference: Level 17

SmartyGrants Bootcamp: Level 2 (Bourke Rooms 1 & 2)

Masterclass for Local Government: Level 2 (Bourke Rooms 1 & 2)

PARKING

Driving is not recommended. Car parking at the RACV City Club costs \$52 for full day (\$13 per hour) and is extremely limited. Nearby parking also fills early so please allow enough time to find an alternative parking space if required.

PUBLIC TRANSPORT

By Foot/Taxi: RACV City Club, 501 Bourke St, Melbourne, between Queen St and William St

By Tram: Trams #86, #95 and #96 all stop on Bourke St near the RACV City Club

By Train: Get off at Southern Cross Station (Spencer St) and walk or tram down Bourke St.

PRICE

Conference Only: \$445 (AIGM Members: \$400)

Local Government Masterclass: \$120 (AIGM Members: \$99)

SmartyGrants Bootcamp: \$120 (AIGM Members & SmartyGrants Users: \$99)

ACCOMMODATION

We recommend www.lastminute.com.au or www.wotif.com

TAKEAWAY REFERENCE MATERIAL

In line with our sustainability objectives, conference presentations will not be printed and distributed during the conference but will instead be available via the Grants Management Quarterly newsletter and the Australian Institute of Grants Management website (www.grantsmanagement.com.au) – a weblink will be advised via email following the conference.

BOOKINGS, CANCELLATION & REFUND POLICY

Registrations must be paid no later than 10 working days prior to the event. 50% of the registration fee is refundable if notice of cancellation is received more than 10 working days prior to the event; NO REFUND is available where notice of cancellation is received less than 10 working days prior to the event. Substitution of attendees is allowed. Written notice is required for cancellations and substitutions. It is not possible to transfer registration between events.

COMMITMENT TO ACCESS & EQUITY

We are committed to access and equity and everything will be done to meet the needs of all people.

Alan Matic will be delighted to assist any individual or organisation that requires any assistance.

Contact Alan on (03) 9320 6806 or by email to alanm@ourcommunity.com.au. Please note that we require six weeks notice for most special needs requests.

ABOUT THE CONFERENCE ORGANISERS

This conference is an initiative of the Australian Institute of Grants Management (AIGM), the best practice network for government and local government grants managers and grantmakers. Other AIGM tools include the Grants Management Quarterly newsletter, the annual Grants in Australia survey, grants training and the SmartyGrants online grants management system. Visit www.grantsmanagement.com.au. AIGM is a division of Our Community.

While every attempt will be made to deliver this conference as advertised, please be aware that sometimes events beyond our control may cause unavoidable changes to the program or schedule.

REGISTRATION/TAX INVOICE

BEST PRACTICE IN GRANTS MANAGEMENT CONFERENCE 2011

FIVE EASY WAYS TO REGISTER

- PH: (03) 9320 6800
- FAX: (03) 9326 6859
- MAIL: Our Community
PO Box 354
North Melbourne
VIC 3051
- ONLINE: (by credit card, cheque or EFT)
www.ourcommunity.com.au/gmc2011
- EMAIL: service@ourcommunity.com.au

COMPLETE YOUR DETAILS

ATTENDEE ONE

Name

Job Title

Org

Address

Email

Phone Fax

Specify special needs (wheelchair access, dietary requirements etc)

YES, I am an AIGM Member and entitled to the member price

I AM ATTENDING THE FOLLOWING:

- Conference (25 Feb, 2011): \$445 / AIGM Members: \$400
- SmartyGrants Bootcamp (24 Feb, 2011 AM): \$120 / AIGM Members & SmartyGrants Users: \$99
- Masterclass for Local Government (24 Feb, 2011 PM): \$120 / AIGM Members: \$99

Select 2 preferred sessions: (TWO ONLY)

CONCURRENT SESSIONS FOR CONFERENCE

- 1: Green Grants
- 2: Getting Started
- 3: Providing Grants Feedback
- 4: SmartyGrants

PAYMENT AMOUNT

TOTAL

- CHEQUE: Cheques payable to Our Community Pty Ltd
- EFT: BSB: 033 132 ACC: 146221
- CREDIT CARD: Please fill in your card details online at www.ourcommunity.com.au/gmc2011 or in the space provided below and send via post, fax or email.

CREDIT CARD DETAILS

Visa Mastercard AMEX

Card Number

Total Amount

Date

Name on Card

Expiry

Signature

Prices inclusive of GST.

Our Community
ABN is 24 094 608 705.

● Note - Tax Invoice: Where a registration is less than \$1000 (inc GST) this document becomes a tax invoice for GST purposes upon completion of payment