



REQUEST FOR QUOTE: Grants Program Development Contract

About Tropical Fruits

Tropical Fruits, established in 1988, is the premier LGBTIQ community group in the Northern Rivers in NSW. We are a not-for-profit, incorporated association that holds regular events for our diverse members and guests. We are a self-funding, independent and voluntary organisation.

Our mission is to:

- To provide an atmosphere of self-respect, acceptance and friendship, in which members can enjoy fellowship and all the benefits of a social club without any political affiliation
- To be a not-for profit, charitable organisation
- To support any like association or charity
- To assist in overcoming the isolation of lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) members
- To relay appropriate information through a regular newsletter
- To hold regular social events
- To promote the social development of the LGBTIQ community in the Northern Rivers Region
- To assist members of the Northern Rivers LGBTIQ community through community disbursements.

The Grants Program Development Project

Tropical Fruits seeks to diversify its income sources and project offerings. The Club has grown to its current size and success due to the hard work of thousands of volunteers and the fundraising capacity of the flagship New Year's Festival. To provide more security for the Club and more diverse project offerings for its members, Tropical Fruits wishes to develop its internal capacity to successfully apply for and deliver new grant funded projects.

The scope of work includes policies in relation to these key areas of strategy and operations:

- Make an assessment of our grant writing capacities and how we can grow them
- Develop Tropical Fruits internal grant writing assets
- Build our capacity to identify and apply for grants that assist us to meet our strategic goals
- Establish a grant writing team
- Coordinate the development of a 'wish list' of shelf project proposals within our capacity to deliver
- Develop a register of suitable organisations for Tropical Fruits to partner with and/or consider auspice under, ensuring that partner organisations embody the core values of TF and so that acquired funding does not interfere with Tropical Fruits autonomy

Over the course of this contract:

- Apply for between 1-3 medium to large grants (\$20,000 to \$100,000) depending on grant opportunities

Request for Quote

Tropical Fruits invites you to quote for this contract, by **5pm 5th January 2020**. Please include a one-page statement including your evidence of experience in relation to this role to fruits@tropicalfruits.org.au. Contact us of 02 6622 6440 for more information.

We are looking for a contractor who can offer NFP discounted rates. It is estimated that this work will be undertaken within a total of 80-100 hours, 1-2 days per week or as required, for a total package of between \$3000

- \$5000. This includes time working in collaboration with the Tropical Fruits Club Manager and other Fruits personnel via online and in-person meetings.

This is a contracted role, and the contractor must carry a registered ABN.

Key delivery dates

February 2021: Review internal assets and conduct interviews to assess and develop program needs

March 2021: Establish and train a grant writing team and develop grants program

May 2021: Complete internal grant assets and apply for grants

Reporting

Monthly progress report to the Tropical Fruits committee.